

## Pandemic Preparedness Plan

The purpose of the Pandemic Preparedness Plan (PPP) is to guide the A.Harvey Group through the planning and execution of measures to reduce the impact of a pandemic on the company and its employees and other stakeholders. The PPP is part of the Business Continuity Plan (BCP). The PPP should be circulated to relevant staff, reviewed and tested on a table top basis annually.

In the case of any pending or active crisis the A.Harvey Crisis Management Team (CMT) will be activated. The CMT consists of;

- Vice President Operations (Chair)
- Vice President Finance
- Director of Human Resources
- Power to add as required

The CMT has the corporate authorization to execute the necessary measures in the PPP on behalf of the company.

The Divisions are represented by the Division Managers with the power to add as required.

The CMT

- Will establish a regular meeting schedule and will communicate with each of the operating Divisions on a regular basis. Schedule to be determined but a daily update at the outset is recommended.
- Will monitor all relevant communications from Local, Provincial and National authorities.
- Will ensure regular communications with all staff is established.
- Will determine with Divisions which operations are essential to maintain during the pandemic.
- Will investigate and stay current on HSE, Labour and employment legislation
- Will establish professional services (legal, medical, EAP etc.) early as required

The CMT will follow these guiding principles

1. Health and Safety remains a priority
2. ACT. Do not hesitate in establishing measures, they can always be changed
3. Don't let perfection be the enemy of good
4. Consistent regular communication

### Planning Scope

Pandemics can come in 2-3 waves and the overall duration could be 3-9 months so measures should be developed that will match the timeline. Plan for 50% loss of workforce for a 2 week duration during the height of the event. The scope would apply in general to all the Divisions of the company with some measures being more relevant than others for a particular Division.

## Measures to be taken

### Administration

- Ensure payroll and accounting functions can be executed
- Switch to Electronic Funds Transfer as much as possible
- Have a back-up cheque signing process if required

### Staff

- As pandemics are spread by personal contact all divisions will reduce the interactions as much as possible between staff and outside contacts visitors, contractors etc.
- Any staff that can work from home will be re-located as soon as possible
- Each operation is to determine any critical staff requirements e.g. Crane operator and establish measures to ensure resources will be available. Critical positions should not be on shift at the same time to reduce the chances of all personnel becoming unavailable.
- Staff that can't work from home can also be sequestered to ensure they are available when needed
- Staff will absences due to a variety of reasons
  - Illness self
  - Illness relative
  - Daycare issues
- Are there staff with any special needs that need to be accommodated?
- Trained reserve workforce (retires, transfers within divisions, other industries, part-timers)
- All duties of staff are to be reviewed and any non-critical duties can be put on hold to better enable operations to continue with reduced staff compliments.
- Staff are to follow any precautionary measures put in place by the authorities or the company
- Ensure the required number of back-ups are trained
- Restriction on non-essential travel
- Elimination of in-person company socials and team building sessions
- Put a hold on staff fitness and gym memberships

### Facilities

- Facilities are to established increased cleaning protocols and if required
- Publish personal hygiene requirements and techniques
- Where a disinfectant fogging is available it should be completed on areas determined to be beneficial
- Facilities will establish measures to control outside access
  - Medical screening of anyone entering the facility
  - Locking of operations area doors to ensure only those requiring access are admitted
- Where possible either lock doors to eliminate access or install protective barriers to protect staff when face-to-face interaction is required

### Utilities

- Ensure standby generator is in good working order
- Ensure fuel tanks are topped up and fuel is available

### Contractors

- Ensure critical contractors have taken appropriate measures to secure their operations
- Establish a support contract with AOMS or other medical services provider. Is there an opportunity for cost sharing with others?
- Is extra security required? Are there any security concerns in relation to the pandemic.

### Systems

- What will be the change in equipment or resources demand for working at home
- Internet availability
- Remote access to company software

### Supplies

- Review critical supplies and ensure availability for the duration of the plan
- Where necessary increase inventory
- PPE
  - Ensure requirements are identified
  - Maintain a base inventory as part of the PPP
  - Personal Protective Equipment will be used as directed by the Public Health Authority or as otherwise deemed necessary and agreed as per company procedures

### Communication

- Eliminate in person meetings
- Establish teleconference tools
- Establish who and how communications will be sent
- Regular staff updates
- Regular Union updates
- Establish and up-to-date contact list if required
- Circulate posters
  - Importance of staying home if sick
  - Social distancing (Minimum 6 feet)
  - Proper hand washing
  - EAP
  - Measures for home as well as at work

### Equipment

- What equipment is critical and is there ample redundancy
- What will be the availability of parts and service technicians
- Will the pandemic require new and/or different equipment

### Customers

- Confirm the operating status of customers and any change in frequency, volume, products or services they will require
- Communicate the PPP to customers as appropriate
- Determine if there are any contractual obligations that exist that potentially are at risk.

## **COVID-19: Positive Symptom Response Guideline**

### **Scope**

This procedure covers the response plan should an employee through screening or otherwise present with any of the symptoms of COVID-19 or other flu-like symptoms.

### **Procedure**

1. Employee identifies as to having symptoms.
2. If temperature checking screening is available at the location through AOMS it should be completed.
3. Manager is immediately notified of the situation.
4. Manager gathers the facts and immediately notifies Kendelle Kavanagh at (709) 727-8987 or in her absence a member of the Crisis Management Team (CMT).
5. Manager contacts their Superior who alerts the CMT.
6. In support of privacy and social distancing the employee (if at work) is brought to an isolated location away from their immediate work area to proceed with further assessment.
7. The employee via teleconference with Kendelle or her designate will conduct the on-line assessment tool on the Government of Newfoundland and Labrador website.  
<https://www.811healthline.ca/covid-19-self-assessment/>. If the self-assessment tool cannot be accessed, the employee will call 811.
8. If the assessment tool advises the employee to call 811, the employee should immediately leave the worksite or refrain from attending the workplace, whichever is applicable?
9. If the assessment process directs that the employee is to undergo Covid-19 testing the following actions will be taken;
  - a. The office area and equipment that the employee could have come in contact with are to be cleaned according to the cleaning procedure. This can be a cleaning with company personal as is a contact area cleaning (doorknobs, handles, phones, computers etc.)
  - b. Regional Health Authority Public Health staff will contact any co-workers deemed close contacts of a confirmed case. It is not the role of the employer to identify close contacts.
  - c. Manager to determine and make a list of any employees, contractors or visitors who have been in close contact with the employee. This list can be provided to Public Health if requested.
  - d. Manager in consultation with Kendelle Kavanagh will review the list and make arrangements to advise all close contacts of the ongoing assessment and advise them they may be hearing from Public Health for further direction.

- e. Any individual identified as a potential close contact should monitor their health and if any symptoms present they should complete the on-line assessment tool or call 811.
  - f. The OSH Committee should be advised of the ongoing assessment.
10. If the Covid-19 test is positive the following measures are to be taken
- a. Close the facility or area within the facility where potential exposure could have existed.
  - b. The applicable manager directs all impacted staff currently on-site to go home and await further instruction.
  - c. Manager to arrange a deep cleaning of the area(s) above by a third party contractor according to industry standards and or the company policy. See Appendix 1 below.
  - d. Take direction from the Public Health Authority, as applicable.
  - e. The company will cooperate with the Public Health Authority to assist them with “Contact Tracing” where requested and ask how the company can be of any other assistance. See [Work Site Close Contact Tracing Form](#) in Appendix 2 or [in shared drive](#).
  - f. Employees who have not been instructed by Public Health to self-isolate will be expected to return to work after sanitation of office is complete and the all clear has been issued to commence operations.
11. Human Resources to work with the facility manager to source alternate staff if required.
12. Stay in contact with affected employees.
13. Once an employee is notified by Public Health that their self-isolation/quarantine is completed, the employee will return to active duty as directed by their Manager.
14. The company will utilize any input received from the Public Health Authority to determine when to recommence operations.

## **APPENDIX 1 - Facility Cleaning Guideline**

If a “deep clean” is required due to a COVID-19 occurrence at any A.Harvey facility a competent contractor should be retained and they should be directed to use this guideline as a minimum standard.

### **Supplies**

- Proper PPE
  - o Nitrile Waterproof Gloves
  - o Masks
  - o Disposable Tyvek or Hazmat Suits
- Glance or other suitable multipurpose cleaner to be used to clean all areas prior to disinfecting
- Oxivor Plus Disinfectant or suitable substitute which is an approved medical grade disinfectant
  - o Bleach can also be used as a disinfectant when mixed 9 parts water to 1 part bleach
- Microfiber Clothes and Terry Rags

### **Procedure**

- Employee’s will Suit up in the proper PPE once arrival on site
- Cleaner to start on the same floor and complete one floor before moving to the next
- Entire floor is properly cleaned first with Glance
- Disinfectant is applied to effectively kill any virus
- Disinfectant is applied to
  - o Desks and Workstation including computers, phones, chairs, keyboards etc.
  - o Doors, Doorknobs, Light Switches, etc.
  - o Kitchens including fridges, microwaves, coffee machines, tables, chairs, cabinets etc.
  - o Bathrooms including walls, stalls, toilets, sinks, faucets etc.
  - o Common areas including pictures, baseboards, printers, glass, walls etc.
  - o Elevators including buttons, walls, etc.
  - o Stairs including rails, walls etc.
  - o Glass including ledges
  - o Drinking Fountains, push plates, remote controls etc.
- The surface remains disinfectant for several minutes before wiped clean
- Entire Building including walls, desks, workstations, phones, floors etc. will be disinfected
- Floors, stairs, mats and carpets are the last to be sanitized and cleaned
  - o Floors will be scrubbed
  - o Carpet shampooed and cleaned
  - o Stairs scrubbed
- All PPE will be disposed once the cleaning is complete

## Appendix 2 - Work Site Close Contact Form

<b>Important Note:</b> This form is confidential and is NOT to be shared outside applicable Management, Human Resources, and Public Health					
<b>Case Name:</b>		<b>Date of Diagnoses:</b>			
Potential Close Contact Name	Contact Number(s)	Type of Close Contact	Date of Last Close Contact <small>(dd/mm/yyyy)</small>	Symptomatic	Other Notes
		<input type="checkbox"/> Within 6 feet for > 15 minutes or during symptoms (cough, sneeze, etc.) <input type="checkbox"/> Worked in enclosed space (small office/vehicle) <input type="checkbox"/> Shared equipment (computer, chair, tools, documents, phones, photocopier, office eqpt., radios, PPE, etc.) <input type="checkbox"/> Shared food or drink <input type="checkbox"/> Touch (hug, handshake, etc.) <input type="checkbox"/> Other (please explain): _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
		<input type="checkbox"/> Within 6 feet for > 15 minutes or during symptoms (cough, sneeze, etc.) <input type="checkbox"/> Worked in enclosed space (small office/vehicle) <input type="checkbox"/> Shared equipment (computer, chair, tools, documents, phones, photocopier, office eqpt., radios, PPE, etc.) <input type="checkbox"/> Shared food or drink <input type="checkbox"/> Touch (hug, handshake, etc.) <input type="checkbox"/> Other (please explain): _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
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