

<b>COVID-19 Preparedness Plan</b>		
<b>Number:</b> HPL-APR-HR-406	<b>Revision Date:</b> 20-DEC-2021	<b>Approved By:</b> President
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**PURPOSE**

COVID-19 is a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered high. It is the policy of our company to perform work in the safest possible manner. It is our belief that every employee is entitled to work in a safe and healthy work environment. Every reasonable precaution shall be taken to provide such an environment.

As we navigate through this time, policies, practices and procedures may change with short notice. These will be communicated to all employees and subcontractors/visitors through any of the following: HPL’s mobile website, mass text messaging, emails and/or memos. We must work together to ensure our workplace remains healthy. Strong leadership to fully comply with government mandates is imperative. **Workers will be informed and required to read the exposure control plan and expected touse appropriate control measures for the task.**

**To this extent HPL has designated an exposure control coordinator to manage the exposure plan.**

Management has designated **Carla Bowler** to be the Exposure Control Coordinator. The coordinator will:

1. Review with safety regular inspection reports of the worksite that note concerns of COVID 19Prevention Procedures.
2. Review and store return to work self-declaration forms in accordance with privacyconsiderations.
3. Monitor cleaning to verify that approved products and procedures are being followed.
4. Investigate any reports of workers that are not complying with procedures or concerns for worker’s health. Coordinate with Safety, Managers and Foreman.
5. Refer any issues or concerns to Senior Management.
6. Immediately report and investigate presumed and confirmed cases of COVID – 19 with theassistance of Managers or Foreman.
7. Provide staff with COVID-19 documentation.

This Safe Operating Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as “Hundseth,” “HPL” or the “Company.”

**SCOPE**

This Administrative Procedure applies to all divisions within Hundseth Power Line Construction herein to referred to as “Hundseth,” “HPL” or the “Company.”

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### RECORD KEEPING

Our company will keep records of instruction and training provided to workers regarding COVID-19, as well as exposure reports and first aid records.

### ANNUAL REVIEW

During the Pandemic, we will review the exposure control plan regularly and update it as necessary, in consultation with our Exposure Control Coordinator and senior management team. The joint health and safety committee will review at each quarterly meeting or ad hoc as necessary. After the Pandemic we will review and update the exposure plan as often as necessary or every three years.

### WHAT IS CORONAVIRUS

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 specifically is a new illness that can affect your lungs and airways.

### HOW DOES CARONAVIRUS SPREAD

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. Therefore it is important to stay more than 2 meters (6 feet) away from a person who is sick.

### SYMPTOMS

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. People who have been infected with COVID-19 may not exhibit any symptoms for up to 14 days but can still transmit the virus during that time. Older people or those with chronic illnesses may be at higher risk for a more severe form of the disease.

#### Symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C

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- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

### TREATMENT

Most people with COVID-19 illness will recover on their own. There is no specific treatment for disease caused by COVID-19. Severe or worsening symptoms may require supportive treatment in hospital. If symptoms feel worse than a standard cold, see a health care provider or call Healthline at 811. If Healthline 811 recommends you seek acute care, they will provide instruction to call ahead.

**Currently, there are vaccines that protect against coronaviruses, including COVID-19, however there are new strains that present themselves from time to time and additional vaccinations (boosters) may be required.**

### GENERAL RECOMMENDED PRACTICES TO PROTECT YOURSELF

As a respiratory illness, the best method to protect yourself against COVID-19 is to practise everyday preventive actions, including:

- Practice proper cough and sneezing etiquette (into the bend of your elbow)
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- Clean and disinfect your home and workspace regularly
- Maintain safe food practices. Do not share food or drinks
- Avoid close contact with people who are sick
- Stay home as much as possible and avoid public areas
- Practice physical distancing of 2 meters (6 feet)
- Do not leave your home if you are sick.

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**WORKERS WHO MAY BECOME EXPOSED**

Any person who cannot self-isolate in their residence is at risk of being exposed to COVID-19. Workers who must interact with the Public are also at higher risk.

**HEALTH VERIFICATION OF WORKERS, SUB CONTRACTORS AND VISITORS**

The health and well-being of workers and visitors is paramount. To protect workers, sub-contractors, visitors and provide a safe and healthy workplace there is an increased responsibility on all supervisors to be vigilant and that includes monitoring for symptoms of COVID- 19.

Workers, sub-contractors, and visitors who are exhibiting symptoms of COVID-19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Federal and Provincial guidelines are not permitted on projects.

Any sub-contractors or visitors, intending to access the site must, to the best of their knowledge, confirm they are free of COVID-19 symptoms and related restrictions in accordance with Federal and Provincial guidelines. Be fully vaccinated or have proof of a negative Covid 19 test within the past 7 days.

Each employee must perform a self-assessment on HPL’s Ecompliance prior to coming into work.

Foreman’s must document each day on their HARA an attendance of workers by name. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. HARA’s to be stored in accordance with company policy.

All supervisors are required to verify, at start of shift, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Self-Assessment Checklist and recommendations of the Federal and Provincial guidelines.

Sub-contractors must provide an update on their workers’ health to the HPL contact person on site at the start of their shift. If there are any significant changes in attendance or health concerns notify the Exposure Control Coordinator.

**CONTROL MEASURES**

**RESPONSIBILITIES**

1. All employees are required to complete their self-assessment on eCompliance
2. Foreman/supervisors are required to complete risk assessments (HARA) on site each day to ensure Control Measures are implemented for exposure control.

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3. Workers are required to follow all exposure control requirements and report exposure hazards immediately.
4. Foreman/supervisors/managers are required to complete worksite inspections regularly to ensure Control Measures are being followed.
5. The safety department will review risk assessments and inspections to ensure Controls are adequate.
6. Follow SaskPower’s reporting requirements

**ELIMINATION**

- Management will cancel all nonessential face to face meetings and non-essential training or travel. Essential meetings may continue with proper physical distancing and masking.
- The company will evaluate worker positions and where possible, have workers work from home if possible.
- Requested salespeople do not access workplace or site in person.
- Employees no longer share accommodations when traveling for work.
- Eliminate employees having to sign the HARA
- Eliminate interprovincial travel for crews.

**SAFE PRACTICES AND PROCEDURES**

**YOUR HEALTH AND PROTECTING OTHERS.**

Adherence to safety practices & procedures is necessary as safety and health is our principal concern. Workers and Sub Contractors who do not comply with these practices & procedures may be asked to leave the site and not permitted to return until the current situation is less acute.

**PHYSICAL DISTANCING PRACTICE**

All workers and subcontractors shall observe physical distancing. Physical distancing measures include maintaining two meters (six feet) from others.

1. In the situations where workers cannot maintain two meters’ workers will complete a hazard assessment prior, to ensure exposure is minimized. An appropriate control measure will be identified and utilized such as masks (the assessment determines whether cotton or paper), declaration of fit for duty (HARA or Individual record).
2. Lunch and Coffee breaks must be taken maintaining 2 meters. It is strongly encouraged and recommended that workers take breaks in vehicles or in the equipment they are assigned to,

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and stagger break times.

3. HARA meetings will be held outdoors, and all workers will maintain 2 meters distance during the meeting. The Forman will record all worker names for attendance. **Signatures will not be required. HPL is moving towards electronic tailboards in eCompliance.**
4. Managers will minimize the movement of workers from one crew to another.
5. Workers shall not congregate in meeting areas, smoking areas, stairwells, etc. unless they are maintaining 2 meters from each other.
6. Wherever possible, meetings will be held using various forms of telecommunication.
7. Admittance to the Main Office will be restricted, areas such as the shop and tool areas will be segregated, and only authorized people will be allowed in those areas. Workers will stay in the approved boundaries and ask approved personnel for items needed in those areas.
8. Regular inspections of the work areas will be conducted to verify that workers are practicing physical distancing.

### COUGH / SNEEZE ETIQUETTE

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

1. Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
2. Use tissues to contain secretions and dispose of them promptly in a waste container
3. Turn your head away from others when coughing or sneezing
4. Wash hands for a minimum of 20 seconds.

### HAND WASHING AND HAND SANITIZATION

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched.

HPL will provide or make available hand sanitization on each site to meet the needs of the volume of workers.

### TOOLS & EQUIPMENT

Regular disinfection of tools and equipment during the workday is an essential exposure control measure. All workers are required to strictly follow this practice.

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1. Avoid sharing tools or equipment.
2. Where possible operators will use the same equipment for the shift.
3. Tools should be disinfected prior to starting the task and after the task is complete.
4. Machinery must be wiped down by the operator and periodically throughout the day if possible.
5. If you must share equipment, clean and disinfect points of contact on the equipment.  
Example: on a shared extended work platform, before use wipe down controls, gate, guardrails, and any other parts touched by hands. Disinfect it when you are done.

### Areas to Disinfect

- Handles, doors and railings
- Operating controls and steering wheels
- Any other surface that a worker must touch to operate or use the tool or machine.

### SITE ACCESS

Site access will be restricted to only individuals working for the project.

1. If you are experiencing symptoms, you will NOT be allowed on site.
2. If you are experiencing symptoms, please call your supervisor and STAY HOME.  
Follow government guidelines for reporting and self-isolation.

Requirements for site access must be strictly followed. Anyone who does not follow these requirements will be subject to the company discipline policy.

### OFFICES AND LUNCHROOMS

1. Maintain the physical distance requirements.
2. Do not touch items – “keep your hands to yourself”.
3. Do not share keyboard or mouse, pens, clipboards or documents.
4. Commonly touched items like door handles, chairs, tables, etc. will be disinfected regularly.
5. When using handrails - Do not slide your hand down them.
6. Alcohol based hand sanitizer will be provided for crews and office areas.
7. Signage will be posted to remind workers to wash or disinfect their hands.
8. Coffee/lunch breaks will be staggered to reduce the number of workers in the lunchroom at the same time.
9. Garbage will be removed on a regular basis.
10. Ensure sufficient fresh air supply to reduce “recirculating” the air inside the lunchroom.

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11. Will have access to tissues and disposable towels.
12. Will have no touch trash receptacles.

### SELF-AWARENESS & REPORTING

All employees, subcontractors and visitors will be required to report symptoms immediately to your supervisor or the Exposure Control Coordinator.

If you are exhibiting flu-like symptoms such as fever, coughing or congestion: **Do not come to work.**

- Consult with Healthline 811, and request to have a COVID test done.
- Inform the Exposure Control Coordinator for further information

The response to the COVID-19 virus continues to change on a regular basis. All parties are required to meet current requirements and be adaptable to new initiatives when required.

### PERSONAL PROTECTIVE EQUIPMENT

- Nitrile gloves will be required to be used inside rubber hot gloves that are shared between employees.
- Masks should be used by employees who are required to complete defined tasks that cannot keep physical distance.

### PROCEDURES FOR USE OF NITRILE GLOVES

#### Ensure Proper Fitting

One of the most important steps to wearing nitrile gloves is having a proper fitting glove. Ill-fitting gloves will increase the likelihood of injury or contamination.

If your glove is too big, the loose-fitting material will cause dexterity and grip to be reduced. If your glove is too small, you risk ripping or puncturing your glove and decreased hand flexibility.

1. While wearing your gloves, extend your fingers until they are straight.
2. You will know your gloves are too small if the nitrile is stretching.
3. Your glove is also too small if you see tears forming in the material where your thumb meets your palm.

#### Putting Gloves On

1. You should put on your gloves in a clean area with clean hands.



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2. Do not place them on a dirty surface.
3. Never put on your nitrile gloves if you have not just washed your hands.
4. Do not touch the outside of the glove as you put them on.
5. Put the nitrile glove on your dominant hand, while touching it as little as possible.
6. Put the other glove on your non dominant hand, using your gloved dominant hand to pull it on.
7. Once both gloves are on your hands you can adjust your fingers and the fit of the glove.

### How to Remove Gloves

1. Grasp the outside of one glove at the base of the palm. Do not touch your bare skin.
2. Peel the glove away from your body, pulling it inside out.
3. Hold the glove you just removed in your gloved hand.
4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Dispose of the gloves safely in a garbage can. Do not reuse the gloves.
7. Clean your hands immediately after removing gloves.

### HOW TO PUT ON AND TAKE OFF A MASK

Remember, a mask should only be used where social distance cannot be maintained.

1. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
2. Take the mask and inspect it for tears or holes.
3. Orient which side is the top side (where the metal strip is).
4. Ensure the proper side of the mask faces outwards (the coloured side).
5. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it molds to the shape of your nose.
6. Pull down the mask's bottom so it covers your mouth and your chin.
7. After use, take off the mask; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
8. Discard the mask in a garbage can immediately after use.
9. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or, if visibly soiled, wash your hands with soap and water.

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### **METHODS OF CLEANING, DISINFECTING OR DISPOSING OF CLOTHING, PERSONAL PROTECTIVE EQUIPMENT OR OTHER EQUIPMENT CONTAMINATED WITH AN INFECTIOUS ORGANISM**

During the COVID 19 Public Health Emergency, enhanced cleaning and disinfection should be used on worksites to reduce the risk of disease transmission. Infectious waste is anything contaminated with human and/or animal:

- Blood.
- Bodily fluids, e.g., saliva, mucous, or pus.
- Waste products (feces, urine, and vomit).
- Skin or tissue.

These can contaminate all sorts of surfaces and materials.

### **GENERAL HYGIENE**

Clean and disinfect all frequently touched surfaces. This includes but is not limited to:

- tabletops
- control panels
- computer/keyboard/mouse
- doorknobs
- light switches
- handles

Cleaning and disinfection should be done as often as possible and a minimum of once a day. Avoid sharing items. Disinfect any shared items before sharing.

### **During cleaning/disinfection:**

- If the surface is dirty remove visible dust and debris and clean using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer's instructions for disinfection as per the action taken document.
- bathrooms
- tools
- operating controls
- steering wheels

Cleaning and disinfection should be done as often as possible and a minimum of once a day.

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Avoid sharing items. Disinfect any shared items before sharing.

### During cleaning/disinfection:

- If the surface is dirty remove visible dust and debris and clean using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer's instructions for disinfection as per the action taken document.

### What products should be used for disinfection:

- Household or commercial disinfection products (follow manufacturer's instructions for disinfection), or a bleach solution (20 ml bleach per litre of water).
- Do not mix bleach with ammonia or any other cleaning product

### After cleaning/disinfection:

- Wash hands with soap and water, and if not available then hand sanitizer.

## POTENTIAL VIRUS CONTAMINATION

In the event there is a presumptive case of COVID – 19, present on site, we will isolate and clean work areas/surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, close the site and thoroughly disinfect work site or office location.

All cleaning products and procedures used, must be approved by the senior management team to verify that they are sufficient for disinfecting COVID-19. If products or procedures are deemed unreliable, they must be discontinued.

## DISPOSAL

All workers are required to follow disposal procedures for contaminated gloves or cleaning material.

1. Do not throw gloves or cleaning material on the ground.
2. Throw gloves and cleaning material into garbage cans.

## COMMUNICATION OF BASIC ILLNESS PREVENTION HYGIENE

Signage and posters regarding proper hand washing, hand sanitizing, physical distancing, etc. will be posted at/near project entry points, break and lunchrooms, restroom facilities, on safety boards, mobile web site, etc.

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### EXPOSURE EMERGENCY PROCEDURES

#### FIRST AID TREATMENT

If workers are feeling unwell or exhibiting symptoms of COVID -19 they must inform their Supervisor ASAP. If they are fit enough to leave the workplace and arrive home safely, they should go home and follow the Government Public Health instructions for reporting self -isolating, testing and treatment.

#### WHAT TO DO WITH A CONFIRMED COVID-19 CASE

In the event of a confirmed case:

1. Notify everyone by mass text messaging and/or email as soon as it is possible.
2. Follow the guidelines provided by the Government of the province the employee is working in.
3. Recommend anyone exposed to the confirmed case be tested for COVID 19 virus.
4. Research is showing the virus lasts max 72 hours without people so we would shut down the workplace/worksite for 72 hours. Designate Disinfection crew to go in and disinfect area or call in required specialists.

#### GUIDELINE FOR EMPLOYEES WHO COHABITATE OR HAVE HAD CLOSE CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE.

1. All individuals are required to disclose if they are considered a close contact to persons who have tested positive for COVID-19. These individuals will be required to self-isolate for the duration indicated in the applicable provincial public health order. These individuals should contact Healthline 811 and follow health authority recommendations.
2. The Exposure Control Coordinator will notify all workers on that site of a positive test and a temporary stop work order will be issued, until a further site assessment can be carried out and an effective control plan implemented.
3. All workers will be asked to follow local exposure protocols as dictated by the governing health authority in their region.

#### INVESTIGATION AND DOCUMENTATION OF WORK-RELATED EXPOSURE INCIDENTS

Outbreaks are often the result of either failure in infection control practices or contaminated equipment. Management requires the investigation of all potential work-related exposure incidents to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

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### Responsibilities

1. All employees shall report all symptoms to their immediate supervisor or Exposure Control Coordinator.
2. Supervisors shall conduct initial investigations and ensure area is contained.
3. All medical information for individuals exposed shall be kept confidential.
4. Supervisors, HPL Safety and the Exposure Control Coordinator shall also determine causes, recommend corrective action, and report to management.
5. Management shall review all investigation reports, discuss corrective action to be taken, and ensure that such action is implemented.

### SUB CONTRACTORS

#### COVID – 19 PREVENTION PROCEDURES

1. Sub-Contractors are responsible for cleaning and disinfecting any area that they have worked in.
2. Sub-Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID -19 as per the public health orders of the government of the province they are working in.
3. Sub-Contractors are responsible to provide proof of vaccination or a negative test result within the past 7 days and every 7 days.

### PROVINCAL PUBLIC HEALTH ORDERS

In the event that there is a discrepancy between this document and the current Provincial Health Order(s), we will default to the Public Health Order in the province within which we are operating