

***Modularization, Fabrication and Greenfield Construction (MFGC)***

***COVID-19 Response and Business Continuity Plan***



May 2020

**The MFGC COVID-19 Pandemic Response and Business Continuity Plan’s Purpose:**

A pandemic incident has the potential to simultaneously impact large numbers of Worley people and adversely affect the operation of our business operations. As such, appropriately measured and coordinated preparation, response and recovery actions are required.

The purpose of this plan is to document the manner in which the Modularization, Fabrication and Greenfield Construction (MFGC) business unit of Worley Limited will manage a pandemic incident, identifying levels of authority and responsibility and prioritize high level action considerations, in order to facilitate business operations. It will ensure that good practice is followed in all aspects managing the site and all personnel mobilizing or accessing the site.

**Confidentiality Notice**

These documents have been prepared by and remain the sole property of WorleyCord LP (Cord).

<b>MFGC - COVID-19 Response Plan</b>		
<b>DESCRIPTION</b>	<b>WORLEYCORD APPROVAL</b>	<b>DATE</b>
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## 1. Introduction and Message to Customers

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COVID-19 is an unexpected global issue affecting not just Worley and its customers but people all over the world. We ask for your patience in these challenging times and confirm that MFGC is following directions and information provided by Public Health Authorities, Government Agencies, WHO, CDC and our medical advisers in managing our business.

Worley's COVID-19 Working Group has representatives from Worley's Executive Management, R3/Security & Resilience, Health & Safety, People, Internal Communications, Legal, Travel, Operations and Information Technology departments. It also involves local worksite representation considering changing circumstances.

The COVID-19 Working Group is charged with protecting and keeping our people healthy, monitoring all the latest global developments, reviewing and adopting directives from stakeholders, keeping abreast of actions being taken by our customers and peers, supporting immediate staff needs and undertaking proactive planning of policies to mitigate any potential business impacts. Initiatives currently in place at MFGC include:

### **Looking after our People**

MFGC's Management Team is offering daily support to our personnel experiencing personal and professional dislocations due to COVID-19 impacts. We also conduct daily update sessions with all of our Work Sites.

### **Daily updates**

MFGC and Worley has established an internal website to deal specifically with COVID-19 which is updated every day and provides our policies, procedures, contacts, news, FAQs and messaging. Access is available to all our people and reflects real-time status.

### **Travel Restrictions**

MFGC has implemented a business critical only international travel policy and domestic business travel has been restricted by senior management. We are reviewing all travel needs.

### **Crisis Management**

MFGC has activated a Business Continuity Plan to address potential business continuity impacts using our Worley in-house R3 (Ready, Response, Recovery) Team and processes. This planning process has resulted in a series of actions/behaviours that will be implemented at various pandemic Alert levels – Blue, Yellow, Orange, Red, Green.

### **We respectfully ask our customers to be patient in these unforeseen circumstances.**

Everyone has an obligation to take steps to prevent the spread of COVID-19. We encourage all our people to report suspected incidents of COVID-19 to their Location Managers and take responsibility for their own hygiene, health and safety, and the health and safety of those around them.

We thank all our customers for having trust in our business to continue their projects.

## 1.1 Modularization, Fabrication and Greenfield Construction (MFGC) Canada R3 Planning Approach

The following outlines the preliminary MFGC Canada Business Continuity action priorities during the period of pandemic. Each discipline within our offices has actions intended to allow us to continue operating, while responding to changing circumstances:

### **MFGC Leadership Oversight**

The MFGC Canada has been established a local R3 Committee with representation from multiple disciplines to oversee the overall response, including Senior Leadership, Health & Safety, Human Resources, Supply Chain, Operations, Information Technology and Legal

The R3 Committee meets daily to assess the ongoing status of the COVID-19 and available to respond 24 hours a day.

A daily log of preparatory actions has been established with action owners identified for each item.

Daily briefings of all senior project team personnel are held at 10am, 3 days per week

### **Operations Team**

Business continuity plans are being established for all operations, in the event of temporary home office suspension.

Actions include:

- Identifying key personnel for business continuation
- Contact information and contact lists
- Dissemination of applicable Policies relevant to business disruption

### **Client / Customer Management**

Working with our customers to ensure our pandemic plans are aligned

Regularly communicating with customers to assess current status at site

Understanding customer site rules and requirements in the event of outbreak at customer facility or work camp location

### **Construction Site Management**

Publicize requirements to report travel history and possible exposure events amongst all personnel;

Review self-disclosure information provided by staff upon return to work;

Pre-mobilization confirmation of medical status; review customer guidelines; Management of potential infected personnel once at site, starting with protocol for testing;

Developing travel plans for every site in the event of restrictions including:

- Names of all staff on site as well as contact information
- Determining Transportation options (use of buses, vans, rentals, etc.)
- Establishing site hygiene and physical distancing rules, and enforcing same
- Counselling personnel regarding conduct between shifts or after work, to minimize risk in the community
- Liaising with customer and supplier / subcontractor representatives on site to confirm consistency in
- Protective practices

### **Human Resources Management**

Absence management for personnel reporting illness

Protocols for self-isolation and return to work following recommended practices

Communicate to Employees certain provisions such as:

- Work schedules and/or hours of work may change with minimal notice
- Employees may be directed not to report for work
- Employees may be required to work at other locations with minimal notice
- Employees may be assigned to work other duties or to work in other departments with minimal notice

### **Essential and Priority Staff Functions**

Identifying the essential services and priority functions that the organization will need to keep operating

Predetermine and confirm availability of employees who perform each of the priority functions and essential services

Provide training where necessary for essential and priority functions

Identify essential functions that may be accomplished via work from home arrangements

Identifying the essential services and priority functions that the organization will need to keep operating

Predetermine and confirm availability of employees who perform each of the priority functions and essential services

### **IT Business Continuity and Connectivity**

Working with Worley to establish business continuity to ensure clear lines of communication with potentially limited resources

### **Supply Chain (Subcontractors and Suppliers)**

Developing our sub-contractor management plans, ensuring alignment with customer plans

Planning for essential services to be maintained

Confirming subcontractor adherence to public health guidance before deploying their personnel to construction sites

Understand and address with suppliers the supply chain impacts on supply and delivery of project commodities and equipment

### **Facilities and Hygiene (Home office and construction sites)**

Reviewing janitorial services to increase frequency of cleaning and sanitizing

Increased distribution of hygiene supplies to all staff to ensure a healthy work environment

Reinforcement of hygiene practices (handwashing) via posters and toolbox talks

More frequent cleaning and disinfection of common use surfaces, door handles, door rails, and shared equipment

Updating personnel on cough etiquette

### **Communications**

Establishing emergency communications methods, including text, phone, company intranet and email

Providing clear and consistent, factual and approved messages to supervision and craft personnel

Posting hygiene awareness messages

Daily reminders via toolbox talks and meetings to reinforce prudent practices as well as encourage reporting of illness

## 2. Summary of Response Plan

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The current global situation requires that Cord be responsive to the COVID-19 pandemic as it evolves. The COVID-19 Response Plan documents the steps that have been set in motion by Cord for the protection of the project and most importantly for the protection of the personnel. The plan will be a live document that will change as new information becomes available to Cord.

The Cord Ready, Response and Recovery (R3) Management Team has taken the lead and are:

- Utilizing information from the World Health Organization, Alberta Health Services, BC Centre for Diseases & Control and the Worley R3 Support Team as it becomes available;
- Disseminating information daily; and,
- Meeting with all senior Cord supervisors on all site locations daily to discuss new information.

Where Cord is named as the prime contractor, the Plan is to be applicable to all personnel on site or lawfully attempting to gain access to site. Cord will also apply this to the other sites where the Client is Prime. It applies to all:

- Cord Personnel;
- Client Personnel;
- Contractors of Cord and Client; and,
- 3<sup>rd</sup> Party suppliers and service providers of Cord and that of the Client.

Each site Construction Management Teams (CMT) will utilize the Project Roster and daily check-in sheets to monitor for absenteeism not previously brought to the attention of the Cord site supervision. The Roster and daily check-in sheets will also be utilized in the event of demobilization to account for all personnel.

This Response Plan applies to all personnel on, coming to, returning to or visiting the Cord projects. All personnel upon review of this procedure are mandated to follow all reporting protocols and procedural steps outlined in this document. This document is not intended to circumvent or supersede any direction from Public health Authority, or a licensed medical practitioners' directive.

### **Social Guidance**

- This guidance is for everyone. It advises on social distancing measures we should all be taking to reduce social interaction between people to reduce the transmission of coronavirus (COVID-19).
- Increased awareness about and communication to staff about COVID-19.
- Evaluate the workplace for areas where people have frequent contact with each other and share spaces and objects.
- MFGC personnel will not be permitted to travel directly or immediately between worksites without prior approval from the Line of Business Vice President.

### Social/Physical Distancing

Social/physical distancing is the 2m exclusion zone personnel will take to reduce the social interaction between individuals while working onsite and in the community. These measures will assist in the reduction of the transmission of the coronavirus (COVID-19).

Our teams will practice the following both at the project location and within the community.

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms are identified via the provincial self-assessment documents;
- Avoid non-essential use of public transport, varying travel times to avoid rush hour, when possible;
- Avoid large gatherings, and gatherings in smaller public spaces such as restaurants, coffee shops and grocery stores.
- Avoid large gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to conduct regular business interactions.
- Our personnel are encouraged to clean highly touched surfaces (e.g. tools, equipment, phones, elevator buttons, washrooms, tables) frequently and to recommend and facilitate increased hand hygiene.
- Increased frequency of cleaning by cleaning contractors across the site location

Where administrative controls like staggered shifts or reconfigured work planning have been exhausted and the two-meter exclusion zone **cannot be established or maintained** between personnel, additional controls must be implemented. These controls may include all or part of the items listed below:

- The use of face shields;
- Personal masks (mandatory);
- Additional PPE (gloves, form fitting safety glasses, coveralls, etc.)

**Company provided transportation back and forth between the Location and Camp/Lodging, social distancing measures are in place on buses and vans where no other respiratory controls have been implemented**

- Workers will follow 2m (6ft spacing) social distancing requirements
- Workers will sit in designate seats. One worker per row, the worker in the following row will be in the adjacent side diagonally from the worker in front of them and seating will follow this pattern.
- Seats not to be used are taped off with a red "X"

### **Personal Vehicles**

- For personal vehicles travelling to and from site their capacity is limited to a maximum of 2 people per vehicle in adherence with social distancing protocols.

### **Staggered Start and Break Times**

Shift schedules start and finish times and scheduled breaks are staggered between multiple groups to minimize exposure and facilitate social distancing.

Examples:

- Group 1 commence work at 6:30am and finish at 5:00pm
- Group 2 commence work at 7:30am and finish at 6:00pm

### **Lunchrooms are Set to Limit Exposure**

- 2 workers per 8ft table at a given time
- Lunch breaks are staggered to reduce personnel in common areas such as lunchrooms

### **Handwashing and Respiratory Hygiene**

We have general principles our team will follow to help prevent the spread of respiratory viruses, including:

- Washing hands more often - with soap and water for at least 20 seconds or use a hand sanitizer upon arrival to our home/ temporary residence or into work, when blowing our nose, sneeze or coughing, and or eating or handling our food
- Avoid touching our eyes, nose, and mouth with unwashed hands
- Avoiding close contact with people who have symptoms
- Cover coughs or sneezes with a tissue, then throwing the tissue in a bin and washing our hands
- Clean and disinfect frequently touched objects and surfaces in the home and project locations

Cord's R3 management team continues to work with Cord's site CMT to identify areas of attention during the different phases of any project.

### **Verbal Screening and Performing Temperature Checks**

Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:

- Today or in the past 24 hours, have you had any of the following symptoms?
  - Fever, felt feverish, or had chills?
  - Cough, Difficulty breathing?
  - Sore throat or runny nose?

Where the individual responds yes to any of the above questions, that person is sent home immediately and required to conduct the provincial self-assessment. Outcomes of the self-assessment or 811 recommendation is to be communicated to WorleyCord supervision in a timely manner.

- Have you completed the Cord COVID-19 Check Sheet and submitted to Supervision? If not, the individual is turned around and requested to provide their supervisor an updated check sheet prior to temperature screening.

#### **Protocol for Safely Checking An Individual's Temperature:**

- Perform hand hygiene
- Put on a face mask, tight fitting eye protection, gown/coveralls, and a single pair of disposable gloves
- Check individual's temperature per the manufacture's recommendations. Body temperature must be below 38°C (100.4°F) for noncontact or oral monitoring and or an ear temperature below 38.3°C (101°F) to be permitted on site or within the office setting.
- Ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check. If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned routinely as recommended by [CDC](#) for infection control.
- Remove and discard PPE
- Perform hand hygiene

Where the individuals temperature is above 38° for degrees for non-contact testing and 38.3° for ear testing, the employee will be required to isolate themselves from others in a location where the ambient temperature is similar to the testing location for a minimum of 15 minutes and will not be permitted to smoke or eat. The individual will then be retested, if the temperature again exceeds the established limits the individual is directed to return to their residence immediately and required to complete the provincial COVID -19 self-assessment.

Outcomes of the self-assessment or 811 recommendation is to be communicated to WorleyCord supervision in a timely manner.

#### **Subcontractor, Vendor and Supplier Management While On Site**

Protocols are established for allowing subcontractors and suppliers onto our work sites. These actions include:

- Completion of personal checklist confirming health status;
- Materials and equipment delivery drivers remaining with their vehicles when performing services;
- Social distancing rules to apply to subcontractors required to access a worksite;
- No transfer of subcontractor crews between Cord sites absent advance approval by R3 leadership

### **Offsite Guidance**

Workers are strongly encouraged to follow best practices around social and physical distancing during their off hours from work; and to be mindful of participating in activities which have been declared as unsafe or prohibited by provincial and federal health officials.

Cord is not responsible for worker accommodations on LOA projects and does not designate what accommodations are acceptable. Workers are responsible for finding their own accommodation.

### 3. Responsibilities

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This section is intended to clearly outline individual responsibilities for implementation and compliance to this Response Plan.

#### **Site Leadership**

Site leadership must ensure this procedure is reviewed and understood by all workers. In addition, ensure this plan is posted in lunchrooms and available for review by new workers or visitors.

#### **EH&S Personnel**

The Site Health and Safety representative must ensure communication and understanding of this procedure with all support staff/indirect staff, visitors and Supervision on or coming to the Location. The Site Health and Safety representative is also responsible for keeping of all supporting documentation relative to this Plan.

#### **All Personnel**

All personnel on-site must ensure they review and understand this procedure as it pertains to their accountabilities and steps they must follow. Cleaning staff must be aware of not only their individual duties outlined in this procedure, but also the timeliness of its implementation. This Plan is mandated by Cord and failure to comply can result in disciplinary action up to and including termination.

#### **Cleaning Staff**

All cleaning staff on-site must ensure they review and understand this procedure as it pertains to their accountabilities and steps they must follow. This Plan is mandated by Cord and failure to comply can result in disciplinary action up to and including termination.

#### **Location Security/Control**

Location security/Control must ensure all visitors, material delivery personnel, vendor salesman, and non-Cord personnel have completed COVID-19 pre-access screening questionnaire has been completed prior to site access. In the event a COVID-19 pre-access screening questionnaire has not been completed, Security/Control will inform site the Health and Safety Advisor and provide COVID-19 pre-access screening questionnaire to individual for completion. In addition, site Security/Control personnel will ensure all of the before mentioned personnel are aware of this procedure and understand their requirements in the event, they experience any symptoms while on site.

## 4. Workers Mobilizing to Site

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### 4.1 Mobilizing to Site Protocol

For workers who are on the project roster and intend to mobilize to the project to begin their scheduled shift:

- Site supervision including HSE advisors will review employee roster;
- Construction Manager, General Foreman, and/or Foremen will be assigned individual workers to contact by phone. Each worker to provide responses confirming their last date of, international travel, interprovincial travel, and all travel via air. Supervisors will also review the completed COVID-19 check-sheet before any worker leaves their off-site location to mobilize to the project;
- Each worker to provide answers to a list of survey questions outlined via the COVID -19 check-sheet to assess their status and eligibility to mobilize to the Project;
- Any worker who provides an at-risk response to any of the survey questions will be advised to:
  - DO NOT to mobilize to site;
  - Stay in their current location;
  - Perform the online self-assessment at:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>
  - <https://bc.thrive.health/>
  - Follow the directions from the online self-assessment for testing, self-isolation or stay at home requirements. Contact your supervisor to notify them of online self-assessment results;
  - Upon the completion of the isolation period including symptom-free for a minimum of 72 hrs, contact supervisor for further direction;
  - If a novel COVID-19 test is requested by the online self-assessment, the test must be completed, self-isolation/quarantine guidance adhered to;
  - If a novel COVID-19 test is recommended, completed, and a negative is determined, contact supervisor, be symptom-free for a minimum of 72 hrs then contact your supervisor for further direction;
  - If a novel COVID-19 test is recommended, completed, and a positive is determined, self-isolate/quarantine for 14 days be symptom-free for a minimum of 72 hrs then contact your supervisor for further direction;
- Cord R3 Team will support site supervision on how to proceed, recommendations will be communicated back to the worker by the same supervisor who conducted the survey.

## 5. Workers Returning to Site

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### 5.1 Return to Work Protocol

For workers who are currently off-site and intend to return to the project to resume their regularly scheduled shift:

- Cord personnel and those working on behalf of Cord are to contact their Cord representative/supervisor to alert of any changes to their well-being or those they have been in close contact with.
- Each worker to provide their completed copy of the COVID-19 check sheet to their supervisor prior to returning to the site.
- Each worker to provide responses confirming their last date of, international travel, interprovincial travel, and all travel via air.
- Any worker who provides an at-risk response to any of the survey questions will be advised to:
  - DO NOT to mobilize to site;
  - Stay in their current location;
  - Perform the online self-assessment at:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>  
<https://bc.thrive.health/>
  - Follow the directions from the online self-assessment for testing, self-isolation or stay at home requirements. Contact your supervisor to notify them of online self-assessment results;
  - Upon the completion of the isolation period including symptom-free for a minimum of 72 hrs, contact supervisor for further direction;
  - If a novel COVID-19 test is requested by the online self-assessment, the test must be completed, self-isolation/quarantine guidance adhered to;
  - If a novel COVID-19 test is recommended, completed, and a negative is determined, contact supervisor, complete the isolation period, be symptom-free for a minimum of 72 hrs then contact your supervisor for further direction;
  - If a novel COVID-19 test is recommended, completed, and a positive is determined, self-isolate/quarantine for 14 days be symptom-free for a minimum of 72 hrs then contact your supervisor for further direction;
- Cord R3 Team will support site supervision on how to proceed, recommendations will be communicated back to the worker by the same supervisor who conducted the survey.

## 6. Workers on Shift

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### 6.1 Active Worker Protocol

For workers who are mobilized and into their scheduled shift at the Location and staying in Camp or local accommodations, the following precautionary measures are to be observed:

#### Waking up Sick

- Any Cord worker or subcontractor who wakes up sick and/or experiences any of the following symptoms must stay in their accommodations and report to their supervisor via phone:
  - Fever;
  - Chills;
  - A new cough or worsening of a chronic cough;
  - New or worsening shortness of breath or difficulty breathing;
  - Sore throat or painful swallowing;
  - Stuffy or runny nose;
  - Headache;
  - Muscle or joint aches;
  - Feeling unwell in general, or new fatigue or severe exhaustion;
  - Gastrointestinal symptoms including nausea, vomiting, diarrhea or unexplained loss of appetite;
  - Loss of sense of smell or taste, or;
  - Conjunctivitis, commonly known as pink eye, runny nose, sore throat, cough, fever, body aches, shortness of breath/difficulty breathing.
- Any individual experiencing any of the above must stay in their room. Worker is not to go to the site, nor proceed to the parking lot to join co-workers in a bus, truck or van to site.
- Workers must:
  - Perform the online self-assessment at:  
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>
  - <https://bc.thrive.health/>
  - Call 811 if recommended by the assessment;
  - If a novel COVID-19 test is requested from the assessment, contact the supervisor. It must be completed prior to returning to work;
  - If a novel COVID-19 test is not recommended by the assessment, self-isolate until symptom free;

- Once symptom free for a minimum of 72 hours inclusive of the mandatory timeframe established by local Public Health, contact supervisor for further direction;
  - If a novel COVID-19 test is recommended, completed, and a negative is determined, contact supervisor for further direction;
  - If a novel COVID-19 test is recommended, completed, and a positive is determined, self-isolate for 14 days; and,
  - Once symptom free minimum of 72 hours, contact supervisor for further direction.
- Cord R3 Team will advise how to proceed, and worker will be informed.

### **Feeling Sick at Work**

- Workers who feel sick on site and/or experience any of the symptoms mentioned above must immediately report to their supervisor for additional actions to be followed;
- Worker to be temporarily quarantined in a designated office on location, and provided with BSI gear (disposable coveralls, KN/N95 mask, disposable gloves, new pair of safety glasses);
- Assessment to be provided by on-site medic or HSE professional, wearing similar protective clothing;
  - Alternatively, phone numbers posted in isolation room for interview via phone with Supervision and R3 leadership;
- Worker to perform the COVID-19 online Assessment;
- Worker to provide a list of individuals he/she was in contact with prior to experiencing sickness/symptoms. This includes working near, driving in same vehicle, sharing space in lunchroom / wash car;
- Site supervision to contact the Cord R3 Team and share information
- Based on information provided by R3 and Provincial Health Services, the worker can be transported to a medical facility or provide own transportation home, depending on the outcome of the worker assessment;
- One van will be designated for transporting sick individuals to medical facility or personal vehicle, and it will be outfitted with a cleaning kit to be used after transport;
- During transport, worker to sit in far rear seat, driver also to be dressed in BSI gear;
- Before departing from site, the operator to perform a deep clean of the vehicle with the kit provided;
- The worker must prior to returning to the Location:
  - Call 811 if recommended by the assessment;
  - If a novel COVID-19 test is requested from the assessment, contact the supervisor. It must be completed prior to returning to work;
  - If a novel COVID-19 test is not recommended by the assessment, self-isolate until symptom free;
  - Once symptom free, contact supervisor for further direction;

- If a novel COVID-19 test is recommended, completed, and a negative is determined, contact supervisor for further direction;
- If a novel COVID-19 test is recommended, completed, and a positive is determined, self-isolate for 14 days; and,
- Once symptom free for a minimum of 72 hours, contact supervisor for further direction.
- Cord's R3 Team will provide additional instructions beyond this point, based on all information provided to them by the worker and other members who assisted in their assessment/transportation.

## **6.2 Associated Workers**

- If any workers (identified in the 5<sup>th</sup> point above) associating with a potentially sick individual themselves identify as symptomatic through their answers to the prescribed COVID check sheet and COVID -19 Self-Assessment questions, Cord site supervision will immediately contact the Cord R3 Team and the on-site Client representative;
- All other Cord workers and subcontractors will be directed fill out the Company COVID-19 Check Sheet and supply to their Supervisor.
- If any survey responses indicate a worker as symptomatic, they should be treated as outlined in the steps in the preceding section: FEELING SICK AT WORK; and,
- Contact Cord R3 Team for additional guidance on how to proceed.

## **6.3 Third Party Drivers**

- All drivers arriving at the Location – delivering material goods, equipment, water, concrete, etc. – will be screened at the gate/entrance by the site security/Control before being allowed to enter site.
  - Any screening that results in a driver being potentially symptomatic will result in the driver and vehicle being turned away, advised to self-isolate, and the Cord R3 Team advised of results for further action.
  - Physical distancing will always be practiced. Delivery drivers will be requested to drive to the specified location, unstrap their load, return to their cab of their vehicle and wait until they are unloaded.

## 7. Notification Periods

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### **Employee with COVID Symptoms**

If an employee is onsite, they must notify their supervisor immediately that they feel unwell

If an employee wakes up sick they must not come to work and notify their supervisor before their shift would have started

If an employee is on days off, they must notify their supervisor before they would have returned to site

Once a Supervisor has been notified by an employee then have 1 hour to contact one of the following:

- Chris Hill, HSE Director
- Tim Burnham, VP Modularization & Fabrication
- Shane Allen, VP Construction Operations
- Martin Clutterbuck, VP Industrial Services

Within 4 hours the Cord R3 team will meet with Cord Site Supervision.

Within 4 hours the Client will be notified by Cord Site Supervision

### **Confirmed Positive COVID-19 Case**

If the employee was required to have a COVID test and the result came back positive, the employee will be notified by the Provincial Health representative via a phone call.

Employees are to report to their supervisor as soon as practicable. Other reporting timelines for a confirmed COVID case are the same as above.

Cord Management will notify clients, owners, camp providers and other authorities having jurisdiction of the confirmed case while maintaining the confidentiality of the individual.

## 8. Site Shutdown

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If there is a confirmed case of COVID-19 on the project site, or if directed by either the Client or the Cord R3 Team; an on-site meeting shall be held between Cord and the Client to discuss:

- Based on the situation, does the project site need to be shut down;
- What preventive actions will need to be taken;
- What potential risks may arise when all members of Cord, Client, and subcontractors leave the project site;
- Preservation requirements (if any) for equipment already on site.
- Turnover and quality documents signed off and current

**If the decision is made to shut down the site, the following actions will need to be completed:**

- Contact all subcontractors and freight providers to inform them that site is shutting down immediately and will remain so for an undetermined time. Any materials or other loads currently in transit will not be received;
- Walk down to ensure no obstructions will impede operations;
- Drain all wash cars in all facilities and winterize where required;
- Supervision to power down generators & light plants, park mobile equipment;
- Direct labourers to sweep trailers (including fridges) for perishables and dispose of garbage in bin;
- Ensure site vehicles are fuelled, locked and secured, record meter reading if applicable;
- Contact rental equipment providers and request that all equipment be taken off rent from the current date and for an undetermined amount of time.
- Workers are required to provide their own transportation to the location or pick up point, however if any personnel do not have transportation, they will travel back to Edmonton in a crew van and arrange their own transport from there;
- Contact Cord R3 Team and inform of actions taken, consult on further actions.

## 9. Community Conduct

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Community consideration: teams are expected to observed measures to avoid the spread of COVID-19 both at the project location and within the surrounding communities.

- We expect WorleyCord and Subcontractor personnel to follow good practices throughout their day
- Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms can be referenced on the Government of Alberta website: <https://www.alberta.ca/covid-19-testing-in-alberta.aspx> and or British Columbia guidelines <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
- Avoid non-essential use of public transport, varying travel times to avoid rush hour, when possible.
- Avoid large gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
- Use telephone or online services to conduct personal shopping (delivery/curb side pick-up)
- Limit the number of times you leave your home for errands; try to limit grocery store visits to once a week
- Have only one person in the household do the shopping
- While walking in the neighbourhood or park maintain distance from others
- Avoid overcrowding in elevators or other enclosed spaces
- Our personnel are encouraged to clean highly touched surfaces (e.g. phones, elevator buttons, washrooms, tables) frequently and to recommend and facilitate increased hand hygiene
- Avoid large gatherings, and gatherings in smaller public spaces such as restaurants, coffee shops, bars and grocery stores.
- No gathering of more than 15 people is allowed for indoor/outdoor activities
- People gathered in groups of fewer than 15 people must maintain a distance of 2 metres from one another. Gatherings must occur in a space that allows for [mandated physical distancing](#) (at least 2 metres between attendees).
- Practice good hygiene:
  - wash your hands frequently
  - refrain from touching your face with unclean hands
  - carry and use of hand sanitizer
- Respectful behaviour towards others is very important during this challenging time – please be mindful of discrimination

## 10. Re-entry of Project

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The respective business line Global Executive member will have the final decision to re-enter or reopen a site. Approval will be based on an approved re-entry plan by the MFGC President.

Planning for re-entry to site to follow Site Mobilization Procedure MS-CM-PRO-0003. And will address the following items listed below:

- Timeline for re-entry and when site will be operating in accordance with the Operating Model.
- Identification of essential staff members to mobilize and the timing of their mobilization and / or return to WorleyCord employ prior to site resuming operation.
- Timeline for re-entry of remainder of site-based staff.
- Communication plan to inform staff members of re-entry.
- Inform global support teams of re-entry plans and timeline – IT, Finance, Assurance, etc.
- A plan for induction of all staff as they return to site in accord with Site Induction Process HS-STD-0019.
- Team wellbeing
- Gap Analysis checklist for site Re-entry on non-primacy projects.

## 11. Attachments

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Below is a list of attachments for reference:

- Cord Personnel COVID -19 Check sheet;
- MFGC Canada R3 – COVID -19 Scenarios;
- COVID-19 Training Slide Deck;
- Health Communication Guidelines:
  - Social/Physical Distancing Fact Sheet;
  - Help Prevent the Spread posters;
  - PPE donning;