

March 16, 2020

Compass Directional - COVID-19 Response Plan

Compass Directional Services is committed to our health and safety program and it is our responsibility to do our very best to ensure a safe and healthy workplace for our employees, contract workers, clients and suppliers.

The recent outbreak of the novel coronavirus COVID-19 has become a global pandemic and is growing or expanding very quickly. The news changes by the day and hour on where and how fast it is spreading with numbers increasing in our city, our province and indeed across Canada and the continent.

It is our duty to monitor and communicate the latest information available to us and it is our responsibility to convey that information to all staff for our safety and the wellbeing of our families and others to try and help stop the spread of COVID-19 virus.

The province has closed all day cares and schools until further notice and the city of Calgary has called for a State of Local Emergency as the risk of this virus is climbing. Compass is currently monitoring the federal, provincial and municipal recommendations and we ask that you check your local area for any news on the town or city you reside in and update yourself and your family with their local recommendation information.

Prevention & Risk

Here are some guidelines to help **STOP** the spread of germs and risk of infection:

Practice Good Hygiene!

- Wash your hands frequently with hand soap and water for at least 20 seconds
- Try and maintain a 1-meter distance from others when in a meeting or conversation
- Cover coughs and sneezes into the elbow of the arm or Kleenex and discard Kleenex right away
- Try to avoid or minimize touching your face, eyes, nose and mouth
- When experiencing flu-like symptoms stay at home and avoid contact with general public
- Office and job site hygiene - Clean all surfaces as often as you can with disinfectant wipes including computers and accessories, kitchen area counter tops, all door and fridge handles as well as bathroom fixtures, etc.
- **NO** employee will be working on a client's site location if they have travelled out-of-country in last 30 days. A 14 days self-isolation is mandatory for all Compass employees and contract workers.

Symptoms

COVID-19 symptoms are like influenza and other respiratory illnesses such as a common cold and include dry cough, fever, fatigue and extreme tiredness. Recommend taking the AHS self-assessment.

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

If you have any of these symptoms stay at home and notify your supervisor or manager & HSE Advisor – **DO NOT** go to an ER/ hospital or clinic. It is recommended to call AHS @ 811.

Symptoms of serious illness include difficulty with breathing and pneumonia.

If you have difficulty breathing and need immediate medical attention call 911 and inform them you may have COVID-19

Symptoms on a client's well site location

If an employee on the client's location has COVID-19 symptoms procedures will be taken as follows.

The employee must inform their co-workers on site and supervisor or manager & HSE Advisor immediately as per Compass Health & Safety policy:

****Duty to Report Injury or Illness**

If an Employee and/ or Contract worker has an acute illness or injury at the work site, the worker must report the illness or injury to Supervisor/ Manager & HSE Advisor of Compass Directional Services Ltd. as soon as practicable.

- The affected employee will contact the medic on location to receive a temperature reading when they feel they have any type of symptoms.
- If the employee has any type of symptoms, they will remove and apply the half mask and cartridges from the Lithium spill kit to **STOP** the spreading of the virus to others.
- Employees are advised to part take in the AHS online Self-Assessment or guidance flowchart to evaluate their level of safety, they will then be removed from location.
- Manager or Supervisor will contact the client in charge to inform them of the situation at hand.

Take the AHS self-assessment (Link Below) and/ or follow the AHS Self-Assessment flowchart. This will give you the guidance you need to evaluate the employees' health

Guidance

We have recommended the following links below from the various levels of government including federal, provincial & municipal. All these links will assist with providing information regarding the COVID-19 virus.

1. [City of Calgary: Response to Coronavirus](#)
2. [Alberta Health Services COVID-19](#)
3. [Alberta Health Services: Health Link 811](#)
4. [Coronavirus disease \(COVID-19\): Canada's response](#)
5. [World Health Organization Coronavirus disease \(COVID-19\) outbreak](#)
6. [Globe & Mail: What to buy if you're concerned about the Coronavirus](#)

AHS Self-assessment

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

Health Link 811

[Alberta Health Services: Health Link 811](#)

Continuity Planning

The purpose of the Emergency Response Plan (ERP) is to establish a decision framework and action plan so that Compass can effectively respond to any emergency. Our document provides access to critical information necessary to respond to any emergency and is a key component of the company's emergency response and preparedness.

The ERP addresses emergency scenarios, potential hazards to the public, environment and company property while outlining the systems and personnel required for an effective response.

Policy

The health and safety of personnel, the public and the environment are integral to the Compass's business planning. Emergency planning shall ensure a timely and appropriate response to emergencies and compliance with applicable laws, and industry and legal codes of practice. Our manual outlines the responsibilities of company personnel, procedures, and channels of communications with governments and emergency services.

The manual also identifies the various levels of emergency situations and their definitions. It is imperative that company personnel and contractors become familiar with specific related duties and responsibilities outlined in this manual. An effective response to any emergency requires preplanning and testing in order to ensure all personnel are aware of their duties and that they can effectively implement them.

Operations during COVID-19 awareness

We are in the service business and we must take into consideration our customer's needs and expectations on how we interact with them as well as the wellbeing of our employees, sub-contractors, consultants and vendors.

We anticipate a combination of work from home when we can or are able to and modified or reduced personnel working at the same location whether it is the office, technical service facility, customers office or location.

- Non-essential visitors to office, technical facility or field operations will not be permitted.
- Meetings with vendors and clients - to limit any potential exposure or risk to yourself and others we are recommending that these meetings take place by phone or other mediums such as Skype, Facetime, etc.
- Service personnel at MWD technical facility have been divided into 2 teams working a modified schedule

Travel

If you have recently returned from another country, please let your supervisor or manager know. You will not be permitted to come back into the office or the job site for a period of at least 14 days of self-isolation.

Please contact your supervisor or manager if you have any questions, comments or concerns.