

Date of Initial Completion: Click to enter date.

Date of Revision: Click to enter date.

Position	Name
Business Unit or Project Leader	
Response Coordinator	
Additional Response Team Members (Add rows as required)	

Prepare responses to the following items based on applicable project and/or worksite scope(s). Use table COVID-19 Response Plan Action Item Tracker to document action items associated with responses. Additionally, the project risk register may be utilized to quantify possible impacts and track response action items.

This document is intended to be updated as the response evolves. Gray text included in the Response column is intended to facilitate BU/Project specific responses and may be deleted.

Section 1 - Staff				
Item	Category	Considerations	Response	Action
1.1.0	Office and Field based – Non-Captive	List positions able to work remotely (work from home)	Positions that are majority computer based Include required equipment – laptop, CPU, monitor, mouse, hub, etc. Individual ability to work from home (workstation area, internet access, time zone differential, etc.) Contractual requirements for onsite personnel	<input type="checkbox"/>
1.1.1		Client requirements	Requirements specific to each client related to personal interaction (In person meetings, accessing client owned facilities or equipment, etc.)	<input type="checkbox"/>
1.1.2		Worker illness protocols	Company X specific protocols and protocols specific to each client and/or facility <u>COVID-19 Reporting Process</u>	<input type="checkbox"/>
1.2.0	Office and Field based – Captive	List positions able to work remotely (work from home)	Positions that are majority computer based Include required equipment – laptop, CPU, monitor, mouse, hub, etc. Individual ability to work from home (workstation area, internet access, time zone differential, etc.) Contractual requirements for onsite personnel	<input type="checkbox"/>
		Facility operator requirements	Camp or other Company X provided accommodation specific requirements	<input type="checkbox"/>
1.2.1		Client requirements	Requirements specific to each client related to personal interaction (In person meetings, accessing client owned facilities or equipment, etc.) Client supplied accommodation and transportation	<input type="checkbox"/>

Section 1 - Staff				
1.2.2		Worker illness protocols	Company X specific protocols and protocols specific to each client and/or facility (illness at camp, illness at worksite, illness prior to travel, temporary quarantine areas or procedures) <u>COVID-19 Reporting Process</u>	<input type="checkbox"/>
1.2.3		Transportation of an ill worker from camp or worksite	Is transportation required? How will transportation be provided? (Company X, client, other) What equipment and supplies are required to facilitate transportation? Transportation to where? (medical facility, designated quarantine area, residence, or other) Communicate process/procedure - <u>COVID-19 Isolation & Transportation of Symptomatic Workers SWP</u>	<input type="checkbox"/>
1.3.0	Essential staff	List of staff/positions essential to maintain normal operations	What is considered essential work to maintain normal operations, what work can be deferred if necessary	<input type="checkbox"/>
1.3.1		List of staff/positions essential to maintain modified or curtailed operations	What is considered essential work should operations be curtailed? Include Company X controlled sites and client sites in consultation	<input type="checkbox"/>
1.4.0		Work refusal due to perceived threat process	HS&E Standard 9.0 General Workplace Rules – Section 6.3 Right to Refuse Unsafe Work Collective agreement requirements	<input type="checkbox"/>
1.4.1		Worker self-quarantine, or Health Authority required quarantine.	Quarantine measures are to last 14 days. How will this be tracked? Who needs this information communicated? (supervisor, HR, payroll etc.)? Individual privacy to be strictly adhered to <u>REPORTING COVID-19-RELATED CASES IN IMS</u> <u>COVID-19 Reporting Process</u>	<input type="checkbox"/>
1.4.2	All	Ancillary staff potential (Company X internal or contractor)	Is ancillary staffing possible from internal Company X sources or contractor companies? Which work scopes?	<input type="checkbox"/>
		Onboarding and mobilizing to site	What is being communicated to workers prior to onboarding or mobilization to a worksite? Do recruitment teams have up to date knowledge? <u>COVID-19 PRE-SCREENING QUESTIONNAIRE</u>	<input type="checkbox"/>
1.4.3		Identification of work scopes with increased exposure risk	Are there scopes of work that increase the risk of exposure to COVID-19? (public interaction, requirement to enter a medical facility, janitorial, etc.) Are additional controls measures required and communicated to affected workers? <u>COVID-19 General Cleaning and Disinfecting SWP</u> , <u>COVID-19 PPE Requirements for Cleaning and Direct or Close Contact SWP</u>	<input type="checkbox"/>

Section 1 - Staff				
1.4.4		Identification of temporary shutdown or demobilization requirements	What workers will be affected? What level of shutdown or demobilization may be required? (partial or total? Define scopes) Define the shutdown or demobilization sequence (Priority of positions – nonessential through essential, logistics of personnel movement)	<input type="checkbox"/>
1.5.0	Contractor	List contractor(s) that provide essential services	Are contractor services used to provide any services to the BU/Project? Are any of these services considered essential to operation of Company X or client facilities, contractual requirements? E.g. water delivery, janitorial services, specialized technical services	<input type="checkbox"/>
1.5.1		Contingency if contractor service becomes unavailable	Does the contractor have a response plan or contingency should they be unable to provide a service? Are there alternate contractors or internal Company X sources that can temporarily provide the service if required?	<input type="checkbox"/>

Section 2 – Equipment, Supplies, and Facilities				
Item	Category	Consideration	Response	Action
2.1.0	Equipment	List of critical equipment	What equipment is required to maintain normal operations? E.g. generator, field operation equipment (haul truck, excavator, helicopter, boat etc.)	<input type="checkbox"/>
2.1.1		Staffing requirements associated with critical equipment (operation & maintenance)	What staff is required to operate and maintain critical equipment? Is ancillary staff available if required?	<input type="checkbox"/>
2.1.2		Material requirements associated with critical equipment	What materials are used to operate and maintain critical equipment? (fuel, filters, lubrication, etc.) Is supply of these materials on hand or required to be ordered? Can vendor held supply be verified?	<input type="checkbox"/>
2.1.3		Acquisition of in-kind or alternate equipment	Is it possible to obtain in-kind or equivalent equipment should current equipment cease to function? Identify equipment Identify alternate vendor if required	<input type="checkbox"/>
2.1.4		Identification of temporary shutdown or demobilization requirements	What equipment requirements need to be met in order to shutdown or demobilize (shutdown procedures, lockout, restart) Is equipment subject to rental, or lease agreements? If so, can it be returned? Logistics associated with moving equipment to non shutdown sites or into storage. Logistics associated with client owned equipment	

Section 2 – Equipment, Supplies, and Facilities

2.2.0	Supplies	List of critical supplies	What supplies are required to maintain normal operations?	<input type="checkbox"/>
2.2.1		Threat of supply interruption (alternate vendors)	Communication with supply vendors Verify stock and logistics to provide where required	<input type="checkbox"/>
2.2.2		Ability to stockpile critical supplies	Is it possible to stockpile critical supplies? (Stockpile area required, life of product, life cycle of product use, logistics from stockpile area to worksite)	<input type="checkbox"/>
2.2.3		Response supplies (soap, masks, hand sanitizer, disinfectant, etc.)	Supplies associated with this response (soap, masks, hand sanitizer, disinfectant, etc.) Logistics of providing supplies where needed <u>COVID-19 General Cleaning and Disinfecting SWP</u> , <u>COVID-19 PPE Requirements for Cleaning and Direct or Close Contact SWP</u>	<input type="checkbox"/>
2.2.4		Identification of temporary shutdown or demobilization requirements	Logistics associated with shutdown (supply delivery dates, ability to receive supplies, storage, etc.) What supplies stay onsite and what is taken offsite during shutdown or demobilization? Where will supplies be taken?	
2.3.0	Facilities	Non-Company X controlled (communication with facility owner related to response)	Are there special parameters around facility use? E.g. staggered mealtimes to limit crowd size, prohibition/restriction on use of shared areas Additional actions undertaken by the facility owner Communication to workers	<input type="checkbox"/>
2.3.1		Company X controlled	Additional response related activities, cleaning of frequently touched surfaces, posting of response information, availability of response related supplies, prohibition/restriction of large gatherings or use of shared areas, etc.) <u>COVID-19 General Cleaning and Disinfecting SWP</u>	<input type="checkbox"/>

Section 3 – Communication

Item	Category	Considerations	Response	Action
3.1.0	Preventative information - Personal	COVID-19 facts, hand washing, social distancing, work related travel, absence from work, exposure self-assessment	Where is the information located and how will it be communicated to workers? <u>COVID-19 Resource Center</u>	<input type="checkbox"/>

Section 3 – Communication				
3.1.1	Preventative information – systemic	Restriction or prohibition of activities (large gatherings, travel, face-to-face interactions, etc.)	Where is the information located and how will it be communicated to workers? <u>COVID-19 Resource Center</u>	<input type="checkbox"/>
3.1.2	Communication methods	Methods for communication	E.g. posters, toolbox talks, memo, electronic, etc.	<input type="checkbox"/>
3.2.0	Communication Processes	Worker communication to supervisor though to response coordinator/team	How will this communication occur specific within the BU/Project?	<input type="checkbox"/>
3.2.1		Response coordinator/team communication to Operating Group Senior Leadership to the Crisis Management Team	How will this communication occur specific within the BU/Project?	<input type="checkbox"/>
3.2.2		Communication with client(s) regarding response activities, possibility of mutual aid	How will this communication occur specific to the BU/Project?	<input type="checkbox"/>
3.2.3		Communication with facility owners	How will this communication occur specific to the BU/Project?	<input type="checkbox"/>
3.2.4		Communication with jurisdictional Health Authority	How will this communication occur specific to the BU/Project?	<input type="checkbox"/>
3.2.5		Completion of Workers	How will this be led?	<input type="checkbox"/>

Section 3 – Communication

		Compensation Employer reports	
--	--	----------------------------------	--

Section 4 – Scenario

Item	Scenario	Response	Action
4.1.0	A captive worker becomes symptomatic. The facility operator communicates the requirement to remove to the worker from the facility. Client supplied transportation will not be provided. The worker must be taken to their residence or alternate isolation facility.		<input type="checkbox"/>
4.1.1	A worker becomes symptomatic over a two-day period while working with various crew members. The crew members are not exhibiting symptoms but have been in close contact with the symptomatic worker. Can apply to captive and non-captive workers.		<input type="checkbox"/>
	Add additional BU/Project specific scenarios as required.		

COVID-19 Response Plan Action Item Tracker			
Response Item #	Required Action	Person Responsible	Completion Date
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.
			Click to enter date.