

Howe Sound Pulp and Paper (HSPP) Mill Shutdown 2021

COVID-19 Control Plan

PURPOSE.

To protect workers and reduce the risk of exposure and transmission of COVID-19 during the HSPP 2021 shutdown.

SCOPE.

Policies and procedures will apply to all contractors, workers, supervision, and support staff during the planning, execution, and post-project stages of the 2021 maintenance shutdowns. This plan will also encompass strategies and procedures for accommodation, travel to and from site, and activities at site for the additional workers brought to the Mill specifically for the shutdown.

ISSUES.

In its most basic form, the essential problem is the safe movement and spacing of people. Human nature demonstrates that we want the freedom of movement and freedom to assemble. It is important to remember that we will be creating policies and procedures that go against this basic human instinct. We will need to pay close attention to areas that cause people to assemble as well as areas that create bottlenecks and restrict the movement of people. As we work through these issues, we will need the collaborative support of our contractors to generate viable solutions that do not negatively impact worker safety, human rights, or create unnecessary delays.

The COVID-19 Pandemic is a dynamic and continuously evolving global issue that has created challenges that impact all aspects of daily life, including the way we conduct business. We will be managing additional difficulties due to a large number of other workers present on-site as well as the condensed timeframe. The Mill developed HSPP SD2021 Plan will be considered a **MINIMUM** acceptable standard and will be developed based on the current rules, best practices, and information available at the time it was written. It is the responsibility of all groups to review and comply with this standard. If gaps are identified in this plan, it is everyone's responsibility to highlight these gaps so they can be considered and remedied as required. Contractors will be required to remain current and up to date on any changes (WSBC, Interior Health, Government of B.C. The Government of Canada, etc.). If a Contractor's COVID-19 Plan is more stringent than the HSPP SD2021 Plan, the Contractor will be required to defer to the higher standard and apply that standard to the workers under their care and control. The Contractor will be responsible for identifying these differences to the Mill for review. Under no circumstances will practices be

allowed to fall below the minimum standard outlined by the mill policy. Contractors will be required to supply their COVID-19 plan to the Mill for gap analysis in enough time for review and approval before mobilizing to the site.

REPORTING OF COVID-19 OR SUSPECTED COVID-19 CASES.

To help mitigate the consequences of COVID-19 or potential COVID-19 cases, workers must immediately report to their supervisor if they are experiencing any symptoms (***ECP Section 3 Exposure Control Procedure***). Workers experiencing symptoms at site must report this to supervision and isolate themselves away from other workers as soon as possible (follow procedures outlined in ***ECP Appendices B and Appendix F or equivalent***). Workers experiencing symptoms while off-site must report this to their supervisor and self-isolate in their hotel room or place of lodging (***ECP Appendix B and Appendix C or equivalent***) **DO NOT COME TO SITE**. Report to hotel/camp staff and follow hotel/camp procedures. Workers must not interact with other workers or attempt to travel to site. In both instances (at site or off-site), the Senior Person in Charge must be verbally notified, and a specific plan developed to ensure continued worker care and safety (***ECP Appendix F***). The SPI will contact The Safety Superintendent asap. An investigation and contact tracing will be initiated. If a worker calls in sick or if a worker is a 'No Show', the Mill must be notified immediately. 'No Show' workers **MUST** be contacted to determine the reason for the absence. If the worker cannot be contacted by phone, the Contractor will designate someone to visit the worker in person to conduct a wellness check.

FITNESS TO WEAR FACE MASKS.

Before onboarding, Contractors must communicate to all workers that the use of a Mill approved face covering will be required. Workers must be physically able to work with a face covering.

FACE MASKS/FACE COVERINGS.

All face coverings must meet or exceed the minimum standards outlined by the B.C. Centre for Disease Control. Face covers must cover the nose, mouth, cheeks, and chin of the wearer. Face masks will be in use extensively, and their usage monitored closely.

The permissible face coverings are:

- manufactured cloth or paper mask,
- neck sock (neck gaiter) with a minimum of two layers of fabric,
- or homemade cloth masks that are designed to fit (with straps) with a minimum of two layers of fabric

NOTE: Plastic mouth shield masks, as used in restaurants and other businesses, are **NOT** permissible. Ad hoc facial coverings such as handkerchiefs, scarfs, bandanas, or other similar covers are also **NOT** permissible.

NOTE: Face shields versus masks. They each provide a different type of protection: Masks protect others. Face shields protect the wearer but can expose others. Face shields will **NOT** be substituted for masks but can be used in conjunction with a mask to increase protection.

CONTACT INFORMATION.

Contractors will be responsible for collecting the contact information for all of their staff and workers. This information will be documented, kept on file, and provided to the Mill to facilitate contact tracing if needed.

LODGING.

Contractor staff and workers who will be staying at the Mill camp will be required to follow all the Camp rules including COVID precautions. For contractor staff and workers who will be staying at local hotels for the duration of their scope on the shutdown. The Mill is not currently placing restrictions on accommodation; however, contractors will communicate to their staff and workers appropriate expectations and guidelines to follow while not at site. Expectations with regards to maintaining distancing, proper hygiene, limiting social interaction, and not engaging in any behavior that will put themselves or the community at risk. The contractors will need to document that these guidelines have been relayed to workers. **The Mill will also be restating these guidelines during the face to face COVID-19 plan review.**

COHORTS.

Contractors will be required to review the viability of creating cohorts within their groups and, where possible, arrange those cohorts to minimize interaction with individuals outside of the cohort. Ideally, cohorts will be grouped at the same hotel, travel back and forth to site, and when practicable, the cohort will work and take breaks as a single unit. Contractors will need to document that they have reviewed the feasibility of cohorts and list all cohorts identified. Where it is practical to do so, a single person (supervisor) in each cohort should be designated as the primary contact for other cohorts. When a change in a cohort is required, this must be documented, and the Mill must be notified. If cohorts are not possible, the reason must be documented and provided to the Mill. Interaction between different trades, groups, or contractors will be kept to a minimum.

NOTE: Cohorts are intended to increase safety, lower the spread of COVID-19, and to facilitate contact tracing. Cohorts are not designed to allow individuals to disregard distancing or other control measures within the cohort, nor as an expedient to circumvent safe practices.

CONTRACTORS TRAVELLING FROM OUTSIDE CANADA.

Contractors traveling from outside Canada will need to document the steps taken to prevent the spread of COVID-19, including, but not limited to, 14-day isolation. For contractors who wish to be designated as an essential service and bypass the mandatory 14-day isolation, this will require the approval of the Mill before proceeding. All documents will be provided to the Mill for review and approval.

DAILY TRAVEL TO AND FROM SITE.

It is requested that workers not carpool unless traveling in established and *DOCUMENTED* cohorts. Workers travelling with two or more people in the vehicle are expected to wear Mill approved face coverings while inside the vehicle.

SITE ACCESS.

All Contractors are required to have their workers complete the COVID-19 Questionnaire before mobilizing to site.

Parking at site during the shutdown and will be congested—**expect the potential for delays.**

To facilitate contact tracing, contractors will keep records for all contract workers –name and phone number (contact tracing managed by the Mill, if this is required).

The Mill will also gather this information at the face to face site COVID-19 Plan review.

MILL BUILDING ACCESS.

There will be specific locations within the Mill that will require sign-in to gain access. These areas will include, but will not be limited to Control Rooms. Further detail will be provided.

PERSONAL TOOLS.

Contractors will be asked to provide their workforce with personal hand tools or have their workers provide their own hand tools. Personal hand tools are not to be shared with other workers. If this is not possible, the Contractor will be responsible for creating an alternate plan for worker safety (disinfecting, for example), and provide that plan to the Mill for review and approval.

SHARED SPECIAL USE TOOLS.

Where shared special purpose tools are required (Hy-Torque, for example), the tool must be sanitized before each use (cleaning procedure to be determined but will be required to conform to mill disinfecting practices). If these tools are kept at a tool crib, they need to be disinfected as per the Mill cleaning procedure before being issued to workers (***ECP Appendix D, or equivalent***).

PERSONAL ITEMS, PPE STORAGE.

Contactors are asked to limit workers to bringing one personal backpack or bag to site. Space will be provided for PPE and personal item storage adjacent to the lunchrooms. Personal items will not be stored in the lunchroom. The storage space will be large enough to accommodate all the workers using that lunchroom during the entire day. Spaces will be placed 6' apart to allow for items to be stored without coming into contact with anyone else's items and to allow for social distancing.

The area must be utilized for the storage of PPE before entering the lunchroom. The structure will be set up with separate entrances and exits, which will allow for the one way flow of workers. Workers must wear masks, observe 6' physical distancing, and utilize the hooks located closest to the EXIT first to store their PPE and work backward towards the ENTRANCE as space is filled. The area will be set up so that the workers will be able to re-enter the space to retrieve their PPE after breaks by utilizing the same entrance and exit. Workers must not handle anyone else's PPE or personal belongings.

OFFICE TRAILERS.

When possible, all of the office trailers will be set up with the doors facing in the same direction. A typical single wide trailer has two doors, and one door should be designated as the 'entrance' and one as the 'exit' door. Each trailer should be set up in the same orientation, with the entrance door on the right (for example). Laying out the trailer complex in this manner will allow for a one-way pedestrian flow around the entire complex. It will significantly reduce the possibility of workers being less than 6' apart. Interactions between different contractors at the trailer complex should be kept to outdoors where 6' distancing can be maintained. Contractors should refrain from entering each other's trailers; this will reduce exposure risk and facilitate contact tracing.

Offices, fridges, and microwaves will need to be disinfected as per the mill standards (***ECP Appendix D, or equivalent***)

Personal items must be kept to a minimum and, where possible, left inside personal vehicles, or in designated storage areas.

WASH CARS AND SINKS.

- One additional wash car will be brought to site this year (for a total of)
- Wash cars will be supplemented by external sinks and porta-potties to facilitate distancing during peak usage.
- Face coverings will be worn inside wash cars.
- It is proposed that white distancing markers will be placed outside wash cars, porta-potties, and portable sinks.
- The Mill will provide hygienic hand sanitizing stations in common areas, but contractors are responsible for providing adequate hand sanitizing stations for their work areas.

LIGHT DUTY VEHICLES AND MOBILE EQUIPMENT.

Light-duty vehicles should be reduced to the minimum number to allow for the safe and effective operation of the shutdown. The use of light-duty vehicles to conduct personal errands or to transport people around the site as a matter of convenience must be avoided. Some light-duty vehicles and mobile equipment will be necessary, but contractors will be required to justify the number of vehicles they have at site. The number of people inside light-duty vehicles must be kept to the minimum amount needed to perform tasks safely (transporting material, for example). If more than one person is inside the vehicle at the same time, site approved face coverings must be worn. Workers utilizing light-duty vehicles should be expected to make a note of COVID -19 hazards and controls on their task cards and follow all disinfecting procedures (***ECP Appendix D, or equivalent***).

MATERIAL LAYDOWN AND FABRICATION AREAS:

Material laydown and fabrication areas must be located and laid out to allow for one-way traffic flow and so that 6' distancing can be maintained, unless the 6' distancing creates a safety hazard, as would be the case with awkward or bulky items. If work cannot be conducted while maintaining 6' distancing, other options to complete the job safely must be considered before working at less than 6' (mechanical means, for example). All instances of working at less than 6' must be noted on the worker's THA, along with the associated controls (face mask and face shield, for example). If possible, create laydown areas that will eliminate interaction between different contractors or worker groups.

ELEVATOR USE.

Capacity of each elevator will be marked at each floor. All passengers will be required to wear a face cover when riding in the elevator and will follow the direction of the HSPP operator. Passengers will sanitize their hands before entering the elevator. Hand sanitizer will be located at elevator doors.

DAILY PROGRESS AND CONTRACTOR MEETINGS

Meetings will be held in a space sufficient to accommodate the number of people attending the meeting safely.

FLOOR AND WALL MARKINGS

It is proposed to install markers on the floor (or wall, or otherwise) 6' apart to support worker distancing at congested areas inside the Mill. White is easier to differentiate from other background colours at the Mill. Regardless of marking, the physical distance between workers is to be maintained. Where physical distance cannot be maintained, Mill approved face coverings will be worn

CONFINED SPACE ENTRY.

CSE monitors (Safety Watch) will wear face masks and face shields.

There will be no donning or doffing of PPE inside the confined space. Donning and doffing of PPE will take place outside of the confined space.

Disinfecting of high touch areas inside confined space will be difficult; therefore, protective glove type is required for the work being performed.

ENERGY ISOLATION (LOTO).

- Mill approved face coverings will be worn in constricted/congested areas.
- Flooring markings for distancing will be installed.

SITE MUSTER OR EVACUATION.

In the event of an evacuation, contractors are to report to their muster stations. Due to the congestion in these areas keep 6 feet apart as much as possible and don a mill approved face covering.

CONTRACTOR DAILY TOOLBOX OR SAFETY BRIEF and DAILY DEBRIEF.

The COVID screening questionnaire will be discussed during the morning toolbox meeting and worker acknowledgment of compliance documented by the supervisor or lead hand. A worker who has symptoms will be immediately isolated, and the SPI PIC will be verbally notified (ECP Section 3 Exposure Control Procedure). The questionnaire documents will be required to be available if requested (Audits will be performed by the mill during the shutdown). At the Daily Debrief, supervision will restate the requirement not to come to site if a worker is experiencing symptoms. To provide a consistent message, the Mill will offer a short daily COVID-19 communique for the contractors to include with their morning toolbox.

FIELD LEVEL HAZARD ASSESSMENT.

COVID-19 is a serious safety concern that we have taken extensive measures to communicate and control. This additional safety concern will require that the workers make a note of the potential COVID-19 hazard on their task cards and any steps they have put in place to control or eliminate this hazard.

ORIENTATION.

ALL contractor employees will complete the Mill's **ONLINE** orientation; there will be no on-site contractor orientations. All contractors will be required to review the COVID-19 Plan to all their employees.

CONTRACTOR DELIVERIES AND VISITORS TO SITE.

The Mill will provide initial screening to all visitors. As per ***ECP, Exposure Control Procedure, Appendix A.***

If a visitor answers affirmatively to any of the screening questions, they will be denied access to the HSP Mill site.

CONTRACTOR DAILY COVID-19 SAFETY INSPECTIONS AND AUDITS.

Contractors will be required to conduct documented daily COVID-19 inspections and audits. Each contractor supervisor will conduct a documented daily inspection of their workers and task location (one inspection per shift per supervisor). These documents will be forwarded to the Mill daily 0900hrs (0900hrs of the following day for inspections completed after 0900hrs). Contractors who do not have an inspection/audit document will use the Mill document.

Inspection items will include, but not necessarily be limited to;

- confirm that workers have noted COVID-19 risks on their Field Level Hazard Assessments, and the associated controls,
- confirm compliance for worker distancing and appropriate face mask use,
- verify that there are adequate cleaning and disinfecting supplies.