

Nomination for the William Warchow
Leadership and Innovation Award

SOIP Pandemic Response Program

Nomination for the William Warchow Leadership and Innovation Award

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Introduction

CS2A -SOIP Nomination for William Warchow Award



Introduction:

The William Warchow Award honors a Client, Signatory Employer or Local Union who can demonstrate the positive impact of a health and safety initiative on their organization or the industry.

Stuart Olson Industrial Projects submits a 2020 Pandemic Response Program that demonstrates leadership and positive impacts to the health and safety performance through the implementation of this program stewarded through Health and Safety Program Tools and innovation through technology. Amid a global pandemic, we completed 2020 without a Recordable Injury with over a million manhours. During 2020 our organization continued to provide Maintenance and Turnaround work during the Pandemic. Just like all other Organizations, we were required to adapt to the Federal and Provincial Protocols to ensure our workers were safe while engaged in essential work. We introduced innovative technology to compliment our Health and Safety Program and better protect our employees.

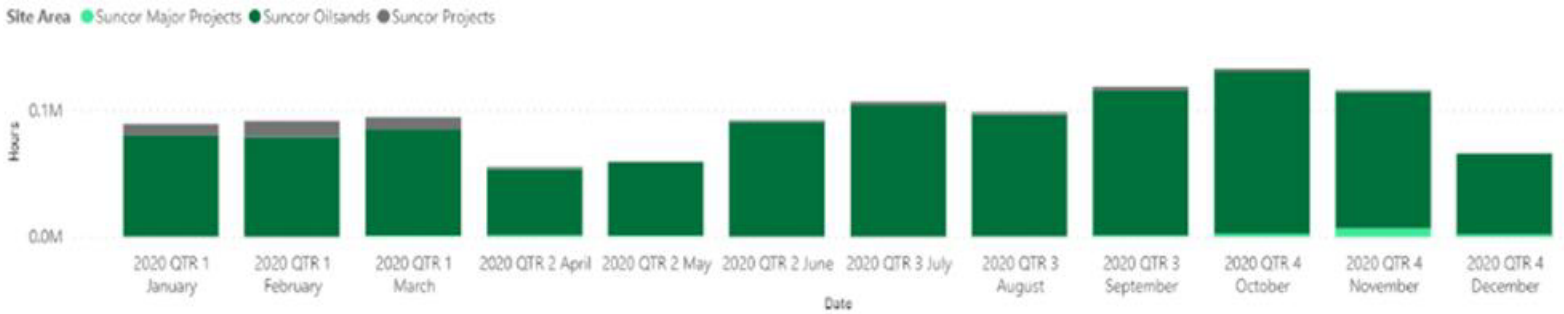
We were industry leaders and set forth best practices, program tools, technology and communication processes that additionally assisted the protection of other companies with all types of workers coming to work at Suncor Base Plant as well as other sites across Alberta. The Program folded into the HSE System and married into the existing protocols for basic safety performance.

- Our HSE Performance in 2020 concluded with a Rif of 0.0 and a TIF of 0.36 w/ Manhours - 1,119,769.5 hrs
- Our HSE Performance in 2019 concluded with a Rif of 0.35 and a TIF of 2.19 w/ Manhours - 1,081,109.1 hrs

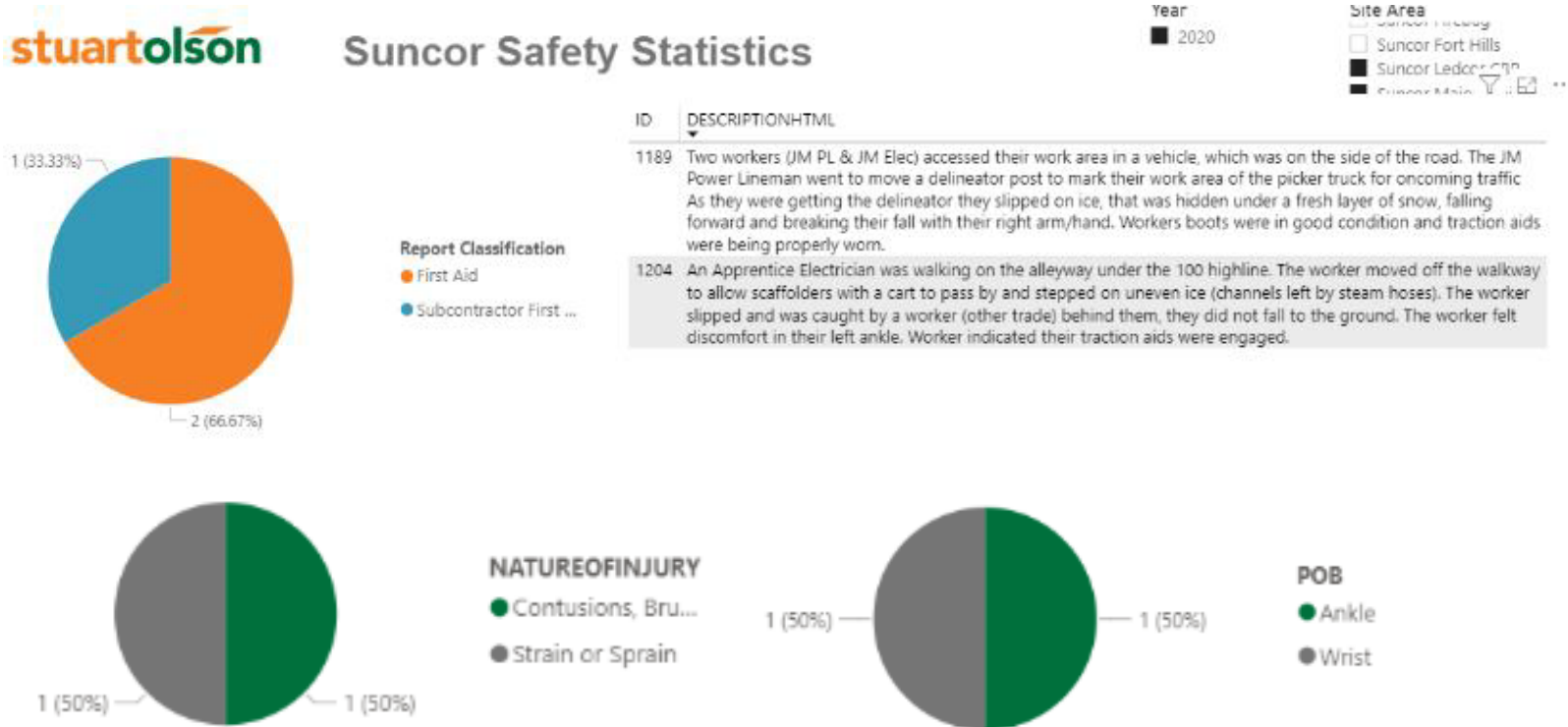
2020 Statistical Dashboard:



Hours by Date and Site Area



First Aid Incidents – both SOIP and Subcontractor



Technology

CS2A -SOIP Nomination for William Warchow Award



The technology leveraged and created over 2020 helped us manage the covid hazard as well as response to general and covid sickness. By having real time access to the data, we were able to quickly manage the risk to our healthy workers, client expectations and continued work scopes as labour was unpredictable for scheduling.

We used OPTIC, an online HS Management system that houses our Program documents, Employee information, training and certifications and Health questionnaires.

We also used Cosmos to provide an application for workers to enter their own data for Close Contact information, Return to Work Information and Bus close Contact data.

1. Technology Response: online access for real time tracking and managing cases.
 - a. Online Orientations and Training, all training moved to online LMS system reducing in-person classroom time
 - b. Online health questionnaire daily / per shift online Covid Questionnaires completed by phone app
 - c. Cosmos - Online App: Cloud Application downloadable to employee phones reducing in person contact, reduces the need for paper: Close Contact tracking, Return to Work tracking, Bus Seat tracking - Client uses our Tracking Reports to cross reference their data

All existing Orientations were changed from PowerPoint Instructor lead courses to Videos and moved to our OPTIC LMS System to drive all oncoming workers to online Orientation platform to complete preaccess Orientations and Training before coming to site. This prevented group setting situations and mass onboarding better protecting all employees.

1a. Example: Attached full inventory of all the training courses moved from instructor lead to videos in 2020.

Course #666 Hazard Assessment Video <https://vimeo.com/432005396>

Course #608: Covid -19 Video <https://vimeo.com/416779884>

Internal SOI Awareness Training Courses- OPTIC - LMS

Course Name	OPTIC #	Corporate - Satellite Offices	Suncor Sites RMWB	IOR Cold Lake	Meg	Genovus - CL / FC	Nova	MeGlobal - Fort Sask / Prentiss	Melloy Nova	NWR	Sherritt	LML - Lloyd SK	TransAlta
SOI Corporate Orientation - 50 mins	#5	X	X	X	X	X	X	X	X	X	X	X	X
SOI Common Orientation - 80 mins	#607		X	X	X	X	X	X	X	X	X	X	X
SOI Site Specific Orientation 45 mins	Suncor #497 IOR #611 Meg# Nova - IP MEGlobal - IP		X	X	X	X	X	X	X	X	X	X	X
SOI Spotter Safety - 15 mins	#132		X	X	X	X	X	X	X	X	X	X	X
Fire Safety - 15 mins	#245		X	X	X	X	X	X	X	X	X	X	X
Covid-19 Awareness -15 mins	Suncor #608 Meg #622 General #621	X	X	X	X	X	X	X	X	X	X	X	X
SOI Hazard Assessment Orientation - 45 mins	#666		X	X	X	X	X	X	X	X	X	X	X
SO Respectful Workplace- Office - Workers - 25 mins	#599 - #406	X	X	X	X	X	X	X	X	X	X	X	X
SOI Supervisor Training Modules 1. Leadership- 20 mins 2. Coaching & Communication- 20 mins 3. HSE- 45 mins 4. QAQC- 15mins 5. Project Controls - 15 mins 6. Respectful Workplace: Supervisor- 35 mins	IOR #659 General #673 Respectful Workplace Supervisor # 598	X	X	X	X	X	X	X	X	X	X	X	X
SOI Mental Health and Wellness - Awareness Training	#716		X	X	X	X	X	X	X	X	X	X	X
SOI Site Specific Subcontractor Orientation 20-25 mins	IOR #671 Suncor #743		X	X									

LEGEND:	
completed and set up in OPTIC	X
not required	

Online health questionnaire completed daily / per shift and completed by phone app. Stuart Olson can utilize OPTIC to assign workers the questionnaire and track compliance.

1b. Examples OPTIC demonstrating 1428 Employees had been assigned OPTIC Questionnaires since Dec 31, 2020.

Through the Employee file "Medica Tab" we can also see consistent compliance to the action.

Employee Management - Medical - CONNAUTON, Catherine

Condition	Condition Type	Medical Centre	Notes	Test Date	Re-Test Date	Status
Allergy			Pineapple allergy, has EpiPen			Completed

Questionnaire	Assigned	Status	Fit to Work	Completion	Notes	Last Updated
Health Questionnaire	OPTIC SYSTEM Mar 26, 2021	Completed	YES	Catherine Connauton Mar 29, 2021	Assigned by schedule #8	CONNAUTON, Catherine Mar 29, 2021
Health Questionnaire	OPTIC SYSTEM Mar 19, 2021	Completed	YES	Catherine Connauton Mar 22, 2021	Assigned by schedule #8	CONNAUTON, Catherine Mar 22, 2021
Health Questionnaire	OPTIC SYSTEM Mar 12, 2021	Completed	YES	Catherine Connauton Mar 14, 2021	Assigned by schedule #8	CONNAUTON, Catherine Mar 14, 2021
Health Questionnaire	OPTIC SYSTEM Mar 5, 2021	Completed	YES	Catherine Connauton Mar 6, 2021	Assigned by schedule #8	CONNAUTON, Catherine Mar 6, 2021
Health Questionnaire	OPTIC SYSTEM Feb 28, 2021	Completed	YES	Catherine Connauton Feb 29, 2021	Assigned by schedule #8	CONNAUTON, Catherine Feb 29, 2021
Health Questionnaire	OPTIC SYSTEM Feb 19, 2021	Completed	YES	Catherine Connauton Feb 21, 2021	Assigned by schedule #8	CONNAUTON, Catherine Feb 21, 2021
Health Questionnaire	OPTIC SYSTEM Feb 12, 2021	Completed	YES	Catherine Connauton Feb 16, 2021	Assigned by schedule #8	CONNAUTON, Catherine Feb 16, 2021
Health Questionnaire	OPTIC SYSTEM Feb 5, 2021	Completed	YES	Catherine Connauton Feb 6, 2021	Assigned by schedule #8	CONNAUTON, Catherine Feb 6, 2021
Health Questionnaire	OPTIC SYSTEM Jan 29, 2021	Completed	YES	Catherine Connauton Feb 1, 2021	Assigned by schedule #8	CONNAUTON, Catherine Feb 1, 2021
Health Questionnaire	Catherine Connauton Jan 27, 2021	Completed	YES	Catherine Connauton Jan 27, 2021		CONNAUTON, Catherine Jan 27, 2021
Health Questionnaire	OPTIC SYSTEM Jan 22, 2021	Completed	YES	Catherine Connauton Jan 24, 2021	Assigned by schedule #8	CONNAUTON, Catherine Jan 24, 2021
Health Questionnaire	OPTIC SYSTEM Jan 15, 2021	Completed	YES	Catherine Connauton Jan 17, 2021	Assigned by schedule #8	CONNAUTON, Catherine Jan 17, 2021
Health Questionnaire	OPTIC SYSTEM Jan 8, 2021	Completed	YES	Catherine Connauton Jan 10, 2021	Assigned by schedule #8	CONNAUTON, Catherine Jan 10, 2021
Health Questionnaire	OPTIC SYSTEM Jan 1, 2021	Completed	YES	Catherine Connauton Jan 3, 2021	Assigned by schedule #8	CONNAUTON, Catherine Jan 3, 2021

Actual Questionnaire that the employee fills out via phone app and submits prior to starting shift. If any worker has responses that are not favorable, they are not allowed to travel to site until spoken to by Supervisor to clarify and approve. Worker must be green "Approved" to come to site.

FITNESS TO WORK - Health Questionnaire

Status: Completed
 Fit to Work: Yes

Health Questionnaire Submit

Disclosure: We take the Occupational Health and Safety of our employees seriously. The purpose of this Health Questionnaire is to mitigate the risks of exposure to our employees from COVID-19. All employees are asked to provide truthful and clear responses to the questions below.

To your knowledge:

1. Are you currently experiencing symptoms of sickness? YES NO
Check all that apply: fever sore throat cough shortness of breath runny nose nasal congestion conjunctivitis (pink eye) diarrhea / vomiting
 If yes, explain: _____

2. Have you attended a gathering with multiple people during days off? YES NO
 If yes, explain: _____

3. Have you had **close contact** with someone who is under quarantine or self-isolation in the past 14 days? YES NO
 If yes, explain: _____

4. Have you or has someone you currently live with, travelled outside of Canada in the past 14 days? YES NO
 If yes, explain: _____

5. Is someone you live with, currently experiencing symptoms of sickness? YES NO
Check all that apply: fever sore throat cough shortness of breath runny nose nasal congestion conjunctivitis (pink eye) diarrhea / vomiting
 If yes, explain: _____

6. Have you been in an airport or on an airplane in past 14 Days? YES NO
 Please provide details: _____

(*) A close contact is defined as anyone who was within the residence of a positive case of COVID-19 for more than 15 minutes cumulative (24 hour period), even if a mask was worn during that contact. A close contact is ALSO someone who had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19. Anyone who falls into any of the above categories is considered a close contact or a confirmed case of COVID-19. A close contact is further defined as a person who provided care for the individual, including healthcare support, family members or other caregivers. CAH also asked staff or contractors had close prolonged contact (within 2 meters) with the person while they were infectious (AN had direct contact with infectious bodily fluids of the person (e.g. nose, coughed or sneezed on) without adequate personal protective equipment

If you are experiencing any symptoms of influenza, please complete the following Self Assessment and if needed, call 811 (Health Line) to follow medical advice:
 ALBERTA: <https://www.health.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>
 BRITISH COLUMBIA: <https://bc.thrive.health/covid-19/en>

Example of a simple report to demonstrate worker compliance to the health questionnaire reporting fitness for work.

Suncor BP Completed - MEDICAL / FITNESS TO WORK (HEALTH QUESTIONNAIRE) REPORT					
LOCATION	EMPLOYEE ID#	EMPLOYEE	LAST UPDATED	STATUS	FIT TO WORK
1	SUNCOR BASE PLANT	884	Dec 21, 2020	Completed	Yes
2	SUNCOR BASE PLANT	2232	Dec 13, 2020	Completed	Yes
3	SUNCOR BASE PLANT	2243	Dec 6, 2020	Completed	Yes
4	SUNCOR BASE PLANT	2302	Dec 12, 2020	Completed	Yes
5	SUNCOR BASE PLANT	2373	Dec 13, 2020	Completed	Yes
6	SUNCOR BASE PLANT	2378	Dec 6, 2020	Completed	Yes
7	SUNCOR BASE PLANT	2414	Dec 13, 2020	Completed	Yes
8	SUNCOR BASE PLANT	7208	Dec 6, 2020	Completed	Yes
9	SUNCOR BASE PLANT	13363	Dec 13, 2020	Completed	Yes
10	SUNCOR BASE PLANT	13683	Dec 13, 2020	Completed	Yes
11	SUNCOR BASE PLANT	18928	Dec 16, 2020	Completed	Yes
12	SUNCOR BASE PLANT	18198	Dec 6, 2020	Completed	Yes
13	SUNCOR BASE PLANT	486	Dec 28, 2020	Completed	Yes
14	SUNCOR BASE PLANT	2116	Dec 22, 2020	Completed	Yes
15	SUNCOR BASE PLANT	2158	Dec 6, 2020	Completed	Yes
16	SUNCOR BASE PLANT	2176	Dec 13, 2020	Completed	Yes
17	SUNCOR BASE PLANT	2208	Dec 28, 2020	Completed	Yes
18	SUNCOR BASE PLANT	2219	Dec 7, 2020	Completed	Yes
19	SUNCOR BASE PLANT	17437	Dec 11, 2020	Completed	Yes
20	SUNCOR BASE PLANT	8317	Dec 13, 2020	Completed	Yes
21	SUNCOR BASE PLANT	8443	Dec 27, 2020	Completed	Yes
22	SUNCOR BASE PLANT	8823	Dec 6, 2020	Completed	Yes
23	SUNCOR BASE PLANT	8821	Dec 6, 2020	Completed	Yes
24	SUNCOR BASE PLANT	2687	Dec 13, 2020	Completed	Yes
25	SUNCOR BASE PLANT	2638	Dec 13, 2020	Completed	Yes
26	SUNCOR BASE PLANT	2688	Dec 22, 2020	Completed	Yes
27	SUNCOR BASE PLANT	2683	Dec 13, 2020	Completed	Yes
28	SUNCOR BASE PLANT	2616	Dec 9, 2020	Completed	Yes
29	SUNCOR BASE PLANT	2618	Dec 13, 2020	Completed	Yes
30	SUNCOR BASE PLANT	8706	Dec 13, 2020	Completed	Yes
31	SUNCOR BASE PLANT	8871	Dec 6, 2020	Completed	Yes
32	SUNCOR BASE PLANT	8803	Dec 6, 2020	Completed	Yes
33	SUNCOR BASE PLANT	8813	Dec 26, 2020	Completed	Yes
34	SUNCOR BASE PLANT	8796	Dec 6, 2020	Completed	Yes
35	SUNCOR BASE PLANT	8884	Dec 21, 2020	Completed	Yes
36	SUNCOR BASE PLANT	9359	Dec 26, 2020	Completed	Yes
37	SUNCOR BASE PLANT	9826	Dec 13, 2020	Completed	Yes
38	SUNCOR BASE PLANT	8782	Dec 23, 2020	Completed	Yes
39	SUNCOR BASE PLANT	18022	Dec 14, 2020	Completed	Yes
40	SUNCOR BASE PLANT	12268	Dec 7, 2020	Completed	Yes
41	SUNCOR BASE PLANT	12420	Dec 22, 2020	Completed	Yes
42	SUNCOR BASE PLANT	11626	Dec 28, 2020	Completed	Yes
43	SUNCOR BASE PLANT	11638	Dec 28, 2020	Completed	Yes
44	SUNCOR BASE PLANT	12689	Dec 7, 2020	Completed	Yes
45	SUNCOR BASE PLANT	14876	Dec 24, 2020	Completed	Yes
46	SUNCOR BASE PLANT	14883	Dec 7, 2020	Completed	Yes
47	SUNCOR BASE PLANT	14679	Dec 11, 2020	Completed	Yes
48	SUNCOR BASE PLANT	14723	Dec 6, 2020	Completed	Yes
49	SUNCOR BASE PLANT	14761	Dec 28, 2020	Completed	Yes
50	SUNCOR BASE PLANT	14765	Dec 7, 2020	Completed	Yes
51	SUNCOR BASE PLANT	13486	Dec 26, 2020	Completed	Yes
52	SUNCOR BASE PLANT	13737	Dec 1, 2020	Completed	Yes
53	SUNCOR BASE PLANT	14880	Dec 27, 2020	Completed	Yes
54	SUNCOR BASE PLANT	14926	Dec 9, 2020	Completed	Yes
55	SUNCOR BASE PLANT	16276	Dec 16, 2020	Completed	Yes
56	SUNCOR BASE PLANT	16276	Dec 16, 2020	Completed	Yes
57	SUNCOR BASE PLANT	16289	Dec 9, 2020	Completed	Yes

Technology

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Cosmos - Online App: Cloud Application downloadable to employee phones reducing in person contact, reduces the need for paper: Close Contact tracking, Return to Work tracking, Bus Seat tracking - Client uses our Tracking Reports to cross reference their data

1c. Close Contact – Worker App entries

8:26 717-86 COVID-19 Close Contact Log

Entered On *
2021-03-30 8:22 AM

Site *
Suncor (Site)

Area
Suncor Base Plant (Suncor Area) X

Worker with COVID contact *
Catherine Connauton (Supervisor)

CONTACT DETAILS

Type of Case *

- Positive
- Symptomatic
- Close Contact
- Travel

Symptoms *

- ** No Symptoms being experienced
- Fever (> 38 C or 100.4 F)
- Cough
- Shortness of breath

8:26 717-86 COVID-19 Close Contact Log

CONTACT DETAILS

Type of Case *

- Positive
- Symptomatic
- Close Contact
- Travel

Symptoms *

- ** No Symptoms being experienced
- Fever (> 38 C or 100.4 F)
- Cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Runny nose
- Other:

When did symptoms or close contact start? *

Did you stay in a camp? *

8:26 717-86 COVID-19 Close Contact Log

What Plants or Work Locations were you in during the last 48 hours? How long were you there? *

Were you in Permit Centers, if so which one(s)? How long were you there? *

Other Locations and length of time spent there: (i.e. other buildings, training rooms, vehicles etc.) *

For example, tool partner, shared vehicle, meals - this includes outside work hours, etc. Close contact is defined as within 6 feet for 15 minutes cumulative in a 24-hour period.

Were you in close contact with anyone at or from work? *

Complete Section

STATUS

Submit

ADMIN

8:26 717-86 COVID-19 Close Contact Log

When did symptoms or close contact start? *

Did you stay in a camp? *

Do you take the bus? *

When was your last day on site *

Which Lunchroom/Office do you use and where do you sit? How long were you there? *

What Plants or Work Locations were you in during the last 48 hours? How long were you there? *

Were you in Permit Centers, if so which one(s)? How long were you there? *

Other Locations and length of time spent there: (i.e. other buildings, training rooms, vehicles etc.) *

Technology

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Post Isolation – to safely return to site

8:30 ↖ LTE

16-32 COVID-19 Post Isolation - Retur...

- Symptomatic
- Close Contact
- Travel

Were you tested for COVID-19? *

Are you currently symptom free? *

Is everyone you cohabitate with, currently symptom free? *

Were you provided any additional guidance or Clearance from AHS? *

Has the Client Medical Team given Site access? *

Once approved to return you will be directed to your supervisor to arrange a return date

[Complete Section](#)

STATUS

[Submit](#)

ADMIN

← + ...

8:29 ↖ LTE

16-32 COVID-19 Post Isolation - Retur...

Stuart Olson takes the Occupational Health and Safety of our Employees seriously. The purpose of this document is to ensure compliance with AHS and Stuart Olson guidelines. All employees are asked to provide truthful and clear responses to the questions below.

Why were you in isolation/quarantine? *

- Positive
- Symptomatic
- Close Contact
- Travel

Were you tested for COVID-19? *

Are you currently symptom free? *

Is everyone you cohabitate with, currently symptom free? *

Were you provided any additional guidance or Clearance from AHS? *

Has the Client Medical Team given Site access? *

← + ...

Bussing: At the start of the pandemic we had new challenges with logistics for moving workers around safely. We saw entire busloads of workers being deemed close contacts with 14 days of isolation because we were not able to accurately confirm that all passengers were following loading/seating protocols, and often workers themselves could not remember, days later, where they were sitting on multiple bus rides. The Bus Seat Tracking was started but it was slow via paper. We created a tracking process through Cosmos App. We rolled out to help reduce the number of workers required to isolate in the event of a positive case traveling on a bus. The app allowed workers to log their assigned seat by date and bus route and our Client would evolve to using our data to cross reference their data to confirm accurate. By having this data available Stuart Olson was able to prevent hundreds of workers from unnecessary isolation, time and days missed from work as well as interruptions for scheduling and productivity.

Bus Tracking:

At the start of the pandemic our employees documented their bus seating each day at toolbox, at this time they marked their route and seat from the previous ride home or to camp and that mornings ride to work.

Bus Seat Tracking

Date: _____ **Supervisor:** _____

Name: _____

Route to Camp/Home previous day					
Seat to Camp/Home previous day					
Route to Site this morning					
Seat to site this morning					

Close Contact Bus Statistics after App was introduced:
 October 2020 -Dec 2020: 7 Isolated workers in 5 separate Close Contact incidents.

Bus Tracking App -All Employees install on their personal phones and enter the same way as exemplated above for Close Contacts and Fitness when ready to return to work.
 Day 1 we had 70 workers enrolled.

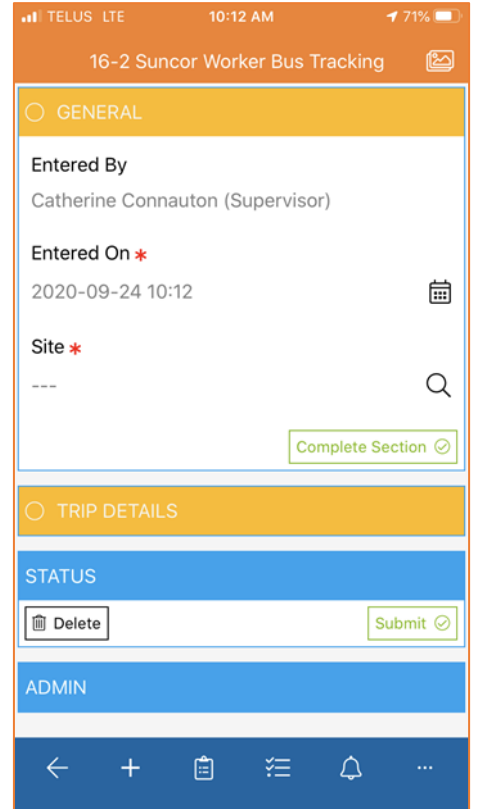
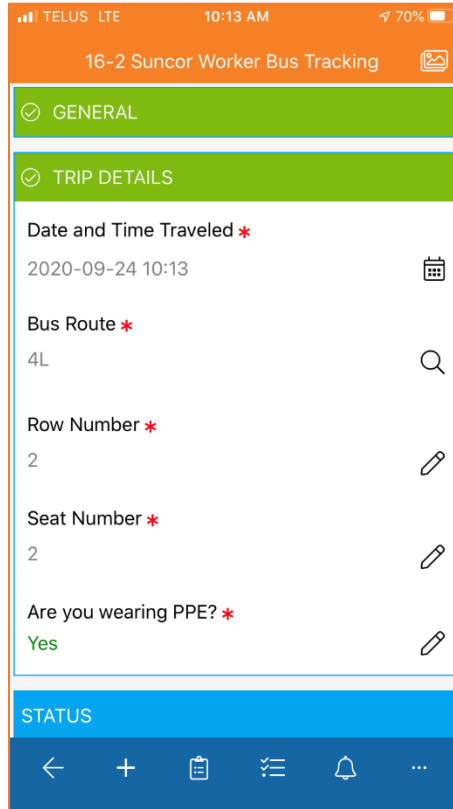
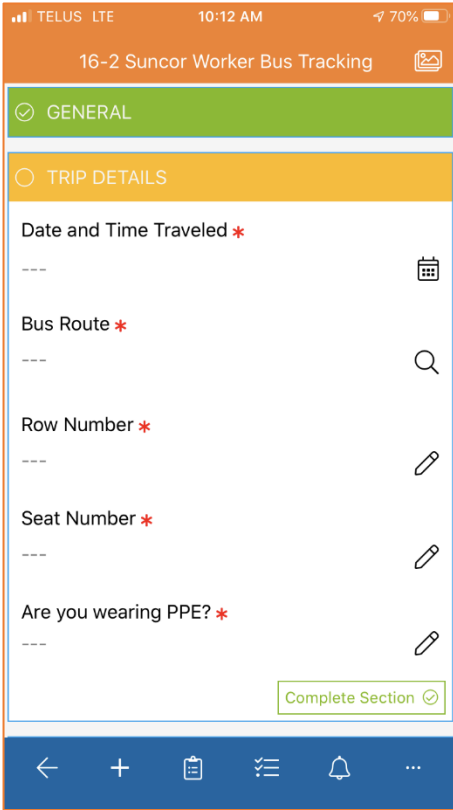
The screenshot shows the 'Bus Travel Contact Tracing' interface. At the top right, a large '70 Count' is displayed. Below it, there are search filters for Date, Route, Seat, and Created By. The main area contains a table of bus trip records with columns for View Form, Form #, Date/Time, Created By, Route, Seat, and Form Status.

View Form	Form #	Date/Time	Created By	Route	Seat	Form Status
🔍	33-1	9/23/2020 4:52:11 PM	Dmytro Krysh	4T	10	Complete
🔍	31-1	9/23/2020 4:52:47 PM	Samuel Bentamtam	4L		Enter
🔍	29-5	9/23/2020 5:04:15 PM	Robert Gray	4L		Enter
🔍	34-1	9/23/2020 5:04:28 PM	Jeff Hass	4T		Enter
🔍	35-1	9/23/2020 5:05:54 PM	Shawn Vanslyke	4T	22	Complete
🔍	33-2	9/23/2020 5:10:13 PM	Dmytro Krysh	9	9	Enter
🔍	34-2	9/23/2020 5:18:21 PM	Jeff Hass	4T	2	Complete
🔍	31-2	9/23/2020 5:19:38 PM	Samuel Bentamtam	4T	9	Complete
🔍	36-1	9/23/2020 5:23:21 PM	Kyle Banman	4L	8	Complete
🔍	42-1	9/23/2020 5:25:27 PM	Eduardo Zaldana	4T	9	Complete
🔍	35-3	9/23/2020 5:27:27 PM	Shawn Vanslyke	4T	8	Complete
🔍	42-2	9/23/2020 5:27:38 PM	Eduardo Zaldana	4T	9	Complete
🔍	36-2	9/23/2020 5:29:59 PM	Kyle Banman	4L	8	Complete
🔍	34-3	9/23/2020 5:30:31 PM	Jeff Hass	9	3	Complete
🔍	31-3	9/23/2020 5:31:19 PM	Samuel Bentamtam	9	6	Complete
🔍	49-2	9/23/2020 5:38:06 PM	Chris Roberts	4L	24	Enter
🔍	42-3	9/23/2020 5:42:27 PM	Eduardo Zaldana	9	9	Complete
🔍	35-4	9/23/2020 5:43:49 PM	Shawn Vanslyke	9	10	Complete
🔍	51-1	9/23/2020 6:04:18 PM	Tammy Lock	4T	7	Complete
🔍	51-3	9/23/2020 6:14:10 PM	Tammy Lock	9	10	Complete
🔍	37-3	9/23/2020 7:12:40 PM	Jonathan Pohl	4L	10	Complete
🔍	41-4	9/23/2020 7:18:19 PM	Christian Alvarado	4T	6	Complete

Evolution with Technology:

Once we had our workers enrolled and set up on the Cosmos Forms App, the workers logged in during their trip and enter their site, date/time, route and bus seat, as well as verifying that they are wearing the required PPE.

This data is updated real time and displayed in our Power BI reports which is in our Supervision Group in Microsoft Teams for Suncor. This form data received was crossed reference with portal swipes to ensure all information has been submitted.



Example of the Report pulled for all Employees using the Bus - Used for Contact Tracing and Immediate Communication. This demonstrates we have had over 30,000 entries using this app via employee participation.

stuartolson Bus Travel Contact Tracing				30231	
Date	Route	Seat	Created By		
<input type="checkbox"/> December 1, 2020	<input type="checkbox"/> Search	<input type="checkbox"/> Search	<input type="checkbox"/> Search		
<input type="checkbox"/> December 2, 2020	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> Search		
<input type="checkbox"/> December 3, 2020	<input type="checkbox"/> 16	<input type="checkbox"/> 16	<input type="checkbox"/> Aaron DUBOIS/SH		
<input type="checkbox"/> December 4, 2020	<input type="checkbox"/> 16	<input type="checkbox"/> 16	<input type="checkbox"/> Aaron McPherson		
<input type="checkbox"/> December 5, 2020	<input type="checkbox"/> 16-2	<input type="checkbox"/> 11	<input type="checkbox"/> Alabaster-Lite		
<input type="checkbox"/> December 5, 2020	<input type="checkbox"/> 11	<input type="checkbox"/> 110	<input type="checkbox"/> Antonaboni Khawari Jnark...		
<input type="checkbox"/> December 7, 2020	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> Aoki, Alan		
<input type="checkbox"/> December 8, 2020	<input type="checkbox"/> 2	<input type="checkbox"/> 18	<input type="checkbox"/> Aoki, Alan		
<input type="checkbox"/> December 9, 2020	<input type="checkbox"/> 7	<input type="checkbox"/> 14	<input type="checkbox"/> Aoki, Alan		
<input type="checkbox"/> December 10, 2020	<input type="checkbox"/> 4L	<input type="checkbox"/> 15	<input type="checkbox"/> Aoki, Alan		
<input type="checkbox"/> December 10, 2020	<input type="checkbox"/> 4L	<input type="checkbox"/> 15	<input type="checkbox"/> Aoki, Alan		

View Form	Form #	Date and Time Created	Created By	Route	Seat	Form Status
	423-107	12/1/2020 5:23:00 AM	Chris Cox	9	10	Complete
	204-768	12/1/2020 5:45:00 AM	Umaril Courtyman	9	9	Complete
	251-161	12/1/2020 5:50:00 AM	Martin Lumsden	9	9	Complete
	105-236	12/1/2020 5:50:00 AM	Stan Swemmel	9	9	Complete
	124-202	12/1/2020 5:51:00 AM	Harold Lantieri	9	4	Complete
	187-136	12/1/2020 5:52:00 AM	Walter Owa	9	3	Complete
	192-211	12/1/2020 5:54:00 AM	Robert Jaman	9	2	Complete
	237-303	12/1/2020 5:58:00 AM	Craig Macdonald	1	26	Complete
	848-732	12/1/2020 5:59:00 AM	Carl Gustaf	9	40	Complete
	02019-021-0210	12/1/2020 5:58:00 AM	Shirley Johnson	1	25	Complete
	219-152	12/1/2020 5:59:00 AM	Craig Whitford	9	40	Complete
	856-77	12/1/2020 5:59:00 AM	Blair Nguzwa	9	7	Complete
	148-121	12/1/2020 5:42:00 AM	Stephen Morade	9	30	Complete
	758-215	12/1/2020 5:47:00 AM	Michael Duvorne	47	76	Complete
	816-212	12/1/2020 5:41:00 AM	Greg Joo	6	19	Complete
	108-188	12/1/2020 5:46:00 AM	David Sikowicz	8	26	Complete
	443-124	12/1/2020 5:42:00 AM	Clara Dalman	6	40	Complete
	872-172	12/1/2020 5:55:00 AM	Billy Rovito	17	16	Complete
	187-42	12/1/2020 5:57:00 AM	Vinny Emilianowski	41	30	Complete

Bus App – Close Contact Tracing Example:

Dec 4, 2020 Suncor Bus Route 9: This demonstrates if a positive worker sitting in seat 28, on Rout3 9 on Dec 4, 2020, we can clearly see immediately which SOIP Workers who took that route and where they were sitting in relation to the positive worker. In this case, no workers would have been deemed Close Contacts.

stuartolson Bus Travel Contact Tracing

Count: 12

View Form	Form #	Date and Time Created	Created By	Route	Seat	Form Status
View	279-144	12/4/2020 5:22:00 AM	Greg Whitford	9	10	Complete
View	31-220	12/4/2020 5:43:00 AM	Samuel Bentamtam	9	10	Complete
View	136-221	12/4/2020 5:59:00 AM	Shannon Ellis	9	10	Complete
View	427-126	12/4/2020 6:15:00 AM	Leroy Gron	9	10	Complete
View	213-212	12/4/2020 8:57:00 AM	Ruihua Wang	9	16	Complete
View	154-139	12/4/2020 8:59:00 AM	Robert Krechuniak	9	16	Complete
View	147-221	12/4/2020 9:00:00 AM	Alexander Nkengfua	9	14	Enter
View	147-222	12/4/2020 9:03:00 AM	Alexander Nkengfua	9	14	Complete
View	97-173	12/4/2020 9:05:00 AM	Mohamed Ahmed Musa	9	14	Complete
View	83-95	12/4/2020 9:12:00 AM	Jason O'Brien	9	16	Complete
View	487-90	12/4/2020 9:12:00 AM	Jeffrey Maga	9	14	Complete
View	209-140	12/4/2020 7:44:00 PM	Alfred Ncube	9	10	Complete

This allows us to identify close contact potentials and start the process of limiting contact with other employees and contractors.

Employee Feedback example:

SOIP Employee Feedback on the Bus App Implementation:

"The Cosmos Bus Tracking App is quick and easy once it is set up. As far as close contact on the bus, I find this App has value in instances when the bus is partially filled up prior to arrival. With people sitting in different seats from loading/unloading or people sitting in the improper seats. There is still an account of what actual seat the individual sat in." - Terry Rockwood Insulator FM TA Suncor

"I have been using the Cosmos App from day one. Once correctly set up, it works well and does its job which is keeping me employed and safe. The only disadvantage I can think of is that I now need to remember to have my phone charged." - Wayne Morris, Insulator JM TA Suncor

Client feedback and how it was shared with other vendors/contractors:

Bus Seat Tracking App – Catherine Connauton – Stuart Olson

As we are all aware, over the past several weeks there has been some issues surrounding bus seating manifests. This has resulted in a number of our co-workers requiring to be isolated for a period of time. Stuart Olson has taken steps to ensure workers are able to track their seating on busses through technology as well as hard copy forms. **See Attached**

Catherine shared with us the 75% of their workforce of 600 have adopted the App. This is a great example of technology that can assist us during these times.

Thank you for sharing the APP with the team Catherine.

Andrew – might be something Suncor could look at?

Mike

Mike Heck
Manager, Field Labour Services
Scaff/Rope Acc/E&I/Insul/Labour
Regional Services, Upstream
Suncor Energy Inc.
O 780-790-2188
C 780-713-7027
mheck@suncor.com



Suncor Energy is the proud owner of Petro-Canada

From: Jason McNamara <Jason.McNamara@stuartolson.com>
Date: October 7, 2020 at 9:20:00 AM MDT
Subject: RE: [EXTERNAL] Bus Tracking App...

Good Morning Mike,

Glad to hear the presentation went well and we appreciate the positive feedback.

From concept to deployment was less than 72 Hours. The credit belongs to our Digital Optimization Team for their quick response and support to our need.

We have been working very diligently developing digital platforms to digitalize our business, when this need presented itself we had the platforms in place to respond and propose a solution.

Thank you

Jason McNamara, Site Manager
780.743.6042 jason.mcnamara@stuartolson.com
Cell 780.598.5642 Main 780.743.2595
925 Memorial Drive, Fort McMurray, AB T9K 0K4 www.stuartolson.com



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Please consider the environment before printing this email.

From: Heck, Michael [<mailto:mheck@suncor.com>]
Sent: Wednesday, October 07, 2020 7:22 AM
To: Catherine Connauton <Catherine.Connauton@stuartolson.com>; Jason McNamara <Jason.McNamara@stuartolson.com>; Joe Rennie <Joe.Rennie@stuartolson.com>
Cc: Boutilier, Andrew <aboutilier@suncor.com>; Chwelos, Mike <mchwelos@Suncor.com>; Wilcox, Dean <dwilcox@suncor.com>
Subject: [EXTERNAL] Bus Tracking App...
Importance: High

SOIP team,

Great presentation by Catherine at Regional Safety forum – I have attached summary excerpt below. This is great use of technology and has great value in expediting investigation of COVID contract tracing. KUDOS for the creative way to have technology work for us! Very impressive and I like how quickly the employees have latched on – recognizing that if they do this right, they can possibly stay working vs be sent home due to poor contract tracing info. Curious – how much work and how long did it take to put together this app?

Our Best Build Yet (Collaboration & Op Tech)

Mike Heck (Manager FLS & Plt 4 Interim Solution Const Manager)

"Great presentation by Catherine at Regional Safety forum – I have attached summary excerpt below. This is great use of technology and has great value in expediting investigation of COVID contact tracing. KUDOS for the creative way to have technology work for us! Very impressive and I like how quickly the employees have latched on – recognizing that if they do this right, they can possibly stay working vs be sent home due to poor contact tracing info."

10,000H Plus of avoided close contact isolation- Bus Tracking App



Spotlight of Excellence



Jason McNamara –Site Manager – 13 Years with both Stuart Olson and Suncor and Catherine Connauton Regional HSE Lead – 7 years with Stuart Olson and 13 years at Suncor have been recognized for their continued efforts in Operational Excellence. The following is just some of the great things we have seen in 2020 so far from their team.

- Tracking of Bus Seating via the Cosmos App with integration in to Power BI
- Coaching and training other contractors in the use of the Suncor Contractor Reporting Tool for Covid 19
- Created the Mock Drill document being used
- Covid 19 Refresh training in September for all employees, originally rolled out at the beginning of Covid 19
- Sharing with other contractors across site their best practices, forms and Covid 19 Management plan
- Supervisor Covid 19 Kits
- Onboarding Covid 19 sheet prior to coming to site, the supervisor calls the worker and has a discussion so they are aware of the expectations
- Worker Commitment to being Fit for Duty at work and Committing to following the COVID Protocols

Thank you for continually raising the bar and striving for Operational Excellence.

Supervision Success

CS2A -SOIP Nomination for William Warchow Award



Our Supervision are the direct line of communication to the workforce, they are the people who need timely and correct information to protect the workers in their scopes of work on site. We positively influenced safety performance over the course of 2020 by having trained Leadership that were confident in sharing ongoing and changing information regarding covid protocols. We recognized workers were distracted by the extra covid protocols, uncertainty of the pandemic and challenges with close contacts putting workers off work for lengths of time. By training our Leadership Teams, we were able to provide consistent communication and strategy to the uncertain and unknown world events that preoccupied our workforce.

2. Setting up Supervision for Success:

- o Supervisor Training - Step by Step Guidance, Flow Chart for managing situations, Supervisor Covid Kits, Inspections, Mock Drills, Supervisor Feedback and Action Plans

Supervisor Quick Guide and Checklist



COVID 19 Supervisor Quick Guide & Checklist

Suncor Base Plant

New Workers:

All workers must complete the Health Questionnaire before coming to site. Workers will be unable to come to site if they answer "yes" to questions 1-5 (unless proper discussion on gatherings is had and met the AHS requirements), "yes" to 6 will require further discussion.

Returning from Books or Days Off:

All Workers returning to site, regardless of length of time, will be required to submit the Questionnaire on Optic. The Supervisor is responsible to ensure all workers have submitted their questionnaires prior to their return.

Workers will be unable to come to site if they answer "yes" to questions 1, 3-5, question "yes" to question 2 or 6 may require further discussion.

Report from a Worker on Site:

1. The first step should be to **isolate the worker** from others once they report the signs and symptoms – fever, sore throat, runny nose, cough, and shortness of breath. An office or a vehicle can be used for the initial isolation.
2. **Worker PPE:** It is recommended that the worker use hand sanitizer and then apply N95 mask and nitrile gloves.
3. **The supervisor or leader** assisting the worker must ensure they use PPE to protect themselves from potential exposure. An N95 respirator, Gloves (nitrile), Close fitting safety glasses/goggles)
4. **Actions:** The supervisor / leader should have the affected worker call the Health Center (780-743-6511) to have immediate screening for COVID-19. Here they go over the details of the symptoms and assess the details of the illness as the first step for the assessment.
5. The decision from the health center will help determine the next steps in proceeding with the arrangements for additional assessment or getting the worker home safely.

If Isolation is Required:

1. Leader/Supervisor should contact the Designated Leader Support at 780-715-6642, they will complete the following:
 - a. call designated driver for pick up
 - b. contact camp prior to arrival (if required)
2. Call NPA 780-215-5437 to facilitate cleaning and flag areas to be cleaned
3. The designated driver must use the required PPE, which includes a half mask with P100 cartridge, Gloves (nitrile), Disposable coverall –long sleeve water resistant, Goggles).
4. The worker will be taken to the main firehall and be given a COVID swab test
5. Barricade or red flag the area required to be cleaned (i.e. 2 feet around lunch table, until NPA arrives for decontamination).
 - a. **Give the worker the Close Contact Tracing Log to complete. It is to be emailed or texted to Catherine Connauton Catherine.connauton@stuartolson.com or 587-785-5416 and their supervisor.**
 - b. **The worker will be given a COVID-19 Lodge Isolation Process Document upon arrival.**
 - c. It is important to self-isolate and remain in room until transportation can be arranged home, this may be the worker driving themselves if they are fit to do so (with a Journey Management plan) or a family member picking them.
 - d. If worker lives in town, the designated driver will take them to the main gate, where the worker can drive home (if able to), use united cab 780-743-1234 or have family or friend pick them up.
 - e. **Upon getting home or to camp, the worker is to contact** Public health authority 811 or AHS Public health will be contacted by health services

Rev 3 20.12.15



COVID 19 Supervisor Quick Guide & Checklist

Suncor Base Plant

Symptomatic Worker Report

Worker Name: _____ Date/Time: _____

Symptoms: _____

Supervisor Name: _____

- Supervisor has Procedure and Applicable documents on Hand

Upon Report:

- Worker Isolated: Location _____
- Senior Supervision and HSE contacted – Who was contacted: _____
- Supervisor donned proper PPE
- Worker supplied with PPE and properly donned
- Worker contacted Health Center (780-743-6511) for screening
- Health Center Decision: _____

If Isolation is Required:

- Worker was given close contact log and was directed to send it Catherine Connauton and their supervisor upon completion
- Areas of contact were red flagged, including lunch table, locations flagged: _____
- Designated Onsite Support at 780-715-6642 contacted – they will contact transportation, and Camp
- NPA at 780-215-5437 was contacted for cleaning
- If worker is in town:** designated driver has taken them to the main gate and transportation (united cab 780-743-1234) has been arranged if necessary.
- If worker drove themselves, ensure they were fit to drive
- Worker instructed to contact 811 for further instructions or to follow guidance from camp nurse

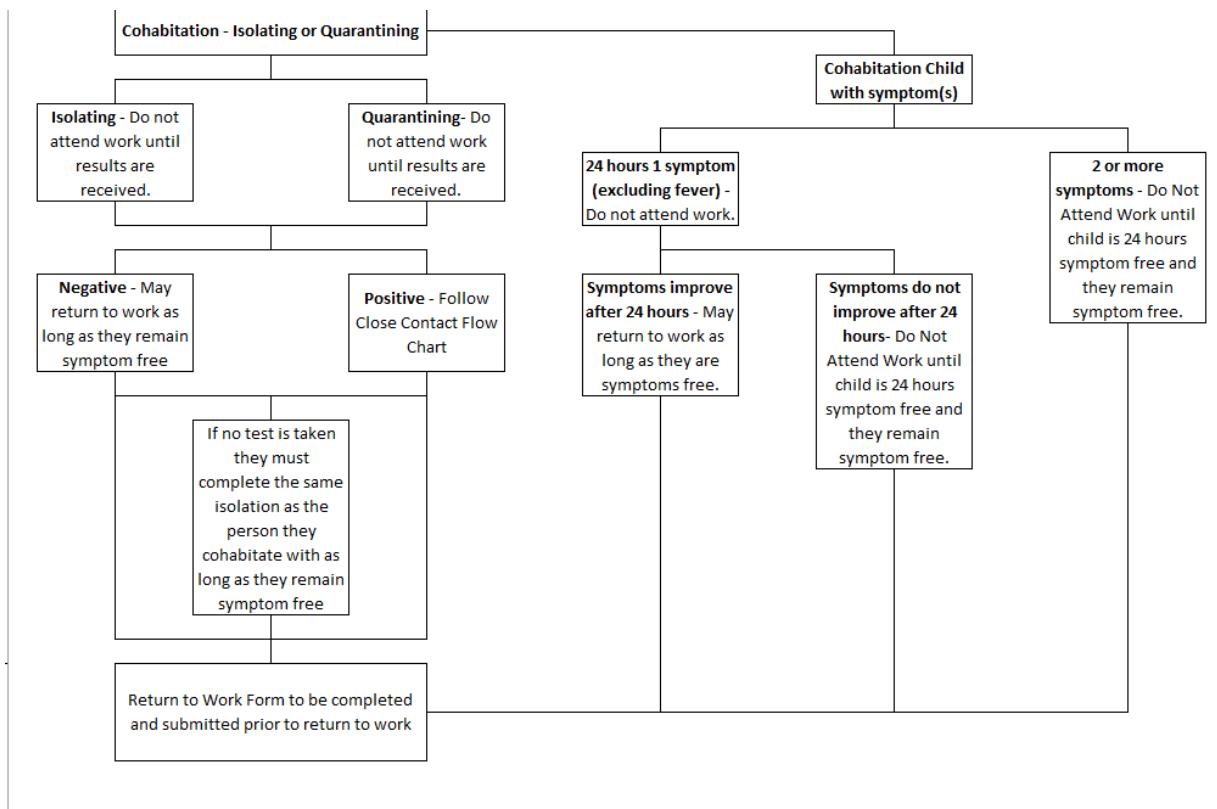
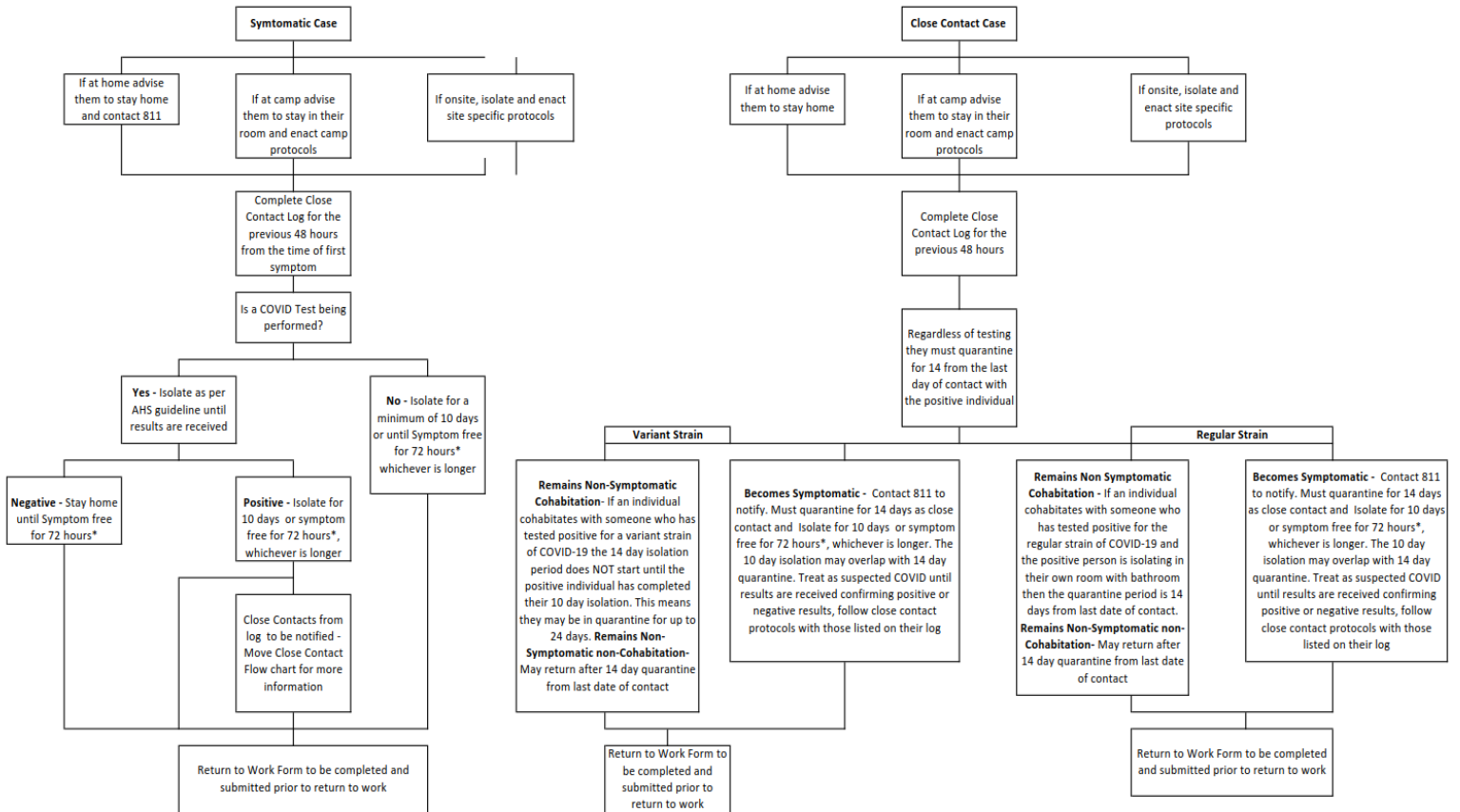
Do you feel the process went smoothly? YES or NO If no, please explain what could have gone better or what improvements should be made:

Rev 3 20.12.15

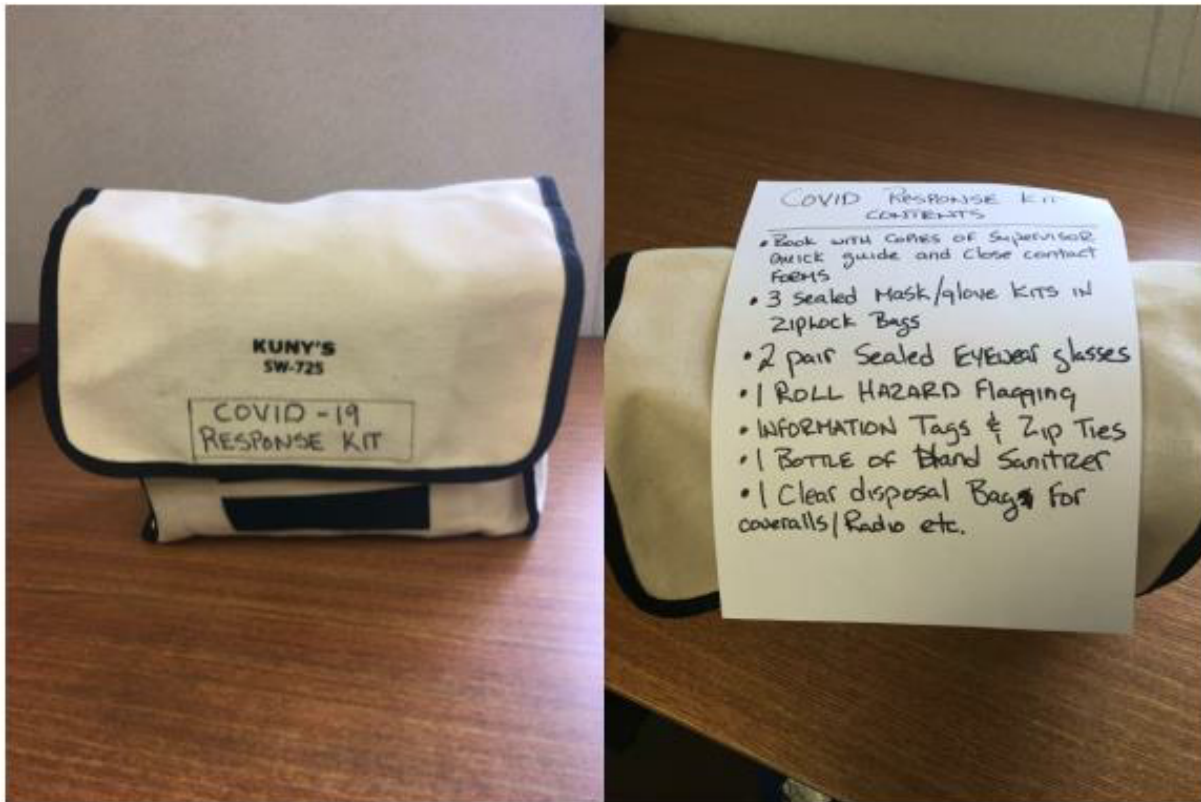
Supervision Success
 CS2A -SOIP Nomination for William Warchow Award



Flowchart: This allowed us to share the multiple situation answers with Leadership to empower decision making and supporting worker safety.



Supervisor Covid Kits;



Inspections in the offices and in the field with workers

COVID-19 Focused Inspection

INDUSTRIAL GROUP
 OS-HSEFM-1.20m
 Effective April 7, 2020
 Revision date: October 16, 2020

Inspector(s) Name(s): Kristi Whitall Trade: Office Staff – Cost Analyst

Date: 01/12/2021 Time: 8:00AM

Project: SOIP Work Location: Fort McMurray Town Office

Beside each item, indicate **S** for "Safe", **R** for "At Risk" or N/A for not applicable. For all **R** items, corrective actions must be identified and assigned at the bottom of the page.

#	ITEM	Safe, At Risk, N/A	Comments	Trade / Position
1	All workers have a face covering or APR (P100) on their person	S		
2	Workers are wearing face coverings or APR in all common areas when working within 2 meters of another worker.	S		
3	Workers are not sharing tools during the execution of work i.e. hand tools, drills etc.	N/A		
4	Workers are using social distancing as their first line of defense.	S		
5	Workers are sitting in the approved seating patterns in vehicles, vans, busses and coaches.	N/A		
6	Workers are mindful of face touching and proper hand washing prior to donning PPE such as Ear plugs, APR and after handling shared paperwork like FLHAs and Permits.	N/A		
7	Good hygiene practices are in place with both personal, lunchroom and PPE cleanliness.	S		
8	Social/physical distancing is being used at Toolbox Talks, Safety Meetings, lunchrooms, change rooms and tool cribs.	S		
9	Workers understand the requirements for submitting their Health Questionnaire before returning to work.	S		
10	Workers and Supervisors understand the process when reporting illness at work.	S		
11	Workers are not pooling at bus stops or congregating in groups or lineups within 2m.	N/A		
12	Common contamination areas like printer, tool cabinets, door handles, steering wheels etc. are being cleaned regularly and hand washing is being completed after contact.	S		

Corrective Actions:

Item	Corrective Action	Priority	Assigned to	Completion Date

Priorities: All actions must be addressed within 24 hours

Inspector Name: Kristi Whitall Digitally signed by Jason McNamara
DN: cn=Jason McNamara, o=Stuart Olson Signature:

Site Manager Name: McNamara Digitally signed by Jason McNamara
DN: cn=Jason McNamara, o=Stuart Olson Signature: _____

Findings reviewed with crew: YES NO, Explain: _____

Supervision Success

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Mock Drills for both Day Shift and Nights with an Action Plan for updating the Program

2020.05.06 CoVid 19 Mock Drill	2020-05-12 11:42 ...
2020.05.06 CoVid Mock Drill	2020-05-12 11:42 ...
Audit Findings - COVID19 Mock Drill	2020-04-24 10:31 ...
COVID Bags - Action	2020-04-27 1:00 PM
Covid Mock Drill May 12	2020-05-12 11:42 ...
Covid-19 Mock Drill - MKR Nights	2020-04-21 7:16 A...
Feedback from Each Mock Drill Supervisor	2020-04-24 10:31 ...
MKR Covid 19 - Mock Drill - 2020.04.03	2020-04-23 11:11 ...
Mock Drill - 20.09.10	2020-09-11 10:43 ...
Mock Drill - E&I TA - April 22, 2020	2020-04-23 7:19 A...
Mock Drill Extraction and E&U April 21, 2020	2020-04-22 10:30 ...
Mock Drill for COVID-19 - MPSE E11	2020-04-24 10:31 ...
Mock Drill for COVID-19 - MPSE E12	2020-04-24 10:31 ...
Mock Drill for COVID-19 - TAILINGS	2020-04-24 10:31 ...
Mock Drill Primary Insulation April 20, 2020	2020-04-21 7:16 A...
Mock Drill Primary Insulation April 22, 2020	2020-04-23 7:19 A...
Mock Drill Secondary Upgrading April 21, 2020	2020-04-22 10:30 ...
Mock Drill TA Insulation June 3, 2020	2020-06-05 9:51 A...
Mock Drills for COVID-19	2020-04-21 7:16 A...
Nights E&I Mock Drill May 1 2020	2020-05-12 11:42 ...
Nights Mock Drill for March 27-2021	2021-03-30 4:01 A...
RE_ Mock Drills for COVID-19	2020-04-21 7:17 A...
SOIP COVID-19 RAIL - 2020	2020-04-27 12:55 ...
SOIP COVID-19 RAIL - 2020	2020-05-12 11:39 ...

Action Items to manage updates to the Program

SOIP COVID-19 Action Items & Notes - Rolling Action Item List (RAIL)						
Item #	Action	Site	Plan/ Evolution	Action Party	Status	Comments
1	Lead HSE contact number not posted in MKR Lunchroom	MKR	Update contacts	Max N	complete	
2	Review of location of PPE kits with Supervisors MKR	MKR	-	Max N	complete	
3	Add United Cab info to Supervisor quick guide	BP	Update quick guide	Cat	complete	
4	Lead HSE contact info added to Close Contact Log	BP	Update log	Cat	Complete	
5	Add safety glasses to COVID-19 kits	BP	Create secondary COVID kit using a Kunny bag for glasses, tags, flagging, sanitizer and clear bags	HSE	in process	2 Kunny bags have benn put together as template, more will be completed.
6	Pre-filled tags in the kit with only date to be added	BP				
7	Flagging added to kits	BP				
8	Hand Sanitizer in kits	BP				
9	clear garbage bags added to kits for coverals, gear etc	BP				
10						

Supervision Feedback on learnings and communication

Feedback from Each Mock Drill Supervisor:

April 24, 2020

E11 (Randal):

We just finished the Mock Drill. I have attached a scenario of being at work with the worker not feeling and reporting to me. We also, talked over the scenarios of being at camp and not feeling well and when at home and not feeling well and what to do in both cases.

I have a printed out that I give the guys when we return to work and I have also included the Covid Phone numbers as well just in case they needed it or if someone asks them if they knew it.

I like to share information with my crew so, I added this information onto the sheet as well. We just fold it up and put it in our pockets.

If you have any questions, please do not hesitate to call. I have also included the information sheet that I give my guys for our shift. The Suncor information was from a sheet that was provided from where you get a gas monitor.

E12 (Jerry):

A successful trial. Docs attached. My personal thoughts/feedback on the experience...

Even though I reviewed it when I first received it a few weeks back and thought I knew the process I found I needed to refer back to the docs. There is a lot of material here to describe a pretty straight forward process. The best resource in this case was the flowchart. However, if one followed only that process then we would miss important SOIP steps. So one needs to flip back and forth between the two sets of documents. Not a big deal, however, a unified flowchart (Suncor/SOIP) would be ideal for when the real thing happened and people's tensions are a little more heightened. The mock trial was a good idea. If this was the real deal the volume of material leaves the potential to easily miss steps.

TAILINGS (Tom Norman):

As discussed earlier, our mock up went really well and was beneficial to all three of us as leaders.

The only thing that I forgot was having the worker apply hand sanitizer, but I was going from memory to challenge myself; In a real situation, I would follow the steps on the form.

A few questions and notes were brought up regarding the process, though:

- On the Close Contact Tracking Log, it asks to list "Workers" that the person was in contact with. — Should this not be "People" in general? The person may have been in contact with others that are not considered "Workers" in the sense that we use it, such as Camp Staff, Security, Bus Driver, Someone at the gas station, family members etc.
- We only have the one hand sanitizer station on the wall in our yard trailer; Is it possible to get one more in the lunchroom, one in the boot room and maybe some of the pump bottles for the tables?
- Question was raised about if the Checklist should ask if the affected person has ever had a pre existing condition or allergies that may trigger some of the same symptoms, such as asthma etc.; I'm sure that the health center would cover that in their assessment though, so probably not necessary on the form.
- The last issue was the one that yourself and Cat are already aware of regarding the discrepancy between the form and the procedure about who calls the NPA.

Again, it was an eye opener for us all but I hope that we never have to use it!

Industry Response

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Our Pandemic Response Package includes the ongoing requirements for training and managing risks to our workforce. This package evolved multiple times over the course of 2020.

3. Industry Response:

- Covid-19 Procedures, Worker Training, Posters, TBT, Safety Meetings, Formal and Site-Specific Hazard Assessments, PPE Planning; Purchasing, sharing surplus with AHS, Cleaning Communication and labeling at site in lunchrooms and offices
- Sharing best practices and learnings with other contractors through Safety Committee engagement

Pandemic Response Package

Suncor Sites RMWB

Base Plant

Mackay River

Fort Hills

ETF

Firebag

Rev 5

Pandemic Response Package

Suncor Sites – RMWB

Index:

1. Pandemic Process
 - Procedure
 - Flowchart
2. Social Distancing Guidelines, Poster
3. Fit for Duty Commitment
4. COVID-19 Health Questionnaire
5. COVID-19 Awareness Training, JHA and FLHA
6. COVID-19 Focused Inspection
7. Onboarding Checklist – COVID-19 Specific
8. Mock Drill
9. Supervisor Quick Guide and Checklist
10. Close Contact Log
11. Symptomatic Worker Guide
12. Return to Work – Isolation/Quarantine
13. Suncor COVID-19 Flow Charts

Pandemic Response Package

Suncor Sites - RMWB

Pandemic Process

- Procedure
- Flowchart

Part 6 – Standard Operating Procedures

Effective Date: March 13, 2020

General Standard Operating Procedures:
Pandemic Planning: COVID-19

Revision Date: November 27, 2020

STANDARD OPERATING PROCEDURE: PANDEMIC PLANNING

Report of Potential or Actual Case of Covid-19

In all cases we will follow the direction from Stuart Olson Corporate Office.

First Responses:

- Create a questionnaire on the health concern to limit access to work fronts to symptomatic or close contact workers.
- Track the return of the questionnaires through Optic. Any symptomatic or close contact workers will be asked to stay at home and self-quarantine for the time suggested by health authorities via spreadsheet.
- Share updates in toolbox talks and keep up to date information shared within the HSE Group.
- Support Physical Distancing in the workplace and at home to prevent the spread of contaminants and infections.
- Support Health Testing information and Health Procedures with our exposed workers.

Process includes:

- Provide instruction for safety measures and employee assistance.
- Launch a dedicated page on [soxnet](#) with links to support and external support through employee benefits and share FAQ with leaders.
- Develop documents and resources for employees.
- Implement protocols and tools to support the remote work protocol.
- Work from home where possible as approved by your supervisor.
- Continuing to communicate on a regular basis with your teams, clients, trade partners and stakeholders. We are in the business of collaboration, and this can continue through email, phone and video calls where required.
- Reading all updates from the Covid-19 Support Group and responding to any action they require.
- Keeping workforces informed by following government and health official updates.
- Share posters on Physical and Social Distancing with Health Canada best practices in real time.

IT Resources for Working from Home:

Stuart Olson: <https://stuartolson.sharepoint.com/t/it/Pages/Coronavirus-IT-Support.aspx>

Action Required for Working from Home:

- Supervision approve working from home and may have additional requirements for each individual situation.
- All landlines forwarded to work cellphones.
- Communicate expectation to follow the same protocol you would in the office, with respect to time, social media policy and usage.
- Working from Home HSE Package shared with all affected employees. This includes Risk Assessment, Ergonomic Self-Assessment and Stretches.

Questionnaire Responses:

1. New Hire Health and Travel Questionnaire

- a. All New Hires - this questionnaire will be completed on the phone with recruiting and if there are any “yes” responses to the questions 1, 3, 4 and 5 they are ineligible to hire on for a minimum of 14 days, further conversation needs to be had and the worker vetted if they answered “yes” to questions 2 and 6.
 1. Are you currently experiencing symptoms of sickness: fever $>37.8^{\circ}\text{C}$, cough, shortness of breath, runny nose, nasal congestion, painful swallowing, chills, headache muscle or joint ache, conjunctivitis (pink eye), loss of sense of smell or taste, nausea, vomiting, diarrhea or unexplained loss of appetite, unwell, fatigue or severe exhaustion.
 2. Have you attended a community gathering or event with multiple people during days off?
 3. Have you had close contact* with a person who is under quarantine or self-isolation in the past 14 days?
 4. Have you or has someone you cohabitate with, travelled outside Canada in the past 14 days?
 5. Is someone you cohabitate with, currently experiencing symptoms of sickness: fever $>37.8^{\circ}\text{C}$, cough, shortness of breath, runny nose, nasal congestion, painful swallowing, chills, headache muscle or joint ache, conjunctivitis (pink eye), loss of sense of smell or taste, nausea, vomiting, diarrhea or unexplained loss of appetite, unwell, fatigue or severe exhaustion.
 6. Have you been in an airport or on an airplane in past 14 Days?

2. Existing Stuart Olson Employees, answering yes to the below questions:

- a. **Question #1:** they are asked to complete the online health assessment for the applicable province (see links below), and follow the directions given, which will include calling *811 and self-isolating. If tested they need to receive negative test results and be symptom free for 72 hours prior to returning to work. If they test positive, they will need to isolate for a minimum of 10 day (or as per AHS guidelines) and be 72 hours symptom free to return.
- b. **Question #2:** further conversation and vetting of the worker is required.
- c. **Question #3:** if they are deemed a close contact of a positive case, they are legally required to isolate for 14 days from their last date of contact with the positive individual (as per provincial guidelines). If they cohabitate with someone who is isolating/quarantining they must also remain home for the same duration, as long as no one becomes symptomatic or tests positive.
- d. **Question #4:** They are to return home and self-isolate for 14 days from the date of entry into Canada as per AHS guidelines.
- e. **Question #5:** they are to remain home. If the symptomatic person is tested and receives negative results, the worker is able to return as long as they remain symptom free. If the symptomatic person is not tested they must remain home until the 10-day isolation period has been completed as long as the worker remains symptom free.

* **under the school age child (18 and under) provision:**

- a. **1 symptom (excluding fever) present by cohabitant child,** the worker must stay at

Part 6 – Standard Operating Procedures

Effective Date: March 13, 2020

General Standard Operating Procedures:
Pandemic Planning: COVID-19

Revision Date: November 27, 2020

home for the 24-hour window. If cohabitant child's symptoms improve then worker is eligible for return to work.

b. no improvement after 24 hours and/ or 2 symptoms present by cohabitant child, the worker must stay at home and treat as above for symptomatic person until child is 24 hours symptom free.

f. **Question #6:** this will be a discussion for the Site.

**Any worker who is isolating or in quarantine must complete the Return to Work form prior to returning to the worksite. **

Potential Case Reported by Stuart Olson Employee:

1. Remove from work location and have them complete the applicable Provincial online Health Assessment and then if prompted call *811 for further assistance (or follow the client procedure for your location)
2. Questions to be asked:
 - a. Are you Symptomatic?
 - b. When did your symptoms begin?
 - c. Have you travelled outside Canada recently? If yes, where and when?
 - d. Have they completed the online health assessment?
 - e. Is *811 recommending self-isolation and testing?
 - f. Request a list of those they may have into close contact with while at work, in case the results come back as positive.
3. Track the information provided by the worker.
4. Do not release information regarding the report unless results come back as positive for COVID-19. Client sites may have a requirement to report symptomatic workers on site or who have been on site in the last 48 hours, these reports should be the facts only without identifying names or employee numbers.
5. Give the employee contact information should they require assistance or support during self-isolation:
 - Developing symptoms: will ask all our workers to report all illnesses to supervisor - ensure you stay home and report as soon as you are ill over the phone.
 - Utilize the self assessment Links:
 - Alberta: <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>
 - Saskatchewan: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>
 - Manitoba: <https://sharedhealthmb.ca/covid19/screening-tool/>
 - British Columbia: <https://bc.thrive.health/covid19/en>
 - If advised, call 811 to be tested.
 - If they receive a phone call while at work about being in contact with someone presumed or confirmed exposed, they will be asked to immediately put on gloves, a mask and exit the building to go home. Asked not to touch anything on the way out the door. Once outside the building, call your Supervisor.

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- a. A decision will be made if all work will discontinue and everyone who is able to, work from home at that time.
- b. If the decision is made for the remaining workers to continue to work, the entire office surfaces will need to be wiped with disinfectant as well as affected worker's work area.
- c. Pre-arranged staff that can work from home will be identified and organized to do so with brief notice
- d. If you have to self-quarantine for sickness, close contact immediate family sickness or a positive contagion, to please contact Supervisor. Utilize the self assessment Link: If advised, call 811 to be tested.

1. Worker is in Camp:

- a. Worker to remain in room and self-isolate until transportation can be arranged home, this may be the worker driving themselves if they are fit to do so (Journey Management would take place), a family member picking them up or another form of transportation.
 - b. Call the on-site medical center number to conduct immediate screening over the phone
 - c. Contact Leadership as per normal call in sick process
 - d. Contact Camp Lodge Front Desk by phone as applicable to the camp.
 - e. Worker to be given camp specific "COVID-19 Lodge Isolation Process" Document (or relevant client/camp directive).
 - f. Leader to maintain contact with worker while in isolation
2. Track the information provided by the worker (Spreadsheet)
 3. Do not release information regarding the report unless results come back as positive for COVID-19. Client sites may have a requirement to report symptomatic workers on site or who have been on site in the last 48 hours, these reports should be the facts only without identifying names or employee numbers.
 4. Give the employee contact information should they require assistance or support during self-isolation
 5. If worker leaves camp; depending on if Covid-19 Presumptive or Flu symptomatic, Worker will require transportation home via friend/family member or drive themselves if they are able. (Journey Management would take place)

2. Worker is on a site:

- a. Isolate the worker from others (office or vehicle)
- b. Worker PPE: Use hand sanitizer then apply N95 mask and nitrile gloves
- c. Leader Actions: Leader to instruct the employee to call the Health Center to address immediate screening for COVID-19 (Leader PPE: N95 respirator, Gloves (nitrile), Close fitting safety glasses/goggles)
- d. Employee: Employee to inform leader of decision. Based on the screening, does the employee need to be isolated and sent home?
 - i. If Isolation is Required:
 1. Leader to contact on site designated driver via telephone and advise that transportation is required and ask they proceed to the isolation location (Designated Driver PPE: Half mask with P100 cartridge, Gloves (nitrile), Disposable coverall –long sleeve water resistant, Goggles)

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2. Leader Actions: Leader to contact NPA Coordinator to facilitate cleaning.
 - a. If worker is staying camp: Designated Driver to contact camp ahead of arrival
 - b. Worker to be given COVID-19 Lodge Isolation Process Document (as applicable to site).
 - c. Worker to remain in room and self-isolate until transportation can be arranged home, this may be the worker driving themselves if they are fit to do so (Journey Management would take place), a family member picking them up or another form of transportation.
 - d. If worker lives in town: Designated Driver to take them to the front gate, worker to have family or friend them up or approved taxi. If they did not drive to site (if they are fit to drive)
 - e. Leader to instruct the employee that when they get home they need to: Contact their local Public health authority (811) Make a list of work locations they were in during the shift and other employees they had close contact with (2 meters / 6 feet)
 - f. Lunch area flagged off until cleaning can take place. Cleaning measures to ensure all areas are cleaned including Camp room when vacating.
- ii. If Isolation is Not Required:
 1. Employee may be sent to health center for further assessment and treatment.

3. Returning workers after being Sick:

Stuart Olson has established a return to work process after a positive confirmation of Covid 19 or Symptomatic of Covid 19.

In order to return to the worksite, employees must have a completed Health Questionnaire for that site and have waited a minimum period of 10 days from the onset of symptoms and be symptom free for 72 hours before being allowed to return to the work site. Stuart Olson has defined Symptom Free to be 72 hours without any symptoms.

Symptoms are described as; fever $>37.8^{\circ}\text{C}$, cough, shortness of breath, runny nose, nasal congestion, painful swallowing, chills, headache muscle or joint ache, conjunctivitis (pink eye), loss of sense of smell or taste, nausea, vomiting, diarrhea or unexplained loss of appetite, unwell, fatigue or severe exhaustion

- a. Worker has been sick with general sickness, possible or actual Covid-19 will self-isolate as per AHS Guidelines. If not being tested or they test positive, they must isolate for a minimum of 10 and be symptom free. If they are being tested and receive a negative result they must be symptom free for 72 hours.
- b. Workers can return to work following their isolation date once symptom free for 72 hours.
- c. Workers contacting supervision may do so after being symptom free for at least 48 hours with their intention to return to work the next day.
 - If at any time during the next 24 hours the worker becomes symptomatic described as: fever,

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cough, shortness of breath, difficulty breathing, sore throat or runny nose, they must not proceed to the worksite and must contact their supervisor as soon as reasonably practicable to communicate the return of symptoms.

- *Example Worker not being tested:* Symptoms developed Nov 1, on Nov 11 became free of the symptoms as defined above. On Nov 14 the employee would be available to return to the worksite.
- *Example Negative results received:* Symptoms developed Nov 1 and they were tested, on Nov 4 they received negative results, on Nov 6 became free of the symptoms as defined above. On Nov 9 the employee would be available to return to the worksite.

For offices staying open in State of Emergency Pandemic Situations:

1. Locking doors and limiting outside access for deliveries
2. Cleaning common work area, personal work areas each night and cleaning the signing in and out areas multiple times a day.
3. Accepting deliveries- wiping down anything brought into our buildings
4. Signage will be placed on front and back doors of building to communicate building contact for access. Posters posted for Social Distancing Safety.
5. Working Alone protocol to be followed for anyone in the building alone
6. Any in and out of the building includes sanitization protocol for washing hands with soap and water to prevent bringing any contaminants into building from touching surfaces. As soon as you arrive back after being out of the building requires washing hands
7. Delivery of materials to be wiped down when received.
8. Deliveries or pickups of vehicles to use Lysol wipes before touching: door handles, steering wheel, keys and seatbelts.
9. Reporting all illnesses to supervisor- ensure you stay home and report as soon as you are ill over the phone.
10. If you receive a phone call while at work about being in contact with someone presumed or exposed, please immediately put on gloves, a mask and exit the building to go home. Please do not touch anything on the way out the door. Once outside the building, call your Supervisor.
 - a. A decision will be made if all work will discontinue and everyone who is able to, work from home at that time.
 - b. If the decision is made for the remaining workers to continue to work, the entire office surfaces will need to be wiped with disinfectant as well as affected worker's work area.
 - c. Pre-arranged staff that can work from home will be identified and organized to do so with brief notice
 - d. If you have to self-quarantine for sickness or a positive contagion, please contact your Supervisor.

If a person requires First Aid Support suspected of a contagion:

First aid providers caring for people with suspected contagions should follow standard precautions. If possible, have the sick person place a face mask over their nose and mouth, if they have not done so

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- already, and limit contact by staying back at least 6 feet, if possible, until that person has done so.
- Try to limit the number of individuals in contact with the sick person. Those who provide direct care for someone who may have a contagion should wear respiratory protection (e.g. N-95 mask), eye protection, disposable gloves and a disposable isolation gown, if possible. Updated CDC guidance allows for alternatives to respirators (N-95) in communities where there is a shortage of respirators.
 - Following care, first aid providers should perform hand hygiene as they would normally do and discard personal protective equipment (PPE) following usual procedures.
 - While wearing PPE, clean and disinfect items which have touched the patient. After cleaning, dispose of PPE and perform hand hygiene.

Share Government of Canada waiting period information for EI due to the Pandemic sickness:

<https://www.canada.ca/en/services/benefits/ei.html>

Definitions:

- **Asymptomatic:** there are no symptoms. You are considered asymptomatic if you: Have recovered from an illness or condition and no longer have symptoms. Have an illness or condition (such as early stage high blood pressure or glaucoma) but do not have symptoms of it.
- **Non-Symptomatic:** Not having any symptoms.
- **Close Contact:** defined as anyone that was within two meters of a positive case of COVID-19 for more than 15 minutes in a 24-hour period, even if a mask was worn during that contact. A close contact is ALSO someone who has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19.
- **Presumptive Positive:** The patient has gone to see a doctor and been tested for COVID-19. This test came back positive at a local level. This test is almost always confirmed by a national body.
- **Confirmed Positive:** The presumptive positive test is passed along to a National body for confirmation. A scientist re-confirms the diagnosis and relays that information back to health authorities
- **Quarantine:** keeping someone who was in close contact with someone who has COVID-19 away from others.
- **Isolation:** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Frequently Asked Questions:

1. If someone is a close contact will they need to quarantine for 14 days if their test comes back negative?

Yes. On the day you were tested, there may not have been enough virus in your body, for the test to pick up. Quarantining for a full 14 days ensures that there is no virus in your system and therefore you won't spread it.

2. If I'm a close contact of someone who has COVID-19, do my close contacts (e.g. my family, household members, friends I saw before self-isolation, etc.) need to isolate and get tested?

Possibly. If you are a close contact of a case and don't have any symptoms and haven't had a positive COVID test, your close contacts do not need to quarantine. If you develop symptoms of COVID, it is recommended that your contacts quarantine while you wait for your test results. If you test positive, your close contacts will be legally required to quarantine.

3. How far back do we go when completing Contact Tracing and the Close Contact log?

Identifying people who were in contact with a symptomatic case starting 48 hours prior to the case developing a symptom consistent with COVID-19. Identifying people who were in contact with a

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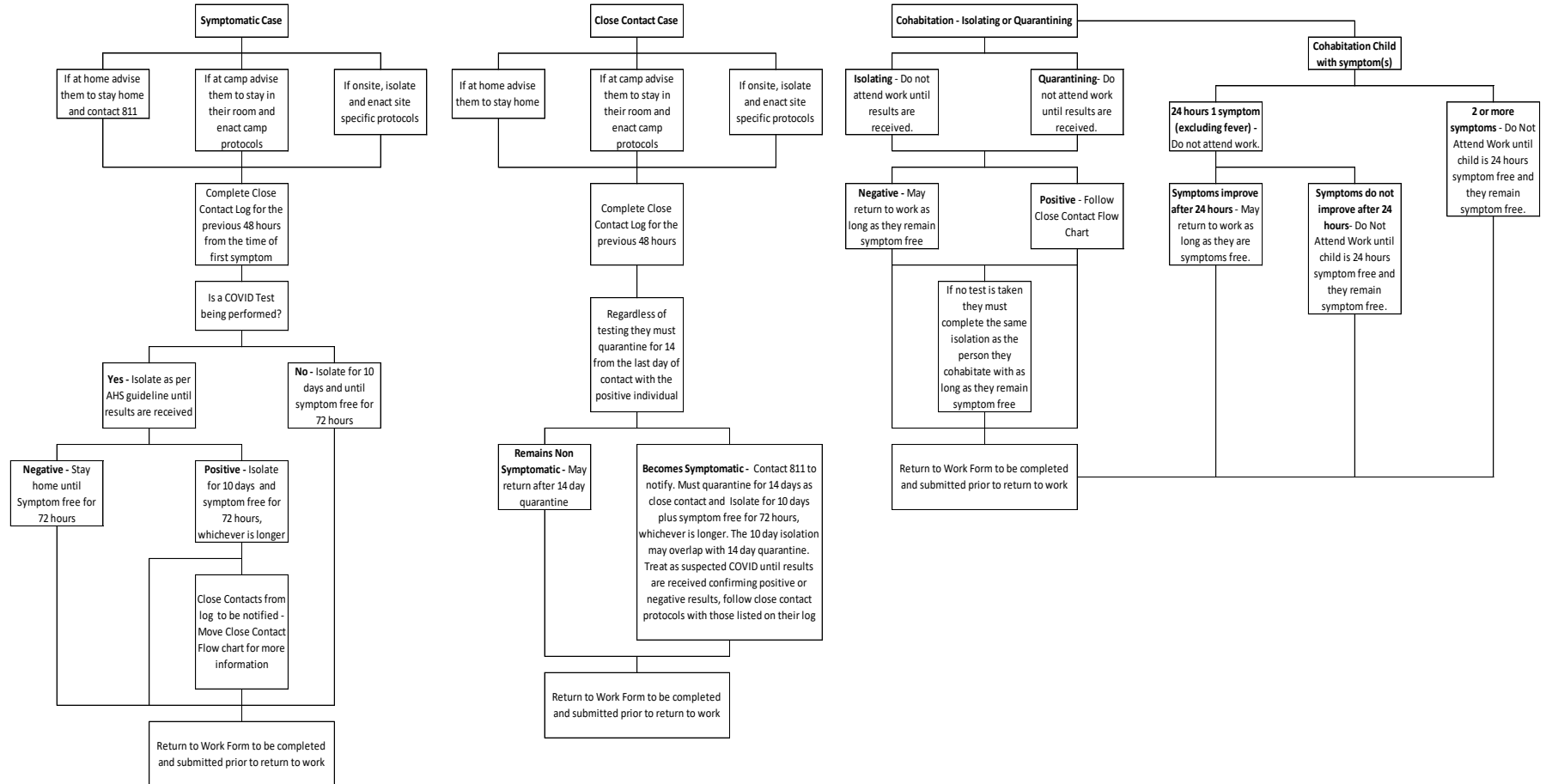
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laboratory confirmed asymptomatic case starting 48 hours prior to the day their positive specimen was collected.

4. *If I am a close contact when does my 14 day quarantine start?*

The 14-day quarantine starts on the last day you had close contact with the positive person.

Example: today is Nov 12, you had close contact with someone on Nov 6. That person became symptomatic on Nov 7 and received positive results on Nov 11. You were notified on Nov 12. Due to your contact date being within 48 hours of them becoming symptomatic you would be a close contact and would need to quarantine from 14 days from Nov 6. You would be required to quarantine up to and including Nov 20. If you remain symptom free you would be released on Nov 21.



Pandemic Response Package

Suncor Sites - RMWB

2. Fit for Duty Commitment

Social Distancing Guidelines

In keeping with the AHS guidelines, we are increasing our employee protection in a few areas. The below are the new expectations and requirements:

1. The PPE Requirements:

Mandatory:

- Transportation with more than one occupant (seating configurations are still in place). This includes when both boarding and exiting the vehicle.
- High-traffic areas where 2m physical distancing cannot be assured, such as:
 - o Kitchen areas, coffee stations and camp dining areas (and when walking to/from these areas)
 - o Locker/change rooms, washrooms, and boot rooms
 - o Permit areas and tool cribs
 - o Indoor hallways, walking to offices/meeting rooms, and on outdoor walkways where 2 m physical distancing cannot be maintained
 - o Gathering areas for mass transportation (bussing) and when walking to these areas
 - o When using common work stations
- At high-touchpoint areas, where airborne particles could be surface transferred to others

Optional (*Note: The optional requirements become mandatory if the two-metre physical distancing is not assured*):

- When standing at a bus stop if physical distancing can be maintained
- Office spaces, cubicles and meeting rooms where >2m distancing or barriers can be maintained
- Control rooms where >2m distancing or barriers can be maintained
- Mobile equipment/light vehicle with single occupancy
- As a pedestrian, only if >2m physical distancing can be maintained. A mask must be available to wear at all times.

You must carry a mask on your person at all times to ensure you are prepared to wear it if needed.

Mask Guidance

- Ear loop masks or natural fiber face coverings can be used in operating areas to protect against COVID hazard. Half-masks, or Full-face respirators can be used for COVID and other workplace hazards.

Workers are responsible for cleaning their face coverings on a regular basis according to directions.2.

2. Vehicles – max 2 per truck. The second person shall sit directly behind the driver. 4 per van. This will be effective immediately.
3. Bussing requirements will be as follows:
 - School busses – ¼ occupancy, one person for every 2 benches, all workers must sit in the window seat.

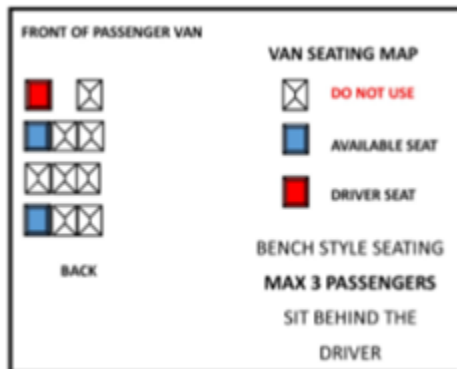
Social Distancing Guidelines



- Coach Busses – ½ occupancy, one person for each set of seats, all workers must sit in the window seat as the high back seat acts as a barrier



Passenger van seating:



4. Lunch spaces – keep clean so the tables can be properly washed. DS and NS share so remove your stuff at the end of the shift.
5. Limit contact with other workers – things as minor as sharing pens.
6. Temperature screening for site access will be implemented in the near future.
7. Max 2 people at table for breaks. We are working on potentially implementing table dividers.

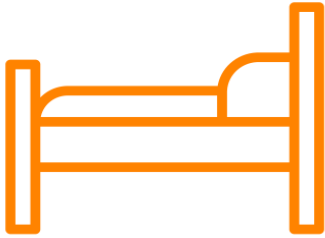
Social Distancing Guidelines



We have a big responsibility to make sure we are doing our part to combat the spread of the Pandemic. Please provide any suggestions and feed back and we can take a look at how else we can improve preventative measures. The number one priority here right now is the safety of the workforce. Do not sacrifice these measures to increase productivity. As the COVID 19 pandemic is evolving there will be changing requirements and expectations, thank you adherence to these practices designed to you and other safe and healthy.

Social Distancing for Your Safety

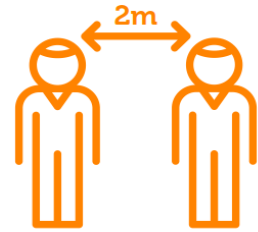
Stuart Olson supports social distancing guidelines to minimize the spread of COVID-19 virus in our workplaces and communities



Stay home if you are sick or show ANY signs of illness. If you show signs of sickness you cannot come to work. Workers must self-isolate if they are feeling flu-like symptoms.



Do not pass or share tools, pens, documents, electronics, etc between workers.



Workers participating in toolbox/ tailgate meetings are required to be mindful of the distance between each worker and maintain at least 2 arm's length (roughly 2m) distance between each other.



Sanitize work vehicles and reduce the number of passengers travelling in one vehicle at any given time.



Do not congregate in work rooms, job trailers or other areas where people generally socialize.



Lunchrooms and communal areas must be cleaned thoroughly on a regular basis. Create a workplace cleaning schedule and keep track of when an area has been cleaned.



Ensure handwashing is being done on a frequent basis with provided wash facilities.



When coughing or sneezing, cough or sneeze into a tissue or the bend of your arm, not your hand. Avoid touching your face with unwashed hands.



Avoid any face to face contact with any direct person-person contact (shaking hands) prohibited.

Pandemic Response Package

Suncor Sites - RMWB

Fit for Duty Commitment

Fit for Duty Commitment

You and your family's health and safety are our highest priorities. Our goals are to continue providing a safe and healthy workplace for all our employees and provide safe, quality work to our client.

We ask that you commit to protecting the health and safety of yourselves, co-workers, families and communities by the following;

I, _____ commit to:

- Communicate to Supervision and/or Safety if for any reason I feel unfit to safely perform my duties.
- Stay focused, if I am having issues with focus:
 - Self-check the focus of myself and crew members, ensure focus is on your task
 - Go home if focus cannot be maintained
 - Talk to my Supervisor or Safety if I require assistance or someone to talk to
 - During these times it can be difficult to be away from your family, with the permission of your supervisor you can take a break and contact your family if needed
- Follow all safe work procedures and policies, and understand that no procedures or policies have been relaxed under the current situation.
 - Understand it may take longer to complete tasks but what matters is that they are completed safely and properly
 - Not take any short cuts
 - Commit to adhering to the Operational Disciplines
- Stay home when I am not feeling well and reporting to Supervision and/or Safety**
- Report any contact with a confirmed or suspected COVID 19 case
- Practice good hygiene
 - Wash hands frequently
 - Avoid touching your face, mouth, and eyes with unwashed hands
 - Cough into your arm
 - Do not contaminate waterspouts by allowing contact with your water bottle
- Practice Social Distancing
 - Do not congregate in large groups
 - Do not pool at bus stops or when using the turn styles at the gate/camp
 - Observe a two-meter physical distance from one another
 - Face coverings are required in all common areas, including buses, vehicles, lunchrooms etc. and when 2m distance cannot be maintained.
 - Follow the seating diagrams and max vehicle/bus capacities
- Not spreading or feeding into rumors as this creates a stressful and tense workplace
- Remaining calm and be respectful
 - This developing pandemic can cause people to act or react in a negative manner, when faced with these situations please walk away and bring to your supervisor if necessary.

if you exhibit symptoms of illness do not come to work, complete the AHS Online Assessment and follow the direction provided, which may include contacting *811 for further assessment. Contact us so we are aware of the situation. **You are NOT allowed to come to work if you are sick in any way.

You are important to site and the team; you have been deemed an essential worker and the work you are performing is critical to the upkeep and operation of the plant.

Name: _____ Signature: _____ Date: _____

Pandemic Response Package

Suncor Sites - RMWB

Health Questionnaires

- COVID-19 Health Questionnaire – Shift
- Daily Health Assessment at Toolbox Talk

Health Questionnaire

Name (print): _____ Date: _____

Site: _____

Subcontractor: _____

Disclosure: Stuart Olson takes the Occupational Health and Safety of our Employees seriously. The purpose of this Health Questionnaire is to mitigate the risks of exposure to our employees from Covid 19.

All employees are asked to provide truthful and clear responses to the questions below.

To your knowledge:

1. Are you currently experiencing symptoms of sickness: YES NO

Check all that apply: fever cough shortness of breath runny nose nasal congestion
 conjunctivitis (pink eye) diarrhea/vomiting

If yes, explain: _____

2. Have you attended a gathering with multiple people during days off? YES NO

If yes, explain: _____

3. Have you had *close contact with someone who is under quarantine or self-isolation in the past 14 days?

YES NO

If yes, explain: _____

4. Have you or has someone you cohabitate with, travelled outside Canada in the past 14 days? YES NO

If yes, where: _____ What date did you return to Canada? _____

5. Is someone you cohabitate with, currently experiencing symptoms of sickness: YES NO

Check all that apply: fever cough shortness of breath runny nose nasal congestion
 conjunctivitis (pink eye) diarrhea/vomiting

If yes, explain: _____

6. Have you been in an airport or on an airplane in past 14 Days? 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 who lived with or otherwise had close prolonged contact (within 2 metres) with the person while they were 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.*

If you are experiencing any symptoms of influenza, please complete the Alberta Self Assessment
<https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx> **and if directed, call 811 and follow Alberta Health Services medical advice**

COVID-19 Fit For Duty Questionnaire

1. Is anyone experiencing any of the following: fever (38° Celsius/100.4° Fahrenheit or higher), new onset of cough or worsening chronic cough, new or worsening shortness of breath or difficulty breathing, new or worsening sore throat, new runny or stuffy nose, chills, new or worsening painful swallowing, headache, worsening muscle or joint ache, feeling unwell, abnormal fatigue or severe exhaustion, nausea, vomiting, diarrhea or unexplained loss of appetite, new loss of sense of smell or taste, conjunctivitis (pink eye)?

YES NO

2. In the past 14 days has anyone had close contact* with a confirmed COVID 19 Case?

YES NO

3. If you answer yes to either of these questions while in camp or on days off, DO NOT come to work. Use the call-in line and/or contact Catherine Connauton. Is this fully understood by everyone?

YES NO

**Close contact means, a person sharing the same workspace or living quarters as a suspected or confirmed case and/or following direct face-to-face contact at a distance of less than 2 meter for at least 15 min.*

If you answered YES to questions 1 or 2: DO NOT GO TO WORK, notify your leader.

Pandemic Response Package

Suncor Sites - RMWB

COVID-19 Awareness Training



COVID-19

Worker Awareness

- Suncor Sites
 - Base Plant
 - MacKay River
 - Fort Hills
 - Firebag
 - ETF



What is COVID-19

- COVID-19 is a new disease that has not been previously identified in humans. Rarely, animal coronaviruses can infect people, and more rarely, these can then spread from person to person through close contact.
- It affects the Respiratory System and can have minor symptoms like cough, runny nose, fever and sore throat but can lead more severe symptoms such as difficulty breathing and pneumonia. These more severe symptoms can lead to hospitalization or death.



How is it transmitted?

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands
- Current evidence suggests person-to-person spread is efficient when there is close contact.



What is Symptomatic?

- Symptomatic does **NOT** mean you have all of the symptoms of COVID-19.
- If you any, even one, of the symptoms of COVID-19 regardless if you think it could be from something else including allergies or cold then you **ARE** Symptomatic.
- Symptoms include:
 - Fever
 - Cough
 - Fatigue
 - Body aches/pain
 - Nasal congestion
 - Runny Nose
 - Sore Throat
 - Diarrhea



Prevention

- Stay home whenever possible – self isolation
- Use Social and Physical Distancing
- Wash you hands frequently
- Don't touch your face
- Quarantine when you or someone in your house is exhibiting symptoms
- Get tested if you are exhibiting symptoms

Hand Washing

Hand washing technique with soap and water



1
Wet hands with water



2
Apply enough soap to cover all hand surfaces



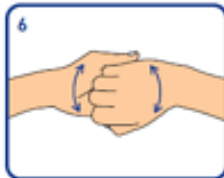
3
Rub hands palm to palm



4
Rub back of each hand with palm of other hand with fingers interlaced



5
Rub palm to palm with fingers interlaced



6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



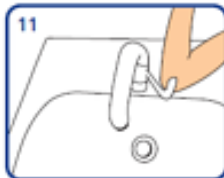
8
Rub tips of fingers in opposite palm in a circular motion



9
Rub each wrist with opposite hand



10
Rinse hands with water



11
Use elbow to turn off tap (if no elbow tap available use paper towel to turn off tap)



12
Dry thoroughly with a single-use towel



13
Hand washing should take 40-60 seconds

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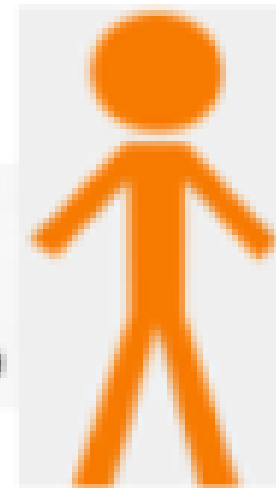
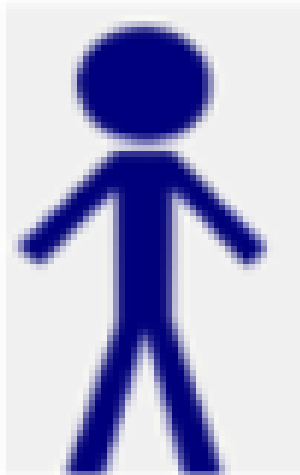
World Health Organization

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care 2009

UKLIT0478/0216

Physical Distancing

- Keep 6 feet away from other people whenever possible.





Face Coverings

- You must carry a mask or APR (P100 Cartridge) on your person at all times to ensure you are prepared to wear it if needed.
- Face Covering are Mandatory in the following situations:
 - Transportation with more than one occupant (seating configurations are still in place). This includes when both boarding and exiting the vehicle.
 - High-traffic areas where 2m physical distancing cannot be assured, such as:
 - Kitchen areas, coffee stations and camp dining areas (and when walking to/from these areas)
 - Locker/change rooms, washrooms, and boot room
 - Permit areas and tool cribs
 - Indoor hallways, walking to offices/meeting rooms, and on outdoor walkways where 2 m physical distancing cannot be maintained
 - Gathering areas for mass transportation (bussing) and when walking to these areas
 - When using common work stations
 - At high-touchpoint areas, where airborne particles could be surface transferred to others



Face Coverings

- Face Covering are Optional in the following situations *(The optional requirements become mandatory if the two-metre physical distancing is not assured)*:
 - When standing at a bus stop if physical distancing can be maintained
 - Office spaces, cubicles and meeting rooms where >2m distancing or barriers can be maintained
 - Control rooms where >2m distancing or barriers can be maintained
 - Mobile equipment/light vehicle with single occupancy
 - As a pedestrian, only if >2m physical distancing can be maintained. A mask must be available to wear at all times.



Face Coverings Guidance

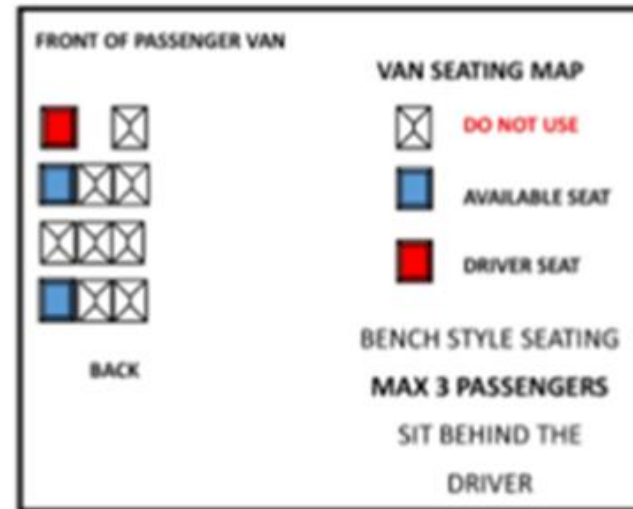
- Ear loop masks or natural fiber face coverings can be used in operating areas to protect against COVID hazard. Half-masks, or Full-face respirators can be used for COVID and other workplace hazards.
- Workers are responsible for cleaning their face coverings on a regular basis according to directions.
- Practice good hygiene donning and doffing your face covering

Distancing in Vehicles

- Seating Maps:



Passenger van seating:



- Crew Cabs: max 2 per truck. The second person shall sit directly behind the driver.
- Do not recline your seat on the coaches



Distancing in meetings

- Do virtual meeting whenever possible, use teams or a call in line
- If not possible:
 - Keep to small groups
 - Stand/sit 6 feet apart
 - Use your own pen when signing in or out

Distancing in lunch & change rooms

- Space used hooks 6 ft apart
- Space chairs 6 feet apart, in all directions!





General Cleaning

- Clean frequently touched surfaces like:
 - Door handles
 - Light switches
 - Steering wheels
 - Phone – desk and cell
 - Keyboards
 - Printers
 - Clean tools when you get them from the crib and when you return them
 - Radios
- Cleaning spray and wipes are available



If you become sick at home

- Do NOT come to work
- Call the call in line and someone will call you back
- Stay home and contact AHS either on *811 or on the website
- Isolation is mandatory for any symptoms, a minimum of 10 days from the onset of symptoms with 72 hours symptom free before you can return to work.
- You must have approval before returning



If you become sick in camp

- Do NOT come to work
- Call the call in line and/or Catherine 587-785-5416
- Stay in your room, do not go to the kitchen or the smoke pit
- You will be given guidance on what to do next
- If it is a medical emergency only – i.e. difficulty breathing call 911



If you become sick at work

- Immediately put your APR on
- Do NOT touch anything
- Notify your Supervisor and follow all directions provided by your Supervisor and the health center
- Start identifying and close contacts and locations you have been
- If it is an emergency call or radio for emergency services – only for emergencies



Returning to Work

- Isolation is mandatory for any symptoms, a minimum of 10 days from the onset of symptoms with 72 hours symptom free before you can return to work.
- You may end up being off for more than 10 day depending when your symptoms are gone.
- If you are being tested for COVID-19 you must wait for results to come back even if you are feeling well.
- You must have approval before returning



Health Questionnaire

- The day before returning to work from days off, regardless of length of time away, you must complete the more current health questionnaire as per direction given by Supervision or Safety.
- Answer questions honestly for your health and safety and for that of your coworkers and their families.



Temperature Screening - MKR

- Buses and trucks coming from Birch Mountain Camp or Civeo Lynx Lodge, or those working fire rebuild, will be directed to the inside lane at the front gate. All other workers will be directed through the outside gate, these workers will be temperature screened at the operations or contractor administration building
- Anyone with a fever, defined as a temperature of 38°C or higher, will be asked to leave their vehicle so that additional temperature monitoring and health screening can be done at the trailer by the gate. This includes individuals who exhibit no other symptoms of being ill.



Suncor Flights

- Canada's Minister of Transport now requires all air passengers to have a non-medical mask or face covering to cover their mouth and nose during travel. These measures come into effect at noon EDT on April 20, 2020.
- You are encouraged to bring your own mask or face covering if you have one. Suncor will supply charter passengers with one (1) mask per passenger and a paper bag to store the mask for re-use at every fly-in/fly-out (FIFO) hub. These will be distributed in the temperature screening areas in Calgary, Edmonton, and Saskatoon, and at check-in at the Firebag Aerodrome. If you are flying from another location to a Suncor hub, please ensure you have a mask or face covering for your flight(s) to the Suncor hub.
- Non-medical masks/ face coverings must be worn while going through CATSA airport security and while on the aircraft. They are not required at check-in or boarding and must be removed during boarding so that gate agents can confirm passenger features with government-issued picture identification.



Camps

- Use the same social and physical distancing at camp including in areas like the designated smoking areas.
- Make smart choices by picking larger tables to sit at that allow for 6 feet of physical distancing
- Follow all COVID protocols issued by the camps including specifics like:
 - At Birch – flip over the table label to “Needs Cleaning” from “Sanitized” when finished your meal.



We are
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people creating progress

Job Hazard Analysis

INDUSTRIAL GROUP

OS-HSEFM-1.9b

Effective January 1, 2017

Revision date:

DATE	CREATED BY	Pandemic Virus Response
06-03-2020 Revised 06-25.2020	Neil Wilson / Tamera Madden	OBJECTIVE: Every employer shall ensure, as far as reasonably practicable for the employer to do so, the health and safety of the workers engaged in the work of that employer, and those worker's not engaged in the work of that employer but present at the work site at which that work is being carried out, and that the workers engaged in the work of that employer are aware of their responsibilities and duties under the applicable OH&S legislation.
JHA #	SITE SUPERVISOR	
Pandemic Virus Response	Jason McNamara	
TASK-SPECIFIC JHA		

JHA PREREQUISITES CSTS/CSO, Site Orientation and Stuart Olson Orientations. Supervisor to review JHA with workers involved with specific task. Worker participation encouraged in JHA review. Use Job Hazard Analysis Development Worksheet (attached) for task specific comments not covered by this JHA. Review all other task specific JHAs, required to complete work scope.	SITE EMERGENCY RESPONSE If an emergency develops in your area requiring Site emergency response team do the following; Do not panic; Stay calm. If necessary; vacate the area and go to the nearest phone or radio to call for help.	Tamera Madden- RSM 780-715-6084	PROBABILITY	Very Likely	Likely	Unlikely
			High	1	1	2
			Medium	1	2	3
			Low	2	3	3
			SEVERITY	The intersection of PROBABILITY and SEVERITY in the chart above equals the <u>Risk Code (RC)</u>.		
RC 1 – STOP and determine alternative solutions and additional controls. Do NOT proceed with these tasks, unless the risk can be brought to the lowest achievable level. You have the DUTY to refuse unsafe work.						
RC 2 – Requires appropriate action through the introduction of controls frequently in the form of written safe work practices and/or job procedures and the use of standard PPE.						
RC 3 – Proceed with caution.						
JHA REVIEW CONDITIONS Any changes in the work scope or additional tasks must be reflected and updated in this document. All crew members must review JHA before working on associated tasks. Job supervisor is responsible for communicating this document with all crew members.						
GENERAL CONSIDERATIONS AND EXPECTATIONS: No worker shall work alone. No worker shall feed or engage wildlife. 20/20/20 rule to be used: Every 20 min, take 20 seconds to look 20 feet around you for additional hazards or changes to environment						
MINIMUM PPE FOR ALL TASKS IN THIS JHA For consideration: Respiratory Protection (N95 mask, half with 100 cartridge or full mask)						
TOOLS/EQUIPMENT/MANPOWER: Minimized	WORK PERMIT REQUIRED FOR TASK:	FIELD LEVEL HAZARD ASSESSMENT: <i>Should a concern arise while performing this task (STOP) and perform a simple risk assessment- BRAKE! What could go wrong? –How likely is it to happen? How could it affect me or others? –What can I do prior?</i>				

Job Hazard Analysis

INDUSTRIAL GROUP

OS-HSEFM-1.9b

Effective January 1, 2017

Revision date:

VIRUS TRANSFERENCE:	HAZARD/POTENTIAL HAZARDS	RISK RANKIN	RECOMMENDED HAZARD CONTROLS/OR SAFE JOB PROCEDURES	RESIDU AL RISK
Pandemic Preparedness	<ul style="list-style-type: none"> ➤ Unaware or no pandemic plan protocols ➤ Unaware of where to go or what to do in event of emergency ➤ PPE Shortage ➤ Local state of emergency and physical distancing protocol enacted – partial disruption to business and monitored exposure 	1	<ul style="list-style-type: none"> ➤ Monitor government and local health authorities websites. Communicate, implement and follow advisories. ➤ Review communications distributed by corporate team. ➤ Emergency response plans to be updated if any changes are made in response to pandemic; ➤ Supervision to communicate any changes in emergency response to all personnel ➤ Complete an inventory of all PPE, paperwork and other supplies, order in advance ➤ While in lines (dining room, bus lines etc.) keep 2 meter distance ➤ Stop handshaking and no physical contact with other individuals ➤ Maintain distancing during meetings and tool box talks – leader prepares lunchroom prior to meeting to ensure 2 m of distance is met. ➤ Stretching should be done individually or in smaller groups ➤ Bump monitors in staggered groups (maintain 2 meters distance) ➤ Limit people to two in truck/crew vehicles (more than 1 trip may be required to maintain 2 meters distance) ➤ During breaks, respect the 2 meters distancing ➤ Keep distance while conducting crossover/handover meetings, or conduct over the phone is possible 	2

Job Hazard Analysis

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Effective January 1, 2017

Revision date:

		<ul style="list-style-type: none">➤ Maintain 2 meters spacing in high traffic areas (smoke pits, permit office, tool crib)➤ Avoid touching objects or surfaces (such as door handles, tables, working surfaces, tools, etc.)➤ Essential staff on site only➤ Improved practices to reduce contact in high traffic areas such as permit offices➤ First aid providers caring for people with suspected contagions should follow standard precautions. If possible, have the sick person place a face mask over their nose and mouth, if they have not done so already, and limit contact by staying back at least 6 feet, if possible, until that person has done so.➤ Try to limit the number of individuals in contact with the sick person.➤ Tracking results of surveys- when can quarantined people come back to work➤ Seat spacing in lunchrooms, physical distancing at work➤ Staggering toolbox talks for keeping small crews together, staggering all meetings.➤ Staggering start and quit times to limit mass amounts of people on bussing➤ Use soap and warm water on surfaces (old Windex bottles work for this perfectly) paper towels,➤ Gloves- donning and doffing process➤ Washing hands for 20 seconds with soap and warm water, Lysol wipes and not touching face➤ N95 masks usage when 2m distance cannot be kept➤ Enforcing any worker that experiences ANY symptoms fever, cough, shortness of breath, difficulty breathing, sore throat, runny nose and/or nasal congestion to NOT come to the worksite and begin self-isolate for a period of 10 or 14 days pending the results of the Alberta Health Services Assessment Tool	
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Job Hazard Analysis

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OS-HSEFM-1.9b

Effective January 1, 2017

Revision date:

			<p>https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx</p> <ul style="list-style-type: none"> ➤ Health Questionnaire survey completed after each shift and complete check in points with each worker each day. Tell us how you are feeling today, past travelling, home exposures etc. ➤ Working from home for office people (non-essential) ➤ Sharing government information, sharing best practices for self-isolation and physical distancing. ➤ Employment Insurance information timely for people who are temporarily laid off and engaging Short Term Disability benefits 	
The Organism – Disease COVID-19 Virus SARS-CoV-2	<ul style="list-style-type: none"> ➤ Pandemic ➤ Disruption of business and life activities 	1	<ul style="list-style-type: none"> ➤ Break the Chain ➤ Kill the virus with proper 20-60 second hand washing with soap and water ➤ Do not touch your face or eat with unwashed hands ➤ Practice physical distancing by keeping 2 meters apart from other people at all times. ➤ Engage in activities indoors and outdoors just at a distance from people and avoid contact with surfaces ➤ Disinfect personal surfaces, phones, and shoe surface when entering 'living' areas 	2
Entry Portal and Host Reservoir (entry into lungs)	<ul style="list-style-type: none"> ➤ The virus thrives in our respiratory tract 	1	<ul style="list-style-type: none"> ➤ Break the Chain ➤ Complete physical distancing practice of always maintain 1 m separation between people. ➤ Use N95 mask or RPE with P100 if encroaching within 2 meters contact with person(s) ➤ Take care of yourself (support your immune system) – proper hydration, nutrition, sleep, activity/exercise, manage stress). ➤ Disinfect personal surfaces, phones, and shoe surface when entering 'living' areas. Use Lysol wipes, warm soap and water or other disinfectants. (remind yourself 	2

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	<ul style="list-style-type: none"> ➤ Infected people can be contagious before symptoms present themselves or without experiencing symptoms 		<p>that over exposure to chemicals will cause added issues. Soap and warm water is effective as a sanitizer if sanitizer is not available)</p> <ul style="list-style-type: none"> ➤ Treat everyone as though they have the virus. Protect everyone by acting as though you have the virus. ➤ Complete Health Questionnaire (Alberta Health Services COVID-19 testing screen) ➤ Complete self-isolation if you have travelled internationally ➤ Complete self-isolation if you have come into close contact with someone who has symptoms. Isolation will be for 14 days if symptoms are consistent with COVID-19. Isolation will be for 10 days if the worker experiences similar symptoms but in absence of fever AND worker has not travelled outside of Canada or been in close contact with a confirmed or presumptive COVID-19 case. ➤ Self-isolate symptom-free for 14 days or if COVID-19 results have been confirmed negative for the close contact individual with symptoms. ➤ Return to work will occur 72 hours after the employee is clear of any symptoms. Contact your supervisor, RSM, HSE Lead and/or HR to discuss return to work. ➤ Fill out Return to Work Questionnaire and Commitment to Work documentation. 	
Exit Portal and Transmission- (how it gets transferred)	<ul style="list-style-type: none"> ➤ The virus exits the body in infected droplets spewed into the air by cough, sneezing or talking and can contaminate surfaces touched by unwashed 	1	<ul style="list-style-type: none"> ➤ Break the Chain ➤ Cough/sneeze into your sleeve or tissue, not in your hands and wash hands for 20+ seconds with soap immediately ➤ Disinfect personal surfaces, phones, and shoe surface when entering 'living' areas 	2

Job Hazard Analysis

INDUSTRIAL GROUP

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Effective January 1, 2017

Revision date:

	<p>hands depending on the surface – direct or indirect contact</p> <ul style="list-style-type: none">➤ The virus can survive outside the body from hours to days – <i>*Scientists found that severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was detectable:</i><ul style="list-style-type: none">• in aerosols for up to three hours,• up to four hours on copper,• up to 24 hours on cardboard• up to three days on plastic and stainless steel.		
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- Practice physical distancing of 2m or more to reduce exposure to common areas.
- Minimize document handling. Examples have workers complete FLHAs per person and complete distanced verbal communication versus document handover; complete sign in and out via roll-call and have one document handler; have only one worker assigned to receive permits.
- Control contaminated documents, treat all as contaminated. PPE use - Document handover with worker wearing nitrile gloves and N95 mask. Where possible as a best practice, place documents in sealed bin and mark date for three plus (3+) days prior to review.
- Define essential versus non-essential paperwork and explore digital options to reduce exposure.
- Do not share any handled documents even template or blank copies.
- Wipe down all tools, workstations, telephone and receivers, gas detectors, radio equipment and vehicle.
- *Wipe down your surfaces and equipment with a bleach and water solution recommended by the Centers for Disease Control (CDC). The CDC advises using 5 tablespoons (1/3rd cup) of bleach per gallon of water or 4 teaspoons of bleach per quart of water.*
- Caution wipe gas detection monitors with regular disinfectants. Potential for gas alerts or damage to the rubber, plastics, and barriers in your monitor can also absorb the disinfectant chemicals.
- Disinfectants work when cleaning agent is left on the surface wet for 3-5 minutes prior to wiping dry.

Job Hazard Analysis

INDUSTRIAL GROUP

OS-HSEFM-1.9b

Effective January 1, 2017

Revision date:



JOB HAZARD ANALYSIS REVIEW

JOB TASK:	Pandemic Virus- Covid 19			
	NAME	SIGNATURE	CRAFT/TRADE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				

Job Hazard Analysis

INDUSTRIAL GROUP

OS-HSEFM-1.9b

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Revision date:



APPROVALS

The scope of work for the proposed work site is clearly understood, known or potential hazards have been identified, and suitable measures to mitigate identified hazards will be executed. Wherever possible, identified hazards have been eliminated or controlled at the source. If the scope of work or proposed work site is subsequently changed to the extent that new hazards are identified or introduced, then a revised Job Hazard Analysis will be completed and submitted by Stuart Olson Industrial to the designated client construction / project coordinator.

Stuart Olson Industrial

Client

Jason McNamara

Tamera Madden

Site Supervisor

HSE Advisor

Construction Coordinator

HSE Advisor

June 4, 2020

June 4, 2020

Date

Date

Date

Date

Signature

Signature

Signature

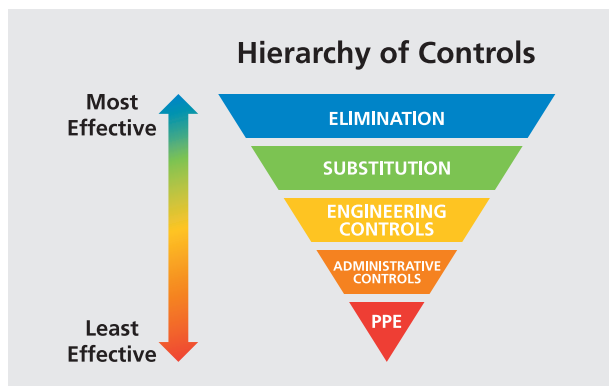
Signature

COVID-19 FLHA

This document **should be used in conjunction with an FLHA document** when 2 or more people are working together, **OR** when one person is working in close proximity to others. The intent of this document is to ensure that COVID-19 is being discussed prior to, as well as during field execution work.

Administrative Details	
Date:	Time:
Completed by:	
Any workers experiencing COVID-19 related symptoms	
<input type="checkbox"/> No, continue below	<input type="checkbox"/> Yes ▲ Notify supervisor immediately
Job Description: (as per FLHA document)	
Permit Required <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Permit #:	

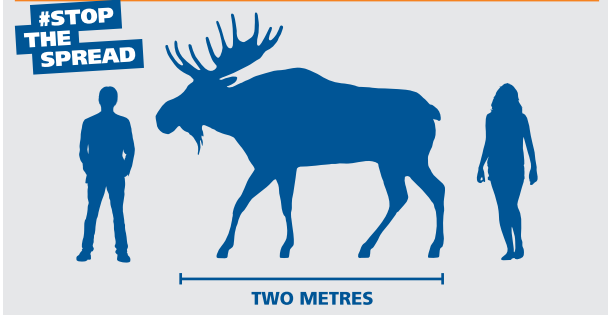
Whether working individually or with other people, it is important to take the necessary precautions to protect against the potential spread of COVID-19. When filling out this document, work your way down the Hierarchy of Controls and CHECK ALL THAT APPLY to the scope of work.



CHECK ALL THAT APPLY

Elimination
<input type="checkbox"/> Work can be done safely by one person
<input type="checkbox"/> Other:
Substitution
▲ The COVID-19 virus is the hazard, and cannot be substituted or replaced. Proceed to Engineering Controls.
Engineering Controls
<input type="checkbox"/> Physical barriers (fire blanket, welding screen, plexiglas etc.)
<input type="checkbox"/> Other:
Administrative Controls
<input type="checkbox"/> Physical Distancing - maintaining 2 metres (6 feet) distance
<input type="checkbox"/> Toolbox Talk discussing COVID-19 awareness and prevention
<input type="checkbox"/> Document COVID-19 control measures on FLHA document
<input type="checkbox"/> Minimize sharing of tools, equipment, spaces, etc.
<input type="checkbox"/> Sanitize shared tools, equipment, spaces, etc.
<input type="checkbox"/> Other:
PPE
▲ If Physical Distancing of 2 metres (6 feet) cannot be achieved and maintained, and hazard assessment deems it necessary.
<input type="checkbox"/> RPE - Work Scope Hazards / RPE - COVID-19 Protection ▲ Proper doffing / donning techniques ▲ Sanitize / clean storage afterwards
<input type="checkbox"/> Gloves / Nitrile gloves or other hand protection ▲ Use when sanitizing PPE ▲ Reduce waste where possible
<input type="checkbox"/> Close-fitting safety glasses / goggles / face shield
<input type="checkbox"/> Other:

MAINTAIN ONE MOOSE LENGTH DISTANCE



Form content understood by all participants:		
1	Employee:	Badge #:
2	Employee:	Badge #:
3	Employee:	Badge #:
4	Employee:	Badge #:
5	Employee:	Badge #:
6	Employee:	Badge #:
Supervisor Sign-off:		
Supervisor:		Badge #:
<input type="checkbox"/> Revisited:		

1.	2.	3.	4.	5.	6.
Mask Selector					
RPE for Work Scope Hazards			RPE for COVID-19 Protection		
<input type="checkbox"/> 1. Half mask			<input type="checkbox"/> 4. Surgical Style (ear loop)		
<input type="checkbox"/> 2. Full face			<input type="checkbox"/> 5. Face Covering (natural fibre)		
<input type="checkbox"/> 3. PAPR			<input type="checkbox"/> 6. N95 (restricted use)		
<input type="checkbox"/> Other:			<input type="checkbox"/> Other:		

Pandemic Response Package

Suncor Sites - RMWB

COVID-19 Focused Inspection

COVID-19 Focused Inspection

INDUSTRIAL GROUP

OS-HSEFM-1.20m

Effective April 7, 2020

Revision date:



Inspector(s) Name(s): _____ Trade: _____

Date: _____ Time: _____

Project: _____ Work Location: _____

Beside each item, indicate **S** for "Safe", **R** for "At Risk" or N/A for not applicable. For all "**R**" items, corrective actions must be identified and assigned at the bottom of the page.

#	ITEM	Safe, At Risk, N/A	Comments	Trade / Position
1	All workers have a face covering or APR (P100) on their person			
2	Workers are wearing face coverings or APR in all common areas when working within 2 meters of another worker.			
3	Workers are not sharing tools during the execution of work i.e. hand tools, drills etc.			
4	Workers are using social distancing as their first line of defense.			
5	Workers are sitting in the approved seating patterns in vehicles, vans, busses and coaches.			
6	Workers are mindful of face touching and proper hand washing prior to donning PPE such as Ear plugs, APR and after handling shared paperwork like FLHAs and Permits.			
7	Good hygiene practices are in place with both personal, lunchroom and PPE cleanliness.			
8	Social/physical distancing is being used at Toolbox Talks, Safety Meetings, lunchrooms, change rooms and tool cribs.			
9	Workers understand the requirements for submitting their Health Questionnaire before returning to work.			
10	Workers and Supervisors understand the process when reporting illness at work.			
11	Workers are not pooling at bus stops or congregating in groups or lineups within 2m.			
12	Common contamination areas like printer, tool cabinets, door handles, steering wheels etc. are being cleaned regularly and hand washing is being completed after contact.			

Corrective Actions:

Item	Corrective Action	Priority	Assigned to	Completion Date

Priorities: All actions must be addressed within 24 hours

Inspector Name: _____ Signature: _____

Site Manager Name: _____ Signature: _____

Findings reviewed with crew: YES NO, Explain: _____

Pandemic Response Package

Suncor Sites - RMWB

Onboarding Checklist

COVID-19 Onboarding Checklist

Name (print): _____ Date: _____

Supervisor: _____

1. Reviewed by HSE: _____

2. Residence Location (City, Province): _____

3. Pre-Arranged way home should they be Symptomatic: _____

4. Fit for Duty Commitment completed? **YES** **NO**

5. Health Questionnaire completed and approved? **YES** **NO**

6. COVID-19 Awareness Training completed and test passed? **YES** **NO**

7. Supervisor has been in direct contact with the worker: (supervisor comments)

Worker is approved for site access and camp can be booked if required: **YES** **NO**

Supervisor: _____ Date: _____

Pandemic Response Package

Suncor Sites - RMWB

Mock Drill

COVID-19 Mock Drill Guidelines

The purpose of the Mock Drill is to ensure all workers and supervisors fully understand the process and procedure when there is a report of a symptomatic worker and to capture learnings to aid our process in the future

Please follow the below steps to complete your Mock Drill:

1. Pick a worker at Random and ask them to report to their Supervisor that they have one of the following Mock Symptoms (make sure the supervisor know it is a mock drill upon report):
 - a. Cough
 - b. Sore Throat
 - c. Difficulty Breathing
 - d. Runny nose
 - e. Fever
2. Have the Supervisor complete the COVID-19 checklist and Supervisor Guidelines for their site, following all direction and documenting the process.
3. Complete this with multiple crew members on different crews using alternating timelines, repeat periodically.
4. Have HSE and/or Senior Supervision monitor the completion of the mock drills and document any findings on the COVID-19 Audit Findings Document.
5. Coach as required and document the coaching that was required so we can fill in any gaps.
6. Submit the completed Checklists, with Mock written on top, and your audit findings to the HSE Lead so findings can be compiled.

Pandemic Response Package

Suncor Sites - RMWB

Supervisor Quick Guide and Checklist

- Base Plant

COVID 19 Supervisor Quick Guide & Checklist

Suncor Base Plant

New Workers:

All workers must complete the Health Questionnaire before coming to site. Workers will be unable to come to site if they answer “yes” to questions 1-5 (unless proper discussion on gatherings is had and it met the AHS requirements), “yes” to 6 will require further discussion.

Returning from Books or Days Off:

All Workers returning to site, regardless of length of time, will be required to submit the Questionnaire on Optic. The Supervisor is responsible to ensure all workers have submitted their questionnaires prior to their return.

Workers will be unable to come to site if they answer “yes” to questions 1, 3-5, question “yes” to question 2 or 6 may require further discussion.

Report from a Worker on Site:

1. The first step should be to **isolate the worker** from others once they report the signs and symptoms – fever, sore throat, runny nose, cough, and shortness of breath. An office or a vehicle can be used for the initial isolation.
2. **Worker PPE:** It is recommended that the worker use hand sanitizer and then apply N95 mask and nitrile gloves.
3. **The supervisor or leader** assisting the worker must ensure they use PPE to protect themselves from potential exposure. An N95 respirator, Gloves (nitrile), Close fitting safety glasses/goggles)
4. **Actions:** The supervisor / leader should have the affected worker call the Health Center (780-743-6511) to have immediate screening for COVID-19. Here they go over the details of the symptoms and assess the details of the illness as the first step for the assessment.
5. The decision from the health center will help determine the next steps in proceeding with the arrangements for additional assessment or getting the worker home safely.

If Isolation is Required:

1. Leader/Supervisor should contact the Designated Leader Support at 780-715-6642, they will complete the following:
 - a. call designated driver for pick up
 - b. contact camp prior to arrival (if required)
2. Call NPA 780-215-5437 to facilitate cleaning and flag areas to be cleaned
3. The designated driver must use the required PPE, which includes a half mask with P100 cartridge, Gloves (nitrile), Disposable coverall –long sleeve water resistant, Goggles).
4. The worker will be taken to the main firehall and be given a COVID swab test
5. Barricade or red flag the area required to be cleaned (i.e. 2 feet around lunch table, until NPA arrives for decontamination).
 - a. **Give the worker the Close Contact Tracing Log to complete. It is to be emailed or texted to Catherine Connauton Catherine.connauton@stuartolson.com or 587-785-5416 and their supervisor.**
 - b. **The worker will be given a COVID-19 Lodge Isolation** Process Document upon arrival.
 - c. It is important to self-isolate and remain in room until transportation can be arranged home, this may be the worker driving themselves if they are fit to do so (with a Journey Management plan) or a family member picking them.
 - d. If worker lives in town, the designated driver will take them to the main gate, where the worker can drive home (if able to), use united cab 780-743-1234 or have family or friend pick them up.
 - e. **Upon getting home or to camp, the worker is to contact** Public health authority 811 or AHS Public health will be contacted by health services

COVID 19 Supervisor Quick Guide & Checklist

Suncor Base Plant

Symptomatic Worker Report

Worker Name: _____ Date/Time: _____

Symptoms: _____

Supervisor Name: _____

- Supervisor has Procedure and Applicable documents on Hand

Upon Report:

- Worker Isolated: Location _____
- Senior Supervision and HSE contacted – Who was contacted: _____
- Supervisor donned proper PPE
- Worker supplied with PPE and properly donned
- Worker contacted Health Center (780-743-6511) for screening
- Health Center Decision: _____

If Isolation is Required:

- Worker was given close contact log and was directed to send it Catherine Connauton and their supervisor upon completion
- Areas of contact were red flagged, including lunch table, locations flagged: _____
- Designated Onsite Support at 780-715-6642 contacted – they will contact transportation, and Camp
- NPA at 780-215-5437 was contacted for cleaning
- If worker is in town:** designated driver has taken them to the main gate and transportation (united cab 780-743-1234) has been arranged if necessary.
- If worker drove themselves, ensure they were fit to drive
- Worker instructed to contact 811 for further instructions or to follow guidance from camp nurse

Do you feel the process went smoothly? YES or NO If no, please explain what could have gone better or what improvements should be made:

Pandemic Response Package

Suncor Sites - RMWB

Close Contact Log

COVID Suspect Case Contact Tracking Log

Case Name: _____ Case Position: _____ Supervisor: _____

Suncor ID: _____ Date of Symptom Onset (dd/mm/yy): _____ Bus Route (if traveled to site by bus): _____

Truck or Unit # of vehicle used: _____ Business Area: _____ Shift : _____

List names or shift of workers who were within 2 meters and more than 15 minutes of contact with potential COVID case. Provide as much history of contact as possible:

Name/Suncor ID	Trade & Company	Contact Location	Date of Contact (mm/dd/yy)	Length of Contact	Wearing PPE? (If Yes, specify)	Description of Contact Interaction	Worker Notified?
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		<input type="checkbox"/> Yes <input type="checkbox"/> No

Locations COVID suspect case visited (meeting rooms, smoke pit, common areas, washrooms etc.) :

Specify Location visited	Date of visit (mm/dd/yy)	Approximate time spent at location	Did you wear RPE at this location? If Yes, specify.	Did you interact with other workers?	Was a distance of at least 2 meters maintained from other workers at this location?
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes: <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Details/Commentary:

Pandemic Response Package

Suncor Sites - RMWB

Symptomatic Worker Guide

Symptomatic Worker Guide Suncor Sites

Workers Name: _____

Date Isolation Began: _____

Earliest Return Date: _____

Assuming Symptom free for 72 hours – may be extended see below

Returning to Work After Isolation for Symptoms:

In order to return to the worksite, you must have a completed Health Questionnaire site and have waited a minimum period of 10 days from the onset of symptoms and be symptom free for 72 hours before being allowed to return to the work site (unless Alberta Health Services requires a longer isolation period). Or you must receive a negative test results and be 72 hours symptom free.

Prior to returning to work you are required to speak to your Supervisor and they will inform you of your return date based on schedules and scope.

You must complete the attached Close Contact Log if your symptoms occurred while at work or at camp. This log must be returned to Catherine Connauton within 24 hrs.

Should you have questions or concerns please contact:

Catherine Connauton, CRSP
Regional HSE Lead

Cell 587.785.5416

Catherine.connauton@stuartolson.com

Your questionnaire to return work must submitted to your Supervisor and Catherine Connauton.

Thank you for your cooperation, our goal is to maintain a safe and healthy workplace.

Stuart Olson Management

Pandemic Response Package

Suncor Sites - RMWB

Return to Work Questionnaire

Return to Work – Post Isolation/Quarantine

Name (print): _____ Date: _____

Site: _____

Subcontractor: _____

Disclosure: Stuart Olson takes the Occupational Health and Safety of our Employees seriously. The purpose of this document is to ensure compliance with AHS and Stuart Olson guidelines.

All employees are asked to provide truthful and clear responses to the questions below.

Please answer the below questions once you are symptom free and/or have completed your isolation period:

1. Why were you in isolation/quarantine?

Check applicable reason: Symptomatic Close Contact Travel

2. Were you tested for COVID-19? YES NO

If yes, on what day: _____

3. If you were tested for COVID-19, what were your results? Positive Negative

4. Are you currently symptom free? YES NO

If yes, what date did you become symptom free: _____

5. Is everyone you cohabitate with, currently symptom free: YES NO

If no, explain: _____

6. Were you provided any additional guidance from AHS? YES NO

If yes, explain: _____

Upon completion this document must be returned to Catherine Connauton – Catherine.connauton@stuartolson.com

Once approved to return you will be directed to your supervisor arrange a return date

Industry Response

CS2A -SOIP Nomination for William Warchow Award



The Trailblazer Award from the Alberta Construction Safety Association was awarded to our HSE Lead at SOIP Suncor. It surrounded her work and sharing best practices on Covid-19 with other contractors, our wood buffalo regional safety committee members and her Suncor client reps.

As the Suncor sites were fully operational in 2020, the pressure to continue to keep our workers safe and prevent spreading of the virus was a full-time focus. Catherine was instrumental in sharing all learnings, best practices, and tracking processes to help protect all workers and their families during the Pandemic.

Catherine has worked for our organization for 8 years in March, she is the Regional Health and Safety Lead and supports 5 full time HSE Advisors on her Team at Suncor Base Plant.



Alberta Construction
Safety Association

February 23, 2021

Catherine Connauton
Bay 45 925 Memorial Drive, Fort McMurray, AB T9K0K4

Dear Ms. Connauton,

On behalf of the Alberta Construction Safety Association, congratulations on receiving the 2021 ACSA Pacesetter Award for the Wood Buffalo region.

The ACSA Pacesetter Award recognizes health and safety professionals for outstanding service to their Regional Safety Committees (RSCs), and for their commitment to and leadership in promoting health and safety within their communities.

An independent panel of Wood Buffalo RSC judges reviewed all the submitted nominations for the Wood Buffalo region, assessed each nomination on a pre-set assessment criterion, and selected you as the deserving winner.

Your achievements in the health and safety profession and your service to the Wood Buffalo RSC furthers the ACSA's vision of *lives lived safely*. The outstanding work you do helps to promote and maintain a culture of safety in Alberta's construction industry.

We are pleased to virtually present you with the Pacesetter Award at the 2021 ACSA Conference from March 15 to 19 on a virtual event platform.

Once again, congratulations on your achievement. I look forward to 'seeing' you at the 2021 ACSA Conference.

Yours sincerely,

Dan MacLennan
Chief Executive Officer



T 1.800.661.ACSA (2272)
info@youreaca.ca

Edmonton
225 Parsons Road SW
Edmonton, AB T6X 0W6
T 780.453.3311
F 780.455.1120

Calgary
292060 Wagon Wheel Link
Rocky View, AB T4A 0E2
T 403.291.3710
F 403.250.2852

Fort McMurray
T 780.715.2157
F 780.715.1684

From: Bresson, Michael <mibresson@suncor.com>

Sent: Wednesday, November 18, 2020 12:39 PM

To: Joe Rennie <Joe.Rennie@stuartolson.com>; James Andrychuk <James.Andrychuk@stuartolson.com>

Cc: Smeltzer, Glen <GSmeltzer@Suncor.com>; Carty, Ryan <rcarty@Suncor.com>

Subject: 2020 TA Execution

Gents,

I want to send a message of recognition for the outstanding work that the Stuart Olson employees executed during this long and arduous 2020 TA season.

We have all been under pressure, not only because of back to back outages, but the stress of Covid-19 and the constraints it has brought us while performing our work.

Stuart Olson has set the example following Suncors stringent Covid protocols from emergency preparedness, to mask compliance, to intervening, etc.

We have had an enormous amount of work to undertake this year between an early "Fall TA", to the difficult Spring TA and onto the back to back Coker outages.

With the economic impact to the oil industry due to this pandemic, we were forced to reduce costs everywhere, including manpower to a bare minimum.

I will give a huge thumbs up to the Instrument guys for executing the large amount of scope we had to undertake with limited resources throughout the multiple turnarounds, but I want to give an extra shout out to the Coker Electrical crew during the past 2 Coker Annuals.

These guys were reduced to half the manpower and performed an outstanding job executing the work. The only delay that was related to electrical, was when Kumar and his crew prevented a potential disaster due to hot connections.

The repair work was done swiftly and without any issues.

These guys are absolute work horses!

With all that being said, I just want to extend gratitude to all of Stuart Olson for making it all happen once again.

Please extend Suncors gratitude to all of the men and women that helped us execute all of our work scope WITHOUT INCIDENT during this difficult year.

Thank you!

Michael Bresson

T/A Instrument Coordinator

Desk: 780-762-4296

Cell: 780-714-8984

mibresson@suncor.com

Great recognition Mike for Stuart Olson. Thank you for sharing this with the team.

Joe, James and the entire team from SOIP – Thank you for the safe, dedicated work you all do! Look forward to both events with SOIP in 2021 and continuing to build our partnership.

Cheers

Garett Meyer

Turnaround Manager, Oil Sands

Suncor Energy Inc.

O-780.743.7768

M-780.715.8560

gdmeyer@suncor.com



From: Carty, Ryan <rcarty@suncor.com>

Sent: Wednesday, November 18, 2020 1:56 PM

To: Bresson, Michael <mibresson@suncor.com>; Joe Rennie <Joe.Rennie@stuartolson.com>; James Andrychuk <James.Andrychuk@stuartolson.com>

Cc: Smeltzer, Glen <GSmeltzer@Suncor.com>; Lee, Geoff <gelee@Suncor.com>; Meyer, Garett <gdmeyer@suncor.com>; Robinson, Mark <mwrobinson@suncor.com>

Subject: RE: 2020 TA Execution

Can't agree more Mike.

Geoff, Garett, Mark... FYI only as you are leading future events. Some really solid, incident free work by Stuart Olson in Fall 2020.

Ryan Carty

Manager Turnaround Execution

Suncor Energy Inc

Tel 780 762 4303

Cell 587 646 7524

rcarty@suncor.com