

STANDARD PROCEDURE REVISION HISTORY

Date	Details of Revision	Rev. No.	Prepared by	Checked by	Approved by
MAR-09-20	Initial Issue	01	CS	JJ	PP

1.0 PURPOSE

The goal of this Plan is to describe the activities necessary to educate and protect the health and safety of employees and prevent the spread of COVID-19 in our working population.

The plan is a link between illness prevention and business continuity planning to minimize the impact of operational interruption due to the COVID -19 pandemic.

2.0 SCOPE

This plan is in response to the COVID- 19 pandemic and applies to all Backwoods divisions and workers.

3.0 ACRONYMS, TERMS AND DEFINITIONS

Emergency Preparedness Team (EPT)- A team designated to control all technical aspects of Backwoods responding to and managing the impact of COVID-19 on the business and its stakeholders.

Business Continuity Plan (BCP) – is the process of creating systems of prevention and recovery to deal with potential threats to a company. In addition to prevention, the goal is to enable ongoing operations before and during execution of disaster recovery.

Business Interruption – a disruption to operations when a business cannot operate because of a natural disaster, pandemic, emergency shutdown of a facility, or other event.

Essential Services – A service or services that:

- when not delivered, creates an impact on the health and safety of individuals, or
- may lead to the failure of a business unit if activities are not performed in a specified time period,
- must be performed to satisfy regulatory requirements,
- if not performed, the impact may be immediate or may occur over a certain time period.

4.0 RESPONSIBILITIES

CEO & COO

- Identify Emergency Preparedness Team with the HR Manager.
- Review and approve final Business Continuity Plans (BCP) and plan implementation.
- Verify compliance to established BCP(s).

HR Manager

- Identify Emergency Preparedness Team with President and COO.
- Facilitate Business Continuity planning sessions with the Emergency Preparedness Team.
- Finalize the BCP and obtain final review and approval from the Emergency Preparedness Team.
- Maintain and update existing BCP(s).
- Facilitate exercises to test and improve existing BCP(s).

Emergency Preparedness Team

- Participate in all scheduled EPT meetings

- Monitor, evaluate, and action municipal, provincial and federal directives and/or updates on COVID-19
- Monitor, evaluate, and action client directives and/or updates on COVID-19.
- Review trends of employee absenteeism and determine impacts and required actions.
- Support divisional leadership in the development and implementation of COVID-19 Business Continuity Plans.
- Review, approve and consolidate all Divisional Business Continuity Plans for COVID-19.
- Identify all required COVID-19 related supplies and resources required for business continuity and verify they are in place.
- Develop and distribute company directives related to COVID-19.
- Develop and initiate Recovery Plan(s) for COVID-19.

Divisional Leadership

- Participate in EPT meetings, as required.
- Monitor, evaluate, and report client directives and/or updates on COVID-19 to the EPT.
- Monitor and report on employee absenteeism and travels plans to the HR Manager.
- Develop and implement COVID-19 Business Continuity Plans for their respective division/department following the requirements in this document.
- Provide all required supplies and resources to ensure business continuity.

Project Leadership

- Provide ongoing updates to Divisional Leadership on Client/Local COVID-19 protocols and requirements.
- Report all employee absences, travel plans, and other relevant COVID-19 related information to Divisional Leadership.
- Verify all company directives related to COVID-19 are communicated, reviewed and implemented by all employees.
- Review and implement all company directives for COVID-19 with all employees.

Employees

- Participate in all required training associated with BCP(s).
- Review and follow BCP(s).

5.0 BUSINESS CONTINUITY PLAN

5.1 Emergency Preparedness Team (EPT)

Emergency Preparedness Team is responsible for controlling all technical aspects of Backwoods responding to and managing the impacts of COVID-19.

- **Table 1 - COVID - 19 Emergency Preparedness Team and Core Leadership** identifies the EPT members and core divisional leadership responsible for implementing this plan.
- **Table 2 - COVID-19 Emergency Preparedness Team Roles and Responsibilities** defines the roles assignments and core responsibilities of the COVID-19 EPT.

Table 1 - COVID - 19 Emergency Preparedness Team and Core Leadership

Role	Name	Current Position/ Function	E-mail	Phone #
Business Continuity Plan Coordinator		HR Manager		
Backup Coordinator		HSE Manager		
Planning Team Members		CEO/President		
		COO		
		Organizational Excellence Manager		
		Proposal Coordinator		
Backup Team Members		Operations Manager		
		Operations Manager		
Divisions		Director, Matting		
		Financial Analyst, Matting		
		Director, Civil & Forestry		
		Operations Manager, Civil & Forestry		
		Project Manager, Civil & Forestry		
		Director, Security		
		Operations Manager, Security		
		Director, Finance		
		Controller		
		Controls & Estimating Manager		
		HSE Business Analyst		
		HR Coordinator		

Table 2 - COVID-19 Emergency Preparedness Team Roles and Responsibilities

Role	Name	Responsibilities
Business Continuity Plan Coordinator		<ul style="list-style-type: none"> • Maintain absenteeism/travel tracking spreadsheet for employees • Report on absenteeism and any internal confirmed COVID-19 cases at the EPT daily meetings. • Provide information to employees on government medical leave support and short-term disability. • Ensure a ROE (for medical leave) process is completed for employees who are quarantined. • Liaise with Benefits provider
Backup Coordinator		<ul style="list-style-type: none"> • Develop and distribute internal COVID-19 communications • Contact Alberta Health Link and OHS for clarification on issues related to COVID-19 (as required) • Determine the appropriate protective processes and equipment required for employees to respond to COVID-19 (i.e. disinfecting) • Coordinate all HSE issues
Team Members		<ul style="list-style-type: none"> • Approve all internal Backwoods COVID-19 messaging • Provide final decisions relating to office/worksite closures. • Provide final approve Business Continuity Plans. • Represent Backwoods for all media related messaging.
		<ul style="list-style-type: none"> • Coordinate movement of manpower for divisional teams (as required) • Coordinate financial issues. • Obtain client information/resources from divisional leadership and communicate to the EPT. • Review and approve all Divisional and Finance BCP.
		<ul style="list-style-type: none"> • Coordinate and facilitate daily EPT meetings • Coordinate all media relations • Support in the development of internal communications. • Monitor government COVID-19 websites for updates and communicate to EPT. • Ensuring adequate posting of notices is conducted throughout our offices. • Manage with Edmonton, Acheson, Alexis, Edson office COVID-19 Protocols
		<ul style="list-style-type: none"> • Maintain a logbook of all EPT meeting minutes, communication and decisions. • Maintain and distribute active staff contact list. • Sourcing infection control supplies e.g. hygiene products, disinfecting cleaners, gloves, masks, etc. • Ensuring adequate posting of notices is conducted throughout our offices. • Manage with Edmonton, Acheson, Alexis, Edson office COVID-19 Protocols

5.2 Divisional/Departmental Business Continuity Plans

It is expected that at the peak of COVID-19 - between 30 to 70 percent of the Canadian population could become infected with the COVID-19¹.

Each division and department director will use the **Business Continuity Plan for COVID-19 template** to develop a plan and submit it to the CEO and COO (as specified in **Table 3 – Divisional/Departmental BCP Approvers**) by **March 16, 2020** for review and approval.

All approved Divisional/Departmental Continuity plans will be added to this document. Divisional Leadership must review their plans daily and revise as circumstances dictate. All revised Divisional Business Continuity Plans must be submitted to the CEO and COO and reviewed by the EPT.

Essential Services

Each Division must determine how they will maintain essential services/function in the event of an emergency.

Corporate Essential Services during the COVID-19 pandemic are identified in **Table 4 - Corporate Essential Services**. The EPT will monitor these roles and verify that the required support for these functions is maintained throughout the COVID-19 pandemic.

Table 3 - Corporate Essential Services

Essential Service	Essential Functions	Employee	Back-up
Executive	<ul style="list-style-type: none"> • Provide direction and oversight on the creation and implementation of Backwoods' Business Continuity Plan for COVID-19. 		
Finance	<ul style="list-style-type: none"> • Payroll <ul style="list-style-type: none"> ○ Process employee payroll to employees ○ ROE Issuance 		UPDATE with Divisional BCP
	<ul style="list-style-type: none"> • Project Controls <ul style="list-style-type: none"> ○ Project Data Entry in Field Cap 		UPDATE with Divisional BCP
	<ul style="list-style-type: none"> • Accounts Payable <ul style="list-style-type: none"> ○ Process Essential Services Payments (i.e. WCB) ○ Embedded Contractor Payments 		UPDATE with Divisional BCP

¹ March 12 – Federal Health Minister Patty Hajdu

Essential Service	Essential Functions	Employee	Back-up
	<ul style="list-style-type: none"> • Accounts Receivable <ul style="list-style-type: none"> ○ Invoicing ○ Collections 		UPDATE with Divisional BCP
Human Resources	<ul style="list-style-type: none"> • Recruitment Assistance (as required) • Facilitate ROE Issuance Process 		UPDATE with Divisional BCP
HSE	<ul style="list-style-type: none"> • Development of HSE related procedures for COVID-19 • Incident Management • HSE Stats reporting (i.e. client and regulatory) 		UPDATE with Divisional BCP

6.0 EMPLOYEE SUPPORT

Self-Quarantine and Following Backwoods COVID-19 Protocols

As per Backwoods COVID-19 Protocols distributed to employees on Friday March 13, 2020 the process for managing ill or otherwise impacted employees is as follows:

- Employees, whose roles can be conducted remotely, who self-quarantine or personal circumstances require them to work from home (i.e. school/daycare closures) can work from home.
- Employees who experience any other unique situations, travel-related or not, raising concerns about potential exposure to COVID-19, will be required to enter into a minimum 14-day self-quarantine.
- Employees with a family member who is under self-quarantine or who has traveled in an area where an outbreak has occurred will be required to enter into a minimum 14-day self-quarantine.
- We all need be especially attentive to employees who may be at a higher risk for Covid-19. All employees who are experiencing cold and flu symptoms are not permitted to come to work. Employees with compromised immune systems are strongly encouraged to work from home until further notice.

Office employees who are self-quarantined are expected to work from home if they have the capability to do so and will be paid as per our normal payroll process. If required, flexible work hours are available to office employees working from home. Employees who require flexible work hours must arrange their working hours with their Manager.

Reporting Employee Absences

- All employee absences are to be reported to the HR Manager from Divisional/Department Directors.
- HR Manager will track and communicate with absentee employees to verify their quarantine status, determine return to work date and provide support and guidance to employees as to their return-to-work plan.
- HR Manager will craft and distribute information around how best to work from home (see Best Practices for Working from Home).

- HR Manager will draft and distribute information on how to apply for EI benefits for hourly employees on quarantine and short-term disability for salary employees on quarantine who cannot work from home.

Return to Work

- Employees who are quarantined (either directed or self quarantine) are expected to comply with the 14 day quarantine duration (or as specified by provincial/federal health authorities), and are free of all symptoms.
- A return to work approval must be established by the HR Manager with the employee.
- The HR Manager will communicate the employee's return to work date with the applicable division/department.
- HR Manager will notify payroll/benefits provider (accordingly) of the employee's return to work date.

Decontamination of Absentee Work Areas

- As an employee leaves work due to illness or self-quarantine Carrie/Trina will assign an employee to decontaminate the employees work area.
- Project leadership will coordinate decontamination of equipment, tools materials for employees
- Employees assigned to decontaminated work areas will be provided the required procedure PPE and materials to safely decontaminate the area.

6.1 Communications

- EPT team members will work to craft information to share with employees to keep employees informed, reduce fear and anxiety, rumors and misinformation. The EPT will develop and distribute the following communications throughout the COVID-19 Pandemic.

Information	Interval	Responsible
Government sources of timely and accurate COVID-19 information (signs and symptoms, modes of transmittal, personal & family protection and response strategies, hand hygiene, coughing/sneezing etiquette, contingency plans)	<ul style="list-style-type: none"> • As information is released. 	
Communication to employees who have been or have the potential to be exposed to COVID-19 from a co-worker that had fallen ill.	<ul style="list-style-type: none"> • As information is released 	
Updates to the Backwoods COVID-19 Protocols.	<ul style="list-style-type: none"> • As information is released. 	
Divisional/Departmental Business Continuity plans, including updates	<ul style="list-style-type: none"> • Implementation and when updated. 	

Information	Interval	Responsible
Information on EI for hourly employees and short-term disability for salary employees.	<ul style="list-style-type: none"> • Initial communication March 16, 2020 • Share communication with employees who are off. 	
Information on best practices for working from home.	<ul style="list-style-type: none"> • Initial communication March 16, 2020 • Share communication with employees who are off. 	

7.0 REFERENCES