	<b>Chinook Consulting Services (2004) Ltd.</b> Safety Management System	Doc No:	<b>HSE-COVID-19</b>
		Initial Issue Date:	13 Mar 2020
<b>COVID-19 Pandemic - Policy</b>		Revision Date:	17 Mar 2019
		Revision No.	2
		Next Revision Date:	<b>17 Jul 2020</b>
Preparation: VP Ops	Authority: President	Issuing Dept: Ops and HSE	Page: Page 1 of 4

## COVID-19 PANDEMIC POLICY

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The safety of our employees, contractors, clients and service providers is paramount. Chinook Consulting is actively monitoring the outbreak of a novel coronavirus (COVID-19) and will continue to provide regular updates. The public Health Agency of Canada and Alberta Health Services continues to assess the risk level to be low for Canada and Alberta respectively. Should you have any health concerns, please contact your primary health provider or [811 Health Link](#) in Alberta. To help protect against all respiratory illnesses, including the flu and COVID-19, you should:


- **Wash hands frequently** and thoroughly with soap and water, up to wrists.
- Cover your mouth when you cough, using a tissue or your elbow; and
- **Stay at home** and away from others if you are feeling ill and contact your supervisor.

Chinook Consulting has taken the precautionary steps to defer all business travel to the following countries until further notice, and recommends employees defer personal travel to these locations as well:

- China
- Hong Kong
- Singapore
- Iran
- South Korea
- Japan
- Italy
- Spain

If an employee, contractor or service provider working for Chinook Consulting has traveled to any of the above-listed countries or have been in close contact\* with someone who has travelled to any of the countries listed-above, they are requested to not return to work at a Chinook Consulting office or site for 14 days, to contact their supervisor and to work from home for 14 days.

Employees, contractors and service providers may be requested to be medically cleared prior to returning to a Chinook Consulting office or/and Client's site location.

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Preparation: VP Ops	Authority: President	Issuing Dept: Ops and HSE
		Page: Page 2 of 4

Chinook Consulting is implementing the following additional measures to ensure the safety of our employees, contractors and service providers:


- All passengers boarding flights and or buses to Client’s locations are being screened prior to departure and boarding to ensure they have not travelled or been in **close contact\*** with someone who has travelled to any of the countries listed above in the past 14 days.
- Anyone arriving at Client’s locations by other means of transportation will be screened prior to departure to ensure they have not travelled or been in **close contact\*** with someone who has travelled to any of the countries listed above in the past 14 days.
- Employees, contractors and service providers are requested to reconsider personal travel plans, especially to any of the above-listed countries, due to the COVID-19 outbreak.
- All employees, contractors and service providers are requested to disclose to their Chinook Consulting and/or Client supervisor personal travel plans to any of the above-listed countries. Supervisors are to pass this information onto to the HSE Department
- All non-essential business travel, attending conferences, external training and/or education courses, requires Senior Vice-President approval until further notice. This applies to all current and future bookings and includes travel within and outside of Canada.
- All non-essential employee/sub-contractor gatherings are being deferred until further notice.

It should be noted that Chinook Consulting has pandemic response plans that can be activated should circumstances require that level of action. These plans include:

- Emergency Response – First responder protocol with medically trained professionals that are current with Alberta Health Services COVID-19 protocols at Chinook Consulting Offices
- Home Isolation Strategy
- Business Continuity – Assessment of critical site-based personnel including service providers

**If you are experiencing symptoms such as cough, fever, difficulty breathing or you are in self-isolation or quarantine, do not visit or enter any Chinook Consulting or Client’s office/worksite.**

These plans are updated based on the continuous monitoring of the COVID-19 outbreak.

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Preparation: VP Ops	Authority: President	Issuing Dept: Ops and HSE	Page:	Page 3 of 4

*\*Close Contact is defined as a person who provided care for the individual, including family members and care-givers, or who had other similar close physical contact with the individual without consistent and appropriate use of personal protective equipment OR who lived or otherwise had close prolonged contact (within 2 metres) with the person while they were infectious OR had direct contact with infectious bodily fluids of the person (e.g. coughed or sneezed on) while not wearing recommended personal protective equipment.*


Guidance for workers.

**Situation 1** – An individual has COVID-19 symptoms outside the workplace/worksite:

- Should not return to work and shall notify Chinook Consulting and their client.
- Should seek medical care
- Once clearance is received from their medic, they must notify Chinook Consulting management prior to returning to work.

**Situation 2** – An individual has COVID-19 symptoms in the workplace:

- Individual should be separated from other people.
- Chinook Consulting or the contract worker should contact the Client and [811 Health Link](#) to advise regarding medical care and potential removal from the work area and the following steps.

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Preparation: VP Ops	Authority: President	Issuing Dept: Ops and HSE	Page: Page 4 of 4

## ACKNOWLEDGEMENTS

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### Protocols

- Preventive Measures
- Travel Restrictions
- Guidelines for individuals with Symptoms

	<b>Trainer</b>	<b>Trainee</b>	<b>Supervisor</b>
Name			
Function			
Date			
Signed			