



INCIDENT RESPONSE PLAN AND ISOLATION PROTOCOL FOR SUSPECTED COVID-19 CASE



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- 1) The Customer's Incident Response Plan and Isolation Protocols are followed on all job sites in the event of a suspected Covid-19 case on site. All suspected cases are **immediately** reported to the Manager - HSEQ and/or the HSE Officer on site, who coordinates the response with the Customer.
- 2) **In the event that an employee becomes ill at a Damus office or facility with symptoms indicative of the COVID-19 virus, the following response is initiated:**
 - a) The report is made via phone to the HSE Officer and the Manager – HSEQ. The on-duty HSE Officer makes arrangements for the person to be escorted to the designated Isolation Area. The VP – Group HR/IR and the CEO are notified.
 - b) Once the suspected infected employee arrives in the Isolation Area, they are provided with a N95 mask and nitrile gloves.

NOTE:

The Isolation Area is a closed tent, office container or room established for the sole purpose of isolating persons who are suspected to be infected with the Covid-19 virus. The Area is identified with signage and unauthorized persons are not permitted to enter. It is outfitted with a small desk and comfortable office chair and equipped with two emergency PPE kits, each containing N95 mask and nitrile gloves. The HSE department is responsible for ensuring the maintenance, sanitization and securing of the Isolation Area.

- c) The HSE Officer calls the local health authority or **877-WELL** to seek advice regarding transportation and medical assistance. He/she then completes a Suspected COVID-19 Case Form.
- d) The HSE Officer and any others assisting the suspected infected person **MUST** wear a medical disposal suit, face mask (only KN95 or N95), safety glasses and nitrile (surgical) gloves while working with the suspected infected person.
- e) Directives provided by the MOH are followed with regard to transportation for medical assistance.

NOTE: Public transportation should not be used.

- f) The HSE Officer assesses whether the infected person is well enough to drive their own vehicle to the recommended destination (if they have one).
- g) If the infected person has to be transported by Damus, then he/she must continue to wear the PPE provided (mask and nitrile gloves).
- h) The driver wears a disposal suit, mask, safety glasses and gloves while making the journey to the destination and for the return journey. This PPE is then disposed of properly.

- i) Once the vehicle has returned to site, it is cleaned and all surfaces, seats, dashboards, door handles, seatbelts etc, are washed down with a disinfectant solution. Persons cleaning the vehicle must wear a medical disposal suit, safety glasses, N95 mask and nitrile gloves.
- j) The HSE Officer, in coordination with Human Resources (HR) identifies persons who may have been in contact with the suspected infected employee (contact tracing), all the while maintaining confidentiality.
- k) Employees who may have been in contact with a suspected infected employee are notified and advised to institute self-quarantine measures, if necessary, for two weeks. Case management of the suspected infected person and those who may have been in contact with the suspected infected person is conducted by the Manager – HSEQ and/or VP – Group HR/IR.
- l) All work in the office or sections of the Facility that may be contaminated is terminated immediately and those areas are closed and cordoned off. Arrangements are made with specialist cleaning companies to deep clean and sanitize all affected areas. The Isolation Room/Tent is also deep cleaned and disinfected.

INITIATED BY		APPROVED BY	
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