

Sample for Covid -19 Protocols – April 6, 2021

All staff and grad students should make themselves aware of all current directives by checking:

- Government of Alberta Covid information page: https://www.alberta.ca/coronavirus-info-for-albertans.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=beinfor-med&utm_content=v3&gclid=EAIaIQobChMIktLfrufW6AIVtjkCh1ipQ9cEAAYASAAEgL3p_D_BwE
- Government of Canada: https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html?&utm_campaign=gc-hc-sc-coronaviruspublicedu2021-2021-0001-9762248618&utm_medium=search&utm_source=google-ads-99837326356&utm_content=text-en-428935858525&utm_term=covid
- University of Alberta, Field Research Office (FRO): <https://www.ualberta.ca/vice-president/finance/environment-health-and-safety/field-research-office/index.html>

Include the following in all FAPs - Prior to each field shift, every crew member must go through the Self-Assessment tool to determine if they are able to go to the field

- Daily Health Check - <https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/1ce7775d-90af-4746-892f-603ae0bebb27/download/covid-19-information-alberta-health-daily-checklist-2021-02.pdf>
- If you feel sick --> immediately self-isolate and stay home and complete the AHS online self-assessment. <https://www.albertahealthservices.ca/topics/Page17058.aspx>
- If you have tested positive for COVID-19 or are legally required to isolate AND have been on campus in the last 14 days --> contact your supervisor, instructor or activity coordinator as soon as possible. See sick procedures. <https://www.ualberta.ca/vice-president/finance/emergency-preparedness-and-response/emergency-procedures/case-or-outbreak-of-covid-19.html#ill>
- If you have been identified as a close contact --> immediately self-isolate and follow all AHS directions for close contacts. <https://www.albertahealthservices.ca/topics/Page17221.aspx>

Vehicles

- Current guidelines from the Field Research Office state that:
- Masks must be worn
- Maximum 2 crew members can share a truck – 1 driver, 1 passenger
- “No passenger is permitted in the front passenger seat of the field vehicle”
- “All field researchers must have a way to be sent home should they start experiencing symptoms while in the field”
- All trucks must be equipped with Lysol wipes and hand sanitizer at all times and be accessible to the driver and passenger
- Sanitize the steering wheel, control panel, doors, windows, seatbelts, seating areas etc. of the truck before switching drivers.

- When getting gas, make sure to sanitize hands immediately after, prior to touching anything in the truck.
- Do your best to bring your own coffee and food for the drive to minimize all outside contact.
- Any vehicle used by someone demonstrating Covid-19 symptoms should not be used again until the entire vehicle is thoroughly sanitized

While in the field:

- Crew members will stand at least 6 feet apart while conducting field activities unless necessary for brief time periods to be closer, in which time they will wear a mask.
- Each crew member will bring out their own lunch box and be responsible for handling and cleaning (sanitizing) it.
- Plan a workflow that makes sense with use of shared equipment – i.e. designate one person to use one entire day, wipe it down at the end of the day with sanitary wipes, and switch roles the next day.
- All equipment should be sanitized at the end of each day so it can easily be swapped between people/crews
- Designate tools amongst yourselves when possible
- Put hand sanitizer and Lysol wipes in each tool box to have on hand throughout the field day
- **ATV's**
- Each crewmember will use one designated helmet for the season. Know which one is yours and store helmets further away from each other during the shift. Lysol disinfectant spray will be on hand to clean the helmets as needed.

Accommodation:

Hotel or house – one person per bedroom

All shared spaces in each space must be sanitized frequently:

- Every night staff must disinfect the countertops, table and fridge handles/all other shared surfaces – kitchen sink taps, etc.
- After using the bathroom, disinfect the taps/shower/etc. so they are clean for the next person.
- Wipe down bunkhouse computer keyboard/mouse with sanitary wipes
- Bring your own hand towels etc

Kinsella or EMEND field research stations – look up their Covid protocols and make reference

Oilsands Camps – obtain company protocols and make reference to following them

Camping – one person per tent

- Every night staff must wipe down any shared eating areas

- After using the bathroom, disinfect the taps/shower/etc. so they are clean for the next person.
- Bring your own hand towels etc

Groceries

- Grocery shopping is our largest interaction with the public and therefore our most significant hazard relating to Covid-19.
- Orders can be picked up in Edmonton or along the road the first day of each shift.
- Only grocery shop in one location if absolutely necessary – we don't want to add stress to their system and we want to limit our own exposure
- Have only 1 crew member go to the grocery store per crew to limit exposure and wear a mask
- Come prepared with a list and be as efficient as possible.
- Sanitize upon returning to the truck.
- Use plastic grocery bags instead of re-usable at this time

Restaurants:

- Take out or pick up as long as provincial restrictions are on
- If allowed, will follow provincial protocols that are applied to eating out
- Will wash and sanitize hands often while in the restaurant
- Will only remove mask when eating.

Social Distancing Protocols on off time while on shift

Evening outdoor activity (walks, jogs, hikes) is fine until otherwise stated as long as you are adhering to social distancing protocols. Visiting with friends/outside in any way that violates social distancing protocols is not currently permitted as that may cause undue risk to the entire crew. Examples: visits to restaurants, homes of others, and overnight guests will be on hold while Covid-19 protocols remain in effect .

Driving your own vehicles – Section 12 of the FAP

Go to UofA Insurance website where it advises that if a driver is driving for UofA research or business purposes, they must be an authorized driver.

<https://www.ualberta.ca/finance-procurement-planning/insurance/rental-vehicles.html>

The page also says that using a personal vehicle for UofA business is the least preferable way and that the driver must be informed of the risks and requirements for their own insurance (see below excerpt):

Option 5 is to use your personal vehicle for University of Alberta business. The University of Alberta does not insure personal property, regardless of whether a collision or loss is incurred while conducting university business.

A limit of at least \$2,000,000 liability insurance is required to be carried under your personal automobile insurance if you use your vehicle for business. Please contact your insurance agent/broker directly to disclose and discuss the use of your vehicle to avoid denial of a claim in an injury/collision situation. Any insurance costs arising from your personal automobile policy is already included as part of the mileage paid to you in accordance with the Travel Processes & Expense Procedure.

If you have any questions, please email Cathy Myles within Insurance and Risk.