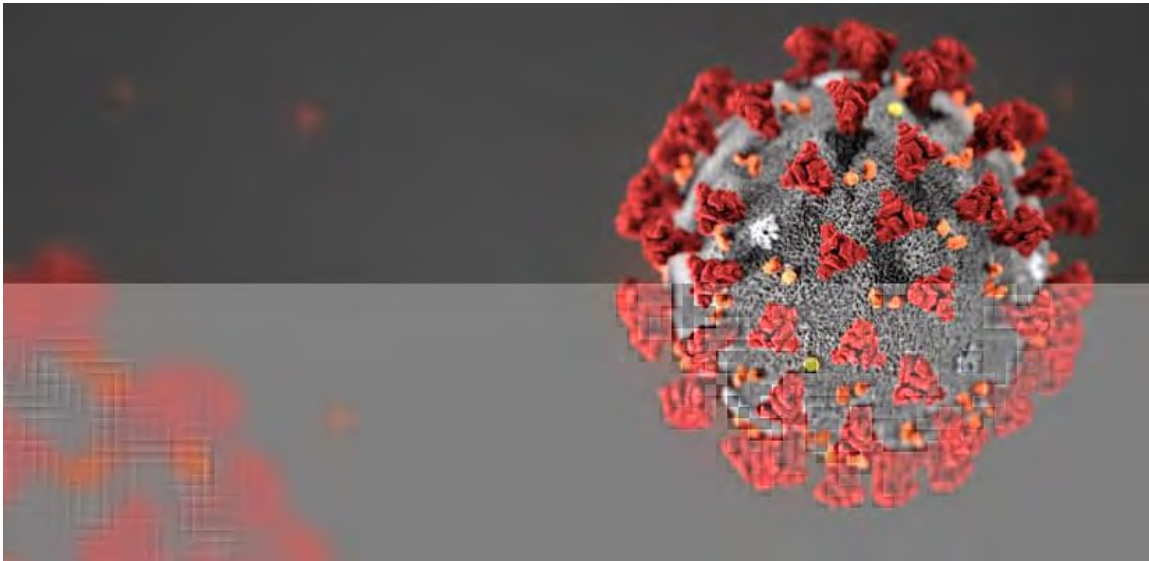




ENVIRONMENTAL MANAGEMENT
& CONSULTING



COVID 19 EXPOSURE CONTROL PLAN

June 8, 2020

Version 0

The COVID-19 pandemic is an ongoing and quickly changing infectious disease. TerraWest will review updates from the Provincial and Federal governments on an ongoing basis and revise this plan as needed. At a minimum, TerraWest will review this plan every two weeks in order to meet WorkSafeBC requirements and any health orders.

Revision Record:

Rev.	Description	Originator	Checker	Approved	Date
R0	COVID 19 Exposure Control Plan	A.Cavallin/M.Isenor	KM	AM	June 8, 2020

TABLE OF CONTENTS

1.0	Commitments	3
1.1	Policy Statement	3
1.2	Responsibilities	3
2.0	SITE RISK ASSESSMENT	5
3.0	JOB CLASSIFICATION RISK ASSESSMENT	6
4.0	SITE EXPOSURE CONTROL PLANS	7

APPENDICES

Appendix A.	COVID-19 "What If" Protocol
Appendix B.	COVID-19 Cleaning and Disinfecting
Appendix C.	Symptoms of COVID-19
Appendix D.	Cleaning Record Form
Appendix E.	Employee Review and Sign off Form
Appendix F.	Site Risk Assessment – Field Based Projects

1.0 COMMITMENTS

1.1 POLICY STATEMENT

TerraWest's policy is to protect employees, contractors and visitors at our offices and worksites from occupational exposure to biological agents in a manner that complies with the BC Workers Compensation Act and Occupational Health and Safety Regulation, as well as human rights legislation.

The purpose of this exposure control plan is to eliminate or minimize potential exposures to COVID-19, as well as to reduce the risk of infection should exposure occur. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID19. It is worth noting that this protocol can also help reduce infection and spread of other biological agents that pose risks to human health.

To protect you and your family, friends, co-workers and everyone in your personal bubbles and beyond, it is imperative that everyone practice the physical distancing, hand washing, Personal Protective Equipment and quarantine recommendations of the provincial and federal governments and stay up to date on current recommendations and guidance provided by the Provincial Health Office.

A critical component of the TerraWest Exposure Control Plant is the requirement for all TerraWest employees to monitor their health and that of their family or others they are in regular contact with. If an employee states that they are unwell, may have COVID-19 or have been in close contact with someone that has it, the 'What if' Protocol outlined in Appendix A will be implemented. TerraWest employees must follow all health orders issued by the Provincial Health Officer (PHO) or other orders from the Provincial and Federal governments.

1.2 RESPONSIBILITIES

TerraWest (the Company) Will
<ul style="list-style-type: none">• Provide conditions in TW offices so workers can maintain physical distancing (2 metres / 6 feet apart) while completing their work safely.• Reduce in-person meetings and other gatherings and hold office or on-site meetings in open spaces or outdoors.• Provide handwashing stations and post signage that identifies their location. Handwashing stations will be added if none currently exist.• Maintain a list of employees who are currently working in each office or on-site and update this list daily.• Ensure materials (<i>i.e. gloves, alcohol-based hand rubs, hand soap and washing facilities</i>) and other resources (<i>i.e. personal protective equipment (PPE), worker training materials</i>) required to implement the plan are readily available.• Conduct a periodic review (minimum every 2 weeks) of the plan's effectiveness including a review of the available control technologies and industry-shared practices.• Maintain all training, competency assessments, work activity monitoring and inspection

records.

- Make the most recent copy of the exposure control plan available to employees, contractors and visitors.

Operations Managers will:

- Adequately instruct employees on mitigation controls for the exposure hazards at the worksite.
- Develop, implement and document the appropriate site/job-specific control measures.
- Confirm that workers are following all site-specific housekeeping and sanitizing procedures.
- Verify that workers are using appropriate and/or designated personal protective equipment (PPE) when required or when physical distancing cannot be maintained.
- Check that workers use proper respirators (when required), have clean shaven faces (when using respirators) and have been properly fit tested with results recorded.
- Establish and maintain a physical distancing (2 metres/6 feet) policy in the workplace.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Monitor all work activity, document the observations and immediately correct non-conformance. All non-conformance events will be documented.
- Post the cleaning record form found in Appendix F and confirm that the contract cleaners are keeping it updated.
- Report suggestions for modifications or additions to this document to the Ownership Group or the Joint Health and Safety Committee.

Employees, Contractors and Visitors will:

- Maintain physical distancing (2 metres/6 feet) at all times.
- Know the biological exposure hazards of the workplace.
- All high-touch surfaces will be sanitized by workers in the office on an on-going basis. Examples include faucets, handles, countertops, coffee pot, touchpads (microwave, photocopiers), common tables, desks, keyboards and light switches. Sanitization will follow the guidelines in Appendix B.
- Anyone with Flu or COVID-19-like symptoms (Appendix D), such as sore throat, fever, sneezing or coughing, must complete the self-assessment tool prior to arriving at the office or jobsite (<https://bc.thrive.health/covid19/en>).
- Follow established work procedures as directed by the employer or manager.
- Ask for assistance whenever they are unsure of a safe practice.
- Use any required PPE as instructed (including having a clean-shaven face if required to use a respirator).
- Know how and when to report any possible COVID-19 exposures (at work or at home) to your manager. Note: possible exposures occurring off-site need to be reported before coming to the worksite.
- Self-isolate for a minimum of 14 days or as directed by the PHO or health official after travelling outside of Canada.
- Report any unsafe conditions or acts or suggestions for modifications to this document to any

manager or the Joint Health and Safety Committee.

2.0 SITE RISK ASSESSMENT

A Site Risk Assessment is completed using the following rating system:

- LOW Risk: Workers typically have minimal contact with people to complete work activities
- MODERATE Risk: Workers who may be exposed to people from time to time in relatively large, well ventilated workplaces or an outdoor jobsite
- HIGH Risk: Larger construction sites or industrial settings where greater number of employees are present or in situations where employees cannot maintain physical distancing

A general Site Risk Assessment has been completed for the TerraWest offices located in Nanaimo, Victoria, Kelowna and Prince George and is summarized in Table 1. Based on the completed Risk Assessment, workers will are considered have a low risk of contacting people known to be infected with COVID-19.

The risk to employees working in offices from external exposure is generally LOW as visitors (outside of scheduled appointments), subcontractors or other non-staff do not enter the office on a regular basis. During the COVID-19 pandemic, TerraWest will maintain a closed-door policy to non-employees, with the exception of courier pick-up and delivery personnel without a prior appointment. This will allow for TerraWest to limit the number of staff in the building during a scheduled visit and set up an isolated meeting area.

Table 1. General Office Risk Exposure Assessment - Any TerraWest Location

The risk assessments shown below are based on compliance with the directions outlined in this document.

Overall Office	External (Visitors, Contractors: Risk of Exposure	LOW
	Internal Risk of Exposure (Co-workers, Cleaning Staff)	LOW
	Recommendations	<ul style="list-style-type: none"> ▪ Physical Distancing (minimum 2 metres) ▪ Restrict Visitations to appointment only and sanitize high touch areas after visitors and contractors have left ▪ TerraWest staff to sanitize high touch areas after use ▪ Staff to sanitize workstation areas at the beginning and end of shifts or when deemed necessary when office is in use ▪ Cleaning staff to clean office every second week ▪ Ensure hand washing station are fully stocked
Lunch Area	Risk of Exposure	LOW
	Recommendations	<ul style="list-style-type: none"> ▪ Stagger lunch and break times to avoid congregating in lunch area or encourage

		<ul style="list-style-type: none"> ▪ eating at personal desks or outside if available ▪ Wipe down high-touch areas, tables, chairs and counter tops after every use
Washroom	Risk of Exposure	LOW
	Recommendations	<ul style="list-style-type: none"> • Post handwashing guideline signs near sinks • Employees must wipe down faucets, handles, light switches, counter tops and other high touch areas after every use • Notify administration staff or manager if hand washing supplies have been depleted

3.0 JOB CLASSIFICATION RISK ASSESSMENT

Table 2 provides a list of the current positions at TerraWest and the risk and type of potential exposure to other people. The risk assessments shown below are based on compliance with the directions outlined in this document.

Table 2. Job Classification Risk Exposure

Job Classification	Potential Exposures	Contact Frequency	Risk of Exposure
1. Operations Manager 2. Project Manager	<ul style="list-style-type: none"> • Co-workers • Clients and Contractors • Out of town accommodation 	(W) LOW – While working in shared areas and MODERATE in shared vehicles (C and C) LOW – Use of electronic communication or face to face while maintaining physical distancing (O) MODERATE – Shared areas, unknown sanitization protocols	LOW TO MODERATE
3. Project Coordinators 4. Field Technicians	<ul style="list-style-type: none"> • Co-workers • Clients and Contractors • Out of town accommodation 	(W) LOW – While working in shared areas and MODERATE in shared vehicles (C and C) LOW – Use of electronic communication or face to face while maintaining physical distancing (O) MODERATE – Shared areas, unknown sanitization protocols	LOW TO MODERATE
5. Administration	<ul style="list-style-type: none"> • Co-workers • Clients 	(W) LOW – While working in shared areas (C and C) LOW – Use of electronic communication or face to face while maintaining physical distancing	LOW

4.0 SITE EXPOSURE CONTROL PLANS

Table 3 details TerraWest's Site Exposure Control Plan for the TerraWest offices.

Table 3. Site Exposure Control Plan - Office

Activity/ Area	Safe Practice
PPE	<ul style="list-style-type: none"> TerraWest will provide PPE required related to potential exposure to COVID-19 based on job tasks, risk of exposure and/or requirements from the PHO
Visitors	<ul style="list-style-type: none"> TerraWest will limit office access to employees, couriers and cleaning staff only Visitors and subcontractors may be permitted by appointment only
Personal Hygiene	<ul style="list-style-type: none"> Each person entering the workplace is required to wash their hands with disinfecting soap and hot water and/or use >60% alcohol-based hand sanitizer provided. All employees are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom. If using effective >60% alcohol-based hand sanitizer, rub until dry. When coughing or sneezing all employees must: (a) cough or sneeze into a tissue or the bend of their arm; (b) dispose of any used tissues as soon as possible in a lined waste basket and wash hands immediately afterwards. All employees must avoid touching their eyes, nose, or mouth. All employees must not share eating utensils, drinks, or towels. Storage of food and/or drink in common-use refrigerators or other locations is to be limited.
Workstation Hygiene	<ul style="list-style-type: none"> All workstation high-touch areas (desk, keyboard, mouse, drawer handles) will be cleaned a minimum of twice per day – at the beginning and end of shifts. Employees will avoid sharing pens, pencils, staplers and other office equipment; if items are shared, they will be sanitized immediately after use (i.e. Printer, coffee machine, refrigerator handle) All high-touch surfaces shall be cleaned after use.
Physical Distancing (Work and Home)	<ul style="list-style-type: none"> Keeping a distance of at least 2 arms lengths (approximately 2 meters/6 feet) from others Avoiding touch-based greetings such as handshakes Avoid recreational or leisure activities where physical distancing cannot be maintained Limiting contact with high-risk people like seniors and those in poor health. Put in place physical barriers when physical distancing cannot be achieved.
Breaks	<ul style="list-style-type: none"> Lunch Breaks will be staggered to limit the number of individuals taking a break simultaneously. Staff will be encouraged to eat at their desk or in a manner where physical distancing can be maintained.
Working from Home	<ul style="list-style-type: none"> Management will review the options for employees to work from home and will implement alternative plans where possible (Appendix E and F). Worksite access will be scheduled to support the workflow and minimize the number of individuals in the workplace. All procedures listed in the Working from Home policy listed in Appendix E and F will be regularly reviewed. Those working from home are encouraged to provide input regarding the information outlined in Appendix E.
Records	<ul style="list-style-type: none"> Records will be maintained for all worksite cleaning completed by external contractors, Checklists for the various work areas are in Appendix D.
Training and Monitoring	<ul style="list-style-type: none"> All employees will be trained in required policies and procedures (Appendix E). Records will be maintained in each office and saved in the digital safety

	<p>folder weekly.</p> <ul style="list-style-type: none">Managers will monitor all work activity to confirm compliance with physical distancing and sanitizing activities. Records of observations of non-compliance for COVID-19 mitigation and control will be submitted by the manager to Human Resources (HR). HR will save the documents in the digital safety folder.
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The measures in Table 4 will be implemented to limit exposure for employees working in the field. A Site Risk Assessment will be completed by the employee and reviewed by the Project Manager for each field location and/or project (Appendix F) prior to attending the site. If appropriate measures cannot be put in to place to protect TerraWest staff, the project will be delayed or cancelled until this condition is rectified. Employees must self-monitor their health and declare to their manager any time they are feeling unwell or may have come into contact with a person with COVID-19. That employee will not be permitted to enter the office or complete field work until self-isolation is complete as described in Appendix A.

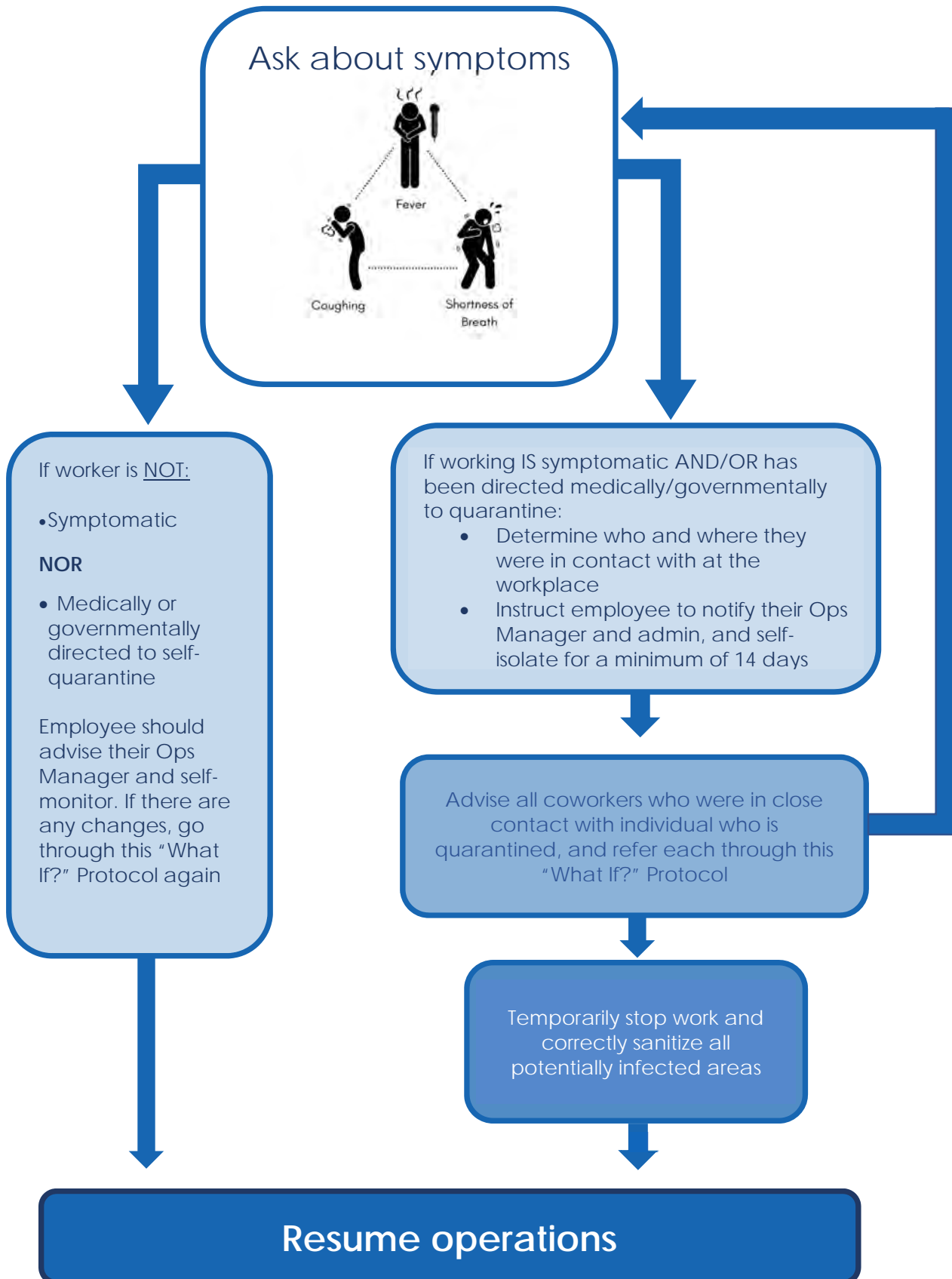
Table 4. Site Exposure Plan – Fieldwork

Activity/ Area	Safe Practice
Driving in Vehicles	<ul style="list-style-type: none"> ▪ Whenever possible, workers will travel alone in their vehicles to practice physical distancing. Worker will follow the Working Alone Safe Work Practice during travel. ▪ If more than one worker is required on a job site every effort will be made to have employees use separate vehicles. If more than one vehicle cannot be achieved and more than one worker is required in a vehicle, passenger positions should be staggered to allow maximum distance and they must wear appropriate PPE (ie. Masks, face shields). ▪ Hand sanitizer will be available in each vehicle and is to be used by employees every time they enter and exit the vehicle. ▪ High contact surfaces will be cleaned at the beginning and end of each day and include the dashboard or each day the vehicle is used. This includes the steering wheel, gear shifter, seatbelts, head rest, hand holds, door handles, centre console, window controls, radio/sound buttons, and the light and wiper switches. ▪ Employees are required where disposable gloves when using fuel service stations and refueling vehicles. Disposable gloves are to be discarded after each use, and hand sanitizers used upon entering vehicle
Using Field Equipment	<ul style="list-style-type: none"> • Employees will be encouraged to use their own field equipment and not share with other employees. • All shared equipment will be sanitized before and after each day or prior to another employee using the equipment.
Accommodations	<ul style="list-style-type: none"> • Employees staying in hotels will be required to sanitize all surfaces in the room upon immediate entry. • The “Do Not Disturb” sign must be left on the door for the duration of the stay to prevent housekeeping staff from entering the room. • If employees are planning to stay at a camp run by others, TerraWest will review the camp COVID-19 plan and determine if it adequately meets the safety requirements to protect workers. If not, alternative accommodations will be made, or the project will be delayed or cancelled. • If TerraWest sets up a camp, a detailed plan will be prepared to ensure washing and sanitizing facilities are available to protect employees
Food / Supplies	<ul style="list-style-type: none"> • Employees working out of town will minimize their interactions with local community members and limit purchasing of food and supplies to essentials only. • Purchase all food and equipment in the home community prior to leaving.
Construction/ Environmental Monitoring	<ul style="list-style-type: none"> • Employees will be required to maintain a minimum of 2 m distance from other people while on a job site; they will be encouraged to use a phone or radio for communication as much as possible.

If at any time a TerraWest staff employee working in the field is feeling unwell or had been notified they may have come in contact with a person with COVID-19, that person must contact their manager and return home immediately and self-isolate. The manager will implement the “What If” Protocol outlined in Appendix A.

APPENDIX A.**COVID-19: What If Protocol**

What If an Employee States That They May Be Infected with COVID-19?



APPENDIX B.**COVID-19 Cleaning and Disinfecting**

STANDARD OPERATING PROCEDURES – Mitigating the spread of COVID-19 in offices	SOP 1.0 V1
Approved by: K. Muirhead	Date: May 12, 2020

1.0 PURPOSE

The intent of this Standard Operating Procedure (SOP) is to mitigate the spread of Covid-19 infection between workers in office settings.

This SOP does not cover workplaces that are accessible to the public, or industrial or commercial settings and does not include procedures for travel or fieldwork.

2.0 COVID-19 BACKGROUND

COVID-19 is a respiratory disease caused by a virus in the coronavirus family. The severity of COVID-19 symptoms can range from little to no symptoms to death in severe cases.

Common COVID-19 symptoms are similar to those caused by cold or flu and include:

- Fever
- Chills
- Cough
- Difficulty breathing
- Sore throat
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Less common symptoms include gastrointestinal distress such as diarrhea, nausea and vomiting in addition to the common symptoms.

The following groups seem to be at higher risk of serious illness if exposed to the virus:

- Older people
- People with compromised immune symptoms or underlying health conditions

COVID-19 is transmitted through liquid droplets that are produced when someone coughs or sneezes. The virus can enter the body through the mouth, nose or eyes:

- Directly by being physically close to someone who is coughing or sneezing
- Indirectly by touching a contaminated surface and then touching your eyes, nose or mouth

One reason why COVID-19 is difficult to control is that it can be spread by people who do not seem sick:

-
- Infected people who experience very mild symptoms can spread the virus without realizing that they are sick.
 - Infected people who experience mild symptoms may mistake COVID-19 symptoms for a non-contagious condition such as allergies.
 - Infected people can spread the virus before they start developing symptoms.

It can take up to 14 days to develop symptoms after being exposed to the virus.

3.0 GENERAL COVID-19 PREVENTION ADVICE

The BC Centre for Disease Control recommends the following COVID-19 prevention advice:

- Stay home if you have any symptoms, including mild symptoms.
- Keep a physical distance of at least 2 metres (6 feet) away from other people.
- Avoid gatherings of people.
- Do not shake hands.
- Wash hands often with soap and water for at least 20 seconds. Avoid touching anything once your hands are clean – use clean paper towel to shut off tap, turn off light and open door.
- Use alcohol-based (>60%) hand sanitizer if soap and water are not available (wipe off any visible dirt before applying hand sanitizer).
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or a disposable tissue. Dispose of the tissue in the garbage and wash hands.
- Do not share items between people.
- Regularly clean and disinfect frequently touched surfaces.

4.0 PEOPLE WHO ARE REQUIRED TO STAY HOME

- Workers who are experiencing symptoms, even mild symptoms, should stay home and seek advice from provincial health authorities:
 - Online using the self-assessment tool at <https://bc.thrive.health/>; or
 - By phoning 8-1-1 to access the HealthLinkBC hotline.

Follow the instructions that you are given, which may include getting tested for COVID-19 and self-isolating at home for a minimum of 10 days.

- Anyone reporting to work with cold-like or flu-like symptoms should be sent home immediately by a manager or supervisor. Clean and disinfect any common surfaces that the worker may have touched and do not enter their workspace.
- Anyone who has travelled internationally must self-isolate at home for at least 14 days after returning to Canada.
- Anyone who has been in close contact with a confirmed case of COVID-19 must self-isolate at home for at least 14 days or 10 days after starting to develop symptoms, whichever is longer.

5.0 MINIMIZING WORKPLACE ACCESS

WorkSafeBC recommends minimizing the number of people in workplaces as a first step:

- Have employees work from home if possible.
- Stagger work shifts so that everybody is not in the office at the same time.
- Avoid having clients or visitors in the office.
- Communicate through e-mail, phone or video calls instead of face-to-face.
- Hold meetings using teleconferencing or video conferencing software rather than face-to-face.
- Avoid any non-essential work-related travel.

6.0 PHYSICAL DISTANCING IN THE OFFICE

After reducing the number of people in the workplace, WorkSafeBC recommends physical distancing by keeping workers at least 2 metres apart and minimizing shared space.

- Keep workers at least 2 metres apart at all times.
- Assign each worker to a designated workstation. Avoid sharing items such as computers, phones or pens.
- Workers should take breaks and eat meals alone in their own space if possible. If workers must share a break room, rotate break times so that everyone is not in the break room at the same time.
- Avoid shared coffee stations.
- Avoid sharing enclosed spaces such as vehicles or elevators. If workers must carpool to the office, have the passenger sit in the furthest seat from the driver.

7.0 ENSURING PERSONAL HYGIENE IN THE OFFICE

In addition to the general hygiene advice in Section 3.0,

- Require workers to wash hands when entering or leaving the office.
- Ensure that the office is well-stocked with supplies including soap, paper towels, cleaning supplies and garbage bags.
- Remind workers by posting COVID-19 prevention posters at the entrance to the office and hand washing signs in washrooms. The BC CDC has downloadable posters at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/resources-at-a-glance>.

8.0 CLEANING PROCEDURES

- Make a list of high-touch surfaces to be cleaned often.
- Do not use methods that create dust, such as dry sweeping or dusting.
- Avoid vacuuming potentially-contaminated surfaces - vacuums may not effectively filter virus particles and may spread particles into the air from the vacuum exhaust.

-
- There are two steps in the cleaning process: cleaning (removing surface dust, dirt or debris) and disinfecting (applying a product that kills germs). It is best to use products that are designed to both clean and disinfect in one step.
 - If a disinfectant cleaning product is not available, damp-clean surfaces using a paper towel, cloth or mop to remove any dirt and then apply disinfectant to the surface following the manufacturer's directions.
 - Make sure that the disinfectant sits on the surface for at least the minimum contact time.
 - Choose a disinfectant that is approved by Health Canada for use against the coronavirus. Health Canada maintains a list on their website:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
 - Wear disposable gloves while cleaning and wash hands after removing gloves (use hand sanitizer if a hand wash station is not available).
 - Dispose of single-use cleaning items in the garbage (such as paper towels or disposable wipes). Wash reusable cleaning items (such as washable mop heads) using laundry soap and hot water (60-90° C).

9.0 DISCLAIMER

Since COVID-19 is a new disease, information in this document is subject to change based on new research and changing provincial and federal guidelines. The information in this document was current as of the publication date.

10.0 REFERENCES

8.1 Provincial Government Agencies

- BC Centre for Disease Control. Available from <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>. Accessed April 30, 2020.
- WorkSafeBC. Available from <https://www.worksafebc.com/en/about-us/covid-19-updates>. Accessed April 30, 2020.

8.2 Documents

- "Cleaning and disinfecting public spaces during COVID-19". Public Health Agency of Canada, 2020. Available from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>. Accessed April 30, 2020.
- "EACO Emerging and Existing Pathogen Cleaning – Best Practices for Environmental Professional Services (version 2 2020)". Environmental Abatement Council of Ontario, 2020. Available from <http://www.eacoontario.com/guidelines.htm>. Accessed April 30, 2020.

- “Hard surface disinfectants and hand sanitizers (COVID-19)”. Health Canada. Available from <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>. Accessed April 30, 2020.
- “Preventing Exposure to COVID-19 in the workplace: a guide for employers”. WorkSafeBC, March 31, 2020. Available from <https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>. Accessed April 30, 2020.

11.0 APPROVALS AND REVISIONS

Reviewed and Approved by:



May 12, 2020

Kathy Muirhead,
Operations Manager – Hazmat & IAQ
TerraWest Environmental Inc.

Date

Version #	Reason for Revision	Revision Date
1.0	First version of document	May 1, 2020

APPENDIX A: EXAMPLES OF HIGH-TOUCH SURFACES

Common areas

- Door handles
- Hand rails
- Light switches
- Elevator buttons
- Photocopier and printer buttons
- Alarm keypads

Kitchens & Washrooms

- Light switches
- Counters and tables
- Faucet handles
- Cupboard door handles
- Refrigerator handles
- Microwave touch pads
- Toaster oven touchpads/buttons
- Vending machine buttons
- Water cooler buttons
- Toilets

Desks

- Desktops
- Keyboards and mice
- Phones

STANDARD OPERATING PROCEDURES – Rental Vehicle Use and cleaning or sanitizing requirements	SOP 1.1 V1
Approved by: (to be Reviewed By KM)	Date: May 24, 2020

1.0 PURPOSE

To reduce the risk of contracting or spreading of COVID 19 during rental vehicles use by practicing the following sanitization procedures.

While this SOP is in use, TerraWest employees using rental vehicles should avoid being transported in rental vehicles prior to being able to sanitize the vehicle using this SOP.

2.0 SANITIZATION PROCEDURES

Prior to receiving the rental vehicle, request to hear about the rental company's sanitization protocols in place as well as what products they are using to sanitize the vehicle. If the company does not have a sanitization procedure for vehicles, they will not be a suitable company for TerraWest to use and you must find a separate company to rent from.

It is expected that all vehicles being rented by TerraWest employees will be cleaned AND sanitized by the company prior to our use. When the vehicle is received, inspect the vehicle for evidence that it has been cleaned and sanitized. If this is not the case, please notify the attendant and request a different vehicle if possible, or ask for them to re-clean and sanitize the vehicle.

Upon receiving the rental:

- Put on a pair of disposable gloves
- Clean all high touch surfaces with an alcohol based disinfecting wipe or effective cleaning product, which include:
 - Key/key FOB
 - Outside door handles (All handles including hatch, trunk, or box handle)
 - Indoor door handles
 - Steering wheel
 - Turn signal switch
 - Windshield wiper switch
 - Radio dials/buttons/knobs
 - Climate control dials/buttons/knobs
 - Window and side mirror switches/buttons
 - Rearview mirror
 - Seatbelt buckles and receiver
 - Center console and cupholders

-
- Heater vents
 - Fuel cap and hatch
 - Additional touch points not mentioned here – THINK!
 - Dispose of single-use cleaning items in the garbage (such as gloves, paper towels or disposable wipes). Wash reusable cleaning items (such rags) using laundry soap and hot water (60-90° C).
 - Wash hands with soap and water, or use an alcohol-based hand sanitizer

3.0 OTHER CONSIDERATIONS

- Choose a disinfectant that is approved by Health Canada for use against the coronavirus. Health Canada maintains a list on their website:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- There are two steps in the cleaning process: cleaning (removing surface dust, dirt or debris) and disinfecting (applying a product that kills germs).
- Make sure that the disinfectant sits on the surface for at least the minimum contact time.
- If a disinfectant cleaning product is not available, damp-clean surfaces using a paper towel or cloth to remove any dirt and then apply disinfectant to the surface following the manufacturer's directions.

STANDARD OPERATING PROCEDURES –Out of town Accommodation	SOP 1.2 V1
Approved by: (to be Reviewed By KM)	Date: June 8, 2020

1.0 PURPOSE

The intent of this Standard Operating Procedure (SOP) is to mitigate the spread of Covid-19 infection while using out of town accommodation.

2.0 ACCOMMODATION BOOKING CONSIDERATIONS

TerraWest staff should make every effort to utilize hotels and motels over accommodations such as Air BnB due to greater confidence of cleaning and sanitizing guidelines that exist for hotels and motels. Other forms of accommodation, such as AirBnB, can be used by employees with supporting rationale for why this option is more optimal than a hotel or motel. Please seek your operations manager’s approval prior to booking an Airbnb.

If available, hotels and motels that offer kitchenette rooms are encouraged so that staff can bring groceries to cook meals and reduce restaurant use. If it is not possible to rent a kitchenette room, it is recommended to utilize contactless food deliver services like Skip the Dishes or Uber Eats rather than visiting a restaurant.

Prior to booking out of town accommodation, please call the desired establishment in advance and request information pertaining to their sanitization procedures or mitigation strategies to protect against COVID 19 infection for patrons. Our aim is to confirm that an establishment has a plan in place and the capability to perform sanitizing protocols.

Consider bringing your own pillow and blankets if possible so that you do not have to use hotel pillows and blankets. These items are considered to contain a higher risk for transmission of infectious diseases due to the shared nature of pillows.

3.0 CLEANING PROCEDURES

Upon entering their hotel/motel room, staff are asked to sanitize high touch surfaces to help mitigate the risk for exposure to COVID 19.

- All door handles (inside and outside handles)
- All light switches, including lamp switches
- All faucets and handles
- Toilet handle
- Telephone receiver and buttons
- Drawer and dresser handles
- Fridge handles
- Counters and tables

- Faucet handles
- Cupboard door handles
- Refrigerator handles
- Microwave touch pads
- Toaster oven touchpads/buttons

4.0 CLEANING CONSIDERATIONS

- TerraWest staff should wear gloves when picking up their key and sanitize key prior to room entry. This is also a suitable time to sanitize the outer door handle
- The Provincial guidelines recommend for hotel/motel staff to avoid housekeeping during your stay; however, to ensure this, place the "Do Not Disturb" sign on your outer door handle for the duration of your stay.
- Dispose of single-use cleaning items in the garbage (such as gloves, paper towels or disposable wipes). Wash reusable cleaning items (such rags) using laundry soap and hot water (60-90° C).
- Wash hands with soap and water or use an alcohol-based hand sanitizer when cleaning procedure is completed.
- Choose a disinfectant that is approved by Health Canada for use against the coronavirus. Health Canada maintains a list on their website:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- There are two steps in the cleaning process: cleaning (removing surface dust, dirt or debris) and disinfecting (applying a product that kills germs).
- Make sure that the disinfectant sits on the surface for at least the minimum contact time.

APPENDIX C.

Symptoms of COVID-19

Symptoms of COVID-19, as reported by the BC Center for Disease Control include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- Confusion

Source: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>, accessed on June 3, 2020

APPENDIX D.**Cleaning Record Form**

APPENDIX E.

Employee Review and Sign off Form

APPENDIX F.

Site Risk Assessment – Field Based Projects

COVID-19 Pre-Field Project Plan

Project Details

Project Name:	
Project Number:	
Date:	
Client:	
Project Manager:	
Location:	
List of Field Staff:	
Work Description:	

Exposure Mitigation Plan

Task	Follow COVID Plan (X)	Additional Mitigation Measure
Driving		
Shared Equipment		
Accommodations		
Food/Supplies		
Construction Sites/ EM		
Other:		
Other:		

Field Staff Self-Monitoring Complete (Y/N): _____

PPE (Health) Supplies Required: _____

Form Completed by: _____

Date: _____

Signature: _____