

CORONAVIRUS DISEASE EXPOSURE CONTROL PLAN
512
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1. STATEMENT OF PURPOSE

Harmac is committed to providing a safe and healthy workplace for all of our employees and visitors. A combination of measures will be used to minimize employee exposure to the novel coronavirus. Our work procedures will protect not only our staff, but also other workers who enter our facility. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

2. RESPONSIBILITIES
2.1. MANAGEMENT:

- Support the implementation of this exposure control plan
- Ensure that the materials and other resources required to implement and maintain the plan are available where and when they are required
- Ensure that a copy of the exposure control plan is available to employees

- Utilize Vancouver Island Health Authority services to support Harmac in the event of a confirmed COVID-19 case
- Maintain and review this exposure control plan
- Provide general health and safety advice and assistance to Harmac in the event of a COVID-19 pandemic
- Communicate with the employees regarding pandemic events at the mill site
- Communicate educational and awareness information regarding COVID-19

2.2. SUPERVISORS

- Supervisors will ensure that employees undertaking first aid are trained on site-specific controls selected, which may include administrative controls and personal protective equipment (PPE)
- Ensure that employees are trained on site-specific controls selected, which may include administrative controls and personal protective equipment (PPE)
- Supervisors will select, implement and document the appropriate control measures
- Respond to suspected or confirmed cases of COVID-19 infection of crew member(s) and put crewing plans in place.

2.3. INDIVIDUALS WILL:

- Know the hazards of workplace
- Follow established work procedures as directed by the employer or supervisor
- Use any required PPE as instructed
- Report any unsafe conditions or acts to the supervisor
- Know how and when to report incidents
- Self-monitor for symptoms of COVID-19 and report any symptoms to their supervisor and First Aid by telephone or other electronic means when symptoms first appear – whether at work or prior to reporting for work.

3. RISK IDENTIFICATION, ASSESSMENT AND CONTROL:

3.1. VIRUS INFORMATION

Corona viruses are a large family of viruses and can cause a range of diseases from the common cold to Severe Acute Respiratory Syndrome (SARS). COVID-19 is a new disease that has not been previously identified in humans.

Those with COVID-19 may present with little to no symptoms. **The symptoms are similar to a cold or flu.** Symptoms may take up to 14 days to appear after exposure to COVID-19. Symptoms can include:

- Fever
- Cough
- Difficulty breathing

3.2. TRANSMISSION

COVID-19 causes infections of the nose, throat and lungs and spreads from person-person through contact and droplet:

3.2.1. Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as touching or shaking hands, patient care or emergency response activity that requires direct personal contact.

Indirect contact involves an individual touching a contaminated intermediate object such as a table, doorknob, telephone or computer keyboard, and then touching the eyes, nose or mouth. It is still not determined the length of time COVID-19 can live on surfaces.

3.2.2. Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes, and also during certain medical procedures such as cough induction. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose or mouth up to six feet away.

3.3. EXPOSURE RISK CATEGORIES

An individual's exposure risk will be categorized by assessing their activities listed below in a time frame that covers from 14 days prior to assessment and recommendations (in table in next section) apply until 14 days after the exposure event.

High Risk – Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection **without using recommended precautions** for homecare and home isolation, or who has traveled **outside of Canada**.

Medium Risk – Close contact with a person with symptomatic laboratory-confirmed COVID-19 infection, and not having any exposures that meet a high-risk definition.

This means being within 6 feet (2 meters) of a person with symptomatic laboratory-confirmed COVID-19 infection.

Low Risk - Being in the same indoor environment (e.g., a classroom, hospital waiting room, and lunchroom) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact. This means not being within 6 feet (2 meters) AND not having any exposures that meet a medium-or a high-risk definition.

Travel outside of Canada to non-high risk country as identified.

No Identifiable Risk – Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high, medium or low risk conditions above, such as walking by the person or being briefly in the same room.

4. RECOMMENDATIONS FOR MANAGEMENT OF PERSONS WITH POTENTIAL COVID-19

4.1. ASYMPTOMATIC

Risk Category	Restrictions	Monitoring
High Risk	Remain quarantined in a location to be determined by public health authorities.	Daily active monitoring
Medium Risk	Separate from other employees; practice social distancing. Use appropriate PPE	Self-monitoring with public health supervision
Low Risk	Social distancing/limit interpersonal contact. Use appropriate PPE.	Self-observation
No Identifiable Risk	No Restriction	None

4.2. SYMPTOMATIC

Risk Category	Restrictions	Monitoring
High Risk	Immediate Isolation	Daily active monitoring
Medium and Low Risk	Immediate Isolation	Medical evaluation and care should be guided by clinical presentation.
No Identifiable Risk	No Restriction	Routine Medical Care

5. RISK CONTROL

The Government of Canada provided the following general guidelines regarding risks to Canadians:

Risk to Canadians

*At this time, PHAC (Public Health Agency of Canada) has assessed the public health risk associated with COVID-19 as **low** for the general population in Canada but this could change rapidly. There is an increased risk of more severe outcomes for Canadians:*

- *aged 65 and over*
- *with compromised immune systems*
- *with underlying medical conditions*

While a COVID-19 outbreak is not unexpected in Canada, our public health system is prepared to respond. PHAC, along with provincial, territorial and community partners, continues to reassess the public health risk, based on the best available evidence as the situation evolves.

The Government of Canada recommends avoiding all travel.

As well, the risk for COVID-19 may be increased for certain settings such as:

- *cruise ships*
- *heavily affected areas*
- *international conferences and other large gatherings in enclosed spaces*

It is important for all travelers to:

- ***self-quarantine on your return to Canada for 14 days.***
- *self-monitor for symptoms of COVID-19 (fever, cough or difficulty breathing) for 14 days after returning to Canada*
- *avoid places where you cannot easily separate yourself from others if you become ill*
*If you have even mild symptoms, **stay home** and call the public health authority in the province or territory you are in to inform them. They will provide advice on what you should do.*

REFER TO GOVERNMENT OF CANADA WEBSITES FOR THE LATEST ADVISORIES

We will continue to adapt our risk assessment based on the latest data available.

At Harmac the risk of exposure can be controlled using administrative controls (for example, hand washing and cough/sneeze etiquette) and in some cases PPE – respirators, protective clothing, eye protection.







5.1. HAND WASHING

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth—or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses or applying makeup

Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

					
1. Press hands palm to palm	2. Press each palm over back of opposing hand	3. Interlace fingers, palm to palm	4. Interlock fingers	5. Rotate each thumb in palm	6. Rotate fingertips in palm

5.2. COUGH/SNEEZE ETIQUETTE

Harmac employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly and especially after handling a used tissue

5.3. WORKPLACE SANITIZATION

- Universal precautions remain in effect until otherwise deemed necessary. This includes the normal practice of sanitization in communal work areas. Disinfectant cleaners can be obtained through Stores.
- During the period where the virus is active a dedicated sanitization crew will perform routine sanitization of common work areas including; common areas, workstations, lunchrooms, and washrooms.

5.4. RESPIRATORS

N95 respirators and other personal protective equipment (gloves, eye protection and paper coveralls) may be supplied for some employees based on a risk assessment. Any employee using personal protective equipment must follow established work procedures. Groups likely in this category include First Aid attendants and the Emergency Response Team who are in direct contact with patients exhibiting influenza-like illness symptoms. **People who report to First Aid for treatment of injuries un-related to influenza like symptoms will be provided with an N95 mask prior to being admitted into the treatment room.**

6. VISITORS

- During the active virus period visitors will be restricted from entering the millsite.

- If a visitor is required to access the site they must have a pre-arranged confirmed appointment with a mill employee (e.g. mill representative). They will be asked the following questions prior to being allowed on site:
 - Do you have any influenza or cold like symptoms?
 - Have you traveled outside of Canada in the last 14 days?
- All visitors that answer “yes” to either of those questions, visitors will be denied access to the mill site or any building on the property.

7. CONTRACTORS

All contractors will be provided with a copy of this Exposure Control Plan by their mill contact and confirmed to be following – at a minimum – the guidelines listed in this plan.

8. EMPLOYEE EDUCATION AND TRAINING

Harmac employees will receive information regarding the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work procedures to be followed, including hand washing and cough/sneeze etiquette
- Location of washrooms
- Where to obtain first aid
- How to report an exposure to or symptoms of COVID-19
- Training on proper use of PPE, if required based on a risk assessment

9. REPORTING AND FIRST AID

If employees are experiencing the following symptoms they must stay home.

- Fever
- Cough
- Difficulty Breathing

If an employee is experiencing these symptoms, it is advised they seek medical attention as soon as possible and refrain from returning to work until seen by a physician.

It is mandatory that if these symptoms present themselves, the employee must immediately inform their supervisor, leave work and seek medical attention. The employee must report back by telephone to update their supervisor.

If an employee has traveled in the last 14 days to one of the countries listed as High Risk, they must notify their supervisor prior to returning to work.

Employees that report to First Aid for non-influenza symptom treatment AND are in the **MEDIUM** or **LOW** risk categories must first advise First Aid by telephone prior to seeing them, so they can don appropriate PPE.

10. WORKING FROM HOME

Management will review opportunities for employees to work from home to reduce the risk exposure to the virus. The Working From Home Protocol will apply to employees that are given a work at home assignment.

11. REVIEW

Management will continue to update the exposure control plan as information and updates become available.