

HSSE Policy, Procedure & Guidance

Policies and Procedures



Policy #: 0045
 Revision #: 9
 Date: 04/6/2020

Section 45: Pandemic (Coronavirus) Response and Preparedness Plan

The following have reviewed and authorized the issuance of the Policy, Procedure, & Guidance.

	<u>Name and Title</u>	<u>Date</u>
Initiator:	<i>Thomas Baylis, CIH, VP HSSE</i>	2/11/2020
Guidance Committee:	<i>Doug Liddell, Regional Operations Manager</i>	2/11/2020
Guidance Committee:	<i>Heather Cloud, Regional Operations Manager</i>	2/11/2020
Guidance Committee:	<i>Jon Agnew, Regional Operations Manager</i>	2/11/2020
Guidance Committee:	<i>David Zailik, Regional Operations Manager</i>	2/11/2020
Chief Ex. Officer:	<i>Edward Van Woudenberg</i>	2/11/2020

General Definitions

Policies prescribe certain behaviors or courses of action deemed expedient, prudent, and advantageous to the function of GES (“Policy”). As such, Policies are non-discretionary, the violation of which may result in severe consequences including, without limitation, termination of employment. As an analogy, Policies are to GES, as statutes are to a governed body.

Procedures prescribe certain behavior or courses of action deemed expedient, prudent, and advantageous to achieve compliance with Policy (“Procedures”). As such, Procedures are non-discretionary, the violation of which may result in severe consequences including, without limitation, termination of employment. As an analogy once again, Procedures are to GES, as regulations are to a governed body, meaning they describe how to comply with statutory requirements.

Guidance provides suggested methodologies to achieve compliance with Policies and Procedures that are non-mandatory, or discretionary, in the reasonable judgment of the actor. The use of Guidance is designed to create efficiencies where the relevant circumstances may require a more flexible approach to compliance, allowing the actor to use his/her reasonable judgment.

Procedure for policy approval

1. Policy Recommendations shall be submitted via electronic mail to the Company’s General Counsel (“Counsel”).
2. Counsel shall, thereafter, upon gathering any other information required, if any, present the Recommendation to a Policy, Procedure and Guidance Committee (“Committee”) for consideration.
3. The Committee’s members shall be chosen by the President of the Company or his/her designee, with the roles and responsibilities of the same established collectively.
4. The Committee shall be empowered, as required, to take all necessary action to either draft such Recommendation for presentation and approval, or recommend rejection of such Recommendation, to the President who shall either approve the newly created Policy, Procedure, or Guidance, or reject the Recommendation.
5. Initiator records approval date and revision number in version identification block on document and signature page (revision number and date must match on both documents).

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1.0 OBJECTIVE

This Pandemic (Coronavirus) Response and Preparedness Plan (PCRP Plan) presents the elements that will help GES management control, eliminate or minimize employee exposures to a threat or actual outbreak of influenza or other pandemic that causes serious widespread illness and reduce any business impact that the outbreak may cause.

The elements of the PCRP Plan will focus on:

- The application of Universal Precautions, through the training of personnel to understand the hazards associated with contracting an infectious virus (such as the coronavirus virus),
- Identifying general information, GES compliance, roles of both Management and employees, and preventative measures should take place in the event you become ill due to exposure to influenza viruses or other pandemic source.

2.0 SCOPE

This PCRP Plan applies to all GES employees who could be exposed to an infectious virus or other pandemic during their normal daily activities.

3.0 PROCEDURE

3.1 General information:

- 3.1.1 Recent history has indicated that pandemics have been associated with variations of flu and other viruses such as the coronavirus. The outbreak of this pandemic involves a new coronavirus (COVID-19) that can be spread easily from person to person.
- 3.1.2 The symptoms of coronavirus in people are similar to the symptoms of regular seasonal flu and include fever, shortness of breath, cough, sore throat, body aches, headache, chills and fatigue. Some people have reported diarrhea and vomiting associated with the coronavirus or flu.
- 3.1.3 Coronavirus symptoms develop two to fourteen days after a person has been exposed to the virus and continue for about 11 to 14 days, starting one day before you get sick and continuing until the person has fully recovered.
- 3.1.4 Illness from viruses such as from the coronavirus have ranged from mild to severe. Most people who have been infected do not experience any significant health issues.
- 3.1.5 For the coronavirus, certain people are at “high risk” of serious complications. This includes people 65 years and older, and people of any age with certain chronic medical conditions.
- 3.1.6 Seasonal and other illnesses are spread from person to person in respiratory droplets of coughs and sneezes. These droplets can move through the air about 3 feet before they fall to the surface (of a desk, table, sink, keyboard, etc.) The flu spreads when a person comes into contact with the respiratory droplets of an infect person:

Note: Many flu viruses can survive for up to two days on surfaces, such as computers, keyboards, doorknobs, telephones, shared office equipment, and countertops. Routine cleaning/disinfection of these surfaces may slow the transmission of the pandemic source.

- 3.1.7 Direct Contact: Sharing eating or drinking utensils, skin contact, etc. (Keep a distance of about 6 feet from sick person is important).
Indirect Contact: by touching a surface or object that has flu viruses on it and then

touching one's own mouth, nose, or eyes. (Frequent hand washing and cleaning of shared surfaces is important)

- 3.2 GES Compliance requirements:
 - 3.2.1 This PCR Plan was developed based on information from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and other health care sources.
 - 3.2.2 The following sections identify the elements of the PCR Plan and identify the responsible groups and departments, and the activities they will complete.
- 3.3 VP, Corporate HSSE (Plan coordinator) will be held responsible for the following:
 - 3.3.1 Monitor issues and information related to the coronavirus pandemic.
 - 3.3.2 Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.
 - 3.3.3 Recommend any changes to the PCR as circumstances warrant.
 - 3.3.4 At least annually prior to the influenza season, provide information to all employees regarding those practices that are recommended by public health officials that will reduce the spread of the infection.
 - 3.3.5 Implement the items outlined in this PCR Plan should it become necessary.
- 3.4 The GES Corporate HSSE, Human Resources Staff and Senior Operations/Corporate Management will comprise the GES Coronavirus Response Team and will be responsible for the following:
 - 3.4.1 Identify and communicate to the Coordinator which employees, vendors, suppliers and systems are essential to maintaining operations at their locations.
 - 3.4.2 Identify and communicate to the Coordinator the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, retired employees).
 - 3.4.3 Develop and communicate to the Coordinator an emergency communications plan for operations and corporate staff, including identification of key personnel, and vendors.
 - 3.4.4 Develop and submit a plan to continue operations at their locations with the least possible number of staff.
 - 3.4.5 Ensure that all employees in operations are adequately trained regarding illness prevention, specifically the requirements indicated in sections 3.6 and 3.7.2 and on emergency procedures in the case of a pandemic and in the prevention of illness.
 - 3.4.6 Encourage all employees to be vaccinated annually for influenza and when available the coronavirus.
 - 3.4.7 Assist the Coordinator in the implementation of this PCR Plan, if necessary, at their locations.
- 3.5 GES Senior Managers (in conjunction with Corporate Staff) will be responsible for the following:

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- 3.5.1 Providing options, although not all options will be available in all situations, depending upon the nature of the job responsibilities and the extent of the illness.
- 3.5.2 Options may include; working from home, utilizing sick, vacation or personal time off.
- 3.5.3 Employee will be instructed to return home if they exhibit coronavirus/flu like symptoms that would include but not be limited to a fever, shortness of breath cough, sore throat, body aches, headache, or chills.
- 3.5.4 Manipulating work schedules (office and field) to meet client needs due to employees being out of work. Individual work schedules may be changed for short or long periods, depending on client needs and staffing numbers.
- 3.5.5 Provide infection control supplies (antibacterial hand soaps, disposable tissues, disinfecting cleaning supplies, etc.) and ensure a sufficient supply is kept on hand as much as practicable/possible, depending upon supply chain conditions.
- 3.6 GES personnel will be responsible for the following:
 - 3.6.1 If you have coronavirus or flu like symptoms, consult with your primary care physician. **Any employee who has tested positive for the coronavirus must notify their GES supervisor immediately and not come to work.**
 - 3.6.2 **Always notify your supervisor when you are not feeling well. Any employee who is not feeling well is not permitted to come to work.**
 - 3.6.3 Stay home for at least 72 hours (3 full days) after you are free of fever, or signs of a fever, without the use of fever-reducing medications. In addition, because return to work expectations may change during the course of the coronavirus pandemic and other future concerns, please **always consult with your personal physician before returning to work.**
 - 3.6.4 An employee who has tested positive for the COVID-19 virus must remain home for a minimum of 14 days and obtain clearance from their personal doctor prior to returning to work.
 - 3.6.5 Avoid contact with other people and avoid social gatherings as much as possible to keep from spreading a possible illness to others. Always attempt to maintain a social distance of 6 feet. Only one person should be permitted to use a GES vehicle.
 - 3.6.6 When coughing or sneezing, cover your nose and mouth with a tissue and then throw the tissue away. If you do not have a tissue, cough or sneeze into your sleeve or elbow, not your hand.
 - 3.6.7 It is important to maintain flu prevention measures as it is still possible to transmit the virus for up to 14 days after a person becomes ill.
- 3.7 Prevention: Center for Disease Control recommends a three-step approach to fighting viruses commonly associated with flu:
 - 3.7.1 The CDC recommends that certain people get the applicable flu vaccine first when it becomes available.
 - 3.7.2 Everyday actions:

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- 3.7.2.1 Cover your nose and mouth with a tissue when you cough or sneeze.
- 3.7.2.2 Wash your hands often with soap and water.
- 3.7.2.3 If soap and water are not available, use an alcohol-based hand rub.
- 3.7.2.4 Avoid touching your eyes, nose and mouth. Germs spread this way.
- 3.7.2.5 Try to avoid close contact with sick people. Stay home if you are sick.
- 3.7.2.6 Stay home from work or school.
- 3.7.2.7 Limit contact with others to keep from infecting them.
- 3.7.2.8 Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.

Note: Be prepared in case you get sick and need to stay home for several days; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues, facemasks and other related items might be useful and help avoid the need to make trips out in public while you are sick and contagious.

- 3.7.3 Maintain the correct use of antiviral drugs if your doctor recommends them.

4.0 IMPLEMENTATION

- 4.1 Because of the current pandemic, the designated GES Coordinator will, after consultation with knowledgeable health officials (Workcare), will implement the following steps, as deemed necessary:
 - 4.1.1 Employees will be granted the option of working remotely (from home) if needed.
 - 4.1.2 If the pandemic conditions worsen or additional exposure control actions are mandated by the CDC or state health departments, the GES HR department will develop and implement an emergency sick leave policy. Managers and Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness and staff will work from home as much as practical/possible.
 - 4.1.3 Limit office group/ face-to-face meetings for issues that would be considered to be necessary for critical operations or management decisions; limit the number of meeting attendees to 10 members or less if possible and implement social distancing; by using alternatives such as net-meeting/phone. Social distancing also applied to truck use. In order to maintain social distancing, no passengers are permitted in a GES truck.
 - 4.1.4 In order to prevent a non-GES employee who may be impacted by the coronavirus from entering a GES office location, GES senior management recommends that the GES COVID-19 visitors and vendors health questionnaire is provided to the company/person prior to their visit or office access. The person should not be permitted access until the completed questionnaire has been evaluated by local office and HSSE management, and GES feels comfortable permitting the person access to an office location.
 - 4.1.6 Do not permit individuals who deliver equipment/packages from entering a GES office. Fedex, UPS or other delivery staff must be met by office staff outside of the GES office or they should be instructed to leave packages outside of the office.
 - 4.1.7 GES management will notify any staff (employees) who may have worked with another employee/person who has tested positive. The notifications will not provide the name of the person who has tested positive. In addition GES management will also notify staff who may have worked with someone who is not feeling well, but has not tested positive for COVID-19.
 - 4.1.8 Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results to the Coordinator. The Coordinator will see to it that we obtain extra quantities of any necessary supplies that may be threatened due to the outbreak. Please

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note that during a pandemic such as the coronavirus pandemic, supplies may be limited or targeted for healthcare and other

- 4.1.9 **Implement Wellness check:** This section only applies if you are intending to work in a GES office or client worksite. If you are working at home, it does not apply. Prior to entering a GES office or client facility (refinery, terminal, office, other controlled work site), GES staff and subcontractors will perform a wellness check. Anyone who is experiencing flu like symptoms that would include but not be limited to a fever, shortness of breath cough, sore throat, body aches, headache, or chills should not come to work (GES office) or allowed to or attempt to enter a client facility. If you aren't feeling well, then you must stay home. In addition, GES offices will be provided with forehead thermometers that will be used in addition to the wellness check to determine whether an employee is experiencing a fever. At the office, an employee must take their temperature each day. Any employee who has a measured temperature of greater than 100.4 degrees Fahrenheit (°F) or higher will not be permitted to remain in the GES office, GES worksite or access to the client facility. An individual who has a fever should be immediately sent home.

All fever (temperature) measurements should be self-performed and nitrile surgical gloves worn by user. The directions for using the thermometer will be placed near the thermometer. Following each measurement, the testing instrument should be cleaned with an alcohol wipe or in accordance with the manufacturer's requirement and the gloves placed into a garbage receptacle that is positioned near the wellness check area.

GES senior management believes that the wellness check is a necessary precaution and prudent step that must be taken to further limit the potential exposure of the COVID-19 virus to other staff, contractors and GES clients. Wellness checks must be completed prior to work each day at home, and temperature measurements added to the wellness check at the office as the thermometers become available in each office.

- 4.1.10 The CDC has recently recommended that individuals should wear a mask (face cover) that can be constructed of cloth when in public. Because of this recommendation, GES staff are expected to wear cloth masks that will cover their nose and mouth when entering or exiting a client facility through a security access point or when working onsite with others when social distancing cannot be maintained.
- Note:** This covering may provide some protection from exposure to COVID-19; however, the primary reason for the face cover will be to possibly prevent individuals who are COVID-19 positive and asymptomatic from infecting others.
- 4.1.11 The Coordinator, with the assistance of team members, will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage. Should the closing of any locations be a consideration due to inadequate staffing availability, the Coordinator will first contact the Regional Operations Manager to obtain their advice and consent prior to any closing. Should an office be closed, notices shall be posted prominently at the location informing customers of the situation and telling them where and how they can transact business. Telephone and other lines of communication must be routed to a location where they will be staffed by employees so customers' attempts to reach us do not go unanswered.
- 4.1.12 The Coordinator is to implement the employee contact plan to ensure that all employees are kept informed of developments as they occur, including employees who remain at home. This includes telephone numbers for employees to call to receive recorded messages, pages on the website for employees, and so on.

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5.0 PROGRAM EVALUATION/TESTING AND PROCESS FOR COMMUNICATING AND IMPLEMENTING LESSONS LEARNED.

- 5.1 GES Senior Management requires and directs the plan coordinator to conduct an annual evaluation/testing of the PCRCP and submit its findings to the GES Operations and Corporate Management with the coordinator's and individual managers' responses to exceptions.
- 5.2 Following a pandemic, GES management will conduct a thorough evaluation/investigation regarding the implementation this program. Based on the outcome of the evaluation, the plan will be amended to address any learnings that were determined by the evaluation. In addition, any learnings that are obtained will be communicated company-wide and placed on the GES SharePoint for staff to review.