



COVID-19 Contractor Guideline

KEYYASK GENERATION PROJECT

Prepared by:

Reviewed by:

Approved by:

Network: 243954

Activity: 0120

Collective: XXXXXX

Type: PLAN

Revision: R. 2

Date: 2020 05 30

TABLE OF CONTENTS

CHANGES TO THE COVID-19 CONTRACTOR GUIDELINE	4
1 OVERVIEW	6
2 PURPOSE	6
2.1 Background	6
3 REFERENCES	6
4 DEFINITIONS	7
5 BASE EXPECTATIONS	8
6 RESPONSIBILITIES	9
6.1 Purchaser	9
6.2 Contractors	9
6.3 Designated Contractor Representative	9
6.4 Test/Travel Day Contact	9
6.5 Worker	9
7 TRAVEL	10
7.1 Out-of-Province	10
7.2 In Province	11
7.3 Driver/Shuttle	11
8 HOTEL ACCOMMODATIONS	11
9 SCREENING AND ISOLATION	12
9.1 Out of Province Travelers	12
9.2 Self-Isolation and Isolation	12
9.2.1 Self-Isolation	12
9.2.2 Isolation	13
9.3 Self-Monitoring	13
10 COVID-19 SCREENING TEST	14

10.1	Requirement to COVID-19 Screening Test.....	14
10.1.1	Collection Procedure	14
10.1.2	Medical Accommodation.....	14
10.2	COVID-19 Screening Test Process.....	14
10.3	COVID-19 Screening Test Information.....	15
10.4	Reporting COVID-19 Screening Test Results	16
10.5	Confidentiality of COVID-19 Results.....	16
11	SAFETY ON THE WORKSITE	16
12	COMMUNICATIONS	17
13	ADDITIONAL CONTACTS AND RESOURCES	17
APPENDIX A	18
	Designated Contractor Representative Contact Form	18
	Self-Monitoring Process	19

CHANGES TO THE COVID-19 CONTRACTOR GUIDELINE

As of May, 30 2020

Definitions

- a. Addition “twice daily” to *Self-monitor*

7 Travel

- a. Addition “Workers are expected to be at the testing location the day before travel to site this includes out of province and in province workers. Workers shall stay the night in the hotel and adhere to self-isolation requirements.

7.1 Out-of-Province

- a. Addition “self-monitoring” to ensure clear expectation

7.2 In Province

- a. Addition “Travel manifest must be provided to Manitoba Hydro twenty-four (24) hours prior to testing.”
- b. Addition “Arrange hotel accommodations for all workers for their stay before travel to site. This includes the overnight stay required after COVID collection procedure has been completed.

9.1 Out of Province Travelers

- a. Deletion “contact Nurse Practitioner”
- b. Addition “If a worker answers yes to any of the screening questions, refer to guidance for screening employees preparing to return to the Keeyask worksite.”
- c. Addition “Appendix A Shared Health Screening Tool, and Self Isolation Fact Sheet, and Self-Monitoring process.

9.2.1 Self-Isolation

- a. Addition “self-monitor” to ensure clear expectation
- b. Addition “including the requirement to submit a signed copy of the Self-Isolation/Isolation COVID-19 Declaration.” for clarification
- c. Addition “Ensure that workers have a thermometer to complete the self-monitoring requirement.”

9.2.2 Isolation

- a. Addition “including the requirement to submit a signed copy of the Self-Isolation/Isolation COVID-19 Declaration.” for clarification
- b. Addition “Ensure that workers have a thermometer to complete the self-monitoring requirement.”

9.3 Self-Monitor

- a. Addition “Ensure that workers have a thermometer to complete the self-monitoring requirement.”

10.2 COVID-19 Screening Process

- a. Deletion “Virus” changed to COVID-19

10.3 COVID-19 Screening Test Information

- a. Addition “Requirement to stay overnight at the hotel once the COVID collection procedure has been completed, prior to travelling to site.
- b. Addition “After screening test, worker is required to check-in at hotel and self-isolate until travel to site. No one is permitted to leave the premises;”

Appendix A

- a. Addition Self-Monitor process chart updated
- b. Addition to Self-Monitor Process to include “Take your temperature twice a day (morning and night), using a digital thermometer by mouth (oral)” and “Use the table below to record your temperature, and any other symptoms you may experience during the 14-day isolation period.”
- c. Addition Guidance for screening employees preparing to return to the Keeyask worksite

1 OVERVIEW

Manitoba Hydro's priority is health and safety. The COVID-19 Contractor Guideline (Guideline) outlines contractor requirements for the management of COVID-19 while traveling to and from or while at the Keeyask Generation Project Site (site).

The Guideline applies to all contractors at site and outlines the requirements that shall be followed. It also contains several resources and forms that shall be reviewed prior to personnel returning to the Keeyask site.

2 PURPOSE

Manitoba Hydro is committed to providing a safe and healthy work and travel environment during a pandemic through proper planning and preparedness measures for the prevention and control of exposure to pathogens including COVID-19. The purpose of this Guideline is to support and implement practices to mitigate the risk of contracting COVID-19 while travelling to and from Keeyask Generation Project Site in air charters, busses, or other vehicles and while on site, and to prevent the spread of COVID-19 to or on site.

This content supplements existing provincial resources, fact sheets and other information taken from either the Province of Manitoba or Canada.ca, and these will be referenced.

2.1 BACKGROUND

Due to the global pandemic, the Keeyask site Emergency Operations Centre was activated and measures were implemented to address the Project's pandemic objective of minimizing the introduction and spread of the virus on the Keeyask Generation Project Site. Travel to and from Keeyask Generation Project Site was suspended March 21 for an expected duration of 4 to 8 weeks.

At the end of the extended travel restriction period, in coordination with the Provincial health authorities, the Keeyask project returned to standard worker rotations, however enhanced site-access requirements and procedures were implemented.

3 REFERENCES

The following reference documents are complimentary to this Guideline or form part of this Guideline.

1. Contractor Guidelines for Work Activities Under COVID-19
2. COVID-19 Workers' Information Package
3. Travel/Isolation Process: Local Drivers and Northern Shuttle Transports
4. Keeyask COVID-19 Site Handbook
5. Manitoba Shared Health Screening Tool
6. Self-Monitoring Process

4 DEFINITIONS

Cleared/Clear Test Result

Worker has completed a COVID-19 screening test and is permitted to travel/work on site

Close Contact

- provided direct care for a COVID-19 case, including healthcare workers, family members or other caregivers, or who had other similar close physical contact (e.g., intimate partner) without consistent and appropriate use of personal protective equipment, OR
- lived with or otherwise had close face to face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e., multiple interactions) up to 48 hours prior to symptom onset, OR
- had direct contact with infectious body fluids of a probable or confirmed case (e.g., was coughed or sneezed on) while not wearing recommended PPE, OR
- has been identified by the public health authority as a possible contact.

COVID-19 Screening Test

The testing conducted is deemed a *screening* test and not a *diagnostic* test – it is not intended to diagnose anyone as being ill with COVID-19 but is being used as a test to screen individuals as *cleared/not-cleared* to travel or work on site. Therefore, we refer to the COVID-19 testing as a “Screening Test”

Designated Contractor Representative (DCR)

An individual identified by the contractor as able to receive communication and results and who is authorized to take immediate actions to remove a worker from his/her duties and to make required decisions in the testing and subsequent processes.

Isolation

You must stay at a single location i.e. home, hotel room, camp room and stay away from other people. You must isolate if **any** of the following apply:

- you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you have been in contact with a suspected, probable or confirmed case of COVID-19
- you have been told by public health that you may have been exposed to COVID-19
- you have returned from travel outside Canada with symptoms of COVID-19 (mandatory)

Manitoba Shared Health Screening Tool

Screening is a series of questions asked to see if a person who has recently traveled or been exposed to an ill person who has symptoms of the illness.

Medical Services

The area at Keeyask camp that contains Emergency Medical Services paramedics and the Nurse Practitioners

Not-Cleared/Not Clear Test Result

Worker has completed a COVID-19 screening test and is not permitted to travel/work on site

Nurse Practitioner (NP)

NPs are registered nurses who have additional education and nursing experience, which enables them to: Autonomously diagnose and treat illnesses, order and interpret tests, prescribe medications, and perform medical procedures.

Physical Distancing/Social Distancing

Limiting the number of people that you, and your family, come into close contact (within two metres/ six feet).

Self-isolation

You must stay at a single location (i.e. home, hotel room, camp room), and stay away from other people. Self-isolate applies if you have **no symptoms** and **any** of the following apply:

- you are returning from travel **outside of Canada**
- out of province and will be traveling to Manitoba
- you had close contact with someone who has or is suspected to have COVID-19
- you have been told by the public health authority that you may have been exposed and need to self-isolate

Self-monitor

To record your temperature twice daily, as well as monitor your general well-being to see if/when other symptoms develop (e.g., cough, sore throat, runny nose, shortness of breath and difficulty breathing).

Testing Administrator

Individual(s) responsible for overseeing the protocol and procedures of the **screening test** process and help explain the process and support coordinating the reporting of results.

5 BASE EXPECTATIONS

Contractors shall cooperate in taking steps to reduce the transmission of communicable diseases at the Keeyask project site and camp.

6 RESPONSIBILITIES

6.1 PURCHASER

The Purchaser is responsible for:

- Provision of facility for testing
- Secure block of hotel rooms for out of province travelers

6.2 CONTRACTORS

Contractors are responsible to adhere to and to follow guidelines within this document. This includes communicating to workers all logistics involved with travel back to site. It will be important to communicate how the site will operate including reporting all illnesses, ensuring physical distancing, and how work will be scheduled.

- Contact hotel administrator and book rooms for the travelers
- Transport travelers from hotel to testing facility
- Transport travelers from testing facility to air charter terminal
- Arrange air transport to Gillam
- Transport/shuttle workers from Gillam airport to site

6.3 DESIGNATED CONTRACTOR REPRESENTATIVE

The designated contractor representative (DCR) is an individual identified by the contractor as the single point of contact to receive communications and test results from Manitoba Hydro and if required, the testing administrator. The DCR shall be authorized to take immediate actions to ensure the appropriate steps of this document are fulfilled and to make required decisions in the testing and subsequent processes.

6.4 TEST/TRAVEL DAY CONTACT

The test/travel day contact is an individual identified by the contractor to be physically present at the testing location, every test/travel day. Their role is to ensure that all rules and expectations are followed. The test/travel day contact must also ensure workers have required information, support screening processes by providing guidance to a worker who screened not-clear and ensures all workers required on the shuttle bus are accounted for.

6.5 WORKER

Each worker is responsible to:

- Must arrive at required location at the designated time. This includes the testing facility and if required identified parking location to be transported to testing facility
- Northern drivers must wait at gate for transport into camp
- Complete the Manitoba Health Screening Questionnaire prior to attending the testing facility or driving/shuttling to site.

Who is responsible	Responsibility
Purchaser	Provision of facility for testing
	Secure block of hotel rooms for out of province travelers
Contractor	Contact hotel administrator and book rooms for the travelers
	Transport travelers from hotel to testing facility
	Transport travelers from testing facility to air charter terminal
	Arrange air transport to Gillam
	Transport/shuttle workers from Gillam airport to site
DCR	Test Results: Receives and ensures communication to workers.
	Ensure all testing processes for travelers are fulfilled
	Make required decisions in the testing and subsequent processes
Test/Travel Day Contact	Ensures workers are following all rules and expectations
	Supports the results reporting process
	Ensure everyone is on the shuttle bus who should be
Worker	Be at the designated place and time to be transported to testing facility
	Northern drivers must wait at gate for transport into camp

7 TRAVEL

Each contractor is responsible to arrange travel for all workers. This includes flights; to and from Manitoba, to and from Keeyask and ground transportation. Refer to subsections below for further responsibilities.

Workers are expected to be at the testing location the day before travel to site this includes out of province and in province workers. Workers shall stay the night in the hotel and adhere to self-isolation requirements.

7.1 OUT-OF-PROVINCE

Self-isolation and self-monitoring are required for out of province travelers to Manitoba.

- International travelers are required to self-isolate and self-monitor in Winnipeg for 14 days.
- Out of Province travelers are required to self-isolate and self-monitor for 14 days at home, Winnipeg or a combination of both. If the worker chooses to self-isolate in Winnipeg accommodations will only be provided to a maximum of 7 days.

Contractor is responsible to:

- Complete the Manitoba Shared Health Screening tool for all out of province travelers prior to travel to Manitoba and if requested provide workers with a copy.
- Review self-isolation and self-monitoring protocol with out of province travelers.
 - Self-isolation is required for out of province travelers to Manitoba.
 - International travelers are required to self-isolate and self-monitor in Winnipeg for 14 days.

- Out of province travelers are required to self-isolate and self-monitor at home, Winnipeg or a combination of both. Accommodations in Winnipeg will only be provided to a maximum of 7 days.
- Provide workers information on protocols identified in section 3 References
- Ensure a signed copy of the Self-Isolation/Isolation COVID-19 Declaration has been received.

7.2 IN PROVINCE

Contractor is responsible to:

- Arrange hotel accommodations for all workers for their stay before travel to site. This includes the overnight stay required once COVID collection procedure has been completed.
- Arrange all transportation;
 - Which shall include non-commercial flights,
 - Transportation from hotel to testing site and to air charter terminal, also from Gillam airport to site.
- Travel manifest must be provided to Manitoba Hydro twenty-four (24) hours prior to testing.

As identified in responsibilities, a test/travel day contact must be identified. This is in addition to the DCR. The role of the test/travel day contact is to be physically at the testing location, report not-cleared test results and ensure workers are transported to the airline terminal.

7.3 DRIVER/SHUTTLE

Contractor shall identify workers required to drive or shuttle to site in advance. Contractor shall approve and if driving provide worker with the identified date and gate arrival time. The contractor is responsible to communicate to workers that upon arriving at the gate workers will be provided masks and are expected to wear the face covering until they are in their dorm room. If travelling by shuttle workers will be provided masks upon entering the shuttle and are expected to wear the face covering until they are in their dorm room. Please refer to Travel/Isolation Process: Local Drivers and Northern Shuttle Transports Process.

8 HOTEL ACCOMMODATIONS

The contractor is responsible for contacting the hotel administrator and to provide the following information:

- Traveler's full name
- Check in date
- Check out date

The hotel administrator will confirm the following:

- Confirmation of booking
- Designated hotel information

Hotel Administrator contact information:

Sandeep Ghosh, General Manager

Email: Sandeep.ghosh@whg.com

Cell: 204-510-5958

Covered by Manitoba Hydro

Hotel daily room fees including taxes

Not covered by Manitoba Hydro

Any incidental charges such as room service, movie rentals, damage to room

9 SCREENING AND ISOLATION

9.1 OUT OF PROVINCE TRAVELERS

The contractor is responsible to screen all out of province travelers before travel to Winnipeg. The contractor shall conduct this screening by the utilizing Manitoba Shared Health screening tool. If a worker answers yes to any of the screening questions, refer to guidance for screening employees preparing to return to the Keeyask worksite. Please refer to Section 13 - Additional Resources and Contacts for contact information and Appendix A Shared Health Screening Tool, and Self Isolation Fact Sheet, and Self-Monitoring process.

9.2 SELF-ISOLATION AND ISOLATION

9.2.1 SELF-ISOLATION

Contractor is responsible to ensure that workers required to self-isolate and self-monitor adhere to this requirement. Contractor responsibilities may include but not limited to;

- Communicate and review self-isolation requirements to workers; including the requirement to submit a signed copy of the Self-Isolation/Isolation COVID-19 Declaration.
- Ensure a point of contact has been established and communicated to all workers self-isolating;
- Ensure that workers have a thermometer to complete the self-monitoring requirement.
- Maintain regular contact with workers;
- As necessary, ensure worker is adhering to all physical distancing rules.
- If a worker begins experiencing symptoms similar to COVID-19 (i.e. cold, cough, runny nose, fever or sore throat) notify Manitoba Hydro immediately and have the worker contact their local health authority;
- If at any point the worker is experiencing symptoms requiring urgent medical attention, such as respiratory distress chest pain etc. call 911 or go directly to the nearest emergency department.

9.2.2 ISOLATION

Contractors are responsible to ensure that workers directed to isolate adhere to this requirement. Contractor responsibilities shall include but are not limited to;

- Communicate and review isolation requirements to workers including the importance of adhering to this requirement; including the requirement to submit a signed copy of the Self-Isolation/Isolation COVID-19 Declaration.
- Communicate to workers that they are not permitted to interact with others;
- Ensure that workers have a thermometer to complete the self-monitoring requirement.
- Maintain regular contact with workers;
- Ensure worker remains in isolation room;
- Provide food and any other supplies; contractors will be a supplied key card for the isolation dorms which they will be expected to drop food off, knock and walk away;
- If a worker begins experiencing symptoms similar to COVID-19 (i.e. cold, cough, runny nose fever or sore throat) notify Manitoba Hydro immediately and have the worker contact Emergency Medical Services at 204-778-4900.
- If at any point the worker is experiencing symptoms requiring urgent medical attention, such as respiratory distress chest pain etc; in Winnipeg call 911 or go directly to the nearest emergency department. On site, contact Emergency Medical Services at 204-778-4900.

9.3 SELF-MONITORING

Contractors are responsible to ensure workers self-monitor in required circumstances. When self-monitoring is required Contractors shall identify how self-monitoring measures will be implemented, maintained and tracked throughout the respective timeframe. Ensure that workers have a thermometer to complete the self-monitoring requirement.

If a worker begins experiencing symptoms consistent with COVID-19 (i.e. cold, cough, runny nose fever or sore throat or feels ill at any point, they must visit Emergency Medical Services immediately.

For further information refer to the Self-Monitoring Process.

10 COVID-19 SCREENING TEST

10.1 REQUIREMENT TO COVID-19 SCREENING TEST

All persons seeking access to site are required to complete a COVID-19 screening test. If result is clear, access shall be permitted to work on site. If result is not-clear the worker will not travel/work on site, be placed in isolation and local health authorities shall be contacted to determine next steps. The requirement to test exists every time a person is required to gain access to site.

10.1.1 COLLECTION PROCEDURE

The COVID-19 screening test is completed by a trained collector. The sample is collected with a Nasopharyngeal (NP) swab* that is inserted along the nasal septum which assists in the detection of the virus. The swab is removed, cut, and place in sample container. The samples are then sent to the lab for testing. (**or alternative swab collection where and when appropriate, deemed approved by Health Canada*)

10.1.2 MEDICAL ACCOMMODATION

Documentation shall be required in the case of medical accommodation. The document must be provided to the collector prior to conducting the test and is required to be provided at every test thereafter. Appropriate documentation deemed sufficient would include but not limited to information regarding the following:

- that accommodation due to a medical condition is required
- the limitations or needs associated with the medical condition
- the type of accommodation(s) that may be needed to allow the person to fulfill the COVID-19 screening test requirement.

10.2 COVID-19 SCREENING TEST PROCESS

To be cleared to travel and work on site workers must

1. complete a Manitoba Shared Health screening tool,
2. have a COVID-19 screening test, and
3. have a clear result for both (1) and (2)

Workers traveling from out-of-province will have to additionally:

- self-isolate 14 days, before being screened and tested for COVID-19.
- pass the Manitoba Shared Health screening tool **before** travelling to Winnipeg.

For workers who do not fly to site, they must:

- pass the Manitoba Shared Health screening tool, before driving or being shuttled to site,
- be shuttled to the Main Camp from the security gate;
- proceed directly to medical services,
- have a test sample taken (to be sent to the testing facility in Winnipeg),
- go through security/check-in,
- proceed to isolation in a dorm room, to await their test result, and
- have a cleared test result before leaving isolation.

10.3 COVID-19 SCREENING TEST INFORMATION

The contractor is responsible to ensure the testing location, time and expectations are communicated to workers in advance. The contractor shall provide the following information.

In Winnipeg:

- Requirement of screening test;
- Requirement to stay overnight at the hotel once the COVID collection procedure has been completed, prior to travelling to site.
- Identification must be provided at test location;
- The Manitoba Shared Health screening tool reviewed prior to arriving at testing facility and declaration are signed;
- After screening test, worker is required to check-in at hotel and self-isolate until travel to site. No one is permitted to leave the premises;
- Airline check-in will occur the day of screening test, workers are required to bring their luggage to the testing location.
- Physical distancing measures will be implemented and expected during the testing and waiting period;
- A meal will be provided at the testing location. However, while waiting for clearance, workers will not be permitted to leave the premises (a designated smoking area will be provided) so it is advised that workers bring any preferred snacks or beverages with them when reporting for testing.

If a worker did not go through a COVID-19 screening test in Winnipeg (i.e. from the Northern region, they drove or took a shuttle to site), the worker is required to complete the process on site. The contractor is responsible to ensure the test time and expectations are communicated to workers in advance. The contractor shall provide the following information.

- Requirement of screening test;
- Identification must be provided before the test;
- The Manitoba Shared Health screening tool and declaration are signed;
- Requirement to isolate while awaiting test results.

10.4 REPORTING COVID-19 SCREENING TEST RESULTS

Manitoba Hydro will notify the DCR of any not-clear results on the day of testing. The results will be provided to the DCR and must be communicated to the workers prior to being transported to the charter terminal. A not-cleared result means that the worker is not permitted to travel to the North. It is the contractor's responsibility to notify the worker of the not-cleared result, escort them to isolation and engage Manitoba public health. It is recommended that this notification occurs through the identified day-of-travel-contact to ensure the worker has adequate in-person supports in place. Isolation rooms will be available for use at the hotel until next steps are determined by Manitoba public health. Potential next steps may be that an in-province worker is directed to return home and isolate while out-of-province workers may be required to isolate in Winnipeg. These next steps are not certain, and direction may be provided by Manitoba public health.

If all screening test results are clear the DCR will receive notification indicating workers are cleared to travel and work on site.

When a worker is COVID-19 screening tested on site; the result, whether clear or not-clear, will be communicated to the DCR. It is the responsibility of the DCR to notify the worker and determine next steps. If the result is clear the DCR will escort the worker to the front desk to check out of the Isolation Dorm and into a permanent room. If the result is not-clear, the DCR is to visit the Front Desk to receive a key card for the applicable holding dorm. The DCR is required to follow protocols such as contact tracing, contacting Manitoba public health and arranging to have the worker removed from site. Further direction may be provided by Manitoba Public Health.

10.5 CONFIDENTIALITY OF COVID-19 RESULTS

Any person from Manitoba Hydro or the Contractor, who receives COVID-19 screening test result information must comply with the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act, or any successor legislation, and in addition must not disclose the result to any person other than a person who needs to know the test results to fulfill required obligations. All COVID-19 test results received shall be securely stored and kept in the strictest confidence.

11 SAFETY ON THE WORKSITE

Manitoba Hydro is committed to providing a safe workplace. As identified in the reference document Contractor Guidelines for Work Activities Under COVID-19, contractors are expected to create a plan which documents practices to effectively manage the COVID-19 hazard on the Keeyask Generating Station Project.

The contractor is responsible to review document Contractor Guidelines for resuming work activities and shall be responsible to ensure the practices developed are implemented.

As this is a dynamic situation, updates to the prevention methods listed herein may be required. Contractors will be notified and appropriately update their respective plans.

12 COMMUNICATIONS

Contractors are expected to communicate the Guideline and expectations in detail to all personnel regarding items identified in this document.

13 ADDITIONAL CONTACTS AND RESOURCES

- Keeyask Emergency Medical Services
204-778-4900
- Keeyask Nurse Practitioner
204-778-4949
- Keeyask Site Security
204-778-4923
- Manitoba Public Health, Seniors and Active Living
204-788-6666
- Manitoba Health Links
204-788-8200
- Northern Health Region
204-687-1300

APPENDIX A

DESIGNATED CONTRACTOR REPRESENTATIVE CONTACT FORM

COVID-19 Designated Contractor Representative Contact Form

Please submit this form to SM-KeeyaskPandemic-COVID19@hydro.mb.ca

Date: _____

Name of person completing the form: _____

Contractor: _____

Main Contact	
Contractor:	
Name:	
Job Title:	
Phone Number:	
Email Address:	
Additional Contact Person	
Contractor:	
Name	
Job Title	
Phone Number:	
Email Address:	

If there are any changes to the identified contacts above; please notify Manitoba Hydro immediately.

Please note you are responsible the day of travel/testing to identify someone who is physically at the testing location. This contact, along with the flight manifest must be provided 24 hours in advance to:

SM-KeeyaskPandemic-COVID19@hydro.mb.ca

SELF-MONITORING PROCESS

Should any worker develop a fever of > 38°C (100.4°F), cough, shortness of breath or breathing difficulties, or any other symptoms of COVID-19, such as: muscle aches, weakness, headache, sore throat or runny nose, then they must to go medical services immediately.

How to correctly take temperature:

- Take your temperature twice a day (morning and night), using a digital thermometer by mouth (oral).
- Do not eat, drink, smoke or chew gum for 30 minutes prior to taking your temperature
- Do not take Acetaminophen or Ibuprofen during the entire monitoring period UNLESS your health care provider advises you otherwise.
- Use the table below to record your temperature, and any other symptoms you may experience during the 14-day isolation period.

Day	Date	Temperature (in Celsius)		Symptoms Y/N
		Morning	Evening	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Shared Health Screening Tool

QUESTION	YES	NO
1. Do you have any of the following symptoms? <ul style="list-style-type: none"> • Severe difficulty breathing (e.g., struggling for each breath, speaking in single words) • Chest pain • Confusion • Extreme drowsiness or loss of consciousness 		
2. Do you have shortness of breath at rest or difficulty breathing when lying down?		
3. Do you have a new onset of any of the following symptoms? <ul style="list-style-type: none"> • Fever • Cough • Sore throat • Shortness of breath 		
4. Do you have a new onset of 2 or more of any of the following symptoms: <ul style="list-style-type: none"> • Runny nose • Muscle aches • Fatigue • Loss of taste or smell • Headache • Hoarse voice or nausea • Vomiting or diarrhea for more than 24 hours 		
A.1 Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?		
A.2 Have you had laboratory exposure while working directly with specimens known to contain COVID-19?		
A.3 Have you been in a setting in the last 14 days that has been identified as a risk for acquiring COVID-19, such as a flight, at a workplace or an event?		
A.4 Have you travelled outside of Manitoba in the last 14 days, excluding personal travel to border communities?		

Keyask Generation Station Project

Self-Isolation/Isolation COVID-19 Declaration

I was in self-isolation or isolation (check which applies and complete information below):

NAME:

POSITION:

PHONE #:

EMAIL:

SUPERVISORS NAME:

EMPLOYER/CONTRACTOR NAME:

I began self-isolation/isolation on the _____ day of _____, 20____ and completed the

requirement on _____ day of _____, 20____.

I confirm that while I was in self-isolation/isolation I complied with all requirements, which included self-monitoring, as required by Manitoba Hydro and Manitoba Provincial health authorities.

I declare that I have complied with the above-noted requirements and that this information is accurate and true. I understand that providing incomplete or inaccurate information could lead to disciplinary and/or removal of site access.

SIGNATURE: _____ **DATE:** _____

Guidance for screening employees preparing to return to the Keeyask worksite

The below questions are located in the “Novel Coronavirus Screening Tool for Public Health and Health Links”. Comments following the star (*) have been included to provide clarification when screening employees who will be returning to Keeyask and may answer YES to the below questions.

If **Asymptomatic** and answers YES to 3 and/or 4, please inquire further:

3. Have you been in a setting in the last 14 days that has been identified as a risk for acquiring COVID-19, such as on a flight, at a workplace or an event?

*Has the individual been contacted by Public Health, or been made aware of any public notices, regarding possible exposure to a **confirmed case** of COVID-19 in such setting?

If no, then it is safe to consider the individual clear for travel

If yes, the individual is not clear to travel and should be advised to contact their local Public Health or Health Links for further direction

4. Have you travelled outside of Manitoba in the last 14 days, excluding personal travel to border communities?

*Confirm that the required 14 day self-isolation period has been completed prior to departure (and that there have been no breeches to that isolation during travel). If the required self-isolation period was completed, then it is safe to consider the individual clear for travel.

*Please note that the 14 self-isolation period may be completed in the employee’s home province, in Winnipeg, Manitoba, or a combination of both locations.

If the required self-isolation period was not completed, the individual is not clear to travel to the Keeyask site

Please note the guidance for question four (4) refers specifically to employees who are returning to the Keeyask worksite and is not for use in any other circumstance.

Self-Isolation (Quarantine) & Self-Monitoring For Returning Travellers and Contacts of Cases

COVID-19 is a new virus, and there is no vaccine or treatment for COVID-19 at this time. Most people who get COVID-19 will have mild symptoms, but for some this virus can cause serious illness and even death. COVID-19 can spread without individuals having any symptoms, and it only takes one person to infect many. For this reason, people who have travelled or have been in close contact with cases need to self-isolate (quarantine) at home. Self-isolation is the best thing you can do to protect yourself, your loved ones, and people in the community.

Who needs to self-isolate and for how long?

- **Travellers** – if you have travelled (international and/or within Canada), you may have been exposed to a case of COVID-19 during your travels. Travellers must self-isolate and self-monitor for symptoms for 14 days upon arriving in Manitoba (in accordance with the Federal Quarantine Act and provincial public health orders). Quarantine refers to mandatory orders under the Public Health Act to self-isolate.
- **Contacts to a case of COVID-19** – if you have been exposed to COVID-19 through close contact with an ill person, you are advised to self-isolate for 14 days after your last known contact with that person. A public health official may call you.

What does self-isolation mean?

When someone is feeling well but has possibly been exposed to COVID-19, we use the term “quarantine” in public health to describe the practice of self-isolation. Self-isolation requires staying at home and avoiding contact with other people to prevent spreading the disease to others in your home and your community. This means confining your activities to your home and outdoor property. If you live in a condo or multi-dwelling complex, you must stay in your suite; you may use your private balcony as long as it is two meters (six feet) away from your neighbor’s balcony. Until you are finished your self-isolation period, do not leave home to go to work, school or other public places (e.g. curb side pickup from stores and restaurants, church), unless you require emergent or urgent medical care.

If you have traveled as a family, or if all members of your household have been in contact with someone with COVID-19, you can self-isolate together without restrictions within the home. If you are the only family member who has traveled, or the only one in contact with a person with COVID-19, you need to self-isolate from the rest of your household. This means staying in your own room or on a separate floor, and avoiding contact with other members of your household. If possible, use a separate bathroom. If sharing a bathroom, it should be cleaned frequently. If you need to leave your room or floor, wear a medical mask and stay at least two meters (six feet) from other members of your household. You should also avoid contact with pets that live in your home.

You should not have any visitors in your home during this time. If you live alone, arrange to have groceries and supplies dropped off at your door to minimize contact with others. Cancel or notify any service providers (e.g., Home Care, occupational therapy, physiotherapy, social worker) that regularly come into your home that you are self-isolating. They will discuss how best to provide care during this time.

How do I self-monitor my symptoms?

Anyone who is self-isolating should monitor their health for new or more severe symptoms. This means:

- identifying any new symptoms, including fever, cough, headache, runny nose, sore throat, shortness of breath or breathing difficulties.
- taking your temperature twice a day (morning and night), using a digital thermometer by mouth (oral). It is important to get an accurate temperature reading. Do not eat, drink, smoke or chew gum for 30 minutes prior to taking your temperature. Wait at least 4 hours after you have taken acetaminophen (Tylenol®) or Ibuprofen (Advil®).
- using the [Temperature Self-Monitoring Form](#) to record your temperature, and any other symptoms you may experience during the 14-day isolation period.

What should I do if I develop symptoms?

If you develop mild symptoms (e.g., fever, cough, sore throat, headache) anytime during the 14-day self-isolation period, call Health Links-Info Santé (**204-788-8200** or **1-888-315-9257**) before seeking medical attention. They will tell you whether you should be tested and/or assessed, and where to go.

If your symptoms get worse during the 14-day self-isolation period (e.g., difficulty breathing, shortness of breath), call:

- Health Links - Info Santé (**204-788-8200** or **1-888-315-9257**). A nurse will assist you in determining whether or not you need a medical assessment.
- **911 if it is an emergency.**
- It is important to seek medical attention early to get the care you need.

What else can I do to stop the spread of COVID-19 to others in my home?

Even though you do not have symptoms now, you may develop symptoms within your self-isolation period and spread it to other people before you know you are ill. You should:

Clean your hands regularly

Wash your hands with soap and water for at least 15 seconds or use hand sanitizer that contains at least 60 per cent alcohol:

- before and after preparing food (avoid preparing food for others)
- before eating
- after using the toilet
- after touching shared household items (e.g., dishes, towels, etc.)
- before and after using a facemask
- after disposing of waste (like a tissue) or handling contaminated laundry and whenever hands look dirty



COVID-19 WORKERS' INFORMATION PACKAGE

KEEYASK GENERATION PROJECT

Prepared by:
T. Landry

Reviewed by:
Approved by:

Network: 243954
Activity: 0120
Collective: XXXXXX
Type: PLAN
Revision: R. 2
Date: 20200530

TABLE OF CONTENTS

1	OVERVIEW	3
2	PURPOSE	3
3	DEFINITIONS	4
4	SELF-ISOLATION FOR NON-MANITOBA WORKERS	5
	4.1 At home or a hotel	5
	4.2 Expectations as a guest at the Winnipeg Hotel	6
	4.3 Getting to the testing facility	6
5	MANITOBA WORKERS	6
	5.1 Getting to the testing facility	6
	5.2 Expectations as a guest at the Winnipeg Hotel	7
6	DAY BEFORE TRAVEL TO SITE	7
	6.1 Luggage	8
	6.2 Meal Expenses	9
	6.3 Gillam Airport	9
7	TRAVEL PROCESS FOR DRIVERS/SHUTTLE	9
	7.1 NMS Shuttle	9
	7.2 Self-Drivers	10
	7.3 Shuttle Transports for Winnipeg Flyers	10
8	OTHER RESOURCES	11
	APPENDIX A	12

1 OVERVIEW

On behalf of the Keeyask Project, Manitoba Hydro, and our contractors, we thank you for your willingness to bring and/or return your skills and abilities to the project. Preventing the spread of COVID 19 has emerged as a top priority of Manitoba Hydro. To do this, we are considering alternate ways to work with employees to assess, screen, isolate, and mitigate the risk of spreading COVID 19.

The Keeyask project is returning to standard worker rotations after our travel restrictions. There are enhanced site access processes and expectations in response to the COVID-19 situation in Manitoba. This is established in consultation with the Provincial health authorities and will be updated as the situation evolves in the Province.

To maintain the health and wellbeing of our workers, reduce the risk of COVID-19 being introduced to the project site, and to prevent its spread to local communities, individuals returning to site may be subject to the following enhanced safety protocols:

- Screening questionnaires and declarations
- Periods of self-monitoring, self-isolation, and/or isolation
- COVID-19 screening test
- Adherence to all applicable airline travel protocols
- Maintaining appropriate physical distancing / social distancing protocols
- Appropriate hygiene practices of handwashing, sneezing into your arm
- Adherence to the transportation guidelines established by your employer, and the shuttle and charter services used

The following document will provide guidelines and information you require as an employee who has self-isolated at home, or in a hotel setting, as necessary prior to COVID-19 screening tests and transportation to site.

For more information, please contact your employer's Test/Day of Travel contact.

2 PURPOSE

Manitoba Hydro is committed to providing a safe and healthy work and travel environment during a pandemic through proper planning and preparedness measures for the prevention and control of exposure to pathogens including COVID-19. The purpose of this information package is to support practices to mitigate the risk of contracting COVID-19 while travelling to and from Keeyask Generation Project Site in air charters, hotels, busses, or other vehicles and while on Site, and to prevent the spread of COVID-19 to or on Site.

3 DEFINITIONS

Cleared

Worker has completed a COVID-19 screening test and is permitted to work/travel on site.

Isolation

You must stay at a single location i.e. home, hotel room, camp room and stay away from other people. You must isolate if **any** of the following apply:

- you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you have been in contact with a suspected, probable or confirmed case of COVID-19
- you have been told by public health that you may have been exposed to COVID-19
- you have returned from travel outside Canada with symptoms of COVID-19 (mandatory)

Medical Services

the area at Keeyask camp that contains Emergency Medical Services paramedics and the Nurse Practitioners

Not-Cleared

Worker has completed a COVID-19 screening test and is not permitted to work/travel on site.

Nurse Practitioner

(NPs) are registered nurses who have additional education and nursing experience, which enables them to: Autonomously diagnose and treat illnesses, order and interpret tests, prescribe medications, and perform medical procedures.

Physical Distancing (“Social” Distancing)

Maintaining at least a 2-meter distance between you and others wherever, and as best as, possible.

Self-isolation

You must stay at a single location i.e. home, hotel room, camp room and stay away from other people. Self-isolate applies if you have **no symptoms** and **any** of the following apply:

- you are returning from travel **outside of Canada**
- out of province and will be traveling to Manitoba
- you had close contact with someone who has or is suspected to have COVID-19
- you have been told by the public health authority that you may have been exposed and need to self-isolate

Self-monitor

to record your temperature twice daily, as well as monitor your general well-being to see if/when other symptoms develop (e.g., cough, sore throat, runny nose, shortness of breath and difficulty breathing).

Shared Health Screening Tool

screening is a series of questions asked to see if a person who has recently traveled or been exposed to an ill person has symptoms of the illness

4 SELF-ISOLATION FOR NON-MANITOBA WORKERS

The prevention of COVID-19 is a key priority to Manitoba Hydro, its contractors and community partners, the Province of Manitoba and each of the Canadian Provinces. These enhanced safety measures are designed to help prevent the spread. It is very important that we all do what we can to prevent the transmission. We appreciate you abiding by these expectations that provides the best opportunity to keep you and those around you from contracting the virus.

For international travelers, immediately prior to returning to work, 14 days of isolation in Winnipeg following the Manitoba Health guideline (refer to Appendix A).

Inter-provincial travelers will, immediately prior to returning to work, 14 days of isolation & self-monitoring – isolating in their home province, Manitoba, or combined for a total of 14 days following the Manitoba Health guideline (refer to Appendix A).

The following information will outline the expectations of workers required to self-isolate at home or a Winnipeg hotel, as well as all workers who are required to complete a Workplace Screening in Winnipeg. Any further information can be obtained from your Contractor Test/Travel Day rep in Winnipeg.

During self-isolation, self-monitoring is required. Self-monitoring includes taking your temperature twice daily. You are also required to use the self-monitoring process form to record your temperature and any other symptoms you may experience during the 14-day isolation period.

4.1 AT HOME OR A HOTEL

Inter-provincial International workers will be required to self-isolate at home and/or at a hotel while International workers will be required to self-isolate at a hotel in Winnipeg. This is based on travel schedules, prior to inter-provincial travel to Winnipeg. This includes:

- Stay in your home or hotel room as much as possible to avoid exposure;
- Use delivery services for food and other supplies as much as possible;
 - Hotels usually have information on local vendors for your consideration
- Adhere to physical distancing when receiving deliveries to your location;
- In the event you must leave your location, ensure you do so individually, adhere to physical distancing, 2m/6ft while outside of your room, and return as quickly as possible, etc.;
- Wear a non-medical mask when outside of your location

4.2 EXPECTATIONS AS A GUEST AT THE WINNIPEG HOTEL

- Conduct yourself in a safe and professional manner during your stay at the hotel. You are a representative of its contractor partners and Manitoba Hydro;
- You are responsible for providing any required deposit, at the hotel, for any incidentals that may be charged to your, such as: movie/game rentals, hotel phone calls, room damage, snacks, room service, sundries, etc. These items are not reimbursable;
- All applicable rules in the Keeyask Project Site and Camp Rule Book shall apply.
- Hotel personnel are instructed to report acts of misconduct to Manitoba Hydro and/or your employer and are subject to progressive discipline and/or camp rule management.

4.3 GETTING TO THE TESTING FACILITY

It is the workers responsibility to arrive at the designated testing location, which is at the Winnipeg Hilton Airport hotel, located at 1800 Wellington Ave, Winnipeg, MB.

- Requirement to be at the testing facility for 12:00 p.m. the day prior to travel to site, unless directed otherwise;
- The testing facility will be set up within the conference center which will be well marked;
- Please bring your luggage as Perimeter Air/Calm Air will complete their checking in process after you have been tested. The charter service will have a representative at the hotel.
- If flying Fast Air check-in will be completed at the air charter hanger the day of travel.

5 MANITOBA WORKERS

Information for those who arrive in Winnipeg prior to screening and transportation to site

5.1 GETTING TO THE TESTING FACILITY

- It is the workers responsibility to arrive at the designated testing location, which is at the Winnipeg Hilton Airport hotel, located at 1800 Wellington Ave, Winnipeg, MB.

- Requirement to be at the testing facility for 12:00 p.m. the day prior to travel to site, unless directed otherwise;
- The testing facility will be set up within the conference center which will be well marked;
- Please bring your luggage as Perimeter Air/Calm Air will complete their checking in process after you have been tested. The charter service will have a representative at the hotel. If flying Fast Air check-in will be completed at the air charter hanger the day of travel.
- It is recommended to take a taxi, where applicable, to the testing location;
- If a taxi is not an option, it is recommended to park your vehicle as directed by your contractor and take a taxi or shuttle to the testing location. You will not be permitted to drive your vehicle to the charter service once the screening process has been completed;
- It is recommended to have additional time to locate parking at an applicable location, in the event of an unforeseen delay.

5.2 EXPECTATIONS AS A GUEST AT THE WINNIPEG HOTEL

- Once the flight check-in is completed you will check into the hotel and will be required to stay until travel to site.
- Conduct yourself in a safe and professional manner during your stay at the hotel. You are a representative of its contractor partners and Manitoba Hydro;
- You are responsible for providing any required deposit, at the hotel, for any incidentals that may be charged to your, such as: movie/game rentals, hotel phone calls, room damage, snacks, room service, sundries, etc. These items are not reimbursable;
- All applicable rules in the Keeyask Project Site and Camp Rule Book shall apply.
- Hotel personnel are instructed to report acts of misconduct to Manitoba Hydro and/or your employer and are subject to progressive discipline and/or camp rule management.

6 DAY BEFORE TRAVEL TO SITE

From Winnipeg to Site

On the day prior of site travel, all workers are expected to be at the testing location by 12:00 p.m. as established by Manitoba Hydro. For workers residing in Manitoba arriving on the day of the COVID-19 screening test, please consider your method of transportation, parking, and the requirement to take a shuttle from the testing facility to the air charter service.

Your employer will identify the specific information regarding screening time and location (12:00 p.m. daily at the Winnipeg Airport Hilton Hotel) as well as shuttle and charter information to you in advance.

What you need to know about the day of screening and transportation

- At the COVID-19 screening location, workers are required to:
 - provide identification (examples include driver's license, passport, birth certificate, or medical card);
 - complete a consent form;
 - complete a declaration
- Workers will then be screened for COVID 19 via a nasal swab sample. The collection will take only a few moments;
- Once screening is completed, you will not be permitted to leave the premises.
- Immediately after screening you are required to check-in with the airline which includes having your luggage weighed. If flying Fast Air check-in will be completed at the air charter hanger the day of travel.
- Once the flight check-in is completed you will check into the hotel and will be required to stay until travel to site. If you were staying at the hotel prior to screening you may return to the same room.
 - Self-isolation is always required during the hotel stay.
 - In the morning, at the time identified by your contractor, you will board the hotel shuttle to the airline terminal;
- Physical distancing measures will be implemented and must be followed during the screening and waiting period. The area for screening and waiting will have enough space to ensure you can maintain physical distancing;
- Coffee, water and a meal will be provided at the COVID-19 screening location;
- It is advised you bring any preferred snacks or beverages with you when you report for screening;
- Once the COVID-19 screening results are confirmed:
 - if you are cleared to travel, you will be transported to the air hangar the following morning at the time identified by your contractor.

Your employer is responsible for transportation to the air charter service, which is expected to depart from an air charter hanger, not the Winnipeg Richardson International Airport.

Your employer is responsible to arrange for airline charter transportation to Gillam or Thompson, and shuttle services to camp, as normal.

Use of applicable face masks and/or physical distancing practices must be followed while in transit, as identified by the airline service.

6.1 LUGGAGE

Perimeter Air and Calm Air will be set up at the testing location, workers will be required to check in and have luggage weighed and complete the air charter screening requirements.

You will take your luggage with you and proceed to the hotel front desk to check into a room for the night. In the morning, at the time identified by your contractor, you will board the hotel

shuttle to the air terminal. Your contractor will indicate whether you are cleared to travel. The shuttle will go directly to off load plane side. No passengers will be going into the air terminal.

If flying Fast Air check-in will be completed at the air charter hanger the day of travel.

6.2 MEAL EXPENSES

Meal expenses, where meals are not provided by the project owner or contractor, will be paid either as a reimbursement or per diem, as per your employer and union or non-union jurisdiction, as follows:

6.2.1 Workers under the BNA are eligible to have reasonable cost of meals reimbursed upon presentation of receipts to your employer

6.2.2 Contractor staff will be subject to their employer's policy

6.2.3 Manitoba Hydro will provided appropriate per diems for all affected Manitoba Hydro staff including corporate exempt and PEng.

6.3 GILLAM AIRPORT

When landing at Gillam Airport, only deboard the plane when instructed to do so. The shuttle will be airside; therefore no one will be going through the Gillam airport for any reason, including to use the washroom facilities.

7 TRAVEL PROCESS FOR DRIVERS/SHUTTLE

Northern shuttle transport from Gillam, TCN, and Thompson

7.1 NMS SHUTTLE

- Upon approaching the NMS Shuttle, shuttle passengers receive a non-medical mask by the NMS Teamster;
- Shuttle passenger must wear a mask prior to getting on the shuttle. The mask must be worn covering the mouth/nose during transport and continue to do so until they are in their temporary room;
- Upon arriving at Camp, the shuttle will go directly to the back of the EMS receiving area;
- Individuals will exit the bus one at a time where they will be required to complete:
 - Screening Questionnaire;
 - COVID-19 screening test;
 - Provided with their temporary dorm room card;
- Once complete, the individuals will re-board the waiting shuttle;
- The shuttle will transport all passengers to the search trailer for baggage search;

- Individuals off shuttle in groups of 4, once search completed, board the bus again.
- The shuttle will then drive to the back of isolation dorm where passengers will enter and go directly to their temporary room until test results are received.

7.2 SELF-DRIVERS

Park vehicle at start-up-camp parking lot, await Shuttle to main camp

- Upon approaching the NMS Shuttle, the shuttle passengers receive a non-medical mask by the NMS Teamster;
- Shuttle passenger must wear a mask prior to getting on the shuttle. The mask must be wore covering the mouth/nose during transport and continue to do so until they are in their temporary room;
- Once the shuttle departs, there will be no additional pick-ups at the gate – no exceptions;
 - Drivers who show up after the 10:00hrs pick-up time will be turned away at the Security Gate.
- Upon arriving at Camp, the shuttle will go directly to the back of the EMS receiving area;
- Individuals will exit the bus one at a time where they will be required to complete:
 - Screening Questionnaire;
 - COVID-19 screening test;
 - Provided with their temporary dorm room card;
- Once this is done, the individuals will re-board the waiting shuttle.
- Shuttle will transport all passengers to the search trailer for baggage search;
 - Individuals off shuttle in groups of 4, once search completed, board the bus again.
- The shuttle will then drive to the back of isolation dorm where passengers will enter and go directly to their temporary room until test results are received.

All drivers South of the project will not be permitted to be dropped off at the Guard Shack. Pickups will be at the Airport as per the NMS shuttle schedule.

7.3 SHUTTLE TRANSPORTS FOR WINNIPEG FLYERS

- Shuttle picks up at identified time;
- Face covers/masks are required;
- Individuals are dropped off at the Search Shack as per standard process.

8 OTHER RESOURCES

Manitoba Shared Health

www.sharedhealth.mb.ca

Manitoba Health Links

<https://misericordia.mb.ca/programs/phcc/health-links-info-sante/>

Manitoba Health, Seniors and Active Living

<https://www.gov.mb.ca/health/publichealth/index.html>

Keeyask Nurse Practitioner

204-778-4949

Keeyask Security

204-778-3938

Northern Health Region

<https://northernhealthregion.com/>

Emergency Medical Services

204-778-4900

APPENDIX A



Self-Isolation (Quarantine) & Self-Monitoring For Returning Travellers and Contacts of Cases

COVID-19 is a new virus, and there is no vaccine or treatment for COVID-19 at this time. Most people who get COVID-19 will have mild symptoms, but for some this virus can cause serious illness and even death. COVID-19 can spread without individuals having any symptoms, and it only takes one person to infect many. For this reason, people who have travelled or have been in close contact with cases need to self-isolate (quarantine) at home. Self-isolation is the best thing you can do to protect yourself, your loved ones, and people in the community.

Who needs to self-isolate and for how long?

- **Travellers** – if you have travelled (international and/or within Canada), you may have been exposed to a case of COVID-19 during your travels. Travellers must self-isolate and self-monitor for symptoms for 14 days upon arriving in Manitoba (in accordance with the Federal Quarantine Act and provincial public health orders). Quarantine refers to mandatory orders under the Public Health Act to self-isolate.
- **Contacts to a case of COVID-19** – if you have been exposed to COVID-19 through close contact with an ill person, you are advised to self-isolate for 14 days after your last known contact with that person. A public health official may call you.

What does self-isolation mean?

When someone is feeling well but has possibly been exposed to COVID-19, we use the term “quarantine” in public health to describe the practice of self-isolation. Self-isolation requires staying at home and avoiding contact with other people to prevent spreading the disease to others in your home and your community. This means confining your activities to your home and outdoor property. If you live in a condo or multi-dwelling complex, you must stay in your suite; you may use your private balcony as long as it is two meters (six feet) away from your neighbor’s balcony. Until you are finished your self-isolation period, do not leave home to go to work, school or other public places (e.g. curbside pickup from stores and restaurants, church), unless you require emergent or urgent medical care.

If you have traveled as a family, or if all members of your household have been in contact with someone with COVID-19, you can self-isolate together without restrictions within the home. If you are the only family member who has traveled, or the only one in contact with a person with COVID-19, you need to self-isolate from the rest of your household. This means staying in your own room or on a separate floor, and avoiding contact with other members of your household. If possible, use a separate bathroom. If sharing a bathroom, it should be cleaned frequently. If you need to leave your room or floor, wear a medical mask and stay at least two meters (six feet) from other members of your household. You should also avoid contact with pets that live in your home.

You should not have any visitors in your home during this time. If you live alone, arrange to have groceries and supplies dropped off at your door to minimize contact with others. Cancel or notify any service providers (e.g., Home Care, occupational therapy, physiotherapy, social worker) that regularly come into your home that you are self-isolating. They will discuss how best to provide care during this time.

How do I self-monitor my symptoms?

Anyone who is self-isolating should monitor their health for new or more severe symptoms. This means:

- identifying any new symptoms, including fever, cough, headache, runny nose, sore throat, shortness of breath or breathing difficulties.
- taking your temperature twice a day (morning and night), using a digital thermometer by mouth (oral). It is important to get an accurate temperature reading. Do not eat, drink, smoke or chew gum for 30 minutes prior to taking your temperature. Wait at least 4 hours after you have taken acetaminophen (Tylenol®) or Ibuprofen (Advil®).
- using the [Temperature Self-Monitoring Form](#) to record your temperature, and any other symptoms you may experience during the 14-day isolation period.

What should I do if I develop symptoms?

If you develop mild symptoms (e.g., fever, cough, sore throat, headache) anytime during the 14-day self-isolation period, call Health Links-Info Santé (204-788-8200 or 1-888-315-9257) before seeking medical attention. They will tell you whether you should be tested and/or assessed, and where to go.

If your symptoms get worse during the 14-day self-isolation period (e.g., difficulty breathing, shortness of breath), call:

- Health Links - Info Santé (204-788-8200 or 1-888-315-9257). A nurse will assist you in determining whether or not you need a medical assessment.
- **911 if it is an emergency.**
- It is important to seek medical attention early to get the care you need.

What else can I do to stop the spread of COVID-19 to others in my home?

Even though you do not have symptoms now, you may develop symptoms within your self-isolation period and spread it to other people before you know you are ill. You should:

Clean your hands regularly

Wash your hands with soap and water for at least 15 seconds or use hand sanitizer that contains at least 60 per cent alcohol:

- before and after preparing food (avoid preparing food for others)
- before eating
- after using the toilet
- after touching shared household items (e.g., dishes, towels, etc.)
- before and after using a facemask
- after disposing of waste (like a tissue) or handling contaminated laundry and whenever hands look dirty

Cover your coughs and sneezes

- Cough or sneeze into your sleeve or a tissue.
- Throw used tissues in the garbage and immediately wash your hands, or use hand sanitizer.

Avoid sharing household and personal items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items.
- Do not share cigarettes or other items that are put in the mouth.

Keep your environment clean

- Clean and disinfect high touch areas (toilets, taps, light switches, doorknobs, TVs, phones, electronics and TV remotes) at least twice daily, or as needed.
- Use store bought disinfectant. If not available, use a diluted bleach solution (20 ml [four teaspoons] bleach for every Litre of water) and allow the surface to remain wet for one minute before scrubbing.
- Use hot water when operating the dishwasher or washing machine.

Make sure your home has good airflow

- Open the window or turn on a fan.

For more information about COVID-19:

- Call Health Links - Info Santé at 204-788-8200 or 1-888-315-9257
- Caring for Someone with COVID-19 in the home – www.gov.mb.ca/covid19/resources/index.html#factsheets
- Manitoba government's COVID-19 website – www.gov.mb.ca/covid19/
- Government of Canada's COVID-19 website – <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>



CONTRACTOR GUIDELINES FOR WORK ACTIVITIES UNDER COVID-19

Effective Date: 2020 05 01

Table of Contents

- Introduction 2
- Purpose 2
- Work Infrastructure Review..... 3
- Physical Distancing..... 3
- Work Activities Where Physical Distancing Requirement Cannot be Maintained 3
- Cleaning and Disinfecting..... 4
- Personal Hygiene 4
- Site Vehicles and Equipment 4
- Site Communications 5
- Site Inspections and Evaluation 5
- Screening - Entering and Exiting Site and While on Site..... 5

Introduction

For work to continue during the COVID-19 pandemic, precautions must be taken to protect the health and safety of all workers performing the work. The hazard associated with the COVID-19 virus is the introduction of the virus into the workplace where the infection can spread between co-workers. COVID-19 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

There is also evidence that suggests person-to-person spread is efficient when there is close contact. Persons with COVID-19 typically display symptoms including, but not limited to, cough, fever, chills, headaches, and/or difficulty breathing; however, some persons who have tested positive for COVID-19 display no symptoms. COVID-19 is highly contagious and can be transmitted by persons showing no symptoms or those with symptoms.

Purpose

Contractors are expected to create a plan which documents practices to effectively manage the COVID-19 hazard on the Keeyask Generating Station Project. Keeyask Generating Station has developed this guideline to assist Contractors in developing practices through the application of engineering, administrative and PPE controls. Contractor work plans shall include all reasonable and practicable control measures referenced in this document.

As identified in the Keeyask Generating Station Site Safety Plan, Contractors' workers must also perform their own daily field level hazard assessments to identify the hazards, discuss the work to be performed that day, identify the job steps, hazards, PPE and barriers required to mitigate the risk of the work that is being performed. Supervisors shall be responsible to ensure the practices developed are implemented.

As this is a dynamic situation, updates to the prevention methods listed herein may be required. Contractors will be notified and appropriately update their respective plans.

Manitoba Hydro shall measure performance using an auditing tool to track performance and identify areas requiring improvement.

Contractors documents shall be submitted through Aconex to Manitoba Hydro.

Work Infrastructure Review

All Contractors are required to review infrastructure necessary to support work activities. Lunch rooms, wash cars, and office trailers must be evaluated to ensure adequate facilities exist to support hand washing, dispensing of disinfectants and regularly disinfecting such infrastructure. This review shall also identify if such infrastructures will support 2-meter physical distancing requirements.

Physical Distancing

Contractors shall identify how physical distancing measures of 2-meters will be maintained in work areas and offices. Contractors shall document and detail how these measures will be implemented and maintained throughout the respective work shifts.

- Review work locations and co-ordinate work so individuals maintain the 2-meter physical distancing.
- Assess critical work for safe completion with minimal workers as possible.
- Educate and provide relevant information to workers on physical distancing and responsibilities for individuals to maintain 2 meters physical distancing requirements.
- Reduce or eliminate in person meetings and utilize video and teleconference tools.
- Ensure physical distancing protocols are in place for toolbox talks and use large areas where workers can ensure the 2 meter physical distance is adhered to.
- Develop, distribute, post signs/instructions on physical distancing.

Work Activities Where Physical Distancing Requirement Cannot be Maintained

Contractors shall review Site specific work requirements and document those work activities where the 2-meter physical distancing requirement is not possible (i.e. Engineering and Administrative controls are not practical in the specific case).

- Contractors shall identify the specific personal protective equipment (PPE) requirements that all workers must use when working inside 2 meters.
- Contractors shall identify the specific PPE management requirements such as use and re-use compliance, PPE decontamination and sanitization protocol, storage and cleaning, regular compliance monitoring for all PPE used.
- Develop a JHA and/or work plan for the specific work with focus on protection of health from potential COVID-19 exposure.
- If engineering controls (i.e. Physical Barriers) cannot be effectively implemented, all workers working within 2 meters of other workers for more than 10 minutes will be required to use appropriate face coverings or respiratory protection.
- Ensure FLRA's identify COVID-19 transmitting or exposure hazards when working within 2 meters of other workers for more than 10 minutes.

Cleaning and Disinfecting

- Contractors shall establish a cleaning schedule which identifies the frequency of, and specific cleaning and disinfection measures to be implemented to protect workers at the work/construction site. This shall also include site offices. All door handles, railings and personal workstation areas will be wiped down regularly with disinfectant.
- Cleaning of common lunchrooms and wash cars at the work site must be completed regularly and is recommended to be no less than prior to the commencement of each shift and after each break.
- Individuals are responsible for cleaning their workstation area with disinfectant.
- Ensure availability (minimum six week supply) of cleaning and disinfectant materials – monitor inventory to ensure ample supplies.
- Ensure adequate hand washing facilities with protocols, hand sanitizer stations, provision of disinfectant wiping products.
- Ensure availability of cleaning and sanitization materials are available to workers.

Personal Hygiene

Contractor shall identify specific measures to ensure regular personal hygiene (hand washing and sanitization) of workers.

- Educate all workers on effective and proper methods to wash hands to minimize the COVID-19 risk.
- Identify measures to ensure workers have access to hand washing facilities.
- Provide and ensure ample supply of alcohol-based hand sanitizer if soap and water are not available.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.
- Ensure JHA's identify transmission and exposure risks if personal hygiene measures are not followed/achievable.

Site Vehicles and Equipment

Contractors shall identify and implement specific methods to ensure vehicles and equipment are sanitized, disinfected and physical distancing requirements met when transporting workers.

- Operator/Designated person will disinfect seats, controls, and handles before operating equipment and vehicles, if operators change during the shift and at the end of each shift.
- Operator/Designated person to disinfect vehicle (i.e. buses) once workers get off and before new workers board.
- Operator to ensure physical distancing if transporting one or more workers. Pick up trucks are limited to two workers per truck and workers being transported by bus will be required to sit in every other seat with one person per seat.

Site Communications

Contractor shall detail specific measures to educate workers on proactive measures to ensure the management of COVID-19 prevention methods at the work site.

- Clearly communicate and ensure workers are fully aware of the requirements. Post signage clearly in work trailers and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, including any daily updates.
- Ensure regular communication to workers on the latest information relative to COVID-19. Such communication can be shared during Toolbox talks and Site Safety meetings.
- Prepare site safety bulletins and safety messaging to workers.

Site Inspections and Evaluation

Contractors shall identify site specific inspection and to monitor compliance with the COVID-19 prevention methods at the work site detailed in the JHA's and work plans.

- Implement regular compliance monitoring of control measures referenced in JHA's and work plans
- Allow an avenue for worker recommendations for improvements.
- Contractor shall detail site specific inspections and audits.

Screening - Entering and Exiting Site and While on Site

Contractor shall adhere to protocols communicated by Manitoba Hydro. These protocols may include but not limited to; screening workers, testing responsibilities, isolation requirements on and off site. The contractors plan shall include details for receiving or shipping materials and equipment to ensure the physical distancing requirements are applied to transport drivers.