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## Title: Emergency Response Procedure – Pandemic (COVID-19)

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### A. Purpose

The purpose of this procedure is to define the hazards and risks associated with the coronavirus disease 2019 (COVID-19) pandemic and to outline the controls needed to protect the health and safety of workers and prevent the spread of COVID-19 in the workplace.

### B. Legislation and Public Health Orders

Any current or future public health orders or legislation, at any level of government, will take precedence over these risk assessments and procedures. RCM Transport will comply with any lawful orders to close or cease operations to protect workers.

### C. Risk Assessment

The below table establishes Exposure Risk Levels.

Exposure Risk Level	Definition	RCM Positions
<b>Very High</b>	Jobs that may require significant exposure to the virus and laboratory personnel who work with COVID-19 specimens, such as doctors, nurses and researchers.	None
<b>High</b>	Jobs that may require infrequent contact with infected patients, such as medical transport workers or clinical support workers.	None
<b>Medium</b>	Jobs that require frequent close contact with the general public, such as cab drivers, group home workers and daycare workers.	None
<b>Low</b>	Jobs that do not require frequent close contact with the general public.	<b>Drivers, swappers, mechanics, managers, admin, accounting, ownership, contractors.</b>

All RCM Transport positions do not require frequent close contact with the general public and are therefore considered to have an exposure (in the workplace) risk level of Low. There are still health hazards associated with RCM operations and they are outlined in the next section.



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### D. Hazard Assessment and Controls

As with any health and safety hazard, RCM Transport will endeavor to first **eliminate** the hazard. If elimination is not possible, Hazard Controls will put into place, with emphasis on **engineering** and **administrative** controls. **PPE** is considered to be a last line of defence and will only be considered if all other controls are deemed to be insufficient.

See next page for Hazard Assessment and Controls Table:



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Hazard that leads to potential exposure	Freq	Prob	Sev	Risk (FxSxP)	Ctrl #	Control Method
Infected worker attends work WITHOUT symptoms of COVID-19 (asymptomatic)	2	2	3	12	1	<b>DO NOT ATTEND</b> work if you have ANY of the following: <b>Fever, cough, shortness of breath, sore throat, runny nose, loss of taste/smell.</b>
					2	Educate workers about health orders and recommendations.
					3	Access restrictions: <b>DO NOT ATTEND</b> work if you have travelled outside of Canada within the last 14 days OR have come into contact with someone who has travelled outside of Canada in the last 14 days OR have you had close contact with a confirmed or probable case of COVID-19 in the last 14 days.
					4	Implement Physical Distancing Plans
					5	Provide hand sanitizer for staff inside locations.
					6	Disinfect surfaces regularly
					7	Remove communal items from use.
					8	Do not bring garbage into facilities.
					11	Masks usage in common areas.
Infected worker attends work WITH symptoms of COVID-19 (symptomatic)	2	2	3	12	1	<b>DO NOT ATTEND</b> work if you have ANY of the following: <b>Fever, cough, shortness of breath, sore throat, runny nose, loss of taste/smell.</b>
Infected visitor enters facility.	1	2	3	6	9	Close facilities to visitors.
					10	Require contactless deliveries
					11	Mask use in common areas.
Worker comes into contact with infected person on customer or supplier worksite.	1	2	3	6	4	Implement Physical Distancing Plans
					11	Mask use in common areas



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### Control #1 – Self-check Symptoms

DO NOT ATTEND work if you have **new onset (or worsening)** of any of the following symptoms: **fever, cough, shortness of breath/difficulty breathing, runny nose, sore throat**, chills, painful swallowing, nasal congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, loss of sense of smell or taste, muscle/joint aches, headache, and/or conjunctivitis (commonly known as pink eye). If so, you must self-isolate and notify your supervisor.

Workers must complete a daily self-screening for symptoms prior to attending worksite. Screening can be found at [www.rcmtransport.ca/covid](http://www.rcmtransport.ca/covid).

Workers should self-monitor for symptoms throughout the day. If symptoms develop, workers must self-isolate, immediately notify supervisor and the Rapid Response Plan will be initiated.

### Control #2 – Educate workers about public health recommendations:

To help protect you and your family against all respiratory illnesses, including flu and COVID-19, Alberta Health Services recommends that you:

- [Wash your hands often and well](#)
- Avoid touching your face, nose, or mouth with unwashed hands
- Stay at home as much as possible, and practice [physical distancing](#) when you do leave home: keep at least 6 feet from others when going out for groceries, medical trips and other essential needs
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- Contact your primary health provider or [Health Link 811](#) if you have questions or concerns about your health
- [When sick, cover your cough and sneezes and then wash your hands](#)

Up to date mandatory public health orders can be found online at [alberta.ca/covid19](http://alberta.ca/covid19)

### Control #3 – Access Restrictions:

DO NOT ATTEND work if, in the last 14 days, you have:

- travelled outside of Canada
- come into close contact with someone who has travelled outside of Canada
- had close contact with a confirmed or probable case of COVID-19



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Workers must complete a daily self-screening for recent travel prior to attending worksite. Screening can be found at [www.rcmtransport.ca/covid](http://www.rcmtransport.ca/covid).

### Control #4 – Physical Distancing Plans:

In an effort to limit close contact between workers, RCM Transport will implement Temporary Physical Distancing Plans:

- At RCM workplaces
- At customer and supplier workplaces

To ensure the minimal interruption to RCM operations, RCM will also implement a Temporary Pandemic Communication Plan.

### Control #5 – Provide hand sanitizer:

RCM will provide access to hand sanitizer (depending on availability) at points of entry. Hand sanitizer is more accessible than soap and water but should not be used as a sole replacement to proper hand washing.

### Control #6 – Disinfect surfaces regularly:

Workers will be responsible for disinfecting commonly touched surfaces in their designated workspace at least once per day, with a disinfectant.

Workers under direct supervision will be assigned disinfection duties as seen fit by supervisor, for example:

- Mechanics will disinfect surfaces in shop (overhead door buttons, handles, tools, etc.)

Workers working alone or under indirect supervision will be responsible for disinfection of touched surfaces, for example:

- Drivers will disinfect surfaces in cab of their truck (steering wheel, switches, buttons, shifter) and in trailer (valve handles, switches).
- Office staff will disinfect door handles, tables, desks, printers, phones, bathrooms

Workers working together under indirect supervision will be jointly responsible for disinfection of touched surfaces, for example:



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- Drivers and swampers working together on a vac truck will jointly be responsible for disinfecting surfaces in or on the truck (steering wheel, switches, buttons, shifter, valve handles, switches, wash gun, etc).

### **Control #7 – Communal Items:**

Non-critical communal/shared items, especially those involving food (i.e. microwaves and coffee makers) are a high-risk source of virus transmission. Non-essential items will be temporarily taken out of service. Critical items, like laser printers, will remain in service. Workers are encouraged to wash/sanitize their hands regularly, especially when touching shared surfaces.

### **Control #8 – Garbage:**

Garbage originating from outside of RCM facilities may contain tissues, food waste and other high-risk items and should not be brought into RCM facilities. All RCM facilities have roll-off garbage bins onsite and garbage from personal or work vehicles should go directly to those outside bins.

### **Control #9 – Restrict access to visitors:**

To limit the number of face-to-face contacts RCM workers are exposed to, RCM locations will be temporarily closed to walk-in visitors. Pre-approved visitors, contractors and suppliers must follow Temporary Physical Distancing Plans in effect.

### **Control #10 – Contactless Deliveries:**

Deliveries of parts and supplies will be made contactless. Suppliers should contact their purchaser contact at RCM to arrange a contactless delivery. These can be achieved by:

- the delivery person calls upon arrival to ensure RCM rep is present;
- the delivery person leaves box at designated door;
- if needed, delivery person is granted access to yard and backs up to designated door to be unloaded by forklift. Delivery person will maintain physical distancing.
- Depending on the type of material delivered, surface of the item may need to be disinfected.



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### Control #11 – Face covering/mask usage

During the COVID-19 pandemic, all employees, contractors and authorized visitors are now required to wear a face covering/mask that covers his or her mouth and nose in certain areas.

Face masks **ARE required** in the following areas:

- Any common areas, including shops, plants, office areas, meetings rooms
- Inside vehicles with multiple occupants.
- Inside offices with multiple occupants.
- Inside customer buildings/shacks.

Face masks **ARE NOT required** in the following areas:

- RCM yards (outside).
- Customer worksites (outside), unless required by customer policy.
- Vehicles with only one occupant.
- Offices with only one occupant.

At least two (2) reusable cloth face masks will be provided to all staff. Additionally, a supply of disposable face masks will be maintained at all locations.

### E. Rapid Response Plan

To plan for the possibility of a confirmed case of an RCM worker, RCM will develop a Rapid Response Plan to determine the steps needed to ensure the safety of all at-risk workers, contractors and customers in event of a confirmed or suspected COVID-19 in the workplace.

### F. Measuring Effectiveness

RCM management and/or JHSC will communicate regularly to review the risk assessment and to determine the effectiveness of controls. Worker concerns or non-compliance with procedures should be immediately reported to a supervisor or directly to senior management. Concerns or ideas for new controls can also be discussed with JHSC representatives.

### G. Additional/Related Resources

ERP-HSE-09-01-01 – Physical Distancing Plans - Pandemic (COVID-19)

ERP-HSE-09-01-02 – Operations and Communications Plan – Pandemic (COVID-19)

ERP-HSE-09-01-03 – Rapid Response Plan – Pandemic (COVID-19)




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REV.	DATE	DESCRIPTION	CREATED BY:	REVIEWED BY:	APPROVED BY:
1	01 May 2020	Creation of Procedure	Kent Stevenson	RDJHSC	Alan Stevenson
2	26 Aug 2020	Update Procedure	Kent Stevenson	RDJHSC	Alan Stevenson
3	4 Jan 2021	Update Controls	Kent Stevenson	RDJHSC	Alan Stevenson
4	5 Jan 2021	Update controls, purpose and add Rapid Response Plan	Kent Stevenson	RDJHSC	Alan Stevenson

REV#	Section Changed	Revisions Made
2	Controls	Add Control #11 – Face mask usage
3	Controls	Revise control #1, 2 and 3 for clarity
4	Purpose, Controls and Rapid Response Plan	Add Rapid Response Plan section, revise Purpose to say "...to outline the controls needed to prevent the spread of COVID-19 in the workplace". Also add daily screening to self-monitor symptoms control.