

**OCEAN CHOICE**  
INTERNATIONAL

**COVID-19 MITIGATION PLAN**

**Version 17– Update May 20, 2020**

# COVID-19 – Mitigation Plan – Contents

	Page
<i>Executive Summary</i>	4-7
1. Service NL – OHS Approval of Plan	8
2. What You Need to Know	8
• Screening General Information COVID-19	10
• Transmission	10
• Government of NL COVID-19 Information	10
• Emergency Preparedness (Prevention Measures)	11
• Immune System Information	12
3. Vessel Protocols	14
• Pre-Boarding Screening Protocol	14
• Onboard Screening While at Sea	14
• Medic Training for Vessels	15
• Medic Isolation Supply Kit for Vessels	16
• Create an Isolation Area	17
• Develop Procedures	17
• Ensure the equipment Available	17
• Continually Monitor Workers	17
• Treatment	18
• General Hygiene Practices	18
• Communications	19
• Additional Infection Control Processes	19
• Recommendations for Being Boarded at Sea	20
• Recommendation for at Sea Rescue	21
• Response – Returning to Port with Possible COVID-19	22
• Port Supply Kit for Vessels	23
• Social Distancing	23
• Procedures for Positive and/or Presumptive Cases	24
• COVID-19 Return to Work	26
4. Plant Protocols	28
• Employee Questionnaire	28
• NL Government Fish Production/Barrier Guidelines	30
• Screening Plant Workers	31
• Procedures for Positive and/or Presumptive Case	32
• Additional Infection Control Processes	33
• Social Distancing	34
• Safe Work Practices/Tool Box Talks	35
• COVID-19 Return to Work	36

5. Office Protocols	38
• Employee Questionnaire	38
• Government of NL COVID-19 Information	38
• Social Distancing	39
6. Inshore Landing Site Protocols	41
• Safety Statement	41
• What you Need to Know	41
• Pre-Screening	42
• Immune System Information	42
• Social Distancing	43
• Additional Infection/Cleaning Processing for Landing Site	43
• Preparation for Vessel Departing Wharf	44
• Preparation for Vessel Landing at Wharf	45
• Additional Protocols for Landing and Offloading	46
7. Working Remotely	48
8. Being Prepared	49
9. Employee Assistance	49
10. COVID-19 Approved Changes Safety Protocols	51
11. Appendices	
Appendix A: Visitor Health Questionnaire	52
Appendix B: Temperature Log-in Sheet	53
Appendix C: Personal Protective Equipment (PPE)	54
Appendix D: Hand Washing	55
Appendix E: Employee Questionnaire	56
Appendix F: Be Prepared – Plan Ahead	57
Appendix G: Self-Monitoring, Self-Isolation	58
Appendix H: Advise for Caregivers	59
Appendix I: Contents Vessel Isolation Kit	61
Appendix J: Fogging Unit Safe Work Practices	62
Appendix K: Proper Hand Sanitizing	65
Appendix L: Warning – Smokers/Hand Sanitizer	66
Appendix M: Boarding Kit for Vessel with Suspected Case	67
Appendix N: Department of Health & Community Services Bulletin	68
Appendix O: Respirators	69
Appendix P: Social Distancing	72
Appendix Q: Inshore Vessel Landing Questionnaire	73
12. References	74

## **COVID-19 – Executive Summary – Mitigation Plan**

The global COVID-19 pandemic has pushed us all into uncharted territory and Ocean Choice International (Ocean Choice) will be implementing various precautionary protocols and procedures throughout our entire operations to ensure the health and safety of our people. The world is in a constant state of flux and adjustment, but we know that the spread of COVID-19 needs to be taken seriously while we adjust ourselves as quickly as possible for ongoing changes we will be facing on a daily basis.

Ocean Choice has implemented a COVID-19 Mitigation Plan (“Plan”) and as an industry deemed to be an essential service (food production) we recognize that things can change overnight. What we are all currently experiencing as a result of COVID-19 is certainly a different challenge when it comes to operating in the seafood industry and Ocean Choice have implemented a number of changes to help keep pace with everything that is going on, including proactive measures for the safety of our employees, supplier partners, customers, families and visitors.

We are all facing this COVID-19 crisis, but this Plan outlines the measures which Ocean Choice has taken as a company to ensure everyone understands that safety is our priority as we focus on continuing our operations for our employees, our communities and our customers. In addition, to this Plan the Ocean Choice COVID-19 Team meets 3 times weekly and more often if necessary to review the status throughout our organization. Working together we have to confront the serious long-term impacts COVID-19 will have on our operations and the need to be calm and smart with implemented new protocols.

The Plan provides detailed preventative measures and actions which Ocean Choice has put in place to ensure our employees are protected. We have implemented our plans for all of our vessels, our plants and offices and we have a team of employees dedicated to the COVID-19 situation. Additional preventative measures, include restricted access to employees and essential services and a pre-screening health survey that is completed prior to boarding a vessel or entering one of our facilities. We are also monitoring the health of our employees with daily temperature checks. In addition to our stringent cleaning and sanitization processes, we have put in place additional daily cleaning and sanitization measures which include new fogging equipment to be used daily at all our facilities. We have implemented the prescribed social distancing protocols, including enhancing our processing facilities where possible following the guidelines established by the authorities. Further to this, we have implemented protocols should personnel show symptoms or become ill in any area of our operations.

Within our **Fleet Operations** we have implemented protocols that include but are not limited to the following:

- **Pre-Boarding Screening:** An advance phone conversation will all crew members prior to their arrival at port. Once at port the crew undergoes additional in-person screening prior to boarding the vessel. Once onboard the vessel no crew is permitted to leave the vessel.
- **Monitoring at Sea:** Daily temperature and monitoring of all crew while at sea and where possible have implemented social distancing procedures.
- **Medic Training:** Each vessel will have 2 designated Medics, trained by a medical professional, prior to sailing. These Medic(s) will monitor all crew on a daily basis. The Medic will take the lead if a COVID-19 should occur onboard the vessel under the direction of Atlantic Offshore Medical Services (AMOS) and health authorities.
- **Isolation Area:** Each vessel will have an identified isolation area equipped with all the necessary Personal Protective Equipment (PPE).
- **Additional Cleaning and Sanitization:** Additional cleaning and sanitization protocols have been implemented along with the addition of Fogging equipment for additional sanitization. We have increased our cleaning processes to multiple times per day which includes more frequent cleaning of common areas and frequently touched surfaces, i.e. handrails, doorknobs, etc. Additional measures have also been implemented in the galley.
- **Communications:** COVID-19 posters, hand washing, hand sanitizing and information related to COVID-19 will be posted throughout the vessel. Tool box talks have been developed around COVID-19 as well as the new protocols. During these uncertain times the Captain will include details updates on crew on his daily reports to the Vessel Manager. COVID-19 Bulletin board will be placed on all vessels.
- **Vessel Landing:** New protocols/security measures have been implemented for landings. If, however, a vessel has a suspected COVID-19 case onboard additional emergency measures will be followed including isolating all the crew until the affected crew member(s) have left the vessel. All crew members will be provided with an information Kit on COVID-19 prior to departing the vessel.

Within our **Plant Operations** we have implemented protocols that include but are not limited to the following:

- **Employee Questionnaire:** All employees are required to complete a questionnaire and have their temperatures taken on a daily/shift basis.
- **Pre-Screening Area:** Each facility will have an appointed Medic to assist with employee screening in the designated area at the entrance to the plant. No employee, contractor or supplier will be permitted entrance to the plant without being screened and completing the appropriate questionnaire. The pre-screening area will be set up to ensure safety of both the Medic and employee(s) and visitor(s).
- **Additional Infection Control Processes:** Additional cleaning and sanitization protocols have been implemented along with the addition of Fogging equipment for additional sanitization. We have increased our cleaning processes to multiple times per day which includes more frequent cleaning of common areas and frequently touched surfaces, i.e. lunch rooms, break rooms, locker rooms, smoking areas, handrails, doorknobs, etc.
- **Orientation:** Regular orientation which includes the review of Occupational Health and Safety and Quality Control components will now include a session on COVID-19 and will be conducted in smaller groups adhering to social distancing.
- **Health Monitoring:** It is mandatory for all individuals entering the plant to confirm that they do not currently meet any of the self-isolating criteria established by the authorities related to COVID-19.
- **Infection Control Processes:** Washing hands frequently will help prevent the spread of germs and infections and COVID-19. Sanitizing stations have been installed throughout the plant and additional cleaning and sanitization protocols have been implemented including twice daily cleaning and disinfecting objects and surfaces that a lot of people may touch. Janitorial/Cleaning staff will undergo additional training in relation to additional cleaning protocols.
- **Communications:** COVID-19 posters, hand washing, hand sanitizing and information related to COVID-19 will be posted throughout the plant. Tool box talks have been developed around COVID-19 as well as the new protocols. A COVID-19 information board will be installed at all locations.

- **Safe Work Practices/Tool Box Talks:** Our COVID-19 Team and Plant Managers are regularly assessing our processes and activities to ensure we are doing everything we can to keep our people safe. Our Plant Management Team will ensure that the protocols developed for their processing facility will be implemented and have developed tool box talks and various safe work practices, i.e. staggering breaks, staggering start times, providing masks to employees where necessary where social distancing cannot be obtained.

Within our **Office Operations** we have implemented protocols that include but are not limited to the following:

- **Employee Questionnaire:** All employees are required to complete a questionnaire and have their temperatures taken on a daily.
- **Social Distancing:** We have implemented a shift schedule for all our office staff to ensure we are following the authorities special measures order(s). Wherever possible our employees will be encouraged to work remotely and only essential pre-approved business travel will be permitted.

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. As with all things we do, this Plan includes effective strategies and protocols to enable Ocean Choice to continue its operations in a safe and efficient manner. COVID-19 can seem overwhelming, but in truth, every person can help slow down the spread of COVID-19. By doing your part, you can make a big difference to your health, and the health of others around you.

Ocean Choice's COVID-19 Mitigation Plan for all our offices, plants and vessels will undergo review and observation in conjunction with the Occupational Health and Safety Committee members at each location to ensure that proper protective measures have been put in place for the safety of all our employees and visitors.

## COVID-19 – Service NL – OHS Approval of Plan

**From:** Giles, Wayne [<mailto:waynegiles@gov.nl.ca>]  
**Sent:** April 8, 2020 10:06 AM  
**To:** Kim Rose  
**Subject:** [EXTERNAL]RE: ERP - Corporate and Triton/Bonavista

Kim,

In response to your request. Occupational Health and Safety have reviewed the Ocean Choice International Covid 19 Emergency Plan submitted for review. Ocean Choice International's Covid 19 Emergency Plan's contains the required information / instruction to operate offshore and land based facilities and provide the required protection of workers from Covid 19 at their work sites.

**Wayne Giles**  
Service NL

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## COVID-19 – What You Need to Know

The interim guidance is based on what is currently known about the Coronavirus disease 2019.

The Coronavirus usually causes uncomplicated respiratory tract infections like the common cold. A new strain of the virus, 2019 Novel Coronavirus (COVID-19) (hereon referred to as “the virus”) has been detected and there are several thousand confirmed cases worldwide. This emergency preparedness plan will present you with knowledge surrounding the virus, the signs and symptoms associated with it, and the actions you need to take in the event an employee of your Company is suspected and/or confirmed to be infected with the virus.



### Defining the virus:

- The virus consists of several strains that may infect animals and/or humans.
- It usually causes lower respiratory tract infections – i.e. as such the influenza would cause.
- SARS (Severe Acute Respiratory Syndrome) and MERS (Middle East Respiratory Syndrome) are (2) previous strains of the virus.
- Anyone can be infected with the virus if they are exposed to it, and levels of illness vary from person to person.
- People at higher risk are immune compromised individuals, the young, the elderly, and people with cardiac or respiratory disease. These individuals would classify as personnel who may experience a more “severe illness”.

### About this outbreak:

- Wuhan China (origin) – cases of pneumonia caused by new strain of the virus.
- The virus has now affected hundreds of thousands of people worldwide, some of these cases being severe and leading to fatalities.
- January 25th, 2020 the first presumptive case occurred in Canada.
- .

### Common symptoms:

- Fever –over 38 degrees Celsius.
- Cough,
- Sore Throat,
- Runny Nose,
- Headache
- Shortness of breath and/or difficulty breathing.
- Aches and pains

**Screening:** It is important to recognize if someone is showing the symptoms of the virus. If a person meets the listed criteria, you must report it to 811 immediately, the medical officer or health on-call, microbiologist on-call, infection prevention and control, or the infectious diseases physician on-call. Do not proceed to the local emergency room or physician's office if you meet the following criteria:

- Fever and/or acute respiratory illness.
- Travel to China or other affected areas.
- Close contact with a person with a suspected or confirmed case.

Several investigations can be conducted to determine whether or not the person has been infected with the virus: nasopharyngeal (NP) swab and/or sputum, blood for serology, urine specimen or stool specimen.

### **Transmission (Human to Human)**

- Once exposed, it can take approximately fourteen (14) days for symptoms to appear – or as little as five to six (5-6) days.
- It is spread by close contact, within two (2) metres or six (6) feet.
- It is spread through droplets from a person coughing or sneezing.

Treatment – There is no “specific” treatment for the virus, nor is there a vaccine for prevention measures. The treatment a person will receive will be focused on the symptoms a person is experiencing (i.e. supportive care for breathing in the event breathing complications and medications to alleviate pain and/or fever).

### **Government of Newfoundland & Labrador COVID-19 Information:**

Special Measures Order from the Government of Newfoundland and Labrador

As of **March 20, 2020**, all individuals arriving in Newfoundland and Labrador from outside the province, including those arriving from other provinces and territories in Canada, must self-isolate for 14 days.

The Chief Medical Officer of Health believes that is appropriate for certain asymptomatic workers and certain asymptomatic individuals to be exempted from the requirement to self-isolate for 14 days when arriving in Newfoundland and Labrador from another province or territory in Canada during the public health emergency while still maintaining measures to protect the health of the population.

*Pursuant to section 28 of the Public Health Protection and Promotion Act, I, Dr. Janice Fitzgerald, Chief Medical Officer of Health, HEREBY MAKE THE FOLLOWING EXEMPTION TO THE REQUIREMENT TO SELF-ISOLATE FOR 14 DAYS:*

- 1. Asymptomatic workers in the trade, transportation, mining, hydro-electric and oil and gas sectors, including truck drivers and crew on any plane, helicopter, train or marine vessel, including fish harvesting vessels, arriving in Newfoundland and Labrador from another province or territory in Canada are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*
- 3. Asymptomatic workers essential to the critical maintenance of the province's infrastructure in the trade, transportation, fishing and aquaculture, hydro-electric, mining and oil and gas sectors are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*

If you are having symptoms, this means the following:

- Stay at home and do not go to work or school for 14 days.
- Avoid close contact with people with chronic conditions, compromised immune systems and older adults.
- You do not need COVID-19 testing if you do not have symptoms.
- Monitor for symptoms (symptoms include: fever or coughing, sore throat, running nose, head ache, aches and pains or difficulty breathing).
- If you start having symptoms, isolate yourself from others as quickly as possible and call 811.

### **Emergency Preparedness (Prevention measures)**

- Self-isolating is the best method to prevent the spread of the virus. If you and/or employee experiences symptoms related to the virus, self-isolate immediately and call 811. Do not come into contact with friends, family or the public.
- Employees who have traveled for business, or personal reasons to any high risk coronavirus areas, have had family members who have done so, and/or who have been in proximity to anyone suspected of having or confirmed with the virus with in the last 14 days, need to self-isolate at home for the next 14 days.
- Health Canada Definition: Self-isolate - Isolation means staying at home when you are sick with COVID-19 and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.
- OCI has developed a “no physical contact” policy directed primarily at handshaking.

- Avoid hosting social work functions; social distancing is an effective preventative measure.
- Limited business travel to only that essential to operating our business. Meetings are to be conducted by phone or video wherever possible.
- Proper hand washing is essential and is one of the most effective ways to prevent transmission. Always wash your hands with warm (not hot/not cold) water and soap. Proper hand washing is essential: 15 seconds minimum, covering all areas of the hands including in between fingers and not re-touching the tap once completed.
- Wear a face mask if you are sick. If you are sick and around other people (e.g., sharing a room or vehicle) and before you enter a health care provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should ensure to cover your coughs and sneezes.
- If you are not sick, you do not need to wear a facemask unless you are caring for someone who is sick. Facemasks may be in short supply and they should be saved for caregivers.
- Follow your local news for the status of the virus within your province announced from healthcare officials, as well as updates from the "WHO" World Health Organization.

Approximately 80% of the COVID-19 infections are mild-moderate. Some people with COVID-19 have such mild illnesses they are unlikely to contact a health professional or be tested and are not officially counted. This is another reason why this virus is spreading so easily – quite a few people do not know they have it. Only 20% of cases will be severe and are more likely to be the people with compromised immune systems.

We all share a collective interest in ensuring that we effectively manage the unfolding issues arising from COVID-19 concerns.

### **Those at increased risk for Severe Symptoms**

- Most of the fatal cases have occurred in patients with advanced age or underlying medical comorbidities (including cardiovascular disease, diabetes mellitus, chronic lung disease, hypertension, and cancer).
- Chronic lung disease (eg, COPD, asthma, idiopathic pulmonary fibrosis, and [cystic fibrosis](#)) are at particular risk for COVID-19 with worse outcomes).
- **Patients receiving immunomodulatory agents** — immunocompromised patients with COVID-19 are at increased risk for severe disease.

## **COVID-19 – Immune System Information**

The company is continually monitoring and addressing the evolving COVID-19 pandemic and potential impacts on our people, our communities, and on public health in our province more widely. We are regularly assessing our processes and activities to

ensure we are doing everything we can to keep people safe. We are following the advice from the proper health authorities and government officials; and as new information becomes available we are adjusting our plans accordingly.

Health Canada has identified that there is an increased risk associated with COVID-19 for people: aged 65 and over, with compromised immune systems and with underlying medical conditions. To ensure we are doing all we can to protect any of our employees who might fall into one of these three categories, ask that if you concerned about coming to work as a result of a compromised immune system and don't want to risk your health please contact your supervisor.

We remain committed to putting in place preventative measures to help protect the health, safety and well-being of our employees and communities.

As the situation evolves, Ocean Choice will adapt and continue our operations while still observing responsible practices.

## **COVID-19 – Screening Recommendations Crew**

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. Therefore, as with all things we do, we will implement effective strategies to enable Ocean Choice to continue its operations in a safe and efficient manner.

### **Pre-Boarding Screening Protocol**

Only business critical visitors, crew and Ocean Choice management will be permitted to board any Ocean Choice vessels at this time. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. (See Appendix A)

1. Assign someone to screen, at ONE common entry point, all oncoming crew members/workers. The Screener should wear protective equipment including: mask, goggles and disposal gloves.
2. ALL crew/contractors will be asked to complete the Ocean Choice COVID-19 questionnaire prior to boarding the vessel.
3. ALL crew/contractors will be required to have their temperature taken prior to boarding the vessel.
  - a. Take temperature. If >38 degrees. This is considered a fever and the crew member/contractor will NOT be permitted to board the vessel
  - b. Call 811 if anyone presents with a high temperature and/or symptoms and seek professional medical guidance.

## **COVID-19 – Onboard Screening While at Sea**

As we are all aware, the COVID-19 pandemic has pushed us all into uncharted territory and Ocean Choice will be implementing various precautionary protocols and procedures in order to keep our crew safe while at sea. Two Medics will be designated prior to sailing and these Medics' will be provided with additional training to assist them with coping with possible COVID-19. As indicated these measures are being made a pre-emptive to protect the health of our crew onboard our vessels.

1. The pre-board screening forms will be accompany each crew member on board the vessel and will be handed to Medic A as continued monitoring of temperatures and symptoms while continue onboard the vessel on a daily basis.

2. Medic A will be responsible for maintaining the Temperature Log book daily (Appendix B).
3. Medic A will be responsible for meeting with each crew member daily, asking if there are any changes with their health and obtaining the daily temperature and updating the personal pre-screening form.
4. Medic A will immediately communicate to the Captain if there are any changes to an individual's health. A decision will be made by Management in consultation with Atlantic Offshore Medical Services (AMOS) and health authorities if the crew member will have to self-isolate in the designated "self-isolation room" as a precautionary measure.
5. If Management has decided that self-isolation is necessary, Medic A will don all appropriate PPE and guide the worker to the isolation room immediately.
6. Medic A and only Medic A will be responsible for checking on the crewmember in isolation. Medic A will try their best to complete all activities at the one time to prevent exposure time. The items to try to complete at the same time would be delivering food, drinks and taking the required temperature checks.
7. In the event that Medic A should become unwell Medic B will assume the duties as outlined above.

## **COVID-19 – Medic Training for Vessels**

Each of the dedicated Medics (primary and secondary) shall be provided with additional training by a medical professional prior to sailing which shall include the following:

- Review action plan for potential COVID-19 outbreak with designated medics of each vessel.
- Designate isolation room on the vessel.
- Review protocols for potential outbreak with the designated medics
- Set up equipment for action plan
- Review prevention measures while aboard vessel.

## **COVID-19 – Medic Supply Kit for Vessels**

The following items shall be placed in a sealed container for use only by the Medics for the Designated Isolation Room onboard the vessel. (See Appendix I: Contents Vessel Isolation Kit)

### **Contents List:**

- Disposable isolation gowns, masks N95, goggles, gloves
- Disposable boot covers
- Thermometers should be single use digital or replaced with disposal Tempadot paper thermometers or a non-touch thermometers
- Glucometer and lancets
- Cleaning materials in the isolation room
- A communication device should be in the room for two-way communication to reduce the frequency of other crew members' contact.
- Hand sanitizer and cleaning materials for touched objects (ex: remotes, books)
- Tissues, toilet paper, paper towels, soap and other toiletries that will be used only by the crew member.
- Garbage container and biohazard garbage bags
- Information Posters including:
  - Hand Washing,
  - PPE,
  - Self-Monitoring, Self-Isolation
  - Advise for Caregivers
  - Restricted Area Poster
  - Quarantined Poster

### **NOTE:**

- Any equipment that needs to be shared must be cleaned appropriately
- Ensure that all bed linens are removed and placed in a biohazard garbage bag and washed in hot water.
- Ensure the cabin/room is cleaned properly and all bed linens are placed in a biohazard garbage bag, sealed and left in the quarantine room to be discarded properly
- In addition to the full cleaning ensure the cabin/room is also sanitized using the Fogging Units onboard the vessel. Appendix J contains the safe work procedures for use of Fogging units.



## **COVID-19 – Recommendation for Suspected COVID-19 Onboard Vessel**

### **1. Create an isolation area**

- Identify – NOW – an area(s) that can be used for crew member isolation if/when needed.
- If possible the room should have a bathroom and a sink with running water. If that is not possible then a bathroom use and cleaning protocol must be developed. The isolation area will be determined prior to sailing by a medical professional.
- The medical professional will review all procedures and protocols with the both Medic A and Medic B.
- Remove all non-essential items to make sure cleaning is as easy as possible.
- Entertainment and other downtime supporting material should be available to support the isolation of crew members.
- A communication device should be in the room for two-way communication to reduce the frequency of other crew members' contact.
- Hand sanitizer and cleaning materials for touched objects (ex: remotes, books)
- Tissues, toilet paper, paper towels, soap and other toiletries that will be used only by the crew member.
- Garbage container and biohazard garbage bags.

### **2. Develop procedures** for the isolated crew member(s) that include bathroom access (if no private bathroom available), food and hydration delivery, and regular assessment of medical condition.

### **3. Ensure the following equipment is available** onsite for personnel doing the medical assessment:

- Disposable isolation gowns, masks N95, goggles, gloves
- Disposable boot covers
- Any medical equipment that needs to be shared must be cleaned appropriately prior to use on another individual
- Thermometers should be single use digital or replaced with disposal Tempadot paper thermometers or a non-touch thermometers
- Cleaning materials in the isolation room

### **4. Continually Monitor all Workers**

**Two Medics will be designated prior to the vessel departing port. Medics A and B will be the only individuals permitted to tend to the isolation room**

- A. If a crew member develops any cough, fever, sore throat, runny nose, headache, shortness of breath, or other upper or lower respiratory infection symptoms, place an N-95 mask on the patient and isolate in cabin/room (or designated isolation area). Mask

can be removed while in isolation area BUT coughing/sneezing should be done into inside elbow or into tissues and put in a sealed garbage bag.

- B. Designated “medic” primary (Medic A) and secondary (Medic B) to put on personal protective equipment (PPE) and evaluate the affected worker while in isolation. PPE removal after patient evaluation must be strictly followed. (See Appendix C). PPE must be removed and placed in a biohazard bag and disposed of immediately on exiting the affected isolation space.
- C. PPE for the designated medics **MUST** be stored outside of the designated isolation room.
- D. Obtain medical history – current problem(s) and when noted new symptoms, past medical problems, meds. Record this information and vital signs.
- E. Call Atlantic Offshore Medical Services (AMOS) to discuss with physician.

## 5. Treatment

Treatment is supportive, meaning staying hydrated, fever control with acetaminophen or ibuprofen, and keeping isolated. Confirmatory testing is not currently available on vessels or plants. Testing has to be conducted by medical professionals through the 811 service. There are no indicated anti-virus or anti-bacteria medications that are effective.

## 6. General Hygiene Practices

The provision of safe water, sanitation and hygienic conditions is essential to protecting human health during all infectious disease outbreaks, including the COVID-19 outbreak. Ensuring good and consistently applied WASH and waste management practices in communities, homes, schools, marketplaces and health care facilities will further help to prevent human-to-human transmission of the COVID-19 virus. In addition to regular cleaning, Fogging Machines have been placed on all vessels for sanitization to be used throughout the vessel on a daily basis. Appendix J contains the safe work procedures for use of Fogging units.

The most important information concerning WASH and the COVID-19 virus is summarized here. (See Appendix D)

- Frequent and proper hand hygiene is one of the most important measures that can be used to prevent infection with the COVID-19 virus. WASH practitioners should work to enable more frequent and regular hand hygiene by improving facilities and using proven behaviour change techniques.

- Ziploc bags attached to the wall and disposable gloves shall be placed in all common used washroom
- World Health Organization (WHO) guidance on the safe management of drinking-water and sanitation services applies to the COVID-19 outbreak. Extra measures are not needed. In particular, disinfection will facilitate more rapid die-off of the COVID-19 virus.
- Many co-benefits will be realized by safely managing water and sanitation services and applying good hygiene practices. Such efforts will prevent many other infectious diseases, which cause millions of deaths each year.

## 7. Communications

- Place information posters about COVID-19 and hand washing in eating areas, washrooms, and shared work areas.
- The Captain/Manager should review infection control procedures with workers at the start of each shift.
- Encourage all workers to enforce hand washing with their co-workers, especially post-toilet use and prior to eating.

## COVID-19 – Additional Infection Control Processes

The most effective way to prevent the spread of all types of germs and infections is by following best hygiene practices wherever you are:

- Wash hands frequently with soap and water, especially after sneezing or coughing. When soap and water are not handy, alcohol based hand sanitizers are effective.
- Cough, sneeze into bent elbow, not into your hands.
- Use tissue to cover coughs/sneezes, and then place into a sealable garbage bag immediately.
- Avoid touching your face – nose, mouth or eyes with your hands.
- TWICE DAILY cleaning and disinfecting of objects and surfaces that a lot of people touch, such as:
  - Doorknobs
  - Handrails
  - Tables, Chairs, benches
  - Microwaves
  - Light switches, thermostats
  - Phones,
  - Remote controls
  - Computer keyboards, screens and any commonly shared surfaces/areas
  - Condiments in the galley
  - Cupboard knobs
- Increase the overall hygiene and cleaning of the vessel including:
  - Accommodations areas, especially if sharing a room

- Shared or commonly used areas i.e.: bathrooms, wheel-house, eating areas, lounges, laundry rooms, etc.
- Disposable gloves to be placed in common areas for use and disposable in Ziploc bags.
- Commonly touched areas of operational equipment, i.e.: START/STOP buttons, steering wheels, etc.
- A 1:10 hypochlorite or 1:9 bleach: water solution can be used for all general cleaning.
- Clean and disinfect medical equipment after use
- Take temperature using axilla, non-touch or tympanic route rather than oral and clean the device following use.
- Use thermometer probe covers if available when taking a temperature on a sick individual.
- Consider using disposal thermometers, i.e.: Tempa dots for assessing fever in individuals who may have symptoms of influenza or COVID-19.
- Clean all used medical equipment including blood pressure cuffs, and stethoscope with accelerated hydrogen peroxide, chlorhexidine or a similar disinfectant to ensure they are clean. If possible use the same medical equipment for the sick individual while they are in your care.
- Ensure the cabin/room is cleaned properly and all bed linens are washed after the sick individual has left the vessel.

## COVID-19 – Recommendations for being Boarded at Sea

There may be a time when your vessel may be boarded at sea by Fishery Officers. Should this occur the following procedures will be implemented to protect the safety of our crew.

- A. As per our COVID-19 Mitigation Plan any visitor (including officers/inspectors) will need to complete our Questionnaire. You will provide them with an electronic copy when possible and if not they the Captain or onboard Medic will need to ask the questions over the radio and complete the form.
- B. Anyone boarding an Ocean Choice vessel MUST be wearing PPE (masks/glasses/gloves) at ALL TIMES. If they do not have the PPE it will be supplied to them and they must put the PPE on before proceeding on board. There is a kit on board each vessel containing all PPE that is required in case the vessel is boarded.
- C. The Captain will request a copy of the COVID-19 procedures which the visitors company has in place prior to allowing anyone to board the vessel.
- D. The Captain will notify all crew that the vessel is being boarded for inspection purposes and ask all crew to MUSTER and isolate from the Visitors.
- E. Once onboard the vessel and in the proper PPE the Captain and or the Medic will take the temperature of the visitor prior to allow them any further access to the

vessel. If temperature and questionnaire completed and the Captain and or Medic gives the all clear the Officers/Inspectors shall proceed immediately to the bridge.

- F. Any crew member that must have contact with the Visitors WILL be required to wear PPE. Any Visitor boarding the vessel MUST be accompanied by a member of the vessel management team of Ocean Choice at all times and management will be responsible for ensuring that Ocean Choice COVID-19 protocols are adhered too. The vessel management will escort all visitors as they exit the vessel also.
- G. A full cleaning/sanitization will take place immediately after the Visitor(s) has left the vessel.
- H. The Captain will make a full report in the Captain's Log of the boarding and its outcome.

## **COVID-19 – Recommendations for Rescue at Sea**

All Vessels/Captains have an obligation to render assistance to those in distress at sea. This is a longstanding maritime tradition as well as an obligation enshrined in international law. Compliance with this obligation is essential to preserve the integrity of maritime search-and-rescue services. All Ocean Choice vessels will respond accordingly; however, the following company COVID-19 protocols should be followed to ensure the safety of all.

- A. The Captain/Vessel will respond to the rescue and conduct themselves in the usual manner for an at sea rescue.
- B. Once the rescued individuals have boarded they will remain on the deck and all be given PPE prior to entering the inside of the vessel. All vessels have a plan in place that has been vetted by the captains of where the individuals will be isolated. They will be isolated wherever possible onboard the vessel, depending on the number rescued.
- C. Once they are in the isolation location all individuals onboard the vessel will be expected to complete the COVID-19 questionnaire and have their temperatures taken on a daily basis by the Medic as per our COVID-19 Mitigation Plan.
- D. Any individuals showing signs of COVID-19 will immediately be moved to the designated Isolation room onboard the vessel, following the COVID-19 Mitigation Plan protocols.
- E. The Captain will ensure that social distancing is maintained and wherever possible that the rescued individuals will be isolated in a common area. PPE will be issued where necessary.
- F. The Medic will conduct regular checks with the rescued individuals, checking for symptoms and temperatures.
- G. The Captain will assign security to the area of the ship that the rescued individuals are occupying in order to protect the safety of all onboard as well as the vessel.

- H. The Captain will report back to the Vessel Manager on the details of the rescue including the number of adults, children rescued and those requiring medical attention.
- I. The Captain and Vessel Manager will report details as necessary and receive instructions from the respective authorities.
- J. Once back in port the Captain and Ocean Choice will file all necessary reports and take their direction of the authorities.
- K. The Vessel will undergo a thorough cleaning/sanitization prior to returning to the fishing grounds.

The sole responsibility of the Master and the crew is to maintain safety and, as far as practicable, the health and wellbeing of rescued persons, and cooperate in their safe disembarkation taking direction from the authorities.

## **COVID-19 – Response When Returning to Port with Possible COVID-19**

When a vessel returns to port with a possible case of COVID-19 the company will take its direction from the health authorities and 811 services. Ocean Choice will also implement the following procedures to protect the safety of our crews.

- A. Authorized personnel will board the vessel upon landing wearing PPE gear to assist with disembarking the affected crew member(s).
- B. Once docked the affected individual(s) will be the first to disembark the vessel and be provided with full PPE gear including N95 masks and gloves to help reduce the spread of COVID-19. The crew member(s) will be provided with a COVID-19 kit and instructed to go immediately to their vehicle and go home, monitor symptoms and self-isolate for 14 days. If the crew member(s) does not have a vehicle at the landing site the company will arrange for transportation. The individual will be instructed to complete the COVID-19 Self-Assessment Tool available on the Government of Newfoundland and Labrador website at [www.gov.nl.ca/COVID-19](http://www.gov.nl.ca/COVID-19) to determine if testing for COVID-19 is necessary. If you do not have access to a computer Call 811 for further medical assistance. The crew member(s) DO NOT GO TO THE HOSPITAL unless instructed to do so. The affected crew member will be provided with a copy of their daily temperature log while at sea.
- C. All remaining crew will have their temperatures taken and provided with an information kit on monitoring for symptoms and self-isolation for 14 days with respect to being in possible contact with someone with COVID-19.

- D. The vessel will immediately undergo extensive cleaning as per the protocols including use of fogging machine and thoroughly disinfected. Appendix J contains the safe work procedures for use of Fogging units.

## **COVID-19 – Port Supply Kit for Vessels**

The following items shall be placed in a sealed container for use upon the arrival of a vessel into port with suspected COVID-19.

### **Contents List:**

- Disposable isolation gowns,
- 4 pairs Goggles
- 10 pairs of gloves
- 10 masks N95,
- Disposable boot covers
- 6 biohazard garbage bags

Supplies to be replenished upon use.

## **COVID-19 – Social Distancing**

### **What is Social Distancing?**

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least 2 meters away from other people lessens your chances of catching COVID-19.

Onboard our vessels social distancing would mean reducing the number of people in the designated smoke area to maintain at least a 2 meter distance. It will also mean limited the amount of people in the galley and common rooms onboard the vessel.

The pandemic can seem overwhelming, but in truth, every person can help slow down the spread of COVID-19. By doing your part, you can make a big difference to your health, and that of others around you.

### **Smoking – Hand Sanitizer Warning – Appendix L**

Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire hazard concerns. If you are going for a smoke please ensure that you use hand soap and not hand sanitizer before lighting up. Hand sanitizer is flammable and can easily be ignited with a common lighter. It is safe to use hand sanitizer after your smoke break to clean your hands. See Appendix K.



## COVID-19 – Procedure for Positive and/or Presumptive Case

Should any personnel exhibit symptoms consistent with COVID-19, whether self-identified or identified as a result of screening measures:

- Employees must:
  - Advise the Vessel Manager or Crewing Coordinator immediately;
  - Contact their local public health authority (811); and
  - If at work, leave the workplace immediately, or if at home do not return to work.
- Employees who are home and who may have COVID-19 are to following the advice of their local public health authority regarding the self-isolation period and return to work.
- Ocean Choice will ensure confidentiality of the employee who is confirmed positive for COVID-19.

In the event that an employee and/or essential contractor notifies Ocean Choice that they have been confirmed positive or presumptive for COVID-19 the following procedures shall be implemented immediately:

- Ocean Choice will conduct a thorough internal investigation in order to reduce the risk of the disease spreading.
- Once investigation is completed anyone affected by close contact will be contacted by Ocean Choice and provided with instructions to contact local health authorities and self-isolate for 14 days prior to returning to work as per the recommendations of the Public Health Agency of Canada and CFIA (Canadian Food Inspection Agency).
- Take into consideration the nature of the work and any mitigation measures in place to limit contact between employees such as PPE and barriers.
- Ocean Choice will notify the CFIA immediately upon receipt of confirmation of a COVID-19 positive result from public health
- The facility will immediately shutdown and undergo a full deep cleaning/sanitization as directed by the Provincial/Public Health directive that will address any concerns with the presence of COVID-19 on contact surfaces and in common areas.
- Information to be provided to authorities will include all pertinent details such as:
  - The date of confirmation diagnosis (if possible)
  - The date of onset of symptoms and if the employees was at the establishment
  - The locations at the facility where the employee worked (i.e. processing line), were likely present (i.e. lunchroom) or travelled through (i.e. specific corridors, stairways)
  - Any other information relevant to identify individuals who may have had close contact with the positive employee and/or essential contractor



- The vessel will recommence activity only after the authorities have given the all clear

Ocean Choice will ensure confidentiality of employee shall be maintained and the company will take its direction from the authorities.

### **Vessel Operations - Employees**

If there is a COVID-19 positive or presumptive case:

- If an employee tests positive for COVID-19, the employee must notify the Crewing Coordinator and Vessel Manager.
- The Vessel Manager will follow up with the employee for test results.
- The Vessel Manager must consult with and follow Public Health's recommendations relating to the company's response and engage with public health in determining the risk to the other employees.
- Any employee confirmed to test positive for COVID-19 (symptomatic or asymptomatic) must comply with Public Health's instructions. The employee will not be permitted to work for at least 14 days and until deemed healthy (all clear) by authorities.
- Ocean Choice will not release personal information about an employee's identity or health status. Employees may voluntarily disclose their status to other employees.

### **Contract Tracing:**

- The Vessel Manager will investigate the employee who tested positive to identify anyone who may have worked closely with the individual (close contact is defined by the Center for Disease Control and Prevention as less than 6 feet if not wearing PPE).
- The Vessel Manager will notify employees who may have worked in close contact with the employee who confirmed positive, and depending on the nature of the contact and mitigation measures present (such as PPE), will ask employees not to return to work for a period of 14 days and self-isolate, as per the recommendations of Public Health Officials.
- Vessel operations will immediately implement full sanitization measures as directed by Provincial/Public Health directives that will address any concerns with presence of COVID-19 on contact surfaces and in common areas.

## **Vessel Operations – Contractors/Visitors/Truck Delivery Drivers etc.**

- If a contractor/visitor/truck delivery driver etc presents as a high suspicion for COVID-19 or tests positive for COVID-19, it is expected that they must notify the Vessel Manager immediately so the Company can take a proactive approach. Public Health will also contact Ocean Choice if a risk is identified through contact tracing.
- Contractors/Visitors/Truck Drivers must provide the Vessel Manager with their contact information so Vessel Managers can follow up on test results to provide immediate verbal notification to the Public Health and the Company's representatives.
- The Vessel Manager must consult with and follow Public Health's recommendations relating to the company's response and request their assistance in determining the risk to the other employees.
- Anyone confirmed to test positive for COVID-19 (symptomatic or asymptomatic) must comply with Public Health's instructions. The individual will not be permitted to work for at least 14 days and until deemed healthy (all clear).
- Ocean Choice will not release personal information about an individual's identity or health status.

## **COVID-19 - Return to Work**

### **Return to work notification:**

- Any employee, including visitors, subcontractors, etc., must immediately notify the Vessel Manager or Crewing Coordinator over the telephone (prior to returning to workplace) if:
  - Returning from interprovincial/international travel; refer to local provincial guidelines;
  - Household member returning from international travel;
  - Showing symptoms of respiratory infection including: fever or signs of fever (i.e., body aches, chills, light-headedness, etc.), cough, sore throat, shortness of breath, headache, or runny nose;
  - Having possible contact with COVID-19;
  - Being tested for COVID-19; or
  - Receives a positive test result for COVID-19.
- The Vessel Manager will follow up with the worker (including sub-contractors) for any of the above-mentioned conditions before the worker is permitted to return to the workplace.
- The Vessel Manager or Crewing Coordinator must call the worker who has been tested for COVID-19 to follow up on the test result.
- In the case of a positive COVID-19 confirmation for a worker:

- The Vessel Manager must immediately notify Ocean Choice's COVID-19 Team and
- The Vessel Manager and/or the COVID-19 Team will consult and follow Public Health's recommendations for any positive COVID-19 cases.

### **COVID-19 - Return to work criteria with confirmed or suspected**

- Workers are excluded from work until:
  - Symptom free from at a minimum 1 day (24 hours), and
  - Advised by public health that it is safe to return to work.
- If a worker was never tested for COVID-19 but has an alternate diagnosis (tested positive for influenza) criteria for return to work should be based on that diagnosis and complete internal screening.

## COVID-19 – Ocean Choice Processing Facilities

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. Therefore, as with all things we do, we will implement effective strategies to enable Ocean Choice to continue its operations in a safe and efficient manner.

All plant workers will be expected to complete the employee COVID-19 Questionnaire as well as have their temperature taken on a daily basis when reporting to work. No employee with a temperature >38 degrees will be permitted to enter any Ocean Choice facility and will be instructed to isolate and contact 811 for medical assistance.

Whereas some plants are open and other plants will be opening for the 2020 season in the coming weeks cleaning staff at each location will obtain additional training with a focus on COVID-19. In addition to regular cleaning we will also bring in a professional chemical company to sanitize each location. The company also has fogging units for extra cleaning measures to be used on a regular basis at each facility.

## COVID-19 – Employee Questionnaire

Every employee will be required to complete the employee questionnaire as well as have their temperature taken on a daily/shift schedule basis. (See Appendix E)

Government of Newfoundland & Labrador COVID-19 Information:

Special Measures Order from the Government of Newfoundland and Labrador

As of **March 20, 2020**, all individuals arriving in Newfoundland and Labrador from outside the province, including those arriving from other provinces and territories in Canada, must self-isolate for 14 days.

The Chief Medical Officer of Health believes that is appropriate for certain asymptomatic workers and certain asymptomatic individuals to be exempted from the requirement to self-isolate for 14 days when arriving in Newfoundland and Labrador from another province or territory in Canada during the public health emergency while still maintaining measures to protect the health of the population.

*Pursuant to section 28 of the Public Health Protection and Promotion Act, I, Dr. Janice Fitzgerald, Chief Medical Officer of Health, HEREBY MAKE THE FOLLOWING EXEMPTION TO THE REQUIREMENT TO SELF-ISOLATE FOR 14 DAYS:*

*1. Asymptomatic workers in the trade, transportation, mining, hydro-electric and oil and gas sectors, including truck drivers and crew on any plane, helicopter, train or marine vessel, including fish harvesting vessels, arriving in Newfoundland and Labrador from another province or territory in Canada are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*

*3. Asymptomatic workers essential to the critical maintenance of the province's infrastructure in the trade, transportation, fishing and aquaculture, hydro-electric, mining and oil and gas sectors are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*

If you are having symptoms, this means the following:

- Stay at home and do not go to work or school for 14 days.
- Avoid close contact with people with chronic conditions, compromised immune systems and older adults.
- You do not need COVID-19 testing if you do not have symptoms.
- Monitor for symptoms (symptoms include: fever or coughing, sore throat, runny nose, headache, aches and pains or difficulty breathing).
- If you start having symptoms, isolate yourself from others as quickly as possible and call 811.

### **How will I know if I have been in contact with a positive case of COVID-19**

Public Health officials complete a contact tracing investigation with all positive cases of COVID-19. Based on this investigation, individuals considered at risk for developing COVID-19 will be contacted by public health for appropriate follow –up. (See Appendix N)

### **Who is considered a close contact of a positive case of COVID-19**

A close contact is an individual who:

- Provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of PPE; OR
- Who lived with or otherwise had close prolonged contact (within 2 meters/6 ft) with the person while they were infectious; OR
- Had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended PPE.

## COVID-19 NL Government Fish Production/Barrier Guidelines

The OHS Division supports the proposed Engineering controls for the protection of workers where it is not possible to maintain the required 2 m (6ft) social distancing in fish production facilities. Please see points below for consideration.

- The dividers should be plexiglass (or similar clear material) so that workers can see up and down the lines (similar to measures some grocery stores have implemented).
- With respect to the position of the dividers, recommend maximizing the height of the dividers (above the conveyor) to further block air that is being breathed by the neighboring worker.
- Staggering when workers enter and exit their divided workspaces.
- A procedure for cleaning would include cleaning at any time there is the possibility of different workers occupying different partitions.
- Walkways and production lines where 6ft is not possible workers will be provided with masks and protective eye gear
- Workers would be working next to one another on the same side of the conveyor, with dividers in between them. Ensuring social distancing where necessary between workers located across the line from each other as well and where social distancing is not possible protective PPE gear will be provided.

When physical distancing cannot be maintained the following should be considered:

- Workplaces should consider physical barriers or alternating shifts or lowering production levels to maintain physical distancing.
- With regard to Covid19 risk, masks and gloves should not be worn by healthy individuals in workplaces when other control measures (e.g. physical distancing/barriers) are put in place, as masks and gloves can give a false sense of security and there is a risk of infection due to improper use and disposal. (Appropriate CFIA protocols for food safety must be maintained)
- The use of PPE as a control measure to mitigate against the inability to maintain physical distancing should only be considered as a measure of last resort. If masks must be used, employers should provide surgical masks to its employees, rather than N95 masks. When used, masks should be used in conjunction with face shields or eye protection.
- Upon initial start-up of production, observations/review in conjunction with the Occupational Health and Safety Committee be completed to ensure that the proper protective measure have been put in place for workers.

## Respirators

For any worker who has been required to use respirators, in the past, we have implemented the following procedures as a result of COVID-19. Further details on respirators are contained in Appendix O: Respirators.

- Proper fit tests will be conducted on an individual basis;
- Each respirator will be labeled with the individuals name to be dropped off and picked up before every shift;
- Proper training and proper cleaning supplies will be available to the individuals requiring respirators and the individuals will be expected cleaned their masks once the shift has been completed.
- The respirator masks will be properly stored at the plant for the employees to collect for their next shift.

These procedures are being put in place to ensure that we are providing employees using respirators with the utmost protection.

## COVID-19 – Screening Plant Workers

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. Therefore, as with all things we do, we will implement effective strategies to enable Ocean Choice to continue its operations in a safe and efficient manner.

Only business critical visitors, employees and Ocean Choice management will be permitted to enter any Ocean Choice processing facility at this time. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. (See Appendix A)

The pre-screening area is recommended to be set up in an area close to the main entrance door. The workers should not congregate together prior to being screened before work and where possible start times should be staggered. All employees, essential visitors shall enter through the same door and all other entrances should NOT be used at this time.

Plant workers will be required to wear a smock on a daily basis and at the end of the shift all smocks are to be removed and left at the plant for cleaning.

1. Assign someone to screen, at ONE common entry point, all employees reporting to work. The Screener should wear protective equipment including: mask, goggles and disposal gloves.



2. ALL contractors will be asked to complete the Ocean Choice COVID-19 questionnaire prior entering our processing plant.
3. ALL contractors will be required to have their temperature taken prior to entering our processing plant.
  - a. Take temperature. If >38 degrees. This is considered a fever and the contractor and or employee will NOT be permitted to enter the plant
  - b. Call 811 if anyone presents with a high temperature and/or symptoms and seek professional medical guidance.

## **COVID-19 – Procedure for Positive and/or Presumptive Case**

In the event that an employee and/or essential contractor notifies Ocean Choice that they have been confirmed positive or presumptive for COVID-19 the following procedures shall be implemented immediately:

- Ocean Choice will conduct a thorough internal investigation in order to reduce the risk of the disease spreading.
- Once investigation is completed anyone affected by close contact will be contacted by Ocean Choice and provided with instructions to contact local health authorities and self-isolate for 14 days prior to returning to work as per the recommendations of the Public Health Agency of Canada and CFIA (Canadian Food Inspection Agency).
- Take into consideration the nature of the work and any mitigation measures in place to limit contact between employees such as PPE and barriers.
- Ocean Choice will notify the CFIA immediately upon receipt of confirmation of a COVID-19 positive result from public health
- The facility will immediately shutdown and under a full deep cleaning/sanitization as directed by the Provincial/Public Health directive that will address any concerns with the presence of COVID-19 on contact surfaces and in common areas.
- Information to be provided to authorities will include all pertinent details such as:
  - The date of confirmation diagnosis (if possible)
  - The date of onset of symptoms and if the employees was at the establishment
  - The locations at the facility where the employee worked (i.e. processing line), were likely present (i.e. lunchroom) or travelled through (i.e. specific corridors, stairways)
  - Any other information relevant to identify individuals who may have had close contact with the positive employee and/or essential contractor
- The facility will recommence production only after the authorities have given the all clear

Ocean Choice will ensure confidentiality of employee shall be maintained and the company will take its direction from the authorities.



## COVID-19 – Additional Infection Control Processes at Plants

The most effective way to prevent the spread of all types of germs and infections is by following best hygiene:

- Wash hands frequently with soap and water, especially after sneezing or coughing. When soap and water are not handy, alcohol-based hand sanitizers are effective.
- Cough, sneeze into bent elbow, not into your hands
- Use tissue to cover coughs/sneezes, and then place into a sealable garbage bag immediately.
- Avoid touching your face – nose, mouth or eyes with your hands.
- TWICE DAILY cleaning and disinfecting of objects and surfaces that a lot of people touch, such as:
  - Doorknobs
  - Handrails
  - Tables, chairs and benches
  - Microwaves, kettles
  - Light switches, thermostats
  - Phones,
  - Remote controls
  - Computer keyboards, screens and any commonly shared surfaces/areas
  - Condiments in the kitchen
  - Cupboard knobs
- Increase the overall hygiene and cleaning of the plant including:
  - Shared or commonly used areas i.e.: bathrooms, cafeteria, lounges, locker rooms, etc.
  - Commonly touched areas of operational equipment, i.e.: START/STOP buttons, etc.
  - A 1:10 hypochlorite or 1:9 bleach: water solution can be used for all general cleaning.
- Clean and disinfect medical equipment after use
- Take temperature using axilla or tympanic route (arm pit or ear drum) rather than oral & clean the device following use.
- Use thermometer probe covers if available when taking a temperature on an sick individual
- Consider using disposal thermometers, i.e.: Tempa dots for assessing fever in individuals who may have symptoms of influenza or COVID-19.
- Clean all used medical equipment that is used including, blood pressure cuffs, and stethoscopes with accelerated hydrogen peroxide, chlorhexidine or similar disinfectant to ensure it is clean. If possible use the same medical equipment for the sick individual while they are in your care.

## COVID-19 – Social Distancing (Appendix P)

### What is Social Distancing?

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least 2 meters away from other people lessens your chances of catching COVID-19.

In our plants social distancing would mean reducing the number of people in the designated smoke area to maintain at least a 2 meter distance. It will also mean limited the amount of people in the breakroom during breaks and lunch hours. This could mean staggering breaks and lunch hours and even start times for shifts.

The following procedures will be implemented at all processing facilities and tool box talks as well as a full information session will be held at all facilities and is mandatory for all staff. Various new procedures will be put in place wherever possible to ensure everyone's safety.

- Staggering start times to limit the number of employees who enter the facility at the same time. This will include hallways and change rooms.
- Staggering break times to limit the number of employees present in the same room is strongly suggested. Management/Supervisors will ensure that the appropriate number of workers will have their breaks at certain times to ensure the 2 meter (6ft) rule will be achieved in the lunchrooms on site.
- In the lunch room area, every second chair will be turned upside down or barrier put in place for locations that have benches. There will be attention drawn to other areas that workers would normally congregate together during break times such as smoke huts/shacks. Workers will ensure that there is a 2 meter (6ft) distance when inside the smoke huts/shacks.
- Wherever possible production line workers will be spaced appropriately so they are not in close proximity to one another. If distancing, is not possible, it will be MANDATORY for workers to wear protective masks.
- Workers will be educated with regards to social distancing and the expectations for maintaining social distancing while and work and on break times. This will be achieved in toolbox talks, memos, and one-on-one meetings with workers.

The pandemic can seem overwhelming, but in truth, every person can help slow down the spread of COVID-19. By doing your part, you can make a big difference to your health, and that of others around you.

## Smoking – Hand Sanitizer Warning – Appendix L

Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire hazard concerns. If you are going for a smoke please ensure that you use hand soap and not hand sanitizer before lighting up. Hand sanitizer is flammable and can easily be ignited with a common lighter. It is safe to use hand sanitizer after your smoke break to clean your hands. See Appendix K.

## COVID-19 – Safe Work Practices/Tool Box Talks

Ocean Choice has been actively monitoring and addressing the evolving COVID-19 pandemic and potential impacts on our people, our communities, and on public health in our province more widely. We are regularly assessing our processes and activities to ensure we are doing everything we can to keep people safe. We are following the advice from the proper health authorities and government officials; and as new information becomes available we are adjusting our plans accordingly.

We remain committed to putting in place preventative measures to help protect the health, safety and well-being of our employees and communities. We encourage all Plant Managers to review ensure that the following be implemented at your facility and that you create tool box talks around COVID-19 from this list. Communication is extremely important during these times as we work together we can keep everyone safe and healthy.

- Frequent and thorough hand washing. Hand sanitizing stations should be made readily available.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Emphasize hand hygiene etiquette by all employees at toolbox talks and orientations – lead by example, put up posters of proper hand washing techniques.
- Do not permit anyone to enter a worksite if:
  - They or a member of their household have travelled outside the province within the past 14 days
  - They or a member of their household have exhibited symptoms of COVID-19 in the last 14 days
  - Symptoms include: (Fever, Cough, Difficulty Breathing, Sore throat, running nose, Headache, sneezing)
- The pre-screening area is recommended to be set up in an area close to the main entrance door. This will allow the pre-screener to only allow workers who are not showing symptoms of COVID-19 or not outside of the province in the last 14 days to enter the facility.

- Every plant is designed differently but special attention should be paid to the pre-screening area. The workers should not congregate together prior to being screened before work.
- It is recommended that ALL employees enter through the same door and all other entrances not be used during the time.
- It is recommended to space workers on production lines where workers are not shoulder to shoulder. If social distancing is not achievable, basic surgical masks can be worn to provide an extra barrier between employees.
- Staggering start times to limit the number of employees who enter the facility at the same time. This will include hallways and change rooms.
- Staggering break times to limit the number of employees present in the same room is strongly suggested. In a lunch room area, every second chair should be turned upside down. There should be attention drawn to other areas that workers would normally congregate together during break times such as smoke huts/shacks. Staggering break times will lower the number of workers in these particular areas.
- There should be a regular schedule developed for cleaning/sanitizing the areas such as lunchrooms and bathrooms.
- Encourage workers to stay at home if sick. Encourage respiratory etiquette, including covering coughs and sneezes.
- Discourage workers from using other workers' phones, tools and equipment if possible. Do not share food, drinks, utensils, etc.
- Maintain regular housekeeping practices.
- Prompt identification and isolation of potentially infectious individuals is crucial in protecting workers.
- Encourage workers to self- monitor for signs and symptoms of COVID-19.

## **COVID-19 - Return to Work**

### **Return to work notification:**

- Any worker, including visitors, subcontractors, etc., must immediately notify the Plant Manager over the telephone (prior to returning to workplace) if:
  - Returning from interprovincial/international travel; refer to local provincial guidelines;
  - Household member returning from international travel;
  - Showing symptoms of respiratory infection including: fever or signs of fever (i.e., body aches, chills, light headedness, etc.), cough, sore throat, shortness of breath, headache, or runny nose;
  - Having possible contact with COVID-19;
  - Being tested for COVID-19; or
  - Receives a positive test result for COVID-19.

- The Plant Manager will follow up with the worker (including sub-contractors) for any of the above-mentioned conditions before the worker is permitted to return to the workplace.
- The Plant Manager must call the worker who has been tested for COVID-19 to follow up on the test result.
- In the case of a positive COVID-19 confirmation for a worker:
  - The Plant Manager must immediately notify Ocean Choice's COVID-19 Team and
  - The Plant Manager and the COVID-19 Team will consult and follow Public Health's recommendations for any positive COVID-19 cases.

### **COVID-19 - Return to work criteria with confirmed or suspected**

- Workers are excluded from work until:
  - Symptom free from at a minimum 1 day (24 hours), and
  - Advised by public health that it is safe to return to work.
- If a worker was never tested for COVID-19 but has an alternate diagnosis (tested positive for influenza) criteria for return to work should be based on that diagnosis and complete internal screening.

## COVID-19 – Ocean Choice Offices

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. Therefore, as with all things we do, we will implement effective strategies to enable Ocean Choice to continue its operations in a safe and efficient manner.

To protect the health of employees, we are taking additional precautions against COVID-19 by implementing new protocols for our offices as well as reducing business travel. Only essential visitors/suppliers will be permitted access to Ocean Choice offices and they too will have to adhere to Ocean Choice COVID-19 precaution measures.

## COVID-19 – Employee Questionnaire

Every employee will be required to complete the employee questionnaire as well as have their temperature taken on a daily basis. (See Appendix E)

### Government of Newfoundland & Labrador COVID-19 Information:

Special Measures Order from the Government of Newfoundland and Labrador

As of **March 20, 2020**, all individuals arriving in Newfoundland and Labrador from outside the province, including those arriving from other provinces and territories in Canada, must self-isolate for 14 days.

The Chief Medical Officer of Health believes that is appropriate for certain asymptomatic workers and certain asymptomatic individuals to be exempted from the requirement to self-isolate for 14 days when arriving in Newfoundland and Labrador from another province or territory in Canada during the public health emergency while still maintaining measures to protect the health of the population.

*Pursuant to section 28 of the Public Health Protection and Promotion Act, I, Dr. Janice Fitzgerald, Chief Medical Officer of Health, HEREBY MAKE THE FOLLOWING EXEMPTION TO THE REQUIREMENT TO SELF-ISOLATE FOR 14 DAYS:*

- 1. Asymptomatic workers in the trade, transportation, mining, hydro-electric and oil and gas sectors, including truck drivers and crew on any plane, helicopter, train or marine vessel, including fish harvesting vessels, arriving in Newfoundland and Labrador from another province or territory in Canada are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to*

*and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*

*3. Asymptomatic workers essential to the critical maintenance of the province's infrastructure in the trade, transportation, fishing and aquaculture, hydro-electric, mining and oil and gas sectors are exempted from the requirement to self-isolate for 14 days only while these workers are travelling to and from their home and place of work in the province. When not working, these workers must otherwise self-isolate while in the province.*

If you are having symptoms, this means the following:

- Stay at home and do not go to work for 14 days.
- Avoid close contact with people with chronic conditions, compromised immune systems and older adults.
- You do not need COVID-19 testing if you do not have symptoms.
- Monitor for symptoms (symptoms include: fever or coughing, sore throat, runny nose, headache or difficulty breathing).
- If you start having symptoms, isolate yourself from others as quickly as possible and call 811.

## **COVID-19 – Social Distancing**

What is Social Distancing? (Appendix P)

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least 2 meters away from other people lessens your chances of catching COVID-19.

Social distancing would mean reducing the number of people in the designated smoke area to maintain at least a 2 meter distance. It will also mean limited the amount of people in the breakroom during breaks and lunch hours. This could mean staggering breaks and lunch hours.

The pandemic can seem overwhelming, but in truth, every person can help slow down the spread of COVID-19. By doing your part, you can make a big difference to your health, and that of others around you.

## Smoking – Hand Sanitizer Warning – Appendix L

Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire hazard concerns. If you are going for a smoke please ensure that you use hand soap and not hand sanitizer before lighting up. Hand sanitizer is flammable and can easily be ignited with a common lighter. It is safe to use hand sanitizer after your smoke break to clean your hands. See Appendix K.



## **COVID-19 – Inshore Landing Sites**

### **COVID-19 - Safety Statement**

Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. As with all things we do, this COVID-19 Mitigation Plan includes effective strategies and protocols to enable Ocean Choice to continue its operations in a safe and efficient manner. COVID-19 can seem overwhelming, but in truth, every person can help slow down the spread of COVID-19. By doing your part, you can make a big difference to your health, and the health of others around you.

### **COVID-19 – What You Need to Know**

The interim guidance is based on what is currently known about the Coronavirus disease 2019.

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, sore throat, runny nose, headache and in more severe cases, difficulty breathing. You can protect yourself by washing your hands frequently, avoiding touching your face, and avoiding close contact (2 meters or 6 feet) with people.

**Screening:** It is important to recognize if someone is showing the symptoms of the virus. If a person meets the listed criteria, you must report it to 811 immediately, the medical officer or health professional on-call. Do not proceed to the local emergency room or physician's office. The following criteria may be signs of COVID-19:

- Fever over 38 degree Celsius.
- Dry Cough, Sore Throat, Runny Nose, Headache
- Shortness of breath and/or difficulty breathing.

#### **Helpful Resources:**

Government of Newfoundland and Labrador COVID-19 Information

Government of Canada COVID-19 Information

We all share a collective interest in ensuring that we effectively manage the unfolding issues arising from COVID-19 concerns. As the situation evolves, Ocean Choice will adapt and continue our operations while still observing responsible practices.

## COVID-19 Pre-Screening

All employees, contractors, and crews will be required to complete a Pre-Screening Questionnaire. This is to ensure symptomatic individuals do not come to the site and risk the safety of others.

### Screening Procedure

- Ensure screener is equipped with the required PPE (mask, smock, goggles, disposable nitrile gloves)
- Greet everyone with a friendly, calm and reassuring manner:
- Have the *Health Screening Questionnaire* completed at the beginning of every shift
- Perform temperature check with a non-contact thermometer. Anyone with a temp of  $>38.0^{\circ}\text{C}$  will NOT be permitted access to the site (normal temperature is  $36.5\text{--}37.5^{\circ}\text{C}$ , a fever is over  $38.0^{\circ}\text{C}$ )
- Monitor for: Cough, runny nose, headache, sore throat, difficult breathing; and signs of fever
- Allow and/or deny access to site based on questionnaire and visible symptoms.

Anyone who shows symptoms of COVID-19 will not be permitted access and will be instructed to call 811 to report their condition.

## COVID-19 – Immune System Information

The company is continually monitoring and addressing the evolving COVID-19 pandemic and potential impacts on our people, our communities, and on public health in our province more widely. We are regularly assessing our processes and activities to ensure we are doing everything we can to keep people safe. We are following the advice from the proper health authorities and government officials; and as new information becomes available we are adjusting our plans accordingly.

Health Canada has identified that there is an increased risk associated with COVID-19 for people: aged 65 and over, with compromised immune systems and with underlying medical conditions. To ensure we are doing all we can to protect any of our employees who might fall into one of these three categories, ask that if you are concerned about coming to work as a result of a compromised immune system and don't want to risk your health please contact your supervisor. We remain committed to putting in place preventative measures to help protect the health, safety and well-being of our employees and communities.

## **COVID-19 – Social Distancing**

What is Social Distancing? (Appendix P: Social Distancing)

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least 2 meters away from other people lessens your chances of catching COVID-19. Where social distancing cannot be maintained employees are expected to wear PPE gear consisting of mask, glasses and gloves. (Appendix C: Personal Protective Equipment (PPE)).

## **COVID-19 – Additional Infection Control Processes to be Followed at Landing Site**

The most effective way to prevent the spread of all types of germs and infections is by following best hygiene practices wherever you are:

- Wash hands frequently with soap and water, especially after sneezing or coughing. When soap and water are not handy, alcohol based hand sanitizers are effective. (Appendix F: Hand Washing and Appendix K: Hand Sanitizing)
- Cough, sneeze into bent elbow, not into your hands.
- Use tissue to cover coughs/sneezes, and then place into a Ziploc bag sealed and discard in garbage bag immediately.
- Avoid touching your face – nose, mouth or eyes with your hands.
- TWICE DAILY cleaning and disinfecting of objects and surfaces that a lot of people touch, such as:
  - Tables
  - Microwaves
  - Kettle
  - Doorknobs
  - Handrails
  - Light switches, thermostats
  - Phones,
  - Computer keyboards, screens and any commonly shared surfaces/areas
- Increase the overall hygiene and cleaning at the landing site including:
  - Shared or commonly used areas i.e.: bathrooms, dockside grading shack, scales, chairs, etc.
  - Commonly touched areas of operational equipment on the forklift, i.e.: START/STOP buttons, steering wheels, etc.
  - Clean all tubs, tote pans and logteks containers on a regular basis
- A 1:10 hypochlorite or 1:9 bleach: water solution can be used for all general cleaning.

## **Additional Hygiene and Sanitation Processes:**

On top of the regular hygiene and sanitation processes already in effect, additional cleaning and sanitization measures to be implemented due to COVID-19. These include by are not limited to the following:

- Frequently wash hands properly and frequently disinfect highly touched surfaces. Extra effort with sanitization is an important defense.
- Frequently use hand sanitizer if wash stations are not available on-site
- Designate garbage in proper containers, i.e., gloves, masks, wipes, etc
- When shift if over, gather belongings straight away, wash and sanitize hands and exit the site. DO NOT hang around chatting with other workers this is not permitted.
- Do not permit anyone to enter the worksite if they have not been properly screened.
- Workers should not congregate together prior to being screened before work and breaks will have to be done on a shift basis.
- Smoking and hand sanitizer do not mix. (Appendix L: Smoking/Hand Sanitizer)
- Frequently clean and sanitize PPE equipment.
- Discourage or prohibit workers from using other worker's phones, tools and equipment if possible. If equipment must be shared it would need to be sanitized between users.
- Do not share food, drinks, utensils, etc.
- Encourage workers to self-monitor for signs and symptoms of COVID-19 and report to immediately supervisor;
- Increased signage will be placed throughout the site to reminder workers of the various precautions.

## **COVID-19 – Preparation for Vessel Departing Ocean Choice Wharf**

All inshore vessels should call ahead 2 hours prior to sailing to acquire ice and bait for their trip.

Effectively immediately the following protocols have been implemented at Ocean Choice sites for the safety of all. These procedures are to be followed keeping social distancing in mind at all times.

- A. When a vessel is ready to depart for fishing 2 site workers will meet the vessel and have the necessary ice and bait available for loading onboard the vessel.
- B. NO ONE is permitted to disembark the vessel while ice is being loading onboard.
- C. No site workers will board the vessel.
- D. The ice will be loaded onboard the vessel using a forklift which will carry the ice to the vessel and load the ice in a shoot which goes to the hole of the boat from the wharf.

- E. Once ice has been loaded the forklift operator will bring the bait to the vessel on a pallet and lay the bait on the wharf as close to the vessel as possible.
- F. Once the forklift operator has moved away the crew members can take the bait onboard.

Effectively immediately the following protocols have been implemented for fueling vessels.

- A. Fuel truck drivers will have to complete a pre-screening questionnaire prior to entrance to any Ocean Choice landing sites.
- B. Where social distancing cannot be maintained the fuel operator will be mandated to wear PPE equipment.
- C. After each fueling the operator will ensure that the truck is thoroughly cleaned and sanitized.

**Vessel Tie-up:** In the interest of security and safety the Captain/Skipper may tie up his/her vessel to the wharf following social distancing. Depending on the landing site employees may provide assistance when requested maintaining social distancing. No Ocean Choice employee shall be responsible for tie-up or release of the lines for any vessel.

## **COVID-19 – Preparation for Vessel Landing at Ocean Choice Wharf**

All Inshore Vessels should call ahead 2 hours prior to landing and they will be asked if any crew member has shown any signs of the following during the fishing trip: (Appendix Q: Vessel Landing Questionnaire)

- Fever –over 38 degrees Celsius.
- Cough, sore throat, runny nose, headache.
- Shortness of breath and/or difficulty breathing.

If any crew member has shown signs of any of the above Ocean Choice will direct the Captain and crew member to 811 for additional direction and instruction from medical professionals. Ocean Choice will assist in any way possible with landing the vessel while following the direction of the authorities.

## **COVID-19 – Additional Protocols when landing and offloading at Ocean Choice Processing Facilities**

Effective immediately the following protocols have been implemented at Ocean Choice landing sites:

- A. The Captain/Skipper shall be responsible for security the vessel to the wharf prior to Ocean Choice employees off-loading the vessel.
- B. When vessels land NO ONE is permitted to disembark from the vessel and onboard crews will be responsible for offloading of the vessel.
- C. Depending on the landing site and the monitor requirements the offloading site manager shall take the daily hail reports from the vessel's Captain/Skipper and deliver the documents to the onsite monitor. The Ocean Choice employee MUST wear PPE equipment when having any contact with the Captain/Skipper or crew.
- D. No Ocean Choice employee will go on board an inshore vessel to assist with offloading. As a result inshore vessel operators will need their crew to assist with picking crab from the fish rooms and place them in totes, tubs or logtek containers.
- E. Ocean Choice offloading employees, wherever possible, will section off the wharf for offloading limiting access to only those necessary to secure the safety of all during offloading.
- F. Ocean Choice offloading employees will ensure crab totes, tubs or logtek containers are placed on the wharf next to the where the vessel docks for offloading or however, your site operates in a safe and efficient manner, always maintaining social distancing.
- G. Ocean Choice will have 1 to 2 employees on the wharf operating winches to remove the crab totes from the vessel, 4 totes at a time (approx.. 160 lbs of crab) to weigh scales, or however, your site operates in a safe and efficient manner, always maintaining social distancing.
- H. Same two employees assisting with off-loading plus 1 additional forklift driver would ice the crab and stack on wooden pallets.
- I. The forklift driver will either then place the product onboard a truck for shipment to the processing facility. The truck driver will NOT be allowed to leave the cab of the truck during the offloading/loading process. All necessary papers will be completed and handed to the driver through the window always maintaining social distancing.

- J. Ocean Choice shall designate 1 employee to be responsible for the weighing of crab and recording same. The Dockside Monitor, who will also be in the weigh shack and shall confirm the weight. If plexi-glass or another form of protective barrier has not been installed at the Monitoring Shack all individuals including the Dockside Monitor will be mandated to wear protective masks because their job function does not allow for 2 meter distancing (6ft).
- K. All vessels and onboard crew must leave the site immediately after offloading.

Each of Ocean Choice's processing facilities will do whatever they can to accommodate our Inshore Operators to the best of their ability while keeping safety a priority for all.

NOTE: If you have any questions or concerns about the above protocols please contact Andy Sullivan at either email: [asullivan@oceanchoice.com](mailto:asullivan@oceanchoice.com) or phone: 709-782-6244

## COVID-19 – Working Remotely

Ocean Choice employees will be encouraged to work remotely from their homes should the need arise. Our IT department will provide training sessions for any employee who requires assistance in logging onto our system via VPN access.

Employees who are currently out of the country will be asked to self-isolate as defined by Health Canada and work from home for a two week period if they are able to upon their return.

- Health Canada Definition: self-isolate Isolation means staying at home when you are sick with COVID-19 and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

Employees who are currently in the country and have upcoming travel plans are strongly encouraged to rethink their plans. Prior to travel, please contact Paula Kieley to discuss your individual situation.

We ask all employees to take preventative measures, and to stay home at any signs of illness.



## **COVID-19 – Being Prepared**

COVID-19 crisis has been challenging for many people and continues to change on a day-to-day basis. Safety is one of Ocean Choice's guiding principles, and we will always take the necessary precautions to ensure the health and safety of our people. Preparing for coping with COVID-19 in your home can seem daunting, but if you follow a simple plan, you'll be prepared and ready to respond.

In the event anyone is experiencing potential symptoms of COVID-19 you should notify the provincial health authority by dialing 811 and isolate immediately. You can also call the Health Line 1-888-709-2929 and visit [www.811healthline.ca](http://www.811healthline.ca). Self-isolation can prevent the spread of infections, such as COVID-19. When you are exposed to an illness, there is a time between the exposure and when you start to feel sick. This is the incubation period (usually 2 to 10 days for COVID-19 and up to a maximum of 14 days). There is a small chance that you can spread the germs during this time (the few days before feeling sickness starts). More importantly, staying home means that if you do start to feel sick, you won't run the risk of spreading germs to the public. Self-isolation is a cautious action used to lower the chance that the virus could spread to others. Public Health Agency of Canada has provided the following guidelines for being prepared.

Appendix F: Be Prepared

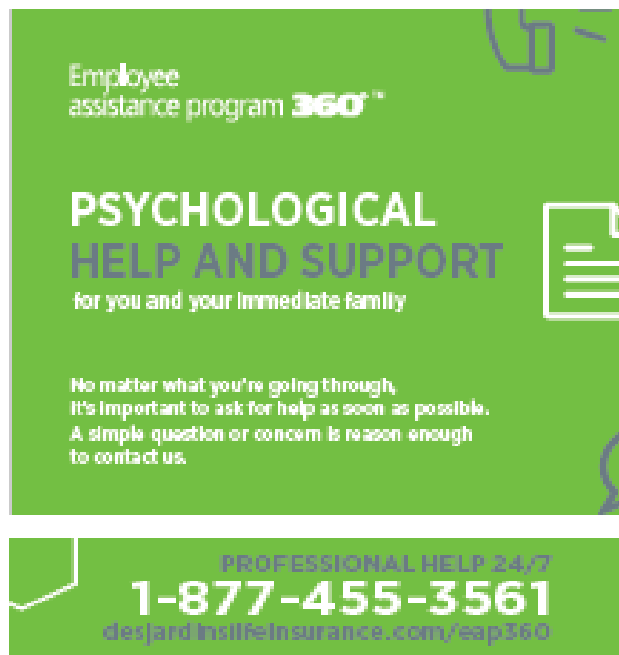
Appendix G: Self-Monitoring, Self-Isolation

Appendix H: COVID-19 Advice for Caregivers

## **COVID-19 – Employee Assistance Program**

This is a very stressful time and stress can put a lot of pressure on you and your family. We want to remind you that Ocean Choice has an Employee Assistance Program (EAP). It is a free support service to all employees. We encourage you to reach out should you feel you need additional support.

We will continue to take all the necessary precautions to minimize the potential risk to our employees while considering the essential nature of our sector to sustainable food production. We will continue to provide regular updates and keep you informed and we will continue to follow the advice and guidelines of health authorities and government officials.



## **PROVINCE WIDE MENTAL HEALTH CRISIS**

**Phone Line: Tel:** (709) 737-4668    **Toll-free:** 1-888-737-4668

**Mobile Crisis Response Team (St. John's Region) Tel:** (709) 737-4668

**Website:** <http://www.easternhealth.ca/WebInWeb.aspx?d=2&id=2375&p=2106>

### **24 hour Walk-in Crisis Service:**

**Psychiatric Assessment Unit** Waterford Hospital Site, Waterford Bridge Road, St. John's NL

**Psychiatric Emergency Service** Health Sciences Centre, Emergency Room, St. John's NL

**Website:** <http://www.easternhealth.ca>

**Mandate:** To support and work with people who identify themselves as being in crisis. Crisis can mean different things to different people. It can include feelings of being overwhelmed, stressed, frustrated, and being unable to cope.

## **COVID-19 – Changes to Safety Protocols Approved by Service NL**

### **Safety Glasses in Plant Setting (May 8, 2020)**

Over the last several days, we have received feedback from plant workers that wearing the face masks in conjunction with the safety glasses in the plant is causing their safety glasses to fog up, which is causing reduced visibility and a safety concern for all workers.


To ensure we are taking the right actions to protect our workers, we completed a risk assessment for the wearing of safety glasses in the plant. We submitted this risk assessment to Occupational Health and Safety in which they deemed it acceptable to:

- Eliminate the requirement for wearing safety glasses due to the environment of the workplace (cold, wet, etc.), machinery (conveyor belts and rollers for cleaning/butchering crab) and equipment (forklift).
- Butchering line will still be required to wear safety eyewear due to the risk of eye injury with that job task. De-foggers will be provided to these employees to alleviate the steaming of their glasses and employees are permitted to remove masks once they are inside their station.
- Elimination of the requirement for wearing safety glasses while operating the forklift. As the temperature changes from entering and exiting the building often, glasses steam up causing a safety hazard as employees are working in the surrounding area.

Safety glasses will still be available to any workers who wish to continue to wear the glasses.

As we continue to put our safety plans and measures into action, we will make adjustments to our plans to ensure we are meeting the most stringent safety guidelines to keep our people safe. We are committed to continuously improving our processes and to listening to our workers to ensure they have the safest possible environment.

## COVID-19 – APPENDIX A: Health Questionnaire

 OCEAN CHOICE INTERNATIONAL	<b>Visitor Health Questionnaire COVID-19</b>	<b>Effective Date: May 20, 2020 Version 5</b>
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The safety of our employees, supplier partners, customers, families and visitors remain Ocean Choice International's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, Ocean Choice is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Government of Canada, Health Canada and the World Health Organization. Only business critical visitors will be permitted at any Ocean Choice facility at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire.. Thank you for your time.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Organization: \_\_\_\_\_ OCI Visitor Contact: \_\_\_\_\_  
 Ocean Choice Facility: \_\_\_\_\_ Date: \_\_\_\_\_

		YES	NO
1.	Have you travelled outside of Canada within the last 14 days? If yes, which country did you visit? _____		
2.	Have you been in contact with anyone who has travelled outside of Canada within the last 14 days?		
3.	If you have travelled did you self-isolate for 14 days? If so please indicate start date _____ and end date _____		
4.	In the last month, have you suffered from any of the following symptoms:		
	A. Fever over 38 degrees Celsius		
	B. Dry cough, sore throat, runny nose, headache		
	C. Shortness of breath and/or difficulty breathing		
5.	Have you had contact with anyone, including family members, who have the above symptoms?		
6.	Did you carpool to work? If so, who with : _____		

If you have answered YES to any of the above questions, access to our facility may be denied.  
 I declare that the above information is true to the best of my knowledge.

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

**NOTE:** If you plan to be onsite for consecutive days, you will need to check-in with the Manager on a daily basis. If any of your responses change please immediately advise your Ocean Choice contact. The information collected on this form will be used to determine your access right to Ocean Choice facilities.

If at any time within the next 14 days after visiting our facility you develop any of the above symptoms, we ask that you notify Ocean Choice immediately at 709-782-7122 or 709-693-2099 (Paula Kleley) or 709-699-1288 (Lisa Ausum).

Temperatures taken on a daily basis/by shift basis and should your temperature be >38 degrees you will not be allowed to enter an Ocean Choice facility and will be instructed to isolate and contact 811 for medical assistance.

OFFICE USE ONLY	
Date: _____	Temperature Recording: _____
Date: _____	Temperature Recording: _____
Date: _____	Temperature Recording: _____

Action: \_\_\_\_\_

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



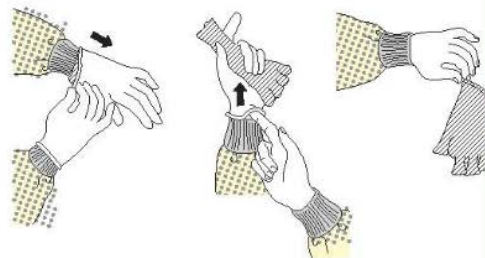
## COVID-19 – APPENDIX C: Removal of PPE

### SEQUENCE FOR REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Except for respirator, remove PPE at doorway or in anteroom. Remove respirator after leaving patient room and closing door.

#### 1. GLOVES

- Outside of gloves is contaminated!
- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first glovet
- Discard gloves in waste container



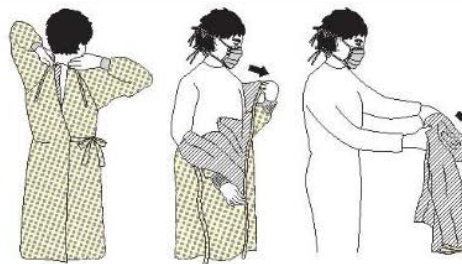
#### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield is contaminated!
- To remove, handle by head band or ear pieces
- Place in designated receptacle for reprocessing or in waste container



#### 3. GOWN

- Gown front and sleeves are contaminated!
- Unfasten ties
- Pull away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard



#### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- Grasp bottom, then top ties or elastics and remove
- Discard in waste container



**PERFORM HAND HYGIENE BETWEEN STEPS  
IF HANDS BECOME CONTAMINATED AND  
IMMEDIATELY AFTER REMOVING ALL PPE**



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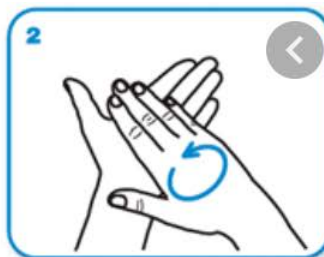
## COVID-19 – APPENDIX D: Hand Washing



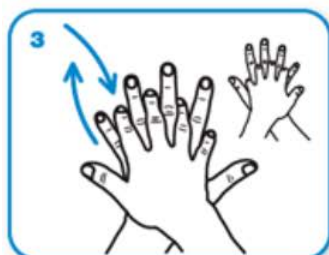
Wet hands with water



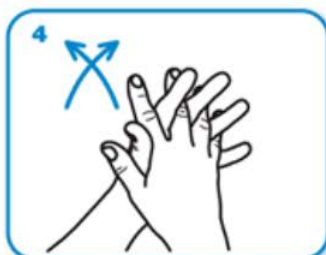
apply enough soap to cover all hand surfaces.



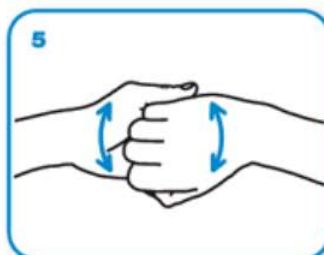
Rub hands palm to palm



right palm over left dorsum  
with interlaced fingers  
and vice versa



palm to palm with fingers  
interlaced



backs of fingers to opposing  
palms with fingers interlocked



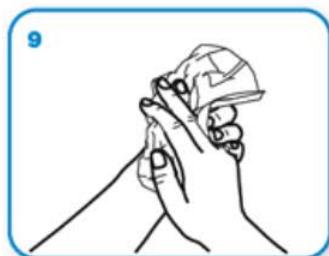
rotational rubbing of left thumb  
clasped in right palm  
and vice versa



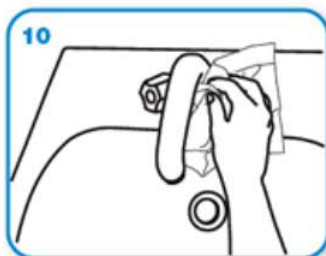
rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



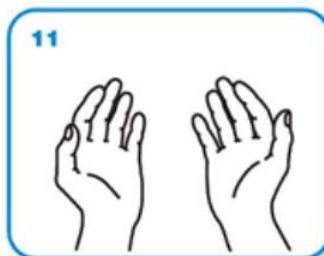
Rinse hands with water



dry thoroughly with a single  
use towel



use towel to turn off faucet



...and your hands are safe.





## COVID-19 – APPENDIX F: Be Prepared

### BE PREPARED (COVID-19)

#### PLAN AHEAD



There are simple, practical things you can do to prepare in case you or someone in your household becomes ill or if COVID-19 becomes common in your community.

#### Make a plan that includes:

- ▶ **Essential supplies** (a few weeks' worth) on hand so you will not need to leave your home if you become ill,
  - Avoid panic buying. Add a few extra items to your cart every time you shop. This places less of a burden on suppliers, and can help ease financial burden on you as well.
  - Renew and refill your prescription medications.
- ▶ **Alternative arrangements** in case you become ill or if you need to care for a sick family member. For example:
  - Have backup childcare in case you or your usual care provider become ill.
  - If you care for dependents, have a backup caregiver in place.
  - Talk to your employer about working from home if possible.
- ▶ **Reducing your exposure** to crowded places if COVID-19 becomes common in your community. For example:
  - Shop and use public transit during off-peak hours
  - Exercise outdoors instead of in an indoor fitness club

#### COMMUNICATE



- ▶ Share your plan with your family, friends and neighbours.
- ▶ Set up a buddy system to check in on each other by phone, email or text during times of need.

#### STAY INFORMED



- ▶ Learn about the symptoms of COVID-19, how it spreads and how to prevent illness.
- ▶ Get your information from reliable sources such as the Public Health Agency of Canada, and provincial, territorial and municipal public health authorities.
- ▶ If the news media is making you feel anxious, take a break from it.



#### SHOPPING LIST

##### FOOD

- ☐ dried pasta and rice
- ☐ pasta sauces
- ☐ canned soups, vegetables and beans
- ☐ pet food

##### HYGIENE

- ☐ toilet paper
- ☐ feminine hygiene products
- ☐ diapers
- ☐ facial tissue
- ☐ soap
- ☐ alcohol-based hand sanitizer

##### HEALTH CARE

- ☐ thermometer
- ☐ fever-reducing medications (acetaminophen or ibuprofen for adults and children)

##### CLEANING

- ☐ paper towels
- ☐ plastic garbage bags
- ☐ dish soap
- ☐ laundry detergent
- ☐ household bleach
- ☐ household cleaning products



#### FOR MORE INFORMATION ON CORONAVIRUS:

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca






Public Health  
Agence de la santé  
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Canada

## COVID-19 – APPENDIX G: Self-Monitoring, Self-Isolation

### KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

**SYMPTOMS OF COVID-19**

#### SELF-MONITORING

**You have:**

- no symptoms

**AND**

- a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days

**SELF-MONITOR means to:**

- monitor yourself for 14 days for one or more symptoms of COVID-19
- go about your day but avoid crowded places and increase your personal space from others, whenever possible

**You need to self-monitor if:**

- you have reason to believe you have been exposed to a person with COVID-19

**OR**

- you are in close contact with older adults or medically vulnerable people

**OR**

- you have been advised to self-monitor for any other reason by your Public Health Authority

**If you develop symptoms, isolate yourself from others immediately and contact your Public Health Authority as soon as possible**

#### SELF-ISOLATION

**You have:**

- no symptoms

**AND**

- a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19

**SELF-ISOLATE means to:**

- stay at home and monitor yourself for symptoms, even if mild, for 14 days
- avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic

**Self-isolate if:**

- you have travelled outside of Canada within the last 14 days

**OR**

- your Public Health Authority has identified you as a close contact of someone diagnosed with COVID-19

**If you develop symptoms, even if mild, stay home, avoid other people and contact your Public Health Authority as soon as possible**

#### ISOLATION

**You have:**

- symptoms, even if mild

**AND**

- you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19

**To be ISOLATED means to:**

- stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others
- avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people

**You need to isolate if:**

- you have been diagnosed with COVID-19

**OR**




- you are waiting to hear the results of a laboratory test for COVID-19

**OR**

- you have been advised to isolate at home for any other reason by your Public Health Authority


**If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions**

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

 1-833-784-4397
  [canada.ca/coronavirus](https://canada.ca/coronavirus)
 [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)



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## COVID-19 – APPENDIX H: Advice for Caregivers (page 1)

# CORONAVIRUS DISEASE (COVID-19) HOW TO CARE FOR A PERSON WITH COVID-19 AT HOME: ADVICE FOR CAREGIVERS



If you are caring for a person who has been diagnosed with COVID-19, follow this advice to protect yourself and others in the home, as well as those in your community.

### Limit contact

- ▶ Only one healthy person should provide care.
- ▶ Do not share personal items with the ill person, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- ▶ Use a separate bathroom from the ill person if possible. If not possible, the ill person should put the toilet lid down before flushing.

### Protect yourself

- ▶ If possible, people who are at higher risk of serious illness from COVID-19 should not care for someone with COVID-19. These people include elderly persons, those with chronic medical conditions (e.g., heart disease, diabetes) or compromised immune systems
- ▶ If you need to be within 2 metres of the ill person, wear a mask, disposable gloves and **eye protection**.
- ▶ Wear disposable gloves when touching the ill person, their environment and soiled items or surfaces.
- ▶ Do not re-use masks or gloves.
- ▶ Clean your hands often for at least 20 seconds, especially after contact with the ill person and after removing gloves, masks and eye protection.
- ▶ Dry your hands with disposable paper towels. If not available, use a reusable towel and replace it when it becomes wet.
- ▶ You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- ▶ Avoid touching your eyes, nose and mouth with unwashed hands.

### Keep your environment clean

- ▶ Place used masks, gloves and other contaminated items in a lined container, secure the contents and dispose of them with other household waste.
- ▶ Place possibly contaminated laundry into a container with a plastic liner and do not shake. Wash with regular laundry soap and hot water (60-90°C), and dry well. Clothing and linens belonging to the ill person can be washed with other laundry.
- ▶ At least once daily, use household disinfectants or diluted bleach (one part bleach and 9 parts water) to clean and disinfect surfaces that people touch often (e.g., toilets, laundry containers, bedside tables, doorknobs, phones and television remotes). Clean touch screens with 70% alcohol wipes.

### Monitor yourself for symptoms

- ▶ If you have always used the recommended precautions, then monitor yourself for symptoms for 14 days following your last contact with the ill person.
- ▶ If you have had direct contact with body fluids of the ill person (e.g. were coughed or sneezed on when you weren't wearing a mask), contact your local **Public Health Authority** for further instructions.
- ▶ If you develop symptoms, isolate yourself as quickly as possible and contact your local **Public Health Authority** for further instructions.



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## COVID-19 – APPENDIX H: Advice for Caregivers (page 2)

### Maintain these supplies

- ☐ Surgical/procedure masks (do not re-use)
- ☐ Eye protection
- ☐ Disposable gloves (do not re-use)
- ☐ Disposable paper towels
- ☐ Tissues
- ☐ Waste container with plastic liner
- ☐ Thermometer
- ☐ Over the counter medication to reduce fever (e.g. ibuprofen or acetaminophen)
- ☐ Running water
- ☐ Hand soap
- ☐ Alcohol-based sanitizer containing at least 60% alcohol
- ☐ Dish soap
- ☐ Regular laundry soap
- ☐ Regular household cleaning products
- ☐ Bleach (5% sodium hypochlorite) and a separate container for dilution (one part bleach to nine parts water)
- ☐ Alcohol prep wipes




**WE CAN ALL DO OUR  
PART IN PREVENTING  
THE SPREAD OF  
COVID-19. FOR MORE  
INFORMATION, VISIT**

**Canada.ca/coronavirus  
or contact  
1-833-784-4397**



## COVID-19 – APPENDIX I: Contents Vessel Isolation Kit

	<p style="text-align: center;"><b>CONTENTS VESSEL ISOLATION KITS</b></p>	
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The following items shall be placed in a sealed container for use only by the Medics for the Designated Isolation Room onboard the vessel.

### Contents List:

- Disposable isolation gowns, masks N95, goggles, gloves
- Disposable boot covers
- Thermometers should be single use digital or replaced with disposal Tempadot paper thermometers or a non-touch thermometers
- Cleaning materials in the isolation room
- A communication device should be in the room for two-way communication to reduce the frequency of other crew members' contact.
- Hand sanitizer and cleaning materials for touched objects (ex: remotes, books)
- Tissues, toilet paper, paper towels, soap and other toiletries that will be used only by the crew member.
- Garbage container and biohazard garbage bags
- Information Posters including:
  - Hand Washing,
  - PPE,
  - Self-Monitoring, Self-Isolation
  - Advise for Caregivers
  - Restricted Area Authorized Employees Only
  - Quarantine Poster

### NOTE:

- Any equipment that needs to be shared must be cleaned appropriately
- Ensure that all bed linens are removed and placed in a biohazard garbage bag and washed in hot water.
- Ensure the cabin/room is cleaned properly and all bed linens are placed in a biohazard garbage bag, sealed and left in the quarantine room to be discarded properly
- In addition to the full cleaning ensure the cabin/room is also sanitized using the Fogging Units onboard the vessel.

## **COVID-19 – Appendix J: Fogging Unit Safe Work Procedures**

### **Operation of 633 Compact Fogger**

#### **General Information**

The 633 Compact Fogger is a chemical atomizer that uses compressed air to draw pre-diluted chemical solution from a bottle, atomizer the chemical, and project it as small to medium sized for particles at distances up to 15 feet. There will be two (2) workers trained at each Ocean Choice location that have obtained this particular piece of equipment.

The chemical that will be used for the 633 Compact Fogger called PERCID which is a Peracetic Acid based (also known as peroxyacetic acid, or PAA) 5% sanitizer. It is a stabilized mixture of peracetic acid (5%), water, acetic acid (vinegar), and hydrogen peroxide. This piece of equipment is used to disinfect and/or sanitize previously cleaned, hard, non-porous inanimate surfaces such as floors, walls, refrigerators, coolers, countertops, and sinks.

#### **Operation**

The chemical will be stored and diluted in a well ventilated area. The product will be kept away from sources of ignition or heat and should be kept out of direct sunlight. When the worker is preparing for dilution, sanitization with a concentration of 1.0 to 1.5 fl. Oz PAA Sanitizer dissolved in 5 gallons of water. This will provide 88 to 130 ppm of peracetic acid.

When the worker is performing the application and dilution process they will don eye protection such as splash proof goggles or face shield, rubber or neoprene gloves, rubber boots, and apron and respiratory protection. The worker shall have the safety data sheets readily available and become familiar with the directions, precautionary and first aid requirements before use.

Prior to use, the worker applying will ensure that the area to be fogged has been evacuated of all people before starting to fog.

The steps are as follow:

1. Unscrew the bottle, fill with ready to use chemical and re-attach. It is important to not over-tighten the bottle.
2. Connect the inlet to a compressed airline.
3. Direct the discharge in a safe direction. Press thumb gun lever (or completely open ball valve) to begin application.
4. When application is complete, release the thumb gun lever (or close ball valve).
5. The fogger may produce more fog volume than needed.



6. If fog is too dense (wet), metering tips are included to restrict the chemical volume to produce a lighter (drier) fog.
7. Make final metering tip adjustments based on application results. Try the next larger sized metering tip until the results are acceptable.

The Installation and operation instructions will always stay with the piece of equipment for any further information such as troubleshooting guidelines.

## **Operation of 455 4-Way Fogger**

### **General Information**

The Portable 5 Gallon 455 4-Way Fogger is a chemical atomizer that uses compressed air and venturi action to draw ready to use chemical solution from a user-supplied chemical pail on the all stainless steel cart. There will be two (2) workers trained at each Ocean Choice location that have obtained this particular piece of equipment.

The chemical that will be used for the 633 Compact Fogger called PERCID which is a Peracetic Acid based (also known as peroxyacetic acid, or PAA) 5% sanitizer. It is a stabilized mixture of peracetic acid (5%), water, acetic acid (vinegar), and hydrogen peroxide. This piece of equipment is used to disinfect and/or sanitize previously cleaned, hard, non-porous inanimate surfaces such as floors, walls, refrigerators, coolers, countertops, and sinks.

### **Operation**

The chemical will be stored and diluted in a well ventilated area. The product will be kept away from sources of ignition or heat and should be kept out of direct sunlight. When the worker is preparing for dilution, sanitization with a concentration of 1.0 to 1.5 fl. Oz PAA Sanitizer dissolved in 5 gallons of water. This will provide 88 to 130 ppm of peracetic acid.

When the worker is performing the application and dilution process they will don eye protection such as splash proof goggles or face shield, rubber or neoprene gloves, rubber boots, and apron and respiratory protection. The worker shall have the safety data sheets readily available and become familiar with the directions, precautionary and first aid requirements before use.

Prior to use, the worker applying will ensure that the area to be fogged has been evacuated of all people before starting to fog.

The steps are as follow:

1. Unpack and connect the 4-way fogger head to the nipples and through the slide brackets as shown in the drawing
2. Push the pick-up tubes over the 4 blue metering tip holders. Make sure to place the same tube on the 2 foggers with the ball valves. This allows the unit to be used as a 2 way.
3. Use a container with enough water for doing some test runs to familiarize yourself with the fogger before running chemicals through it. This will help you determine the best placement for the best coverage.
4. Place the fogger in the center of the test area to be fogged.
5. Place the 2 pick-up tubes/strainers in the water.
6. Connect a 1/2" minimum airline to the fogger that has a shut off valve on the opposite end where the fogger can be turned on and off at a distance. Wear ear protection.
7. Loosen the anchor bolts on the slide brackets and raise the 4-way fogger assembly to preferred height, and tighten the bolts to secure.
8. Move away from the fogger and turn on your air supply, observe the foggers performance. The fog should be consistent and uniform. If it is sputtering and inconsistent you may need to partially close your airline ball valve to fine tune the air volume/pressure.
9. For certain applications the foggers may produce more volume than needed. If fog is too dense, optional metering tips are available for restricting the solution volume to produce a lighter fog
10. Observe the coverage; you may have to move the fogger a time or two for best coverage. Once you are familiar with coverage and operation and air flow adjustments you are ready to fog.

The Installation and operation instructs will always stay with the piece of equipment for any further information such as troubleshooting guidelines.



## COVID-19 – APPENDIX K: Hand Sanitizing


# Hand Sanitizing



1. Apply sanitizer (minimum 60% alcohol-based).



2. Rub hands together.



3. Work sanitizer between fingers, back of hands, fingertips, under nails.



4. Rub hands until dry.

## Stop the Spread of Germs

### Always Sanitize Your Hands

<b>After you:</b>	<b>Before and after you:</b>
<ul style="list-style-type: none"><li>• Sneeze, cough or blow your nose</li><li>• Use the washroom or change diapers</li><li>• Handle garbage</li></ul>	<ul style="list-style-type: none"><li>• Prepare or eat food</li><li>• Touch a cut or open sore</li></ul>

If hands are visibly dirty use soap and water

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## COVID-19 – Appendix L: Warning – Smoking-Hand Sanitizer

# WARNING !

Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire hazard concerns. If you are going for a smoke please ensure that you use hand soap and not hand sanitizer before lighting up. Hand sanitizer is flammable and can easily be ignited with a common lighter.



## COVID-19 – Appendix M: Vessel Response Kit on Landing with Suspect Case

 <p>OCEAN CHOICE INTERNATIONAL</p>	<p style="text-align: center;"><b>CONTENTS</b></p> <p style="text-align: center;"><b>VESSEL RESPONSE KIT ON LANDING WITH COVID-19</b></p>	
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### Protocols for when a vessel lands with a suspected case of COVID-19

Prior to docking all crew members will be instructed to remain in their rooms, practicing social distancing, away from the affected crew member(s) (isolation area) with the exception of the Medic(s) until the affected crew member has been removed from the vessel.

Authorized personnel will board the vessel upon landing and ensure that the crew member(s) with suspected COVID-19 is the first to disembark the vessel.

The affected crew member will be required to wear PPE gear and go immediately to their vehicle and go home, monitor symptoms and self-isolate for 14 days. Complete the COVID-19 Self-Assessment available on the Government of Newfoundland and Labrador website at [www.gov.nl.ca/COVID-19](http://www.gov.nl.ca/COVID-19) to determine if testing for COVID-19 is necessary. If you do not have access to a computer Call 811 if further medical assistance. They DO NOT GO TO THE HOSPITAL unless instructed to do so.

All remaining crew will have their temperatures taken and provided information on monitoring for symptoms and self-isolation for 14 days with respect to being in contact with someone with a possible case of COVID-19.

The following items shall be placed in a sealed container for use when a vessel lands with a suspected case of COVID-19.

#### Contents List:

- Disposable isolation gowns
- Disposable Masks N95
- Disposable boot covers
- Disposable Gloves
- Googles
- Thermometers should be single use digital or replaced with disposal Tempadot paper thermometers or a non-touch thermometers
- Hand sanitizer and cleaning materials for touched objects
- Biohazard garbage bags

## COVID-19 – Appendix N: NL Government Issued Bulletin



Government of Newfoundland and Labrador  
Department of Health and Community Services

### **What is Coronavirus?**

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new disease that has not been previously identified in humans.

### **Who is at risk for developing COVID-19?**

The risk for COVID-19 may be increased in certain settings, such as crowded areas and gatherings. This is why physical (social) distancing is so important. There is an increased risk of more severe outcomes for individuals:

- aged 60 and over
- with compromised immune systems
- with underlying medical conditions

### **What are the symptoms of COVID-19?**

Symptoms of COVID-19 include:

- Fever
- Cough
- Difficulty breathing
- Aches and pains

### **What should I do if I develop symptoms of COVID-19?**

If you start to have symptoms of COVID-19:

- Stay at home or isolate from others as much as possible. Complete the [811 COVID-19 self-assessment tool](#). If you cannot access the self-assessment tool, call 811. The 811 operator will provide direction on what to do next.
- Do not visit your family physician's office and, unless it is a medical emergency, please do not go to your Emergency Department.

### **Is there treatment for COVID-19?**

There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illness will recover on their own.

### **How will I know if I have been in contact with a positive case of COVID-19?**

Public Health officials complete a contact tracing investigation with all positive cases of COVID-19. Based on this investigation, individuals considered at risk for developing COVID-19 will be contacted by public health for appropriate follow-up.

### **Who is considered a close contact of a positive case of COVID-19?**

A close contact is an individual who:

- provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment OR
- who lived with or otherwise had close prolonged contact (within 2 meters) with the person while they were infectious OR
- had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

## COVID-19 – Appendix O: Proper Use of Respirators

A respirator is an apparatus worn over the mouth and nose (or the entire face) to prevent the inhalation of dust, smoke, or other noxious substances. A respirator is a last line of defence against airborne hazards as it is Personal Protective Equipment (PPE) and should only be used when engineering and administrative controls do not provide sufficient protection. Respirators only work when they are selected, maintained, and used properly. Each respirator must be matched to the particular hazard it is designed to protect against. There is no 'all-purpose' respirator that can be used in every situation.

Fit testing will be conducted initially to determine the appropriate model and size, and, at minimum, every two (2) years unless the employee has undergone any physical changes (i.e. facial weight gain/loss, change in facial structure, etc.). The fit testing protocol will also teach end users how to properly don/doff the respirator, conduct a seal-check prior to each use and how to properly store and maintenance their respirator.

A respirator is only effective if it is the appropriate respirator for the task; it fits properly and is worn correctly. It is important to follow Manufacturer's instructions on how to properly wear a respirator. Anyone who is required to don a respirator must conduct a seal check each time it is worn, or when an employee has moved/adjusted the respirator on the face. Seal checks will ensure that the respirator is properly fitted and that it has no leaks, as leaks can allow contaminated air to enter the respiratory system.

### Positive Pressure Check



### Negative Pressure Check



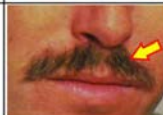











The procedure for donning/doffing and seal checks will be performed by your qualified trainer, as each respirator has different procedures.

Users are required to be “clean shaven” in order to have the most effective seal. When the user is not clean shaven, this will also affect the seal and leaves potential for contaminated air to enter the respiratory system.

The following picture is what would be acceptable:

<b>A.</b> Clean-shaven, ideal for a good seal	
<b>B.</b> Amount of facial hair that will typically allow a good seal	
<b>C.</b> Moustache that does not interfere with the sealing surface, valves, or respirator function	
<b>D.</b> Soul patch that does not interfere with the sealing surface, valves, or respirator function	

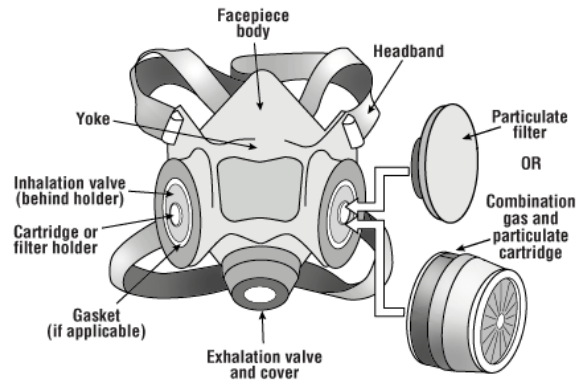
The following picture is NOT acceptable:

<b>E.</b> Soul patch that will interfere with the respirator seal in the chin area on elastomeric facepieces Facial hair and sideburns that will interfere with the sealing surface	
<b>F.</b> This facial “shadow” (not clean-shaven) will interfere with the sealing surface of a half or full facepiece. It will also compromise a secondary seal inside a tight-fitting hood-style respirator. Degradation of fit can occur during cumulative work hours when an individual grows this amount of facial hair.	
<b>G.</b> Moustache is too thick and too long (down around edge of mouth); will contact a sealing surface and interfere with exhalation valve. Sideburns and/or heavy hair under the chin will prevent a good seal.	
<b>H.</b> Moustache is too thick and too long (down around edge of mouth); will contact a sealing surface and could get stuck in an exhalation valve. The hair on the rest of the face will interfere with a sealing surface.	
<b>I.</b> Hair is in sealing region and under the chin. Hair is in chin cup sealing region and on the side of the face.	
<b>J.</b> Moustache is too thick and too long; will contact a sealing surface and interfere with exhalation valve.	

Prior to wearing any type of respirator, the user must inspect for any visible damage (i.e. holes, dirt, burns, etc.), and verify that all components such as straps and the nose piece are in good working condition. If at any time your respirator is seen to have damages, notify your Supervisor immediately. If you are wearing a disposable respirator, ensure it is thrown out once dirty, soiled or wet.

Before use, inspect the following:

- Cracks, tears, dirt and fatiguing
- Inhalation/exhalation valves
- Head straps
- Filter gaskets
- Filter/cartridge



The basic parts of a typical half-facepiece respirator are shown. Two common options are illustrated on the right. Both sides of the respirator would take the same type of filter or cartridge.

## Cleaning/Storage:

Respirators that are designed for more than a one-time use must be cleaned properly once the work has been completed. It is especially important to clean them with approved respirator wipes and/or cleaner, as soaps or chemicals may deteriorate the mask.

The storage of respirators must be in an environment which will prevent damage and exposure to contamination, sunlight, extreme temperatures, etc. The proper storage and maintenance will ensure that it is providing the employee with the upmost protection when using the respirator.

## COVID-19 – Appendix P: Social Distancing

### SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

#### What does Social Distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

#### Here's how you can practice social distancing:



- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family

If possible,

- use food delivery services or online shopping
- exercise at home or outside
- work from home

#### Remember to:



- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm
- avoid touching surfaces people touch often

#### If you're concerned you may have COVID-19:



- separate yourself from others as soon as you have symptoms
- if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- call ahead to a health care provider if you are ill and seeking medical attention

#### FOR MORE INFORMATION:

 [canada.ca/coronavirus](https://canada.ca/coronavirus)

 1-833-784-4397




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## APPENDIX Q: INSHORE VESSEL LANDING QUESTIONNAIRE

	<b>Vessel Landing Questionnaire COVID-19</b>	<b>Effective Date:</b> May 8, 2020 Version 2
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The safety of our employees, supplier partners, customers, families and visitors remain Ocean Choice International's overriding priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, at our landing sites we will ask each Captain a few questions prior to landing at our sites for offloading. Thank you.

Captain: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Vessel Name: \_\_\_\_\_ OCI Visitor Contact: \_\_\_\_\_  
 Landing Site: \_\_\_\_\_ Date: \_\_\_\_\_

		YES	NO
1.	Has anyone on your vessel experienced any of the following since being at sea?		
	A. Fever over 38 degrees Celsius		
	B. Dry cough		
	C. Sore throat,		
	D. Running nose,		
	E. Headache (if yes, was it normal headache, any other symptoms)		
	F. Shortness of breath and/or difficulty breathing		
2.	Has any crewmember been in contact with anyone, including family members, who have the above symptoms within the last 14 days?		

If the Captain answers YES to any of the above questions, the Site Manager will instruction the Captain to contact 811 for further instructions. And ask the Captain to report back to the offloading Site Manager as to the advice/direction received from the Authorities.

### OFFICE USE ONLY

Site Manager: Please make detail notes below for any Action items.

Action:

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

## COVID-19 – References

The following websites provide up-to-date and reliable information.

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

<https://www.gov.nl.ca/covid-19/>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19.html>

<https://marinesafety-securitemaritime@tc.gc.ca> – Ship Safety Bulletin

[https://www.tc.gc.ca/en/services/marine/documents/20-AA-35-HEALTH\\_REPORTING\\_SHIPS\\_17X11\\_EN\\_acc.pdf](https://www.tc.gc.ca/en/services/marine/documents/20-AA-35-HEALTH_REPORTING_SHIPS_17X11_EN_acc.pdf)

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>