

COVID-19 PREPAREDNESS PROTOCOL

The novel coronavirus, which causes the disease COVID-19, has been classified as a pandemic by the World Health Organization after it spread worldwide, Doctors and health officials are urging people to practise social distancing, and governments worldwide are limiting large gatherings in order to limit the spread of the disease.

Canadians are urged to reconsider their travel plans and make sure to practise good hygiene, including frequent handwashing.

News on the virus and how the world and Canada are reacting is changing daily.

We are closely and continuously monitoring the situation and are prepared to respond to any change in the status of the outbreak. Maintaining a safe and healthy workplace is the responsibility of every employee at Backwoods. This protocol provides more information on how we can all uphold this important obligation.

- Backwoods Emergency Preparedness Team will be evaluating office closures on a continuous basis and will update employees accordingly.
- 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.
- Employees are expected to implement social distancing (see attachment), and employ workplans that minimize close contact by:
 - limiting time interactions with other employees to what is necessary;
 - conducting meetings virtually (if applicable); or
 - implementing other creative strategies to reduce the density of employees.
- We will be following all client mandated protocols on our existing projects and will be communicating these protocols as they come available.
- 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/COMMUNAL AREA PROTOCOLS

- We are providing disinfecting cleaners (i.e. Lysol, Clorox, etc.) to all office locations. The location of the cleaners will be communicated to employees in each respective office.
- Open food, shared snacks, etc. are not permitted and must be removed from offices immediately. Personal meals must be stored in sealed containers. We will be removing access to communal dishes and utensils – Employees must use their own dishes and utensils and clean these at home. Employees must disinfect the kitchen after each use.

- **Non-essential visitors** are not permitted in all office locations. Non-essential visitors are people (internal and external) who are not required for daily operations at a particular Backwoods location. All meetings must be conducted by teleconference or using other forms of technology.
- Employees disinfect their work areas and frequently used items such as, phones, keyboards and mouse, **each day**.
- **All meeting rooms** must be wiped down with an infecting cleaner **after each use**.
- We are working with our janitorial services to ensure that they are conducting additional disinfecting measures at of our office locations.

TRAVEL RESTRICTIONS

Business Travel Restrictions

- All discretionary business travel is not permitted unless approved by their manager in writing; employees are to utilize alternative means, such as video and teleconferencing.
- Employees are not permitted to attend large gatherings (gatherings with 250+ people), including conferences, job fairs, etc.) unless approved by their manager in writing.
- Employees who are currently working out of town and experience symptoms related to COVID-19:
 - Stay in your room/residence;
 - Notify your manager/supervisor;
 - Call 8-1-1 and report your symptoms;
 - Wait for the health officials to come and assess you or, if immediate medial attention is required: call 9-1-1 and let them know that you have symptoms of COVID-19 and require medical attention.

Personal Travel

Alberta Health Services has advised Albertans not to travel anywhere outside the country.

- All employees who choose to travel outside of Canada are required to report their travel plans to the HR Manager prior to travel and self-isolate for 14 days once they return, no matter which country they visited.
- Employees are expected to stay informed about travel advisories - for information on travel advisories, visit:
 - Alberta Health Services
 - Government of Canada

QUARANTINE PROTOCOL

Employees are required to follow municipal, provincial and federal quarantine directives. Additionally, employees must follow quarantine directives if have been notified by a government agency that they are suspected to have been exposed to COVID-19.

Employees who are quarantined (either directed or self quarantine) are expected to comply with an assessment through a healthcare provider and be cleared to return to work.



Employees who are directed to be quarantined or are self-quarantined are required to:

- Notify their manager/supervisor and the HR Manager.
- NOT come to the workplace (site or office).

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.

Salaried employees who are quarantined and are not able to work from home are eligible to apply for short term disability benefits. Contact the HR Manager to receive the required benefits forms to initiate short term disability.

Hourly employees who are quarantined and are not able to work are eligible to apply for to [EI benefits through the Canadian Government](#).

We recognize this is a fluid situation and will be providing updates on changes our protocols as required. Contact Jacqueline Jackson, HR Manager, or Chelsea Stepien, HSE Manager for any additional information or questions.