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# COVID-19 Contractor Guideline

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## KEYYASK GENERATION PROJECT

243954-0120-XXXXXX-REF-COVID-19 Work Activities -KCR 05

Prepared By:

Approved by:

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## **CHANGES TO THE COVID-19 CONTRACTOR GUIDELINE**

As of March 30, 2021

### **4. Definitions**

- a. Addition- Close Contacts “10 minutes”
- b. Deletion – Close Contacts “15 minutes”
- c. Addition- Isolation “you live with, or had close contact with someone who has or is suspected to have COVID-19”
- d. Addition- Self-isolation “you live with, or had close contact with someone who has or is suspected to have COVID-19”

### **7.Travel – Out of Province**

- a. In the event an international traveler has been deemed exempt from the federal government of Canada regulations, notification shall be provided to Manitoba Hydro to determine the required length of self-isolation. If notification is not provided, 14-days of self-isolation is required.

### **9. Screening, self-isolation and isolation**

- a. Addition “or a member of workers household”

### **Appendix A**

- a. Revision- Shared Health Screening Tool

As of December 1, 2020

### **3. References**

- a. Addition “Self-isolation Requirements”

### **4. Definitions**

- a. Deletion “northwestern Ontario”
- b. Addition “recovered”
- c. Deletion “Western Canada
- d. Addition “vulnerable populations”

### **6. Responsibilities**

- a. Addition section 6.5 Worker “self-isolate days prior to travelling to site”

### **7. Travel**

- a. Deletion 7.1 “All eastern provinces and southern Ontario
- b. Addition 7.1 “Out of Province”
- c. Addition “Keep a record of self-isolation and self-monitoring documents and provide to Manitoba Hydro upon request.”
- d. Deletion 7.2 “Western Canada and Northwestern Ontario”
- e. Addition 7.2 “In Province”
- f. Addition 7.2 “In province workers are required to self-isolate and self-monitor while at home.
- g. Addition 7.2 “Review self-isolation and self-monitoring protocol with all in province workers.”
- h. Addition 7.2 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.”
- i. Deletion 7.3 “travelling from all eastern provinces and southern Ontario”

### **8. Hotel Accommodations**

- a. Deletion “Hotel Administration Contact Information”
- b. Addition – Updated hotel administration contact information email and phone number.

### **9. Screening, Self-Isolation and Isolation**

- a. Deletion 9.1 “out of province travelers”
- b. Addition 9.1 “Screening”

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- c. Addition 9.1 "The contractor is also required to screen all workers before travel to the Project site."
- d. Deletion 9.2 "and Isolation"
- e. Addition 9.2 "All workers are required to self-isolate for a period prior to travelling to site."
  
- f. Addition 9.2 "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 Keep a record of self-isolation and self-monitoring documents and provide to Manitoba Hydro upon request."
- g. Addition 9.3 "On a weekly basis Manitoba Hydro shall provide contractors the Isolation End Date Notification Form"
- h. Addition 9.3 "Isolation"
- i. Addition 9.3 "Assist public health and communicate requirements to workers as required."
- j. Addition 9.3 "Support workers through the isolation process."
- k. Addition 9.3 "Ensure documents required are completed and provide to Manitoba Hydro upon request."
- l. Addition 9.3 "For further information please refer to Appendix A – Important Information About Going Into Isolation at Keeyask Camp"

#### 10. COVID-19 Screening Test

- a. Addition 10.1.3 "Recovered from COVID-19 - Workers who have been diagnosed and recovered from COVID-19, within 90 days of their arrival date on site shall be exempt from the screening process."
- b. Addition 10.2 "Self-isolate for before being screened and tested for COVID-19"
- c. Addition 10.2 "Self-isolate for before driving or being shuttled to site"
- d. Deletion 10.3 "out of province worker"
- e. Addition 10.4 "Workplace Screening – On Site Testing During Rotation"
- f. Addition 10.5.1 "prior to starting work"
- g. Addition 10.5.2 "Workplace Screening - On Site Testing During Rotation Results"

#### 11. Vulnerable Population

- a. Addition "COVID-19 can cause more severe disease or outcomes among workers identified in vulnerable population category."

As of July 17, 2020

#### Definitions

- a. Addition "Northwestern Ontario"
- b. Addition "Western Canada"

#### 7. Travel

- a. Addition 7.1 "All eastern provinces and southern Ontario"
- b. Deletion 7.1 "Out of Province"
- c. Addition 7.2 "Western Canada and Northwestern Ontario"

As of June 17, 2020

#### 7 Travel

- a. Deletion "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."

#### 7.2 In Province

- a. Deletion "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."

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### 10.3 COVID-19 Screening Test Information

- a. Deletion “Requirement to stay overnight at the hotel once the COVID collection procedure has been completed, prior to travelling to site.”
- b. Deletion “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.”

As of May, 30 2020

#### Definitions

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

#### 7 Travel

- b. 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

- b. Addition “Travel manifest must be provided to Manitoba Hydro twenty-four (24) hours prior to testing.”
- c. 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;”

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**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 isolation period.”
- c. Addition Guidance for screening employees preparing to return to the Keyask worksite

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## 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.

### 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. Self-Isolation Requirements
4. Travel/Isolation Process: Local Drivers and Northern Shuttle Transports
5. Keeyask COVID-19 Site Handbook
6. Manitoba Shared Health Screening Tool
7. Self-Monitoring Process



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## 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~~ 10 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 live with, or** had close contact with someone who has or is suspected to have 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

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***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).

***Recovered***

Individual no longer ill with the virus (as determined by provincial health authorities)

***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**
- You will be traveling to the Keeyask Project
- out of province and will be traveling to Manitoba
- **you live with, or** 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.

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### ***Vulnerable Populations***

Vulnerable populations may include individuals who are at risk of more severe disease or outcomes, including:

- older adults (increasing risk with each decade, especially over 60 years)
- people of any age with chronic medical conditions (for example: lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, stroke or dementia)
- people of any age who are immunocompromised, including those with an underlying medical condition (for example, cancer) or taking medications which lower the immune system (for example, chemotherapy)
- people living with obesity (BMI of 40 or higher)

## **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**

### **PURCHASER**

The Purchaser is responsible for:

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

### **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

### **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.

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## 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.

## 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.  
Self-isolate for the required prior to traveling 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.

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## 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 accordance with the federal government of Canada regulations.
  - **In the event the federal government of Canada deems an international traveler exempt from the federal isolation requirements, notification shall be provided to Manitoba Hydro to determine the required length of self-isolation. If notification to Manitoba Hydro is not provided, 14-days of self-isolation is required.**
- Out of province travelers are required to self-isolate and self-monitor for at home, Winnipeg or a combination of both for the currently required period. 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 these travelers
  - Self-isolation is required for out of province travelers to the project site.
  - International travelers are required to self-isolate in accordance with the federal government of Canada regulations and self-monitor.
    - 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
- Keep a record of self-isolation and self-monitoring documents and provide to Manitoba Hydro upon request.

## IN PROVINCE

In-province workers, while at home are required to self-isolate and self-monitor for the currently required period. If self-isolation cannot occur at home the worker shall notify their supervisor to determine if other accommodations can be provided.

Contractor is responsible to:

- Review self-isolation and self-monitoring protocol with all in province workers.
- 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.
- Provide workers information on protocols identified in section 3 References.

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- Ensure a signed copy of the Self-Isolation/Isolation COVID-19 Declaration has been received.
- Ensure a copy of the self-monitoring form has been received.
- Ensure a screening-tool has been completed and received.
- Keep a record of self-isolation and self-monitoring documents and provide to Manitoba Hydro upon request.

**DRIVER/SHUTTLE**

Contractor shall identify all 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:

Email: [frontdesk@hixwpg.com](mailto:frontdesk@hixwpg.com)  
 Cell: 204-775-5055

Please indicate these are reservations for the Keeyask Project and provide contractor name also.

**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

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## 9 SCREENING, SELF-ISOLATION AND ISOLATION

### SCREENING

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 Keyask worksite. Please refer to Section 14 - Additional Resources and Contacts for contact information and Appendix A Shared Health Screening Tool, and Self Isolation Fact Sheet, and Self-Monitoring process.

The contractor is also required to screen all workers before travel to the Project site. 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 Keyask worksite. Please refer to Section 14 - Additional Resources and Contacts for contact information and Appendix A Shared Health Screening Tool, and Self Isolation Requirements, and Self-Monitoring process.

### SELF-ISOLATION

All workers are required to self-isolate for the currently required period, prior to travelling to site. The self-isolation period shall be determined by Manitoba Hydro and communicated to contractors. The contractor is responsible to ensure that all 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 **or a member of workers household** 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.
- 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.
- Keep a record of self-isolation and self-monitoring documents and provide to Manitoba Hydro upon request.

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## ISOLATION

Contractors are responsible to ensure that workers directed to isolate adhere to this requirement. On a weekly basis Manitoba Hydro shall provide contractors the Isolation End Date Notification Form which will notify contractors which workers shall complete isolation for the applicable week. It is the contractor's responsibility to have workers complete the required with Self-isolation/Isolation COVID-19 declaration upon completion of isolation. Further 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.
- Assist public health and communicate requirements to workers as required.
- Communicate to workers that they are not permitted to interact with others;
- Ensure that workers have a thermometer to complete the self-monitoring requirement.
- Support workers through the isolation process and maintain regular contact with workers;
- Ensure worker remains in isolation room;
- Provide food and any other supplies;
- Ensure documents required are completed and provide to Manitoba Hydro upon request.
- If a worker **or a member of workers household** begins experiencing symptoms like 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.

For further information please refer to Appendix A – Important Information About Going Into Isolation at Keeyask Camp.



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**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 not 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**

**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.

**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)*

**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 enough 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.

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**RECOVERED FROM COVID-19**

Workers who have been diagnosed and recovered from COVID-19, within 90 days of their arrival date on site shall be exempt from the screening test process. Appropriate documentation shall be provided to the Contractor which would include, but not limited to the following:

- Letter from a medical practitioner regarding COVID-19 diagnosis.
- Positive result from a public health authority which includes date of test.

Contractors shall maintain a list of exempt workers as identified above and provide to Manitoba Hydro upon request. Recovered workers shall adhere to the self-isolation requirement prior to traveling to site, see Self-Isolation section

Workers who have been diagnosed but currently **not** recovered from COVID-19 must complete the required isolation period, identified by public health. Workers must also no longer have a fever for 24 hours and all other symptoms have been resolved prior to booking travel to site.

**COVID-19 SCREENING TEST PROCESS**

To be cleared to travel and work on site all out of province workers must:

1. Self-isolate for the required period before being screened and tested for COVID-19
2. complete a Manitoba Shared Health screening tool,
3. have a COVID-19 screening test, and
4. have a clear result for both (1) and (2)

Workers traveling internationally or outside Manitoba will have to additionally:

- pass the Manitoba Shared Health screening tool **before** travelling to Winnipeg.

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

- Self-isolate for the required period before driving or being shuttled to site,
- 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.

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**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;
- Identification must be provided at test location;
- The Manitoba Shared Health screening tool reviewed prior to arriving at testing facility and declaration are signed;
- Airline check-in will occur the day of screening test, workers are required to bring their luggage to the testing location.
- Requirement to stay at the testing location throughout the day. No one is permitted to leave the premises.
- Physical distancing measures will be implemented and expected during the testing and waiting period;
- Breakfast and lunch 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 (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.

**WORKPLACE SCREENING - ON SITE TESTING DURING ROTATION**

There may be instances that Manitoba Hydro request screening tests occur for site personnel. The contractor is responsible to notify their workers of this requirement. The contractor will be provided a day and time that testing will occur and is expected that all workers on site including sub-contractors are tested. Contractor responsibilities may include but not limited to;

- Ensure all workers on site have been screen tested.
- Follow-up on requests relating to workers who have not attended testing.
- Ensure all sub-contractors are aware of the requirement and attend testing.
- In the event of a not-cleared result, support Manitoba Hydro, Nurse practitioner and public health as required.

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**REPORTING COVID-19 SCREENING TEST RESULTS**

**PRIOR TO STARTING WORK**

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.

**WORKPLACE SCREENING - ON SITE TESTING DURING ROTATION RESULTS**

Manitoba Hydro will notify the contractor and Nurse Practitioner of any not-cleared results. A not-cleared result means that the worker is not permitted to continue working and must be placed in isolation. Further direction shall be provided by Manitoba Public Health. The contractor is required to support the process and protocols such as contact tracing, contacting Manitoba public health and arranging to have the worker removed from site.

**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.

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## 11 VULNERABLE POPULATION

COVID-19 can cause more severe disease or outcomes among workers identified in vulnerable population category. Workers may choose to confidentially disclose health status to their contractor and accommodations shall be made in accordance with the Duty to Accommodate under the Human Rights Code of Manitoba, up to the point of undue hardship. The contractor is responsible to communicate the risk of COVID-19 to vulnerable populations and further responsibilities may include but not limited to the following:

- Assess work when a request for accommodation is received;
- Attempt to eliminate risk, by re-assigning work to help reduce workers potential exposure;
- Notify Manitoba Hydro on a weekly basis, the total number of accommodations;
- In the event the contractor is unable to accommodate notify Manitoba Hydro before any employment action is taken.

## 12 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 Keyask 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.

## 13 COMMUNICATIONS

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

## 14 ADDITIONAL CONTACTS AND RESOURCES

- Keyask Emergency Medical Services - 204-778-4900
- Keyask Nurse Practitioner - 204-778-4949
- Keyask 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

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## 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](mailto: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](mailto:SM-KeeyaskPandemic-COVID19@hydro.mb.ca)

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### SHARED HEALTH SCREENING TOOL

QUESTION	YES	NO
1. Do you have any of the following symptoms? <ul style="list-style-type: none"> <li>• Severe difficulty breathing (e.g., struggling for each breath, speaking in single words)</li> <li>• Chest pain</li> <li>• Confusion</li> <li>• Extreme drowsiness or loss of consciousness</li> </ul>		
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"> <li>• Fever/Chills</li> <li>• Cough</li> <li>• Sore throat/hoarse voice</li> <li>• Shortness of breath</li> <li>• Loss of taste or smell</li> <li>• Vomiting or diarrhea for more than 24 hours</li> </ul>		
4. Do you have a new onset of 2 or more of any of the following symptoms? <ul style="list-style-type: none"> <li>• Runny nose</li> <li>• Muscle aches</li> <li>• Fatigue</li> <li>• Pink eye</li> <li>• Headache</li> <li>• Skin rash of unknown cause</li> <li>• Nausea</li> <li>• Loss of appetite</li> </ul>		
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 by public health as a risk for acquiring COVID-19, such as a flight, in a workplace or community with a cluster of cases, or at an event?		
A.4 Have you received a notification from the COVID-19 Alert app that you may have been exposed to COVID-19?		
A.5 Have you travelled outside of <b>Manitoba</b> in the last 14 days? <del>Canada, or within Canada excluding travel to western Canada, the territories or Ontario west of Terrace Bay in the last 14 days?</del>		
A.6 In the last 14 days has anyone living in your household travelled outside <b>of Manitoba?</b> <del>Canada, or within Canada excluding travel to western Canada, the territories or Ontario west of Terrace Bay in the last 14 days?</del>		
A.7 Is a member of your household sick with COVID-19 symptoms, and they are not known to be exposed to COVID-19?		
A.8 Has a member of your household been identified as a close-contact and instructed to self-isolate (quarantine) by public health officials, and they are not able to isolate from you?		

**NOTE: If you have been tested for COVID-19 and are currently awaiting results, you will not be allowed to travel to Keeyask until you receive and provide proof of a confirmed negative result and symptom-free for 24 hours.**

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## SELF-ISOLATION/ ISOLATION DECLARATION

### 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\_\_\_\_.

*In the case that isolation is a requirement of public health authorities please provide the following information:*

I was notified by public health authorities to isolate\* 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 public 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: \_\_\_\_\_**

\*Isolation is a requirement directed by public health authorities as a result of a COVID-19 diagnosis or as an identified close contact.



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## SELF-MONITORING PROCESS

Please follow these guidelines if you are required to self-monitor for symptoms of COVID-19. Record your temperature throughout self-isolation. Temperature must be monitored twice daily with a minimum of 6-8 hours between readings.

Should you 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:

- 1) Let your supervisor know and
- 2) Report to the Medical Services Immediately

Temperature should be taken with a digital thermometer by mouth (oral) method.

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.

- 1) Carefully place the tip of the thermometer under your tongue
- 2) Keep your mouth closed and leave in place for 1 minute or until you hear the thermometer beep
- 3) Remove the thermometer and record the temperature

DAY	DATE	TEMPERATURE (in Celsius)		SYMPTOMS Y/N
		MORNING	EVENING	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Worker Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

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## SELF-ISOLATION INFORMATION SHEET

# Self-isolation Requirement

**Self-isolation is a behavior that helps prevent the spread of COVID-19.**

If you are going to the Keyask project site, you are required to **self-isolate** prior to travel. The purpose of this self-isolation is to prevent the spread of COVID-19 from outside the site to the project. You may not necessarily be ill with COVID-19, but there is a risk that you can carry the virus with you (without showing any symptoms). You must stay at a single location (i.e. home, hotel room, camp room), and stay away from other people.

During the isolation period you will also be required to **self-monitor** for symptoms. Self-monitoring means assessing yourself daily for symptoms - such as fever, cough, difficulty breathing, etc. - and taking your temperature once in the morning and once in the evening. If any symptoms develop, contact your local health authority immediately.



### DO STAY HOME

- Use food delivery service or online shopping
- Have friends or family run errands if you can't get delivery.
- Schedule any appointments BEFORE you start your isolation period – anytime you break isolation – the isolation period clock starts again.



### DO PROTECT OTHERS

- Wash your hands frequently
- Cough into your elbow
- Keep 2 metres (6ft) away from others - even inside your home.
- Everyone should wear a mask if they are in the same room as you.



### DO KEEP IN CONTACT WITH FRIENDS

- Use technology, such as video calls to keep in touch with friends and family.
- Host **virtual** hangouts or family dinners



### DO CONTINUE TO EXERCISE

- Exercise at home
- Go outside for some fresh air, or walk the dog, ensuring you stay 2 metres away from others.



### DO MONITOR YOUR SYMPTOMS

- Take and document your temperature daily.
- If you develop symptoms contact your local health authority and notify your supervisor.



### DO CLEAN ALL HIGH-TOUCH SURFACES

- High-touch surfaces: toilets, bedside tables, and door handles should be cleaned daily using a store-bought disinfectant.
- High-touch electronics such as phones, computers, and other devices should be disinfected with 70% alcohol



### DO NOT GO TO PUBLIC PLACES

- Stay away from shared public areas (e.g. malls, fitness centres, places of worship, restaurants, etc.)
- 



### DO NOT SHARE PERSONAL ITEMS

- Including towels, toothbrushes, linens, thermometers, cigarettes, unwashed utensils, electronic devices (phones and computers), etc.



### DO NOT HAVE VISITORS

- No visitors unless essential (e.g. a care provider)
- As much as possible stay in a separate room away from other people in your home.



### DO NOT USE PUBLIC TRANSPORTATION

- Do not use public transportation, taxis, or rideshares.

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## Frequently Asked Self-Isolation Questions

### **What is the point of self-isolation?**

This is how you can help slow and reduce the spread of COVID-19 and protect your Brothers and Sisters on site.

### **Why should I self-isolate if I don't have symptoms?**

You can have a virus in your body and not know it. It is important to stay at home and take the time to ensure you do not develop symptoms. The goal is to reduce the possibility of you bringing some of the virus up to site.

### **Can I go to the mall?**

No. You must stay home.

### **Can I use taxis/public transit/ride share?**

No. You cannot ensure that you are 2 metres from other people on public transit. Using taxis, public transit, and ride shares puts you at risk of picking up the virus as they are considered shared, public places.

### **Should I go to a medical appointment?**

Try to schedule medical appointments before your isolation period. If you must seek medical care, wear a mask and try avoiding as many people as possible. Notify your employer that you will be leaving isolation in advance for approval. Walk or drive yourself to your appointment if possible.

### **Can I go for a walk outside?**

Yes. It is important to continue to exercise. BUT it is important that you avoid crowded areas and stay at least 2 metres from other people. Wash your hands before you leave your home and when you return.

### **Can I go to the pharmacy to pick up my medication?**

No. If you need medications, use a pharmacy delivery service or ask a friend to pick them up and bring them to your home.

### **Can I get the mail and newspaper?**

If your mail is delivered directly to your house, it is ok to go to your mailbox. Make sure you wash your hands. If your mail is delivered to an apartment or community mailbox, or the post office, ask a friend to pick it up and deliver it to you.

### **Can I go through a drive-through for coffee/food?**

No. Self-isolation means staying isolated at home. Use delivery services or ask someone to deliver coffee or food to you.

### **Should I cancel my haircut/pedicure/spa treatment?**

Yes. These are examples of non-essential appointments.

### **Can I have visitors?**

No. You are not isolated if other people are there with you – even for a minute. Use technology, such as video calls, to keep in touch with friends and family.

### **Can I have playdates for my kids or playdates in my home?**

No. Consider novel ways to keep in touch like virtual meetings, virtual hangouts, video “family dinners”, or virtual playdates for your kids.

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**CONTRACTOR ISOLATION END DATE NOTIFICATION FORM**

**CONTRACTOR ISOLATION END DATE NOTIFICATION**

Current Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

This letter is to inform you that the following personnel will be completed isolation at 11:59pm on their corresponding Isolation End Date below, as determined by public health.

After isolation is complete each individual is to complete the isolation COVID-19 declaration and shared health screening tool. If there are NO symptoms, they are fit to return to work. The contractor is responsible to keep a record of the completed forms.

Name	Isolation Start Date	Isolation End Date	Contractor

**Other Personnel:** If the contractor has personnel who are; in isolation off site, at accommodations other than ones provided by Manitoba Hydro, or a name not identified above, the contractor is responsible to have such individuals complete the isolation COVID-19 declaration and shared health screening tool. If there are NO symptoms, they are fit to return to work once isolation has been verified and forms submitted. The contractor is responsible to keep a record of the completed forms.

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## **IMPORTANT INFORMATION ABOUT GOING INTO ISOLATION AT KEEYASK CAMP**

# Important Information About Going into Isolation at Keeyask Camp

### Overview

The regional health authorities no longer accept anyone who does not already have a 'positive for COVID-19' test result, air carriers reject travelers who have any symptoms, and ALL close contacts of COVID-19 cases (regardless of their symptomatic state) are required by the province to isolate until released by provincial health authorities - so with nowhere to or no way to transfer you off-site, you will be isolating at Keeyask in an assigned room in the isolation dorm until your test results are ready.

For those assessed and determined to need testing for COVID-19 due to displaying symptoms (AND not a close contact of a positive case), until your test results come back as "negative" AND you are completely symptom-free (as determined by the Nurse Practitioner) for 24 hours, you will still be staying in the room and isolating.

### Preparing to Isolate

You will be allowed to return to your existing dorm room to pick up items you want/require for your time in the isolation dorm.

- Take items you will need for at least 14 days (if you test positive for COVID-19 you will be transferred off-site directly from your isolation dorm room without an opportunity to return to your regular dorm). Grab your things like toiletries, cell phone, laptop, iPad, books, music, clothing, etc. There is no need to pack up all your belongings.

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**You are required to stay in the dorm room at all times, unless you require a short break for a smoke/fresh air.**

**You can only have contact with others by phoning them.**

**Always wear a face mask whenever leaving your dorm room.**

**Nurse Practitioner may contact you for wellness re-assessments while you are in isolation.**

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## Important Information About Going into Isolation at Keeyask Camp

### Meals, snacks, and supplies

- Meals, snacks, and beverages will be provided by an Isolation Attendant during the hours of 6:00 a.m. and 10:00 p.m. 7 days a week.
  - Call 204-778-3918, please leave a message if no one answers.
- If you do not have a cell phone or your room doesn't have a regular phone, you can place your orders by using the hallway phone and calling extension 3918.
  - If you have no other option but to use the hallway phone, you must wear a face mask and sanitize the phone with wipes (provided by the phone) before and after you use the phone.
- Ordering meals/snacks (refer to the weekly menu provided):
  - Please state your dorm and room number
  - **Breakfast:** orders accepted up to 7:40 a.m.; will be delivered after 8:00 a.m.
  - **Lunch:** orders accepted up to 11:00 a.m.; will be delivered between 11:00 a.m. to 1:00 p.m.
  - **Dinner:** orders accepted up to 4:00 p.m.; will be delivered between 4:30 p.m. to 5:00 p.m.
- Snacks from the Grab & Go:
  - Can be ordered and will be delivered any time between 6:00 a.m. and 10:00 p.m.

When food deliveries are made the worker will knock on the door and leave the food in front of the door. Please wait a moment so that the worker can leave to avoid any interaction.

- Commissary Items:
  - Any items needed/wanted from the commissary must be ordered through your Contractor DCR or a friend, including arranging for payment of items.
  - Your Contractor DCR or your friend will purchase items from the commissary and then must call the Isolation Attendant to arrange to give it to the Attendant. No one is allowed to get items for you and bring them to you while you are in isolation – you must make arrangements through the Isolation Attendant.

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## Important Information About Going into Isolation at Keyask Camp

### In Case of a Fire

- If the event of a fire alarm, immediately exit your dorm room and proceed to the Artic Corridor. Security will be there and will escort you to the Muster Point and ensure you are accounted for.
  - Ensure you are wearing your face mask before exiting your room.

### Smoking/Fresh Air

You will be allowed to go outside for a smoke or some fresh air while in isolation.

**Only one individual is permitted in the designated smoking area at a time.** When departing your room you may be asked by security to wait in your room until the smoking area is clear.

- Put on your face mask before exiting your dorm room.
- Exit your dorm room and proceed to the Security person stationed at your dorm. Let them know you are wanting to go to the smoke pit.
- The smoke pit is accessed through the last exit door before reaching the door to the Arctic Corridor; the security guard can show you the door to use, if necessary.
- While in the smoke pit, you must follow physical distancing requirements (maintain a distance of 6 ft/2m from other people) and wear a mask when you are not actively smoking a cigarette.

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**For any and all inquiries regarding employment aspects of your isolation (e.g. time off, keeping your job, etc.) contact your employer's labour relations or human resources person.**