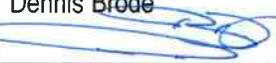


CORONAVIRUS (COVID-19)

# EXPOSURE CONTROL PLAN

## WORKING IN AND RETURNING TO OFFICES

REVISION HISTORY					
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## Table of Contents

1.	Introduction & Identification .....	3
1.1.	Introduction .....	3
1.2.	Identification .....	3
2.	Purpose and Objective .....	3
3.	Scope .....	3
4.	Responsibilities.....	4
5.	Phased Approach.....	4
5.1.	Phase 1 .....	5
5.2.	Phase 2.....	5
6.	Risk Assessment.....	5
7.	Controlling the Spread of the Virus (COVID-19).....	6
7.1.	Hierarchy of Control.....	6
7.1.1	Elimination & Substitution: .....	6
7.1.2	Engineering Controls: .....	6
7.1.3	Administrative Controls: .....	7
7.1.4	Personal Protective Equipment (PPE) .....	8
7.2.	Self-Assessment and COVID-19 Self-Reporting Protocol .....	8
7.3.	First Aid Response .....	9
7.4.	Work Place Hygiene .....	9
7.4.1	Handwashing and Sanitizing.....	9
7.4.2	Cleaning & Sanitization.....	10
7.4.3	Personal Hygiene.....	10
7.5.	Social Distancing .....	11
7.6.	Travel Instructions .....	12
7.7.	Employee Time Off and Returning to Work After Illness .....	12
8.	Tasks Requiring Close-Proximity Work .....	13
8.1.	Assessment.....	13
8.2.	Execution of the Activity .....	13
8.3.	Break Times & End of Task Decontamination Process .....	14
9.	Plan for COVID-19 Response and Emergency Shut Down .....	14
10.	COVID-19 Preparedness Committee .....	15
11.	Education, Awareness & Communications.....	15
12.	Conclusion.....	16
13.	Referenced Documents.....	17

## 1. Introduction & Identification

### 1.1. Introduction

This Exposure Control Plan (ECP) has been developed for the prevention and control of the COVID-19 virus within Seaspan office facilities to ensure the safety of our employees, subcontractors, suppliers and visitors. Seaspan's response to the COVID-19 pandemic remains fluid and may need to be adjusted or implemented differently based upon regional requirements, work scope and changes to Provincial Health Authority requirements. As these changes are identified, so too shall this plan be updated accordingly and posted for all Seaspan employees to access and similarly provided to Seaspan internal and external stakeholders to support safe work across all Seaspan operations.

### 1.2. Identification

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

COVID-19 spreads from person to person through small droplets from the nose or mouth which are transmitted when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the infected. Others may then become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. COVID-19 can also be transmitted when an infected person coughs out or exhales in close proximity to others. It's for this reason that the maintenance of physical distancing (minimum 2 meters apart) is important in managing the risk of illness transmission from one person to the next.

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose or sore throat. Those experiencing fever, cough and difficulty breathing should seek medical attention immediately.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection through physical distancing, avoid touching your face with unclean hands and by washing your hands or using an alcohol-based sanitizer frequently to remove any traces of the virus.

## 2. Purpose and Objective

There is risk of viral disease, Coronavirus (COVID-19), to employees when a known infected person or a person unknowingly infected carries the virus into a Seaspan worksite. The purpose of this Exposure Control Plan (ECP) is to provide information and guidance on COVID-19 to all employees, contractors, visitors and customers of Seaspan to help minimize the risk of exposure to the illness. It is through the implementation of this ECP that Seaspan expects to limit transmission of the COVID-19 virus to the lowest possible level.

## 3. Scope

This Exposure Control Plan for working in offices is to be applied across all office settings at all Seaspan locations during the COVID-19 Pandemic. Such locations include but shall not be limited to the following: Vancouver Shipyards – Ottawa Program Office, North Vancouver Operations, 2P, 10P, 50P, Vancouver Drydock - Operations, Victoria Shipyards - Operations, Seaspan Ferries, Seaspan Marine, Marine Petrobulk).

It is noted herein that this ECP shall be implemented to the extent necessary by each identified location, taking into account the various differences in work scope, facility function, regional requirements for COVID-19 and any increased (or limited) site-specific risks relative to transmission of the illness. Each workplace may further adjust these guidelines through the implementation of site-specific planning, however shall ensure that at minimum all required Provincial Health requirements for COVID-19 have been dutifully implemented for the protection of our employees, subcontractors, suppliers and visitors.

#### 4. Responsibilities

The following responsibilities are identified for the purpose of this procedure:

**Employees, Subcontractors, Independent Contractors, Vendors and Customers** shall follow the processes and procedures within this ECP.

The **Joint Occupational Health & Safety Committee** shall participate in the risk assessment for COVID-19 and shall support the implementation and awareness of the ECP.

**Supervisors** shall ensure that Employees, Independent Contractors, Subcontractors and Vendors are following the ECP.

**Management** is responsible to provide resources to Supervisors and to ensure that all Seaspan stakeholders are complying with the ECP.

The **Safety team** shall ensure the development and implementation of the ECP and shall audit for compliance to the ECP.

The **COVID-19 Preparedness Committee** is responsible for meeting regularly to discuss, develop and distribute resources related to Seaspan's response to COVID-19 at individual worksites.

The general responsibilities of this procedure are shown in *Table 4-1* below:

Table 4-1: General Responsibilities

R – Responsible A – Accountable C – Consulted I – Informed	Role	Employees, Contractors and Customers	Supervisors	Management	Safety	Joint Occupational Health & Safety Committee	COVID-19 Preparedness Committee
	Activity						
	Issuing/ updating this ECP	I	I	C	R/A	I	C
	Execution of this ECP	I	R	A	C	I	C
	Providing the PPE	I	I	R	C	I	A

#### 5. Phased Approach

Seaspan acknowledges that working in and a return to our office settings while continuing to manage the transmission of COVID-19 requires a phased approach to ensure that our workplace is assessed for risk, our

workforce is dutifully informed, and we have the necessary controls in place for a healthy and safe workplace. In keeping with that approach, Seaspan has surveyed our office staff for those persons poised to return to the workplace on a voluntary basis to begin the process of a full return to work under COVID-19. The phases set out below indicate our expected plan for a return to work.

### 5.1. Phase 1

Develop a detailed short-term Exposure Control Plan (ECP) for a return – of some magnitude - to all Seaspan office settings. The ECP shall include specific control measures in keeping with industry best practice for the hierarchy of control, ensuring that office staffing is protected from COVID-19 through education and awareness, improved hygiene protocols and sound physical distancing practices. Returning office staff in Phase 1 shall be limited to essential business operations alone and shall include only those staff who have opted to return to the office workplace on a voluntary basis. Phase 1 is expected to last through (approximately) August.

### 5.2. Phase 2

Develop a more long-term ECP for continued operations as the COVID-19 pandemic continues to affect Canadian society and Seaspan's continued business operations. It is acknowledged that as the conditions of the pandemic continue to evolve, so too shall Seaspan's response to the pandemic require adjustment to address new conditions and heightened (or lessened), exposure to the risk of illness. It is therefore understood that Phase 2 of the return to work plan shall be subject to current Provincial Health Authority Orders and shall then be revised as those Orders are changed, rescinded or expired. More will be communicated as we move along.

## 6. Risk Assessment

Where appropriate control measures are not considered or implemented, Seaspan's workplace can contribute to the transmission of respiratory pathogens, such as the virus that causes COVID-19. It is therefore critical for all Seaspan operations to implement appropriate safety and health measures to prevent and reduce the spread of COVID-19 among all those who may be present in the workplace (e.g. employees, independent contractors, subcontractors, customers, visitors).

Provincial Occupational Health & Safety Regulations require that employers conduct a risk assessment to determine the most appropriate actions for the prevention of COVID-19 transmission during the pandemic. This requires consideration of the epidemiology of the disease, assessing characteristics of the workplace settings and its stakeholders, and evaluating the importance of the associated hazards of transmission in determining the risk to all personnel in the workplace. The introduction of measures to respond to COVID-19 within the workplace are to be considered in a range from promoting safety and health messages, to enhancing communication to stakeholders, to implementing risk mitigation strategies (e.g. improved hygiene practices and physical distancing), or to curtailing all workplace activities entirely.

In evaluating our response to the COVID-19 pandemic, Seaspan has examined the Government of Canada's *"Risk-Informed Decision-Making Guidelines for Workplaces and Business during the COVID-19 Pandemic"*. Through the consideration of these guidelines, Seaspan has implemented a COVID-19 Committee; meeting regularly to examine optimum control measures to limit transmission of the illness across our workplaces. In addition to the work of the committee, regional Joint Occupational Health & Safety Committees have been engaged in support of assessing the risks of COVID-19 at Seaspan. It is through these partnerships and continual re-assessment of current Provincial Health Authority requirements against our workplace activities that Seaspan has developed this ECP.

As the control measures identified in this ECP are dutifully implemented, Seaspan shall ensure that continued reassessment of these measures is completed through partnerships with the services of regional Occupational Hygienists, Health Practitioners and continued employee engagement.

## **7. Controlling the Spread of the Virus (COVID-19)**

Seaspan shall endeavour to employ the best and/or most appropriate in the circumstance control technologies available to the industry to address the spread of the COVID-19 virus in our workplaces. To protect all Seaspan personnel from the detrimental health effects associated with COVID-19, Seaspan shall select a combination of the following control methods listed in order of preference:

### **7.1. Hierarchy of Control**

To ensure that all Seaspan employees are protected from the transmission of COVID-19 while at work, Seaspan shall ensure that industry best practice is implemented and followed for controlling exposure to the COVID-19 virus. Those control techniques to be applied shall include the following:

#### **7.1.1 Elimination & Substitution:**

Seaspan acknowledges the importance of planning the work in order to minimize exposure to the COVID-19 virus. To that end, during the planning phase for all office activities, Seaspan will advocate for the deferring of any task deemed non-critical where physical distancing guidelines cannot be maintained (or else find alternate means of completion). Tasks critical to the progression of Seaspan's activities shall follow appropriate guidelines as set out in this Exposure Control Plan (ECP) for close-proximity work.

Those conditions expected to arise in office settings wherein elimination or substitution controls will be implemented may include the following:

- The restriction of access to only authorized personnel across each Seaspan facility and office setting, including limiting visitors and other stakeholders only to essential personnel required for business continuity.
- Continuing work-from-home strategies to limit the total number of personnel accessing office and facility settings where physical distancing.
- The suspension of any shuttle bus services or ride sharing pending the implementation of appropriate control measures to be implemented for such activities to limit the transmission of the virus (e.g. limited seating and/or plexiglass barriers).
- Replacing in-person conferences with virtual meetings (MS Teams), wherever possible. When not possible adhering to maximum occupancy limits in meeting rooms.
- Establishing posted occupancy limits for elevators and required physical distancing guidelines (and as necessary occupancy limits) for common spaces such as meeting rooms, reception areas and lunchrooms.
- Cancelling of public events wherein congregations in excess of (50) people would not support Provincial Health Authority directives and increase transmission of illness.

#### **7.1.2 Engineering Controls:**

Seaspan's office settings have been examined wherein additional engineering control measures may be implemented to eliminate or effectively reduce the risk of COVID-19 transmission to the lowest possible level. Engineered control systems may include but shall not be limited to:

- The development of detailed seating plans for all offices that include additional spaces between desks to maximize compliance with physical distancing requirements of (2) metres, wherever possible.
- The regular cleaning of high touch points and work surfaces through partner service providers of cleaning and sanitization services. Such cleaning and sanitization shall include those surfaces (e.g. plexiglass barriers) that may be installed to limit transmission of the COVID-19 virus.
- Where possible, have interior doors left open to avoid personnel having to coming in contact with high-touch points, while equally ensuring security protocols and life safety regulations for fire protection are maintained in keeping with Fire Code requirements.
- The installation of additional hand sanitizing stations throughout all Seaspan facilities.
- Encouraging employees to manage their break times at their workstations along with the reorganization of eating areas to allow for physical distancing of (2) metres.
- The installation of plexiglass barriers as necessary in lunchrooms, cafeterias, and high traffic reception areas.
- Ensure that all HVAC system filters have been dutifully changed to limit any airborne contaminants (minimum MERV-8 filters) and investigate the efficacy of increased dilution ventilation (air changes) in offices for optimum atmospheric conditions.

Specific tasks that require employees to be engaged in close proximity (less than the 2-meter physical distancing guidelines), shall be reviewed with an eye towards implementing additional control techniques that will eliminate or reduce exposure to the COVID-19 virus.

### **7.1.3 Administrative Controls:**

Administrative controls involve activities that are not directly related to the actual physical work but are rather important strategies to support the ECP to ensure that all employees are protected from exposure to COVID-19. Seaspan shall ensure that all personnel meet the highest standard of personal accountability with respect to all administrative controls. Such controls shall include but shall not be limited to the following:

- The posting of warning signs and instructions to alert all shipyards personnel of the potential risk of exposure to COVID-19 and the requirement for suitable controls to mitigate exposure.
- Training and awareness initiatives relevant to COVID-19 control measures such as the posting of self-assessment initiatives for COVID-19 symptoms and specific protocols to follow for reporting of symptoms and self-isolation as necessary.
- Communications strategies to inform any Seaspan employees, independent contractors, subcontractors, customers and/or vendors of the requirement to self-isolate for 14-days for those who have immediately travelled internationally, returned to Canada and are poised to re-enter any Seaspan facility.
- The identification of dedicated entry/exit locations and traffic flow to maximize adherence to physical distancing guidelines for all stakeholders entering the office settings and moving throughout the facilities.
- Effective activity planning that assesses when COVID-19 exposure may be heightened and where additional control measures such as the application of PPE may be required where physical distancing guidelines cannot be maintained or where transmission of illness may be increased.

- Re-scheduling and/or re-assignment of tasks to limit the congregation of employee groups in an isolated area where the risk of COVID-19 exposure may be increased.
- Employee education and training in the details of this ECP, the following of physical distancing guidelines, effective hygiene and sound housekeeping practices and use and maintenance (as necessary) of Personal Protective Equipment (PPE).

#### **7.1.4 Personal Protective Equipment (PPE)**

PPE selected and used as appropriate to the work and the level of hazard shall be employed at all times when working in any Seaspan facility. This requirement will include but shall not be limited to; hardhats, safety glasses, gloves, suitable CSA-approved steel-toed footwear, protective clothing, hearing protection (suitable to task) and face shields where required by the nature of the work.

For those persons working in office settings, the most effective ways to prevent the spread of COVID-19 infection include having sick employees stay at home, handwashing, cleaning and disinfecting work areas and physical distancing. Seaspan has also considered the use of PPE (including masks), as an additional exposure control measure to limit transmission of illness.

Noting the above consideration, Seaspan acknowledges that B.C.'s Provincial Health Authority has not imposed the widespread use of face masks, however recognizes that the application of face masks may limit potential exposure to the droplets produced from the breathing, coughing or sneezing of other employees who may be asymptomatic (otherwise infected by COVID-19, though not showing outward symptoms of the illness). To that end, Seaspan shall ensure that the following additional PPE control measures shall be made available on a voluntary basis for those persons electing to take advantage of PPE options:

- The supply of medical-style masks through vending machines, reception and supervision in sufficient quantity allowing for personnel to control the spread of their personal droplets to others while at work.
- The supply of awareness training for the application and use of medical-style masks for those that elect to wear the masks.
- The supply of disposable gloves for those that may be handling items wherein communicable viruses may be transmitted (handling garbage, recyclables and similar shared products).

The use of face masks shall follow the safe use guidelines as outlined by the BC Ministry of Health. Please reference the attached **Appendix-A** guidance document – *Coronavirus COVID-19 BC Centre for Disease Control How to Wear a Face Mask* for additional information relative to the use of face masks.

#### **7.2. Self-Assessment and COVID-19 Self-Reporting Protocol**

Every employee of Seaspan regardless of position shall be required to self-assess their personal health prior to attending to any Seaspan facility each day. A straightforward self-assessment tool has been provided at all entrances to Seaspan's workplaces, requiring all employees, subcontractors, vendors and visitors to self-assess their condition taking into account any symptoms of illness that precludes access to our workplaces (see attached **Appendix-B** as an included Self-Assessment example for reference in support of this ECP).

Any Seaspan employee, independent contractor, subcontractor, customer or visitor who is exhibiting symptoms of illness or otherwise suspected of having COVID-19 shall not enter a Seaspan facility, including fleet vehicles, vessels or property. Those Seaspan employees exhibiting symptoms of COVID-19 shall be responsible to refrain from entering the shipyard, report their absence to their immediate Supervisor, self-

isolate at home and contact the Wellness Department at [wellness@seaspan.com](mailto:wellness@seaspan.com) to report on their self-isolation. In that regard, please see the Sick Leave Policy here.

Customers and Contractors must contact by telephone or email their Seaspan contact to inform them that they are not able to attend the office or facility due to suspected COVID-19 infection or symptoms.

Where Seaspan employees operate in buildings common to the general public through a lease agreement, Seaspan shall commit to ensuring that any suspected or confirmed case of COVID-19 amongst our employees or visitors to such locations shall be reported through to the property owner to ensure that any contact tracing can be initiated to preclude community cases of infection.

### **7.3. First Aid Response**

Any person in any Seaspan facility requiring first aid shall be responsible to summon first aid assistance and report their location through available hand-held radios, facility reception or site security. If a person who called for first aid is not the casualty, stay at the scene and where possible, maintain two (2) metre distance from others. Be prepared to answer the following:

- What is your location?
- How many people are hurt?
- What happened?

The first aid attendant will attend to the scene with the required equipment, ensuring that the following protocols are followed for patient and attendant safety:

- All first aid attendants will wear a N95 dust mask or respirator with P100 filters, disposable nitrile gloves and safety eyewear.
- The attendant(s) will require that the casualty (where possible subject to injury) dons an N95 dust mask or medical-style mask and safety eyewear.
- If the person who called is not the casualty, that person shall observe the two (2) metre protocol unless they have an active role in the first aid (e.g. performing spinal stabilization or chest compressions).
- The attendant(s) will follow first aid guidelines in their treatment of the casualty. If the attendant requires an extra pair of hands, the attendant will require all persons assisting to wear an N95 dust mask or medical-style mask, safety eyewear and nitrile gloves.
- When contacting emergency services, caller shall report as normal the condition of the casualty and that they are wearing PPE for protection against COVID-19. In addition, caller shall report the number of people who were in contact with the casualty during the first aid.

### **7.4. Work Place Hygiene**

In keeping with the maintenance of a safe and healthy work environment for all Seaspan employees, Seaspan has completed thorough hygiene assessments at all workplace locations to determine best hygiene practices to eliminate and/or effectively reduce the transmission of the COVID-19 virus. Those practices shall include the following:

#### **7.4.1 Handwashing and Sanitizing**

All Seaspan employees are encouraged to increase handwashing immediately upon entering the workplace from the public setting, before and after any break times, at any time where employees use

the restroom and after personnel touch multiple contact points wherein transmission of the virus may occur.

Procedures for handwashing shall be posted in all restrooms and any additional wash stations throughout the facilities. Those procedures shall include the following:

- Turn on tap and wet the hands, leaving the water running.
- Apply soap and rub hands together for 20 seconds
- Rinse thoroughly and dry with single grab paper towels
- Using the paper towel, turn off the tap so as not to contact it with your hand
- Where required at restroom locations wherein doors are remained closed, using the paper towel open the door at the handle and dispose of the paper towel at the extra receptacles provided.

Additional hand sanitization resources (posted hand sanitizer stations), shall be provided throughout Seaspan facilities to maintain the cleanliness of employees' hands.

Partner stakeholders in managing the supply of resources for all restrooms and wash stations shall be tasked with ensuring that hand soap, paper towels and alcohol-based hand sanitizer are in adequate supply to support an increase in hygiene activities.

#### **7.4.2 Cleaning & Sanitization**

To the best of Seaspan's ability, all work surfaces will be cleaned and disinfected with an approved product regularly throughout the workday either internally through Seaspan employees or through third-party providers of such services. Key elements for sanitization to include the following:

- Sanitization of handrails, coffee machines, door handles and knobs, turnstiles, desks, chairs, microwaves, fridges, washrooms, portable facilities, guardrails and controls on heavy equipment, gangways, scaffolding, golf carts, fleet vehicles, Seaspan owned tools, equipment and machinery, printers, first aid equipment and automated external defibrillators (AED's) or any others surfaces that may be touched by multiple persons are being regularly cleaned and sanitized for the protection of Seaspan employees, independent contractors, subcontractors, vendors and customers.
- When operating or attending to ride in any heavy equipment, golf carts, light vehicles or any other mobile equipment, use sanitization wipes to disinfect all surfaces or contact the contracted cleaners to disinfect common touch point surfaces. If disinfectant is not available wear gloves.
- Any tool, machinery or equipment that is Seaspan owned and will be used by others to use must be segregated and disinfected prior to putting back into service.
- Shared computers, phones and similar communications devices shall be restricted to one user only, or as required by work scope, disinfected between operator use.
- Visitor passes must be disinfected once they have been handed in to the security/reception desk.

#### **7.4.3 Personal Hygiene**

All persons, including employees, independent contractors, subcontractors, customers and visitors shall be responsible to practice proper hygiene to the best of their ability. Proper hygiene practices around COVID-19 include the following:

- Regular hand-washing and sanitization as outlined in 7.4.1 above and in keeping with the practices as outlined in *Appendix-C: BC Centre for Disease Control – Hand Hygiene*.
- Avoid touching your face where the virus may spread through the eyes, nose and mouth.
- When overcome by coughing or sneezing, do so into a tissue or into your sleeved arm to the best of your ability.
- Where any approved personal protective equipment (including disposable masks and/or nitrile gloves) are utilized, employees shall ensure that the use is in keeping with sound practices as determined by Seaspan for safe use.
- Ensure that any outerwear provided to employees by Seaspan remains at work where they can be cleaned and sanitized for the sound hygiene of the workforce and to limit transmission of the virus outside of the workplace.

### 7.5. Physical Distancing

Physical distancing remains one of the most effective means of limiting employee exposure to the COVID-19 virus as those that may be infected may not be symptomatic yet may spread the illness to those that may be more seriously impacted due to underlying health conditions (known or unknown). Key recommendations to limit transmission of illness include the following:

- Limiting gatherings to no more than 50 people at a time and where such gatherings are scheduled, ensuring that the physical distancing guideline of 2-meters is followed to the best of Seaspan's ability.
- The continued supply of working-from-home options to office staff and those persons whereby working from home can be productively and safely implemented to limit the total workforce attending to each individual Seaspan workplace.
- As deemed appropriate, the posting of individual occupancy limits for specific areas of the office setting and similar facilities including boardrooms, meeting rooms, offices and restrooms.
- Single cab light truck/flat deck and single cab panel truck – one occupant (driver only)
- Crew cab light truck/flat deck and crew cab panel truck – two occupants (driver only and one passenger in rear passenger seat on passenger side of vehicle only)
- In a two-seat golf cart or Kubota side-by-side – one person (driver only). In golf carts fitted with multiple rows of seating for occupants, the maximum number of occupants per seat is ONE person, the driver and one occupant per seat taking into consideration additional control measures placed between each row of seating (vinyl barricade).
- Use of elevators is restricted to a maximum of 2 persons at all Seaspan facilities.
- Where practical, commonly used doors will be propped open and a sign indicating that the door must remain open will be posted.
- Effectively managing the use of staircases and gangways to limit employees passing in close proximity to one another. This may require directions of employee flow to be specifically highlighted, along with the posting of guidelines for social interactions where distancing protocols cannot be maintained (less than 2 meters distance such as vessel stairwells and hallways).

- As much as possible, Seaspan shall provide clear and concise physical distancing guidelines through the assignment of visual identifiers throughout the shipyards (see attached *Appendix-D* as included examples of physical distancing posters and cues to be implemented in support of this ECP)

## 7.6. Travel Instructions

All business travel under the current COVID-19 guidelines is restricted or at the approval of the respective Executive teams. While domestic, air, land and sea travel may be permitted without 14-day isolation requirements imposed, domestic travellers shall be required to self-assess their condition prior to land and sea travel, while air travel operators shall equally impose an assessment protocol for all domestic air travel.

Travel between business units remains limited to that which is entirely necessary alone. Where travelling is required, travellers shall be responsible to limit interactions with the general public as much as possible and where that interaction cannot be avoided, maintain physical distancing guidelines to the best of their ability. As much as possible, virtual meetings shall replace in-person meetings to maintain physical distancing and further transmission of illness.

Any employee, independent contractor, subcontractor, customer or visitor must not attend Seaspan Shipyards if unwell or if they have travelled outside Canada and aim to enter Seaspan facilities. All persons returning from international travel shall be responsible to advise their direct Supervisor of their travel, self-isolate for 14 days and contact the Wellness department at [wellness@seaspan.com](mailto:wellness@seaspan.com) to advise of their self-isolation. Wellness will advise employees accordingly on return to work protocols.

For those that may have travelled outside of Canada and are deemed essential service personnel, specific protocols for access to Seaspan's facilities shall be approved through Seaspan stakeholders. Only through an officially sanctioned process shall such personnel be permitted to enter Seaspan facilities and only wherein isolation protocols and expanded PPE controls are implemented and followed to limit transmission of illness across Seaspan's workplaces.

## 7.7. Employee Time Off and Returning to Work After Illness

Where any employee is feeling unwell, even without the specific symptoms of COVID-19, stay at home. If an employee has a cold or flu, they are responsible to stay at home and self-isolate for at least 10 days to ensure that all symptoms of illness have passed.

For those who have been ill, a doctor's note is not required at this time to facilitate a return to the workplace. Employees are to be held accountable to self-assess their own condition to ensure that they are free from illness before returning to the shipyards for work (see *Appendix-B*).

If any employee feels unsafe in the shipyards due to risk associated with COVID-19, they may elect to leave the workplace under an approved unpaid leave of absence where it can be shown that the employee's work scope and conditions present them with a heightened risk of infection otherwise not realized in the general public. These circumstances will be evaluated on a case-by-case basis with management and oversight being provided through HR, Safety and Abilities Management to ensure that any concerns are addressed and safety for all employees is maintained. Where all options to maintain the subject employee's on-site connection to the workplace have been exhausted, such personnel may then opt for an approved unpaid leave of absence.

Prior to an employee returning to Seaspan from an unpaid leave, employees must consult with Wellness at [wellness@seaspan.com](mailto:wellness@seaspan.com). Seaspan will have a medical practitioner available for consultation to ensure any questions or concerns on suitable return to work are addressed.

Employees who are in need of additional support are encouraged to contact Homewood Health at 1-800-663-1442 or at [www.homewoodhealth.com](http://www.homewoodhealth.com) This service is available 24 hours a day, seven (7) days a week.

## 8. Tasks Requiring Close-Proximity Work

Where possible and to the best of their ability, office employees are encouraged to maintain the 6 feet / two (2) metre physical distancing guideline as set out by the Provincial Health Authority. This guideline is achievable for the vast majority of activities at Seaspan. It is recognized however, there may arise some situations that requiring certain employees to work in close-proximity with others at distances of less than 6 feet / 2-meters. While such conditions may be few, it is recognized that close proximity work may take place both in the office settings and wherein office staff may be required to interact with others outside of the office (e.g. Shipyards, Marine Transportation).

Close-proximity work generally does not include brief interactions such as walking past others in hallways, stairwells and similar. Examples of tasks requiring close-proximity work may include (but shall not be limited to) the following:

- In-person meetings requiring close-proximity interactions of less than 6 feet / 2 meters.
- The installation or adjustment of necessary equipment in the office setting requiring two or more persons to facilitate the installation.
- Attendance to operations outside of the office setting (Shipyards and Marine operations), requiring interactions of less than 2 meters.
- The administration of First Aid services requiring interaction between the patient and the attendant and where more than one attendant is required.

Every effort shall be made to maintain the two (2) metre physical distancing guideline as much as possible. Where employees have identified interactions whereby the physical distancing guideline cannot be maintained, they are responsible to address the concern with their direct Supervisor for resolution.

### 8.1. Assessment

For tasks requiring working in close-proximity to others, the responsible Supervisor shall assess the task to determine if the activity can be deferred in favour of maintaining physical distancing guidelines. Where the activity has been determined to necessitate close-proximity work, the responsible Supervisor shall be responsible to review the following with the subject employees:

- The nature of the work, hazards and expected task duration.
- The necessary controls to be implemented to limit the close interactions between the subject employees.
- The required Personal Protective Equipment (PPE) necessary for the task and potential control of COVID-19 transmission.

The subject employees shall be responsible to identify close-proximity work through a personal hazard assessment (typically a POWSEA card), listing the expected hazards and the requisite control measures.

### 8.2. Execution of the Activity

After completion of the task assessment and documentation on the requisite hazard assessment, the employees assigned to the close-proximity task shall ensure that the following PPE is applied wherein heightened work environment risks require the application of basic PPE:

- Hard hat (as required)
- Safety Glasses
- Hearing Protection (as required based on the audible hazard)
- CSA-Approved Steel Toed Safety Footwear

In addition to basic PPE, the following additional PPE controls shall also be applied specific to control the transmission of COVID-19 during close-proximity work:

- A minimum Medical-Style Mask, or other suitable respiratory protection.
- Minimum Disposable Nitrile Gloves

Any additional required controls for the safety of the employee shall equally be completed in keeping with Seaspan's safety procedures and practices (e.g. Lockout, Confined Space, Hot Work). All employees assigned to the task shall execute the work to the best of their ability while maintaining physical distancing as much as possible. Materials handling and the sharing of tools shall also be limited to minimize cross contamination and the spread of any potential illness.

### **8.3. Break Times & End of Task Decontamination Process**

During break times, employees shall be responsible to remove any dust masks with nitrile-gloved hands and place in suitable refuse container. Once the dust mask is removed and disposed-of, wipe down remaining PPE with supplied disinfectant before removing gloves. Immediately wash hands in keeping with sound hygiene practices.

At the completion of break times, thoroughly wash hands and don disposable nitrile gloves before donning a new dust mask and required PPE to continue the work.

Once the task is complete, employees shall be responsible to implement the following decontamination process:

- Wipe down and disinfect any tools and equipment, paying particular attention to touch points.
- Proceed to the sanitation or washroom facilities provided.
- Masks and similar respiratory protection shall be removed and disposed-of accordingly.
- Once the mask and similar respiratory protection is removed, wipe down remaining PPE with supplied disinfectant before removing gloves.
- Remove disposable gloves and immediately wash hands in keeping with sound hygiene practices
- All disposable materials shall be placed in appropriate garbage receptacles for municipal disposal.

## **9. Plan for COVID-19 Response and Emergency Shut Down**

Where a positive case of COVID-19 has been confirmed at any Seaspan facility, the regional Executive in partnership with HSE and HR shall implement appropriate emergency response procedures to include the following:

- Immediate isolation of all affected work areas.
- Isolation of the subject employee and a thorough evaluation (and potential isolation) of all contacts between the subject employee and others within the Seaspan facility.

- The implementation of thorough cleaning and disinfection procedures across all areas potentially affected by the exposure to COVID-19.

Additional protective measures shall be employed to ensure that the transmission of COVID-19 is eliminated or otherwise effectively controlled in keeping with Provincial directives and instructions as defined by the BC Centre for Disease Control (BCCDC). As a minimum standard, Seaspan shall implement those procedures as outlined in the COVID19 – Confirmed Employee Positive Test Response Process and Checklist, and the COVID19 Employee Interview Form (attached *Appendix-E* and *Appendix-F* respectively). In addition to internal isolation/quarantine procedures, contact tracing and increased hygiene protocols, Seaspan's partner stakeholder in the management of facility cleanliness (GDI Integrated Facility Services), shall implement operational response procedures for decontamination in keeping with established corporate procedures.

## 10. COVID-19 Preparedness Committee

A COVID-19 Committee has been established with membership supported from each business unit and includes support from all areas of the business (HR, HSE, Wellness, Procurement, Services, Security, Facilities Management, IT). The committee has been tasked with meeting weekly to facilitate discussion on the most recent directives from the Provincial Government on COVID-19 and Seaspan's response to the COVID-19 pandemic.

The purpose of the Committee is to:

- Discuss changes to plans and develop or revise existing plans to limit exposure of the workforce to COVID-19.
- Distribute resources and education materials to all Seaspan employees.
- Update communications on printed, visual and digital media.
- Monitor existing controls and report on issues associated with the implementation and management of controls.
- Provide recommendations to the Senior Executive for improvements on Seaspan's response to the COVID-19 pandemic.

All Seaspan personnel are encouraged to bring concerns and suggestions forward to their immediate Supervisor to ensure that those concerns or suggestions may be directed to the COVID-19 Preparedness Committee for consideration and potential actioning.

## 11. Education, Awareness & Communications

Seaspan recognizes that the key to the reduction of COVID-19 related illnesses and deaths in Canada begins with proper education and awareness in managing the spread of the virus in our workplaces and the general public. To that end, where Seaspan employees may potentially be exposed to the COVID-19 virus, Seaspan shall ensure our workforce is educated in:

- The risks of exposure to the COVID-19 virus.
- The signs and symptoms of exposure as detailed in this Exposure Control Plan.
- The details of this ECP, including but not limited to; personal responsibilities, the hierarchy of hazard control, the necessary hygiene principles and practices to limit exposure, the requisite physical distancing guidelines to limit transmission of the illness, and the application, care and use of personal protective equipment.

- The emergency preparedness plan for each facility; inclusive of where to obtain First Aid services and how to report any symptoms or signs associated with the COVID-19 illness.

Seaspan acknowledges that effective communications to the workforce during a time of global uncertainty is critical in reducing anxiety and fear. It is through Seaspan's partnership and effective communications with the workforce, Union affiliates, suppliers and Subcontractors that Seaspan's operations will continue to support employees, their families and the industry at large through this difficult time. To ensure that all Seaspan employees are provided with the most up-to-date information relative to COVID-19 and Seaspan's response to the pandemic, the following communications strategies shall be employed:

- Daily Toolbox talks detailing the specific requirements as set out in this ECP and those additional protective measures as identified and implemented through the COVID-19 Preparedness Committee.
- Email communications to all Seaspan employees detailing the latest policy development and procedures specific to the management of COVID-19.
- Postings of memoranda outlining the symptoms of COVID-19 and the necessary isolation measures required to limit transmission of the illness.
- Postings of inspection reports from regulatory authorities (WorksafeBC), detailing findings and recommendations relative to the management of continued business operations as an essential service under COVID-19.
- Signs and posters detailing expectations on physical distancing, questions and answers on COVID-19 and the necessary steps to follow for assistance and guidance in managing exposure to the illness.

## 12. Conclusion

The personal health and safety of all Seaspan personnel is the first priority and focus of our organization as detailed in Seaspan's Core Values. Seaspan believes in the promotion of a safe and health-conscious atmosphere where all personnel are encouraged to participate in maintaining our standard of zero harm, with every employee going home safe and healthy at the completion of each workday. It is through the implementation of this ECP and the established safety procedures and practices in support of minimizing the spread of COVID-19 that Seaspan will continue to successfully operate its shipyards and provide a safe and viable place to work for all employees.

**13. Associated Documents**

Document Number	Document Title
HR Policy 2020-04-20	HR – COVID-19 Temporary Work from Home Policy v1
Seaspan HS-803	Seaspan HS-803 Personal Protective Equipment (PPE) and Personal Hygiene

**14. Referenced Documents**

Document Number	Document Title
n/a	Government of Canada’s Risk-Informed Decision-Making Guidelines for Workplaces and Business during the COVID-19 Pandemic
n/a	Guidance to Construction sites operating during COVID-19 Government of BC ( <a href="http://www.gov.bc.ca">www.gov.bc.ca</a> )
n/a	GDI Integrated Facility Services – Peace of Mind Building Reopening Program
Appendix-A	Coronavirus COVID-19 BC Centre for Disease Control How to Wear a Face Mask ( <a href="http://www.bccdc.ca">www.bccdc.ca</a> )
Appendix-B	Seaspan Self-Assessment Guidance Poster
Appendix-C	Coronavirus COVID-19 BC Centre for Disease Control Hand Hygiene ( <a href="http://www.bccdc.ca">www.bccdc.ca</a> )
Appendix-D	Seaspan Physical Distancing Guidance Posters & Visual Cues
Appendix-E	COVID19 – Confirmed Employee Positive Test Response Process and Checklist
Appendix-F	COVID19 – Employee Interview Form