
 <b>inter</b> pipeline		<b>Standard</b>	
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Document Title: COVID-19 Prevention Standard		Revision Date: Aug. 12, 2020	
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## COVID-19 Prevention Standard

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Revision	Revision Date	Revision Purpose
0A	April 17, 2020	Issued for review
1	April 24, 2020	Issued implementation
2	May 13, 2020	Added new reporting requirements


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Revision	Revision Date	Revision Purpose
3	May 21, 2020	Revised reporting requirements
4	Aug. 12, 2020	Added Appendix A Masking Chart

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## CHANGE HISTORY

Rev.	Revision Date	Section/Page	Description of Changes
0A	2020-Apr-17	All	Initial version
1	2020-Apr-24	All	Minor revisions based on Health and Safety Advisor feedback
2	2020-May-13	New	Added a new section on reporting requirements
3	2020-May-21	4.3, 5	Added new section 4.3 "Recommendations While Out in Public" and revised section 5 "Reporting Requirements"
4	2020-Aug-12	2.1, 4.1.4, Appendix A	Removed Face Mask from glossary and replaced Face Mask in the document text with the term Mask. Added reference to Appendix A in 4.1.4 and added Appendix A Masking Chart


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## 1 PURPOSE, APPLICABILITY AND SCOPE

### 1.1 Purpose

The Inter Pipeline Ltd. (IPL) COVID-19 Prevention Standard (Standard) has been developed to ensure Worker safety and regulatory compliance while performing work during the COVID-19 pandemic.

### 1.2 Applicability

This Standard applies to all work activities occurring on Canadian sites owned or operated by IPL and its direct and indirect subsidiaries in Canada. Any request to deviate from this Standard must be submitted in writing as outlined in the Deviation Request Procedure.

### 1.3 Scope

This Standard provides the hierarchy of controls to reduce the spread of COVID-19 to Workers working within 2 m (Close Proximity) at IPL Work Sites including vehicles and mobile equipment.

Contractors working on an IPL Work Site must meet or exceed the requirements listed in this Standard.

IPL Workers who work on third party Work Sites must follow this Standard or the requirements of the third party, whichever is more stringent.


#### 1.3.1 Out of Scope

Workers using Respiratory Protection Equipment as a control for COVID-19, must be familiar with S240.100 [Respiratory Protective Equipment 'Code of Practice' Standard](#).

## 2 GLOSSARY AND ABBREVIATIONS

### 2.1 Glossary

Term	Definition
Close Proximity	A distance within two meters of another Worker.
Physical Distancing	Maintaining at least two meters distance between Workers.
Worker	A person engaged in an occupation including a person who performs or supplies services for no monetary compensation for an organization or employer, including a self-employed person.
Work Site	A location where a Worker is or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a Worker in an occupation.

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Term	Definition
Visitor	Any person (including employees of IPL) that is visiting an IPL Work Site for the purpose other than providing services, performing work activities directly related to the physical operation, construction or maintenance of the Work Site and includes anyone visiting the Work Site as part of a tour.

## 2.2 Abbreviations

Abbreviation	Meaning
FLHA	Field Level Hazard Assessment
IPL	Inter Pipeline
JHA	Job Hazard Assessment
JSA	Job Safety Analysis
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment

## 3 STANDARD ASSESSMENT, TRAINING AND QUALIFICATIONS

### 3.1 Assessment of Standard

- This standard must be reviewed by the Next Review date specified on the cover of this document.
- This standard must be retained until superseded, in accordance with IP-IM-POL-0002 [Records Retention and Destruction Policy](#).
- This Standard will be audited over a 3-year cycle using the IP-HS-FRM-0093 *Covid-19 Prevention Standard Audit Tool*. Documentation of completed audits must be provided to the Asset and Risk Management Department.


### 3.2 Required Training and Qualifications

All Workers on IPL Work Sites who may work in Close Proximity to others must review this Standard.

Contractors with programs that meet or exceed this Standard must ensure that Workers are trained on all applicable requirements.

## 4 GENERAL REQUIREMENTS

If a Worker is experiencing symptoms, such as fever, cough, runny nose, sore throat or shortness of breath, at the Work Site or at home they must immediately notify their supervisor. Workers who have these symptoms must not be at the Work Site and are required to self isolate for a minimum of 14 days. Refer to the applicable provincial *online COVID-19 Self Assessment Tool* or the *IPL Operations and Construction Personnel Communications Checklist for Self Isolation Form*.

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## 4.1 Hierarchy of Controls for COVID-19

Physical Distancing is the primary control to prevent the spread of COVID-19. To prevent Worker exposure to COVID-19 the hierarchy of controls listed below must be applied at all IPL workplaces, including all operational and project areas. These controls are listed in the order that they should be implemented. Methods to eliminate or substitute a hazard should be used first. Personal protective equipment should be used as a last resort if elimination, substitution, engineering or administrative controls are not enough to mitigate the hazard to an acceptable level.

### 4.1.1 Elimination

COVID-19 is a new virus and controls cannot be put in place to eliminate it at this time.

### 4.1.2 Engineering Controls


Engineering controls mitigate hazards by designing or modifying plants, equipment, etc. to reduce exposure to Workers at the source of the hazard. Methods of engineering controls for COVID-19 include:

- Install temporary barriers that can be used to reduce the risk of COVID-19.

### 4.1.3 Administrative Controls

Administrative controls are changes to how work is done to reduce hazards such as work practices, policies, rules, housekeeping, training, etc. Administrative controls for COVID-19 include:

- Complete hazard assessments (e.g. FLHA's, JSA's or JHA's) to identify the controls needed to prevent transmission and exposure of COVID-19.
- Review hazard assessments with all Workers at safety / toolbox meetings (remotely or while maintaining Physical Distancing) and when hazards or controls change.
- Use of the self assessment process (refer to the applicable provincial *online COVID-19 Self Assessment Tool* or the *IPL Operations and Construction Personnel Communications Checklist for Self Isolation Form*) to determine if a Worker must self isolate.
- Implement good hygiene practices including frequent and thorough hand washing, hand sanitizing, cough and sneeze into a tissue or your elbow, avoid touching face and utilize Work Site cleaning programs.
- Maintain Worker Physical Distancing of 2 m.
- Limit activities that cannot be performed while maintaining Physical Distancing.
- Reduce the size of work crews to the minimum number of people needed to perform the task safely.
- Screen and avoid contact with Visitors by limiting the number of Visitors to the Work Site and avoiding Visitor interaction with work crews.

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#### 4.1.4 Personal Protective Equipment (PPE)

PPE is equipment worn by Workers to reduce their exposure to hazards. PPE that can be worn by Workers to reduce their potential exposure to COVID-19. Refer to Appendix A Masking Chart, for further information regarding recommended masks. All PPE must be used in accordance with manufacturers' recommendations.

#### 4.2 **Masks**

The Mask is an effective means to reduce the spread of COVID-19 for Workers in Close Proximity of other Workers. Wearing a Mask controls the transmission of COVID-19 by containing or restricting the aerosolization of respiratory fluids.

**Note:** Masks do not filter the air being breathed in.

The Mask must:

- Be worn as close as possible to a Worker's face with the loops placed securely behind the ears.
- Not be shared or exchanged between Workers.
- Be properly disposed of if removed or when any part of the mask has been damaged, ripped, torn or soiled.

##### 4.2.1 Mask Storage and Distribution

All PPE used to prevent exposure to COVID-19 must be stored:

- In a secured location which prevents the theft or unauthorized access to the PPE
- In a location which is dry and cool
- In the original packaging prior to use.

Packaging for Masks must not be opened until they are ready to be distributed.

Masks will be stored and distributed from the IPL Sherwood Park Warehouse. Each operational or project area should maintain approximately 10 days' supply of Masks and establish a site-specific plan for storage and distribution.

##### 4.2.2 Mask Disposal


Workers must, immediately after use, dispose single-use Masks in a garbage bin.

Non-disposable PPE such as half mask respirators, safety eye-wear and gloves must be cleaned and disinfected between use.

#### 4.3 **Recommendations While Out in Public**

Wearing a non-medical mask or face covering while out in public is recommended for periods of time when it is not possible to consistently maintain a 2-metre physical distance from others, particularly in crowded public settings, such as:



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- stores
- shopping areas
- public transportation.

#### 4.4 **Worker Hygiene**

Workers must wash their hands regularly throughout the day, washing them with soap and water for at least 20 seconds. This includes:

- Before work begins
- Before donning a Mask
- Before removing a Mask
- After removing a Mask
- Before and after the use of shared items such as tools or multi-user devices, such as doorknobs and handrails, unless gloves are worn
- After removal of gloves
- Before and after any meal or restroom breaks
- At the end of the work day.

When soap and water is not immediately accessible, Workers must use hand sanitizer with a minimum of 60% alcohol.

### 5 **REPORTING REQUIREMENTS**

All suspected and confirmed cases of COVID-19 on an IPL work site must be reported to IPL immediately (employee or contractor). Reports will be investigated in accordance with the IPL Incident Management Standard and will be reported to regulatory agencies as required.


IPL will report a COVID-19 incident to Alberta OHS (potentially serious incident) if a suspected COVID-19 case is confirmed positive and it has been determined that the worker contracted COVID-19 at the work site.

### 6 **FORMS AND RECORDS**


- IPL. *Operations and Construction Personnel Communications Checklist for Self Isolation Form*
- IPL. S240.100 [Respiratory Protective Equipment 'Code of Practice' Standard](#)

### 7 **REFERENCES**

- Alberta Health Services. [COVID-19 Self-Assessment Tool](#)

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- ASTM International. F2100 *Standard Specification for Performance of Materials Used in Medical Face Masks*
- European Standards. EN 14683 *Medical Face Masks – Requirements and Test Methods*
- Saskatchewan. [Covid-19 Self-Assessment Tool](#)

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## APPENDIX A MASKING CHART

This masking chart will assist workers across the company in assessing their situation and determine the proper level of personal protective equipment required to protect themselves and others from COVID19.

Scenarios	Recommendation of masks				
	Disposable Surgical or ear loop style mask	Reusable cloth mask	Buff or bandana style mask	NIOSH Approved N95, ½ Mask or Full-Face respirator	Face Shield
<b>In an area where physical distancing of 2 meters (m) is not or may not be possible (office, field).</b>	Yes	Yes	Not to be used for protection from COVID-19		May be used in addition to mask
<b>Occupational exposures in contaminated environments (E.g. Benzene).</b>				Can be used to control exposure to substances but physical distance of 2 meters is required.	May be used in addition to mask
<b>In vehicles with more than one occupant</b>	Yes	Yes			May be used in addition to mask
<b>Environment where new masks are required frequently (dust, grime, etc.)</b>	Yes	Can be used but disposable is preferred		Can be used to control exposure to substances but physical distance of 2 meters is required.	May be used in addition to mask
<b>In indoor spaces when not sitting at primary desk/workstation</b>	Yes	Yes			May be used on the move, mask required within 2M of another person
<b>At workstation if a barrier between, or 2 m distance does not exist between desks</b>	Yes	Yes			May be used in addition to mask

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**LEGEND**

Green = Recommended


Yellow = Used with caution and heightened awareness

Red = Not recommended; Do not use

<b>Mask Type</b>	<b>Notes on Use</b>
N95/99/100 or KN95 Respirators	Not recommended to be used to protect from COVID-19 on an IPL site at this time
Reusable Respirator (1/2 mask or full-face mask with cartridges)	Not to be used to protect from COVID-19 (it does not prevent the spread of COVID-19 to others, as the virus can be exhaled through the exhalation valve) Required respiratory program which includes, among other things: being clean shaven FIT testing and instructions for donning, doffing and disposal of respirator Follow cleaning procedures after use.
Face Shield	Not a substitute for a face mask when within 2m of another person May be used in conjunction with mask for improved eye protection Use requires approval from EHS on a case by case basis Shield must be disinfected using approved products Face shield must extend below the chin, and bend around side of face

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<b>Mask Type</b>	
Reusable Cloth Face Mask	<p><b>Notes on Use:</b>  Only protects others near wearer from wearer's exhaled breath; does not provide protection to user from inhaling others aerosolized droplets.  Will not provide protection against hazardous substances</p> <p><b>Basic Mask Requirements</b>  Be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)  Flame Resistant or natural fibre material may be needed if hazard assessment requires it  Be large enough to completely and comfortably cover the nose and mouth without gaping and allow for easy breathing  Fit securely to the head with ties or ear loops  Be comfortable and not require frequent adjustment  Maintain their shape after washing and drying</p> <p><b>Handling and washing</b>  Avoid touching mask with unwashed or sanitized hands  Be changed as soon as possible if damp, visibility soiled, after coming into contact with a person showing any COVID like symptoms, touched with unwashed hands or damaged  A mask should be changed out if worn for more than 4 hours regardless if it is clean or not  Example: a mask is worn intermittently 6 times for 40 minutes periods.  A used mask must be washed, and dried prior to being used the next workday or shift  Placing mask in a plastic or paper bag once removed (not on a desk, table or countertop)  Machine laundering in warmest appropriate water setting for the cloth used and drying daily prior to reusing mask. Hot water is preferred.  Washing with normal clothing is acceptable.  Wash thoroughly by hand if a washing machine is not available, using soap and warm/hot water allow it to dry completely before wearing it again</p>

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<p>Disposable Surgical or Ear Loop Style Mask</p>	<p><b>Notes on use</b>  Only protects others near wearer from wearer’s exhaled breath; does not provide protection to user from inhaling others aerosolized droplets.  Will not provide protection against hazardous substances</p> <p><b>Disposable Mask Requirements</b>  Avoid touching mask with unwashed or sanitized hands  Be large enough to completely and comfortably cover the nose and mouth without gaping and allow for easy breathing  Fit securely to the head with ties or ear loops  Made of a minimum of 3-layer construction, meeting ASTM International. F2100 Standard Specification for Performance of Materials Used in Medical Face Masks or European Standards. EN 14683 Medical Face Masks – Requirements and Test Methods  Be comfortable and not require frequent adjustment</p> <p><b>Handling and disposal</b>  When donned, nose metal clip must be pressed firmly to form to face.  Be changed as soon as possible if damp, visibility soiled, after coming into contact with a person showing any COVID like symptoms, touched with unwashed hands or damaged  A mask must be changed out if worn for more than 4 hours regardless if it is clean or not  Example: a mask is worn intermittently 6 times for 40 minutes periods, being reused a limited number of times  Workers need to follow guidelines for proper donning and doffing of masks  Placing worn disposable face masks in the garbage once removed (not on a desk, table or countertop)</p>
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