

## **HRI COVID-19 Policies**

Hello HRI Employees,

There is some good news with regards to COVID. Our operations have been classified as 'essential' and this means we are able to work this season. The threat from COVID still remains, and this letter is to inform you of the precautions we will be taking before the season, in all ends of our tree plant operations

A tree planting camp is a very isolated environment, so if we get everybody out to camp healthy, half the battle will be won. However, within camp the threat of transmission is real, which is why we feel very strongly about the policies outlined below. Anybody who does not follow these policies will not be permitted to work for HRI.

HRI's primary objective is the health and safety of our Employees and preventing the spread of COVID-19 in our camp. We have drafted this document, which will form part of our Health and Safety Manual (revised April 2020).

This document has been prepared for our Employees so that you all understand what you need to do to ensure you are complying with our COVID-19 policies.

Please note that these procedures and policies are our BEST possible opportunity to have a safe work environment, but like the rest of the world this is not a zero-risk situation. It is important for you to understand that risk exists, decide whether given these policies, you wish to undertake this risk by coming out to work AND do your part to help mitigate risk for the health of everybody who is part of the operation by following these policies.

HRI is hiring additional full-time staff to help follow and enforce the following procedures. In addition we are currently sourcing added supplies of hand sanitizer, protective gear, additional sinks for hand washing and dish washing.

If you have any additional questions or concerns, please direct them to your Crew Boss or Supervisor.

We look forward to working together to ensure we all stay safe from infection of COVID-19.

## **Before the Season Starts**

1. All Employees must submit a Health Log to their Crew Boss 48 hours before arrival at your camp pickup location. A template of the HRI Health Log can be found at [www.heritageinc.ca/covid-19-info](http://www.heritageinc.ca/covid-19-info)
2. This Health Log must be witnessed by a second person to verify the accuracy of information the person inputs
3. **All employees are required to self-isolate for 14 days before arrival in camp.** You will be required to report every 4 days during this 14 day period by submitting a report (report is available at [www.heritageinc.ca/covid-19-info](http://www.heritageinc.ca/covid-19-info)) which will ask you a series of questions about your isolation period. You are required to submit this report to your Crew Boss every 4 days leading up to your pickup date.
4. Employees will need to submit a plan for how they will arrive at the pickup location. This must be submitted to your Crew Boss **1 week** before your pickup date. Plans that include public transportation will be rejected. We are asking planters to be driven to the pickup location by a family member or friend who has also been in self-isolation for at least 2 weeks. HRI will be sending vehicles to some of the major cities to accommodate reduced travel time to our pickup locations. Employees are being asked to make minimal stops in order to minimize interaction with the public while enroute.
5. Employees are being asked to wear protective face covering while they travel to the pickup location.
6. Employees will be screened for symptoms before you are allowed in a Company vehicle. You will be required to have a physical copy of your Health Log with you, which must include your inputted information for the day of pickup. Additionally management will ask you a series of questions before you board a company vehicle.
7. While riding in a Company vehicle, you will be required to ensure your face is covered either by a mask or bandana to prevent airborne particles emitted from a cough or sneeze. This practice will continue throughout the season.
8. You will be required to hand sanitize before you enter a Company vehicle. This practice will continue throughout the season.
9. You are required to sign an agreement that states that if you do not comply with our COVID-19 health and safety policies, your employment with us will be Terminated.

## **In Camp**

1. We will be practicing social distancing between crews in camp. We ask that employees stay 6 feet from members of other crews and management.
2. You are not permitted to enter the kitchen
3. We ask that you setup your tent a reasonable distance from other tents
4. At every location entry point within camp there will be hand sanitizer available for you to use. We ask that you sanitize your hands before entering all facilities within camp. At entry points to all structures in camp there will be a hand wash sink and hand sanitizer. We will be requiring a two step system to ensure clean hands enter all

structures. Step one. Wash hands with soap and water for 20 seconds. Step two. Use hand sanitizer.

5. HRI will be limiting the number of entry points into camp to help monitor and control access to camp.
6. HRI will provide toilet paper in camp, however we ask that you bring your own roll of toilet paper to the outhouse so that we are not sharing the same roll of toilet paper. Practice social distancing at all times in camp. .
7. At all water stations, we will have disinfectant spray. You will be required to disinfect what you touch while using the sinks.
8. Washer and Dryer will be present in all camps. You will need to sign up to use these. You will need to spray disinfectant spray before and after you use the washer and dryer.
9. You are required to continue to monitor for potential symptoms for the duration of your stay in camp and record this information in your Health Log. Any change to your health must be reported to your Crew Boss or supervisor immediately.
10. We will have hand washing stations setup in various locations throughout camp, with hot water, soap and disposable paper towel. It is extremely important that you continuously wash your hands.
11. Wash your hands in hand washing sinks only and not dish washing sinks.
12. While using camp facilities, we ask that you wear gloves. Toilets, tables, rails, latches, switches, levers, door handles and other items that people touch will be continuously disinfected.
13. Hot showers are available in camp. You are not permitted to shower together with a second person. Individual showers only.
14. Each crew will hold daily safety meetings to discuss safety procedures and COVID-19 protocol and prevention.
15. It is mandatory to report to management any person who violates the COVID-19 prevention plan

## **In Vehicles**

1. Physical distancing is not always possible when transporting people and equipment. A face mask must be used while in vehicles and the following applies:
2. All staff is required to wash hands prior to entering all HRI vehicles at the beginning and end of each day. Workers in the field shall carry additional water and hand soap for this purpose. Company vehicles will be equipped with materials for this purpose.
3. Masks or bandannas must be worn while in a Company vehicle.
4. You will be required to load and unload your own planting gear, so that your crew boss does not need to touch your planting equipment.
5. We ask that you wear a clean set of clothes each day to avoid your sweat contaminating the seats of the vehicles.
6. All crew vehicles shall be cleaned after each day, including thorough sanitization of all headrests, seats, dashes, controls, handles and touchable surfaces and to record the completion of this in a vehicle cleaning Log for each vehicle.

7. Workers are asked to not consume food while in the vehicle
8. Workers with a personal vehicles will not be permitted to go to town at anytime during the Tree plant. If a workers violates this rule, they will unfortunately not be permitted back into camp, including to collect their belongings.
9. Access to reefers will be limited to the Tree Deliverers, Supervisor and approved client staff. Reefers will have disinfectant spray in them at all times for staff to use.

### **Food and Kitchen Management**

1. Every person entering food service area must have washed and sanitized hands. This will be closely monitored and enforced at entrance.
2. Dish-washing shall be done by designated staff, with no self-washing by individuals.
3. All dining areas will be sanitized after every meal.
4. No bags, dishes or cutlery will be allowed in food service areas. Dishes Plates/Bowls will be provided by kitchen but cutlery is each employees responsibility to keep safe and sanitary. After 21 days of being in isolation camp, we may switch to everybody using their own dishes so please still bring your own plate, mug, utensils and bowl.
5. No worker shall be permitted to enter any dining area or food preparation area with clear signs of contamination or dirty hands
6. Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas.
7. The number of people allowed into a dining area or common area will be posted to allow for appropriate social distancing. We will have crew-specific designated dining areas within in camp.
8. Each crew will have a specific time they can enter the food-serving area. These times will be posted in camp and everybody will know the eating time of their crew.
9. Wholesalers will provide all items for the kitchen. Kitchen staff are not permitted to use local grocery stores.
10. Non-kitchen staff are not allowed in the kitchen.
11. Absolutely no sharing of food, drinks, cigarettes or similar items.

### **Social Distancing - In Camp and on your Crew**

1. All group activities will be arranged in a manner that provides at least 2 meters of space between individuals, and with groups confined to their normal working crews without mixing of personnel between crews.
2. At all meetings, we require people to practice social distancing.
3. In the event that you are required to board a helicopter, boat, track machine or other equipment we use to plant trees, auxiliary service providers will be appropriately screened before interacting with Company staff.
4. Unless authorized by the supervisor, no visitors to camp are allowed. To be allowed into camp, a person must adhere to all the policies and procedures outlined in this document.

5. Camps shall maintain strict isolation from the outside community and maintain this isolation throughout the duration of their operations. We will be making camp much more comfortably and entertaining this year so that everybody can relax and enjoy days off in camp. We will allow each crew boss to drive their crew into a spot of reception so that planter can call home and get online.
6. Workers will be required to remain in camp on days off. Arrangements will be made for laundry service, shopping orders, and food services for the day off.
7. Workers with personal vehicles are not permitted to visit town and return to camp.
8. All workers and company representatives shall seek to eliminate any contact with isolated communities, including all First Nations communities. It is acknowledged that many First Nations communities have limited medical resources, have vulnerable populations of Elders, and may have a higher vulnerability to COVID-19.

### **Response to Cases**

Any presumptive case will be reported to Public Health (811). All medical and treatment or management decisions related to treatment or workers with symptoms shall be based on guidance from medical professionals. This includes seeking immediate medical advice for any presumptive case, and medical attention as directed by a doctor.

1. Any potential symptoms or signs of infection will result in immediate self-isolation.
  1. We will provide face coverage for those with symptoms
  2. We will remove this person to a separate area
  3. We will require that this person not eat or enter any of the common spaces in camp.
  4. Depending on the location you are in HRI will arrange a facility available for a person to isolate in (hotel room, cabin, trailer etc.)
2. A decision between the symptomatic workers and the Company will be made as to the best course of action. If this person has means of transportation to go home, we will ask this person to return home until their symptoms cease. With approval from a medical professional, this person will be able to return to camp with no symptoms after a 14-day period of self-isolation is over and the person is symptom free.
3. In the case of any presumptive or verified case of COVID-19, the rest of camp will maintain isolation from all outside parties and follow intensive monitoring, including additional testing for infection. If you are exposed to the virus, you are required to self-quarantine for 14 days.
4. The Company will take the advice of Medical professionals if a case of COVID-19 is present in camp.

### **Confidentiality**

It is important that any targeted communicable disease interventions are non-stigmatizing and respect confidentiality. This includes maintaining privacy for those seeking healthcare or who may be part of self-isolation, contact tracing or outbreak investigation.

## **Importance of Reviewing On-site Management of Company COVID-19 Policies and Procedures**

It is extremely important that the procedures and policies outlined above are understood and followed by everybody who is part of a Company operation this coming season. Failure to follow these policies will result in immediate Employment Termination.

Please visit [www.heritageinc.ca/covid-19-info](http://www.heritageinc.ca/covid-19-info) to download a Health Log Template as well as a Written Agreement to adhere to these COVID-19 policies and procedures.

We look forward to working together to keep everybody safe and free from infection.

**HRI Management**