



# Imperial Oil Norman Wells

## **COVID-19 Preventative Measures**



# Priorities for Operating

1

Take care  
of **yourself**  
and all others



2

Take care of **your**  
workplace and your  
neighbourhood



3

Take care  
of **business**



With the constantly evolving COVID-19 global pandemic, a sequence of precautionary measures have been implemented at the Imperial Oil, Norman Wells facility.

Imperial Oil remains focused to continue operations with the utmost respect to the employees, community and environment.

In consultation with Alberta Health Services, the Government of the Northwest Territories and Imperial Oil’s Industrial Hygiene and Medical and Occupational Health Specialists, multiple controls have been added to our standard operating practices as a result of the COVID-19 outbreak.

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# COVID-19 Pre-flight Questionnaire

## COVID-19 Imperial Site Access Health Screening Questionnaire

**Consent to participate and release of information:** By signing this consent, I am agreeing to participate in site access health screening required by Imperial. I understand that this screening process and collection of my personal information is intended to identify health and safety risks during the COVID-19 pandemic. I understand that my personal information will be handled in accordance with applicable privacy legislation. I authorize Mikisew ISOS health professionals to administer site access screening and measure/record my temperature. I further authorize release of the results of the screening and temperature measurement to Imperial Occupational Health Division (OHD). For any questions about this consent or the collection of my personal information as part of this screening process, I can contact OHD at (587) 476-4811.

Name (Print):	Signature:
Date:	Telephone:

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

### Do ANY of the following questions currently apply to you?

1. Have you travelled to any countries outside Canada in the last 14 days?  
➤ ☐ Yes ☐ No
2. In the last 14 days, have you been in **close contact\*** with a person (e.g. spouse, roommate) who has travelled outside of Canada, who is now self-isolating due to symptoms?  
➤ ☐ Yes ☐ No
3. Have you had **close contact\*** with a probable or confirmed COVID19 case while they were ill?  
➤ ☐ Yes ☐ No
4. Are **currently experiencing any new symptoms** of fever, cough, sore throat, nasal congestion, or shortness of breath  
➤ ☐ Yes ☐ No

\* A close contact is defined as a person who:

- Provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment; OR
- Lived with or otherwise had close prolonged contact (within 2 metres) with the person while the person was infectious; OR
- Had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment

Record temperature reading =

Travel is restricted if temperature is at or above 38 °C

If a worker answers **YES** to any of the above or **has a fever (38°C or above)**, they are

**NOT PERMITTED TO BOARD THE FLIGHT OR BUS**

- Worker must leave flight centre, contact supervisor and follow recommendations provided
- Worker is not permitted to access the site for at least **14 days, from (a) date of return to Canada, (b) last date of exposure to a probable or confirmed COVID19 case, or (c) onset of symptoms as noted above or directed by public health**
- **Clearance is required by Imperial OHD to return to site**

Mikisew ISOS Representative: \_\_\_\_\_ Date: \_\_\_\_\_

All travellers must complete the pre-screening questionnaire and proceed to medical testing at airport.

Record temperature reading =

Travel is restricted if temperature is at or above 38 °C

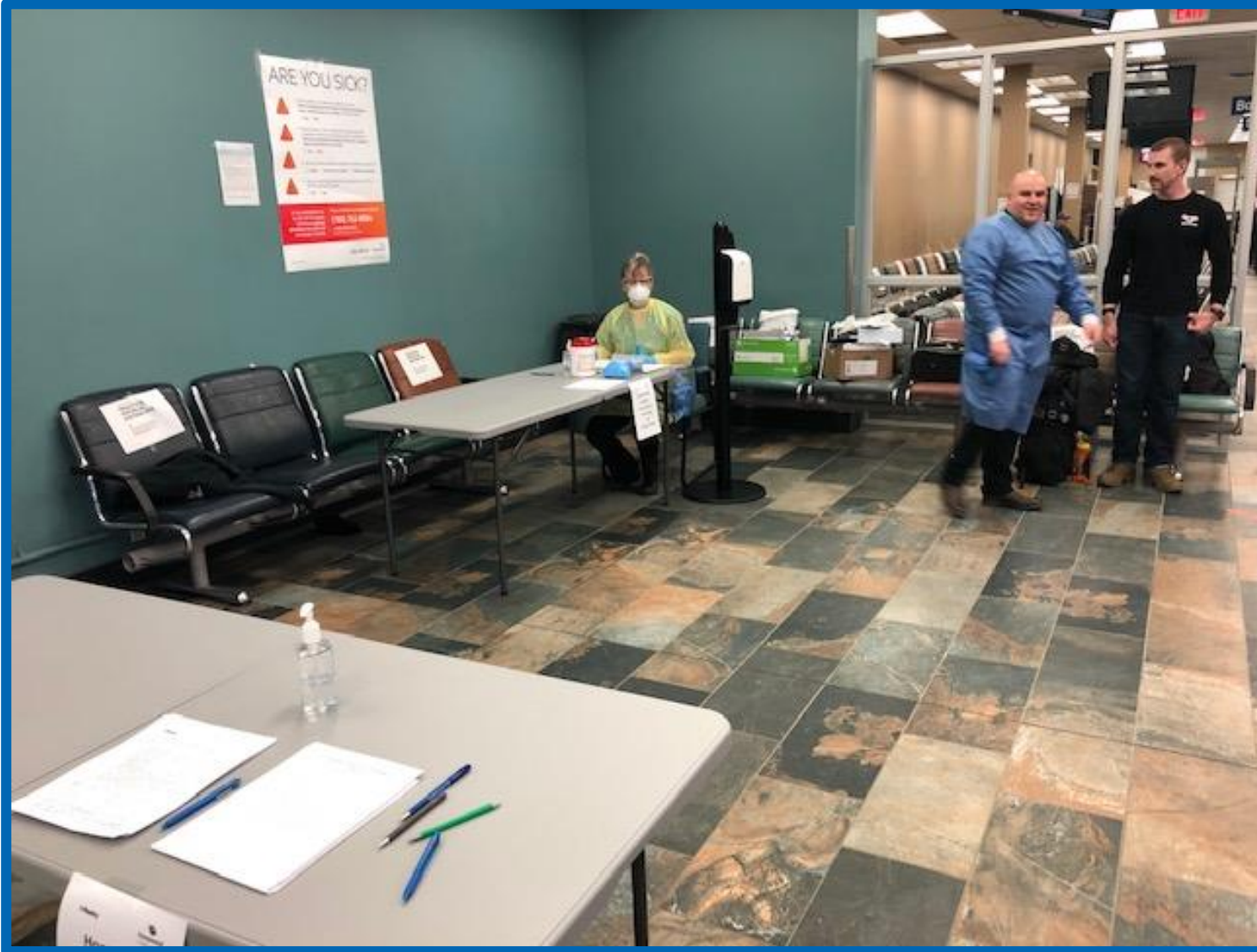
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# Pre-flight Medical Screening



Pre-flight screening, including temperature checks, are conducted by medical professionals at the Edmonton Terminal 3 Flight Centre.



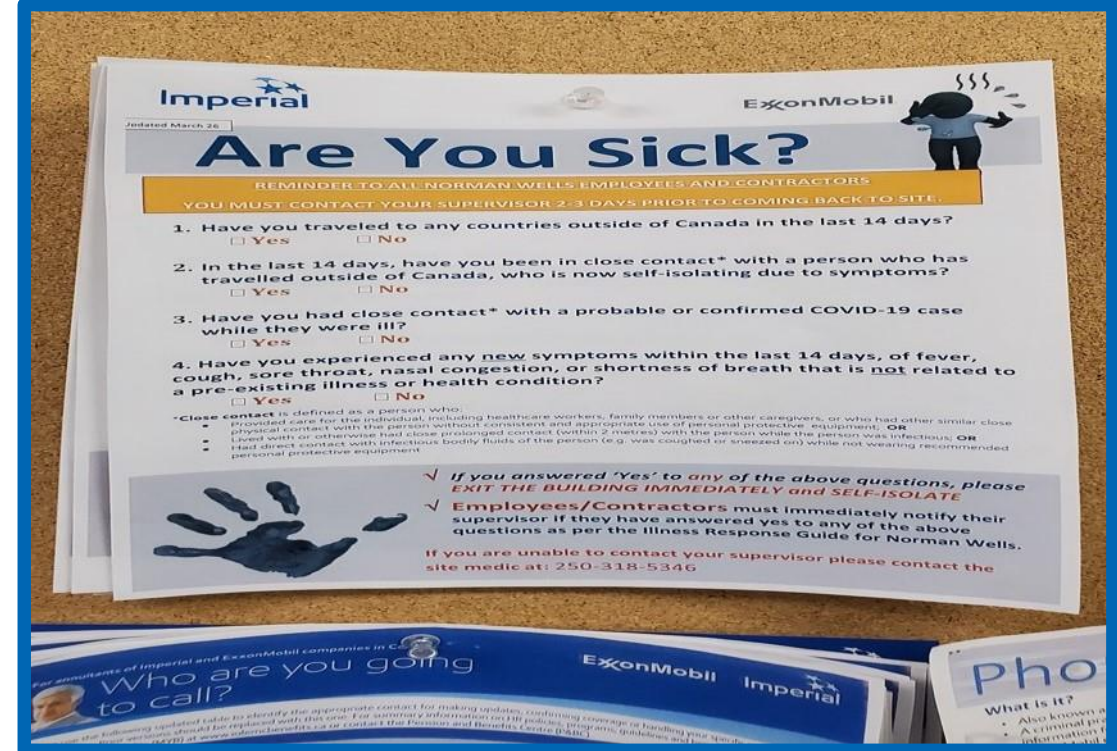
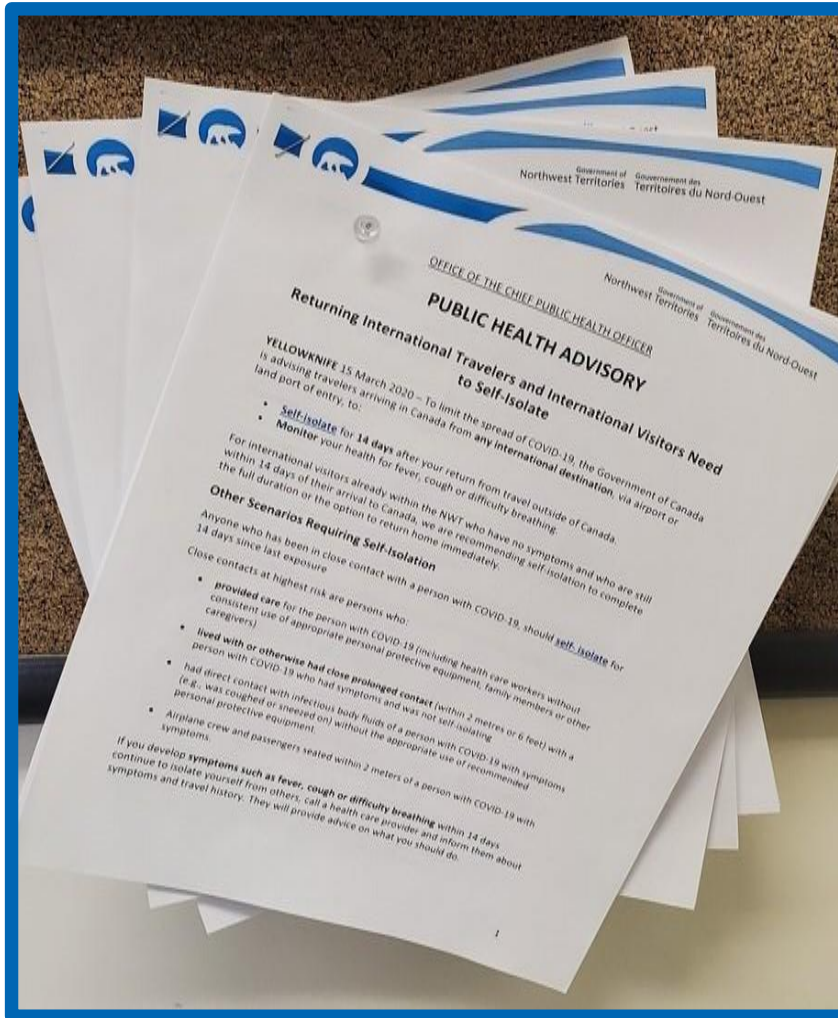
# Charter flights and virtual handovers



To further enhance protection for the community and reduce exposure to individuals that may not be subject to intensive pre-flight screening, Imperial has begun using charter flights direct to Norman Wells from Edmonton.

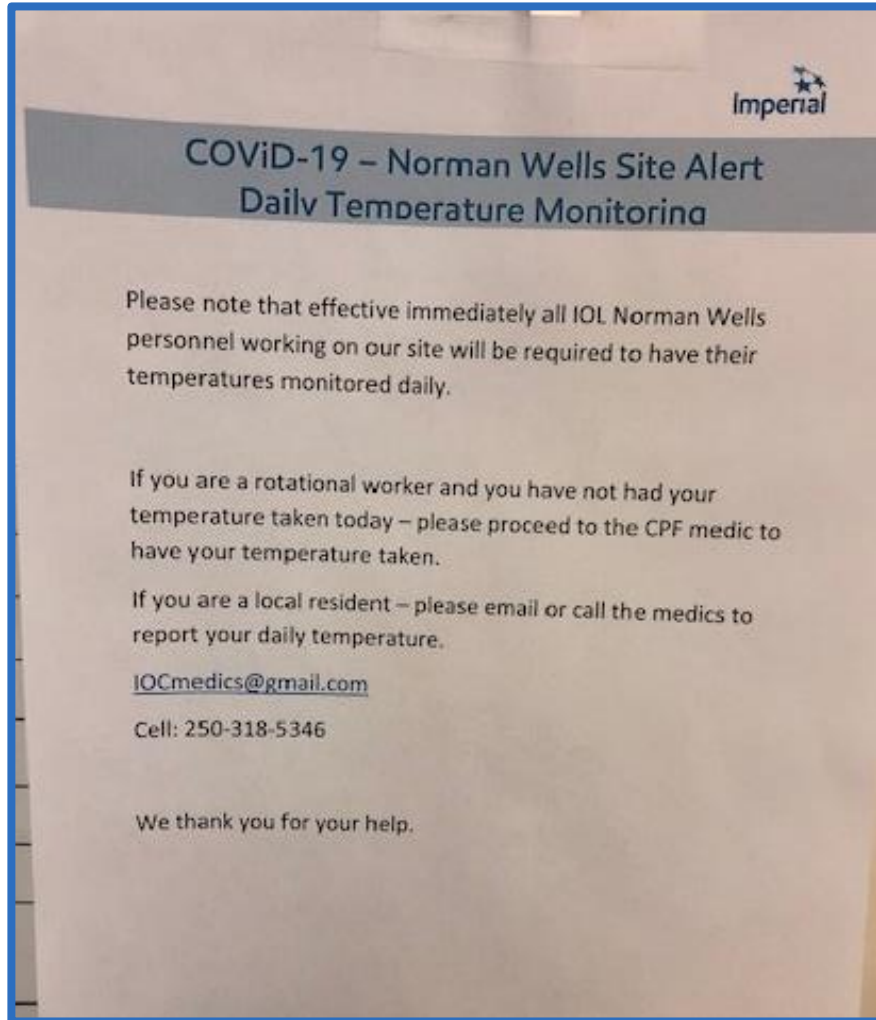
All handovers from outgoing personnel to incoming personnel are done virtually as opposed to in-person to ensure no direct contact between shifts of rotational staff.

# Onsite Protocols



Imperial Oil – Are You Sick checklist and GNWT Public Health Advisory documentation posted at the CPF foyer entrance and on employee communications boards

# Daily Temperature Monitoring



All onsite employees and contractors must complete daily temperature monitoring.

Rotational staff are physically checked by onsite medics.



# Increased frequency of cleaning at facility

Routine Cleaning	<p><b>Guidelines for cleaning:</b></p> <ul style="list-style-type: none"> <li>• Increase the frequency of cleaning of common high traffic areas, frequently touched surfaces and shared objects to at least twice a day. Recommendation is five times per day. During and after an outbreak, continue with routine cleaning and disinfection. <ul style="list-style-type: none"> <li>○ Standard applies to main building access doors, bump stations, common washrooms, permitting kiosks, kitchen areas, handrails, etc.</li> <li>○ Standard does not apply to frequently touched surfaces for a single individual or single work team (cell). Examples would include your personal work station or shared work station within a cell, a doghouse for a rig team, picker truck, kitchen used by a single work team (cell), and other similar scenarios. Contractors must meet this cleaning standard for any of their on-site buildings that meet this requirement.</li> </ul> </li> <li>• Cleaning staff should wear the recommended personal protective equipment (PPE) when cleaning as a routine precaution.</li> <li>• Cleaning staff should pay strict attention to personal hygiene (avoid touching their face, thoroughly wash their hands).</li> <li>• If cleaning bodily fluids (e.g. vomit, feces), cleaning staff must be appropriately trained, and wear appropriate PPE (e.g. gloves, gowns, masks and eye protection, foot protection)</li> <li>• Disinfection solutions should be used according to the manufacturer's instructions (e.g., concentration, application method and contact time, etc.).</li> <li>• If practical, prevent entry of other employees and visitors to any room that a known infectious person has been in until the room has been thoroughly cleaned and disinfected and all surfaces are dry (2 hours to 4 hours in abundance of caution). See <a href="#">additional CDC guidance</a></li> <li>• Surfaces which might be contaminated with the COVID-19 virus should be cleaned with water and neutral detergent, followed by a dilute household bleach solution. For surfaces that cannot be cleaned with bleach, a 60 - 90% ethanol solution can be used. There are also products that are approved by the US Environmental Protection Agency which are <a href="#">able to claim</a> "demonstrated effectiveness against viruses similar to COVID-19 on hard non-porous surfaces". The agents must also be suitable for the type of surfaces being cleaned. Use these in accordance with the manufacturer's instructions.</li> </ul>
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Shared Work Stations / Vehicles / Offices / etc.	<p>When starting work at a new location, station, vehicle, office, etc.:</p> <ul style="list-style-type: none"> <li>• Employees and Contractors should disinfect all work surfaces prior to and at end of work period when supplies are available.</li> </ul>
Communal Equipment or Items	<p>Work teams (cells) or individuals should wipe down or disinfect communal equipment or items before and after use when supplies are available</p>
Additional Measures	<ul style="list-style-type: none"> <li>• Removal of all plastic utensils at all sites. Bring your own utensils</li> <li>• Recommend bringing lunches that don't require access to communal kitchen areas</li> <li>• Recommend bringing coffee in a thermos.</li> <li>• Disposal nitrile gloves can be used as a measure of protection if desired</li> <li>• Practice good personal hygiene. Wash hands often, use hand sanitizer, avoid touching your face, etc. These requirements are particularly applicable for communal high traffic areas and commonly used equipment.</li> </ul>

Updated cleaning practices follow guidelines issued by health authorities.

# Operations segregation

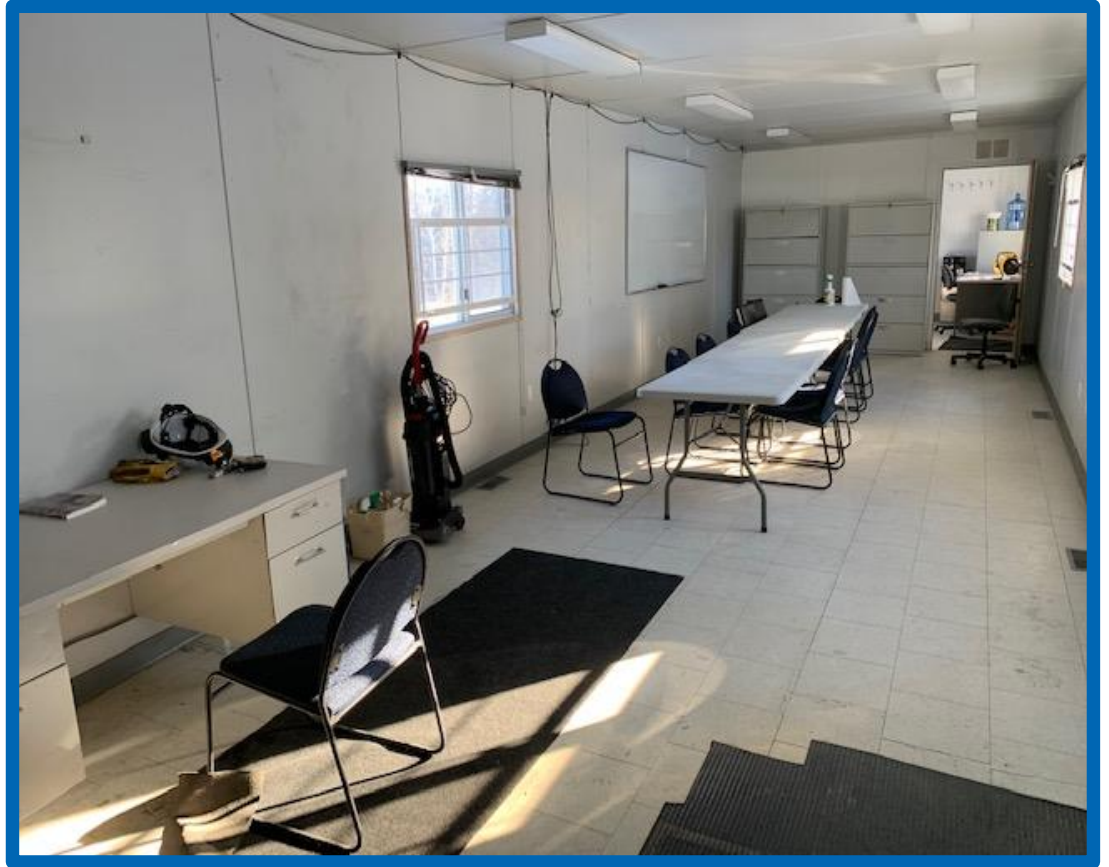


Operational areas with staff deemed critical have signage and protocols to limit access.

We have also implemented guidelines to segregate local staff from rotational staff.



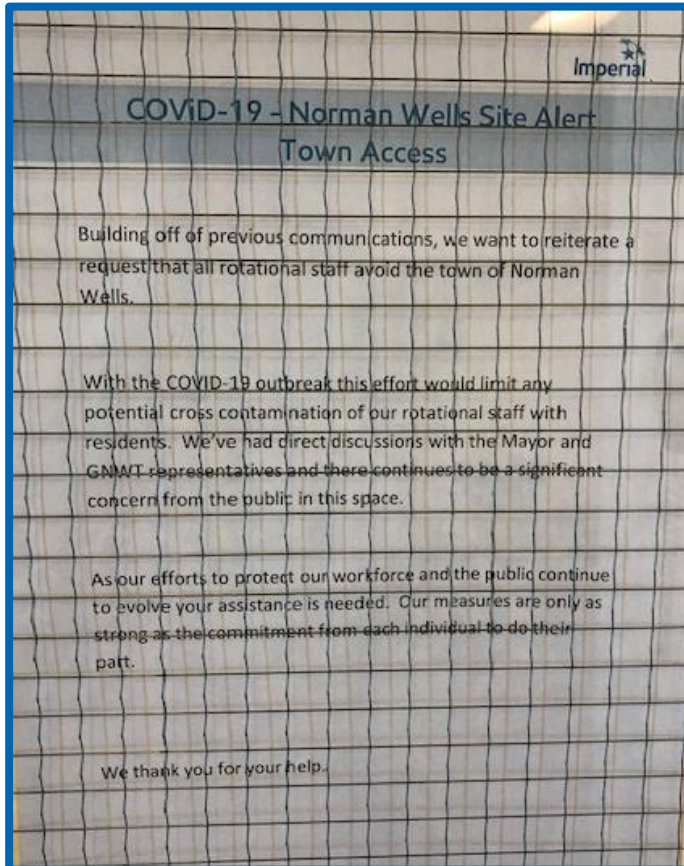
# Rotational and live in staff segregation



Non rotational employees have been given temporary, segregated office space, washroom facilities. (Social distancing applied)



# Restricting access to town site



Rotational staff have been directed to stay in camp when off shift.

Failure to comply will result in disciplinary measures.

Fuel has been made available onsite to prevent a need to obtain fuel in town.

# Personal hygiene – readily available sanitizing stations



Hand sanitizer stations are kept full, additional disinfectant wipes have been stocked in the warehouse and distributed to staff

# Kitchen and Dining Room – additional measures



Camp has an information center as well as directions for hand washing and single use glove donning prior to entering the dining hall

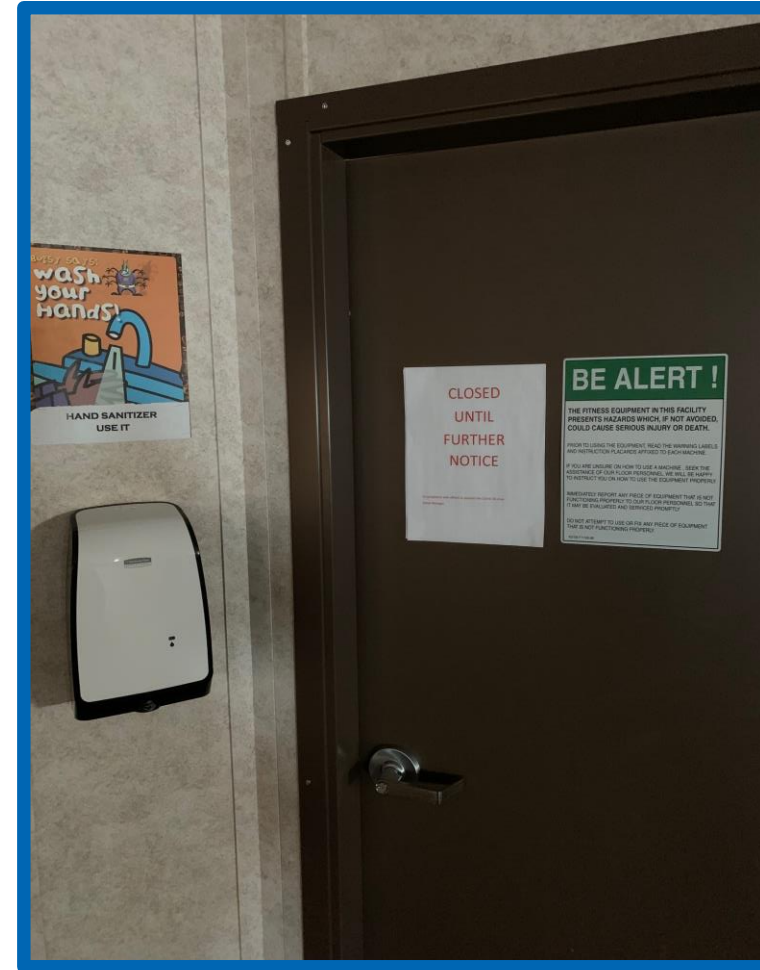


# Kitchen and Dining Room – additional measures



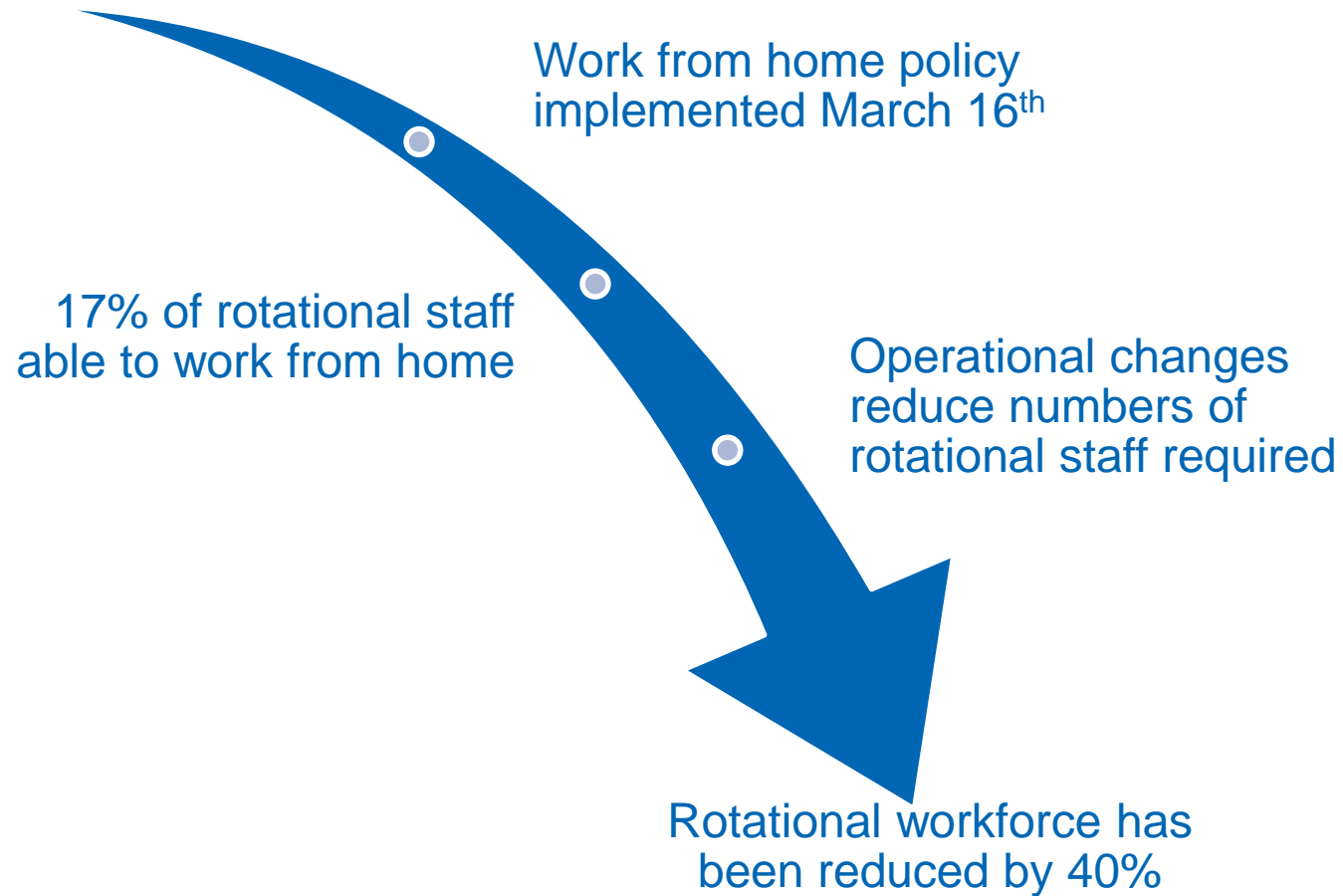
Hand sanitization stations are kept full and the dining area is an electronic device free zone to help stop the spread

# Physical distancing measures



Dining Hall has measured encroachment markers to avoid communicable contact.  
The fitness facility has been closed until further notice

# Current Status – rotational personnel reductions





# Current Status – resident personnel reductions



# Current Status

We have taken steps to reduce our work activities.

Our focus is currently on preparing for river break-up, critical facility maintenance, and ensuring a reliable supply of power to our community.

As we complete this work, we will take additional steps to reduce the number of personnel at site.