

CNL's COVID -19 Contractor Requirements

2020/09/23

The following sets out CNL's supplemental requirements for Contractors in addition to those identified in CNL's Site Specific Conditions, which are contained in your Contract(s) with CNL.

Recognizing the evolving nature and circumstances around COVID-19 and changing Federal and Provincial guidance, CNL's requirements set out below may change over time. For the latest updates, please refer to CNL Vendor Portal for the latest updates and arrangements.

Travel

Contractor personnel who have travelled internationally and not yet completed a 14 day self-isolation, or have come in contact with anyone suspected to have contracted COVID-19, shall postpone their visit to CNL sites or seek alternative personnel to attend. Contractors shall also comply with any further requirements set out in your CNL accepted, COVID-19 Response Plan prior to attending any CNL site.

Carpooling



Carpooling is strongly discouraged on CNL sites, except where the occupants reside in the same household or do not drive due to various circumstances

Although the requirement for a carpooling exemption form has been lifted, entrance screening for all CNL sites remains in effect. Each vehicle, and all its occupants, will need to continue to comply with screening protocols. If one person in the vehicle fails the screening, all vehicle occupants will be turned away from the site. While carpooling and working on a CNL site, Contractors must adhere to their company's COVID-19 Response Plan and their company expectations (i.e., physical distancing, use of face coverings, hand hygiene and frequency of cleaning for equipment and vehicles, etc). If physical distancing cannot be maintained within the vehicle, all occupants should wear **face coverings**, unless from the same household. Where possible, open the car windows to increase air circulation and always practice hand hygiene by using hand sanitizer prior and after carpooling ride.

Routine cleaning and disinfection of the carpooling vehicle common touch surfaces shall be performed. Frequently touched surfaces are most likely to be contaminated with the COVID-19 causing virus and should be disinfected prior to and after each use. Examples of high-touch surfaces in vehicles include car door handles, arm rests, buttons for windows and locks, and seatbelts.

Although the carpooling exemption form is no longer required, please take all reasonable efforts to minimizing carpooling.

Use of Face Coverings

Face Coverings now mandatory at all CNL sites



CNL is continuing to evaluate the changing conditions of the pandemic to determine if our protocols are optimized to protect against

the COVID-19 virus. A recent review of the changing conditions around where we live and work have led us to update our expectations on the wearing of face coverings at all CNL sites.

Effective Monday, September 14, at all CNL sites, face coverings will be mandatory from the time a person arrives on a CNL site until they leave.

Several key conditions have been identified that led to the change in CNL's policy on face covering:

- Increases in COVID cases in large metro areas
- Increases in COVID cases near our sites
- The approach of Flu season and the identification of cases in the communities around our sites
- The approach of colder weather
- School is back in session
- Benchmarking with other Canadian and U.S. companies and nuclear sites

CNL Contract Representatives will be enforcing the change in the face covering policy with contractors with the following exceptions:

- If you have a medical condition that prevents you from wearing one
- If you have an engineered control that separates you from others and/or provides a barrier that maintains physical distancing (example: a plexiglass partition)
- If you are performing a task that the face covering would be a greater safety hazard, for example hinders your ability to see due to eye/ safety glasses fogging up
- If you are outdoors and you are certain you can safely maintain physical distancing from others – in all directions at all times
- If you are eating or drinking (physical distancing must still be maintained)
- If you are in your office, cubicle, conference room or other workplace area and have control over someone entering into your 2 metre vicinity
- If you are smoking at a designated smoke area (physical distancing must still be maintained)
- If you are giving a presentation to a group of people and maintain physical distancing (posted maximum room occupancy must be followed).

The key to the change in our policy is our continued efforts to protect CNL employees, Contractors, and our communities.

The COVID-19 virus remains an active health risk, and we must continue to take protective and preventative measures to minimize its transmission and protect our staff and contractors from harm.

When it's safe to do so, when you are in common areas or you cannot assure 2 metres separation from another individual, inside or outdoors, wear a facemask.

Frequent hand washing, social distancing and the use of face coverings are critical to our safety. Each of us must evaluate our own behaviors with a critical eye. Only you can change your behaviours, combined all of our behaviors have an impact on the health and safety of our workplace and our homes. So let's make this change for the best.

Lastly, we must be cognizant that not everyone can wear a mask. We must not ostracize those who are not wearing masks and respect their privacy and dignity. That being said, if you are able to wear a face covering, you must do so.

Screening



All CNL staff and Contractor personnel will need to undergo a screening process each day upon entry to a CNL sites as further set out below for each location. To clarify, that means each day your personnel attend site, they will need to complete the screening. Additionally, if personnel enter site, leave, and come back within the same day, they

will be required to complete screening each time. To further ensure the safety and security of CNL's workplace, its employees and contractors, screening questions may change on a moment's notice, as they are subject to ongoing revisions by Government of Canada Public Health protocols which are used to help prevent the spread of COVID-19.

Arrangements for screening at each of CNL's locations are set out below:

Chalk River

The preferred method of COVID-19 screening for "stickered" contractors (who do NOT have current network accounts) is:

- Pre-screen by phone daily (within 24 hours) prior to entry to site by calling 613-584-8030 (or ext. 48030)
- Once pre-screening by phone has been completed, contractors will remain in the left lane when going through the outer gate and proceed onto site
- If pre-screening has NOT been completed within 24 hours of arriving at site, stay right and proceed under the tent to complete the screening with a Security Officer
- If you have a passenger in your vehicle who has not pre-screened, stay right and proceed under the tent for screening with a Security Officer
- If the Security Officer directing traffic selects your vehicle for a spot check, please proceed under the tent for screening validation:
 - If you completed pre-screening by phone, inform the Security Officer when asked
 - If you have not completed pre-screening by phone, inform the Security Officer and complete screening at that time with the Security Officer by answering the screening questions.

For all CRL employees, AECL/CNSC staff, and contractors with network accounts, please continue to complete pre-screening online daily (within 24 hours) prior to entry to site. If pre-screening online has been completed, remain in the left lane when going through the outer gate and proceed onto site.

If pre-screening online has NOT been completed within 24 hours of arriving at site, stay right and proceed under the tent to complete screening. If the Security Officer directing traffic selects your vehicle for a spot check, proceed under the tent for screening validation

Starting Monday July 20, if you have not completed pre-screening online, the Security Officer will direct you to the right into an administration area to complete online screening using your personal device, CNL device or by phone before proceeding onto site.

Deep River, NPD, LaPrade, and Fredericton

Signs are posted at all entrances, with a Health Centre contact or designated screening personnel identified and their contact information. Please contact the applicable number to complete the screening process. As a reminder, no one is permitted to enter any building until cleared. **Contractors working at Douglas Point and Gentilly will address COVID-19 screening through the CNL Facility Manager or designate prior to coming to site.**

Port Hope

Please follow the process outlined on all signage posted to contact the Shift Supervisor, who will then ask the screening questions, prior to entry, and grant access. The same process is to be followed by contractors and delivery drivers.

Whiteshell

Screening has already been implemented and will continue to do so by using a combination of Security staff and posted signs. All delivery drivers and contractors wanting access to the site are also screened by Security staff.

Visitors

CNL has robust COVID-19 virus risk controls and active screening in place. To help reduce the risk of introducing the COVID-19 virus into the workplace, CNL sponsors will ensure that visitors are asked to adhere to the following guidance when attending a CNL site.

At the site entry point any “yes” responses to the screening questions below will result in denying site access to the visitor. To avoid being turned away at the site entry point, visitors are to conduct their own COVID-19 self-assessment within 24 hours of their arrival by truthfully answering the following screening questions and if answered “yes” to any of the questions, postpone their visit for 14 days or until cleared by Public Health.

Screening Questions:

Are you experiencing any of the following outside of your norm?

- Fever / chills
- New or worsening cough
- Shortness of breath/difficulty breathing
- Sore throat
- Runny/stuffy or congested nose
- Lost sense of taste or smell
- Headache
- Nausea/Vomiting
- Diarrhea/Stomach pain
- Extreme fatigue
- Body/muscle aches
- Pink eye

A. In the past 14 days, have you:

- Travelled outside of Canada?
- Been in close contact with someone who tested positive for COVID-19?
- Been in close contact with a person who is sick with new respiratory symptoms or who has recently travelled outside of Canada?

Training



All CNL and Contractor's personnel will be expected to undergo training in respect of CNL's measures during COVID 19 prior to attending or returning to a CNL site. The training is in addition to CNL normal Contractor Safety Orientation. CNL is asking all contractors who are registered in ISN to access the training from ISN's website, which will be made available by CNL shortly prior to each contractor needing to commence work. <https://www.isnetworld.com/en/>

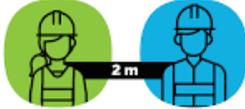
If any Contractor is experiencing difficulties in ISN, please email CNL at: contractormanagement@cnl.ca for assistance.

For Contractors, who may not have access to ISN, CNL has a training package it can provide upon request by your CNL Contractor Representative, which can be directly presented to your personnel.

CNL will require signed confirmation by each participant who had undertaken the training. This shall be provided to your CNL Contractor Representative and allow CNL to update its records and know everyone on site is familiar and understands our new arrangements.

Physical Distancing

Protect against COVID-19



Practice physical distancing and stay 2 metres from other people.

CNL requires its employees and contractor personnel to exercise a minimum two metre spacing (physical distancing) at all times on a CNL site, except when essential work will not permit two metre spacing. In this instance each task will be reviewed on a case by case basis to determine if additional safety controls are required.

Contractors Return to Work Plans shall contain and demonstrate to CNL it has appropriate protocols for physical distancing.

Contractors are further encouraged to limit meetings, presentations, training and other gatherings at CNL locations. All gatherings at CNL locations must adhere to physical distancing requirements. Skype, teleconference or video conference should be used as an alternative to in-person meetings, presentations, training and other gatherings where possible.

Instructions & Reporting of illness to CNL

CNL has attached a copy of its own arrangements for a Supervisor's Instructions for the Management of COVID-19 Symptomatic with an Employee. CNL expects these same arrangements to be followed and either referenced or incorporated into its own COVID-19 Response Plan as set out below. The Contractor's management and supervisors shall be made aware/trained in these arrangements and as soon as reasonably practicable, report any illness to the CNL Contractor Representative and CNL's Health Centre at 613-584-8040.

Note: The practice of going to the site Health Centre is suspended for those suspected of having COVID-19 virus.

Contractor Return to Work Plans

Contractors will be required to submit COVID-19 Response Plans for CNL acceptance via its CNL Contractor Representative. Response plan will need to specify the methods the Contractor has implemented to protect its workers during execution of work.

Contractors will not be permitted to return to work without acceptance of such plans, without specific written agreement from CNL. COVID-19 Response Plans shall as a minimum, cover the following:

1. Maintain compliance with Occupational Health and Safety Act (OHS) and its regulations and the directives coming from the Chief Medical Officer of Health, as well as Federal and Provincial guidance in respect of measures for Health and Safety during COVID-19.

2. Show consideration of hierarchy of controls.



3. Contractor Policies, Work Practices and Protocols for:

- Physical Distancing
- Reporting of illness
- Maintaining a clean and sanitary job site
- Training of personnel in respect of any revised work practices (in addition to any provided by CNL), in particular any additional training to supervisor personnel
- Planning and Sequencing of work
- Tracking the location and health of its personnel
- Use of personal protective equipment (PPE)

4. Hazard Assessment

COVID-19 has been identified as a potential hazard for all site work, regardless of the type of work. A risk assessment must be conducted by CNL Staff for all work using CNL's Hazard Screening checklist to determine the safety controls required to mitigate the risk. CNL will advise the Contractor of anything relevant or different, which they may need to take account of in their work planning, which will need to be incorporated into their COVID-19 Response Plans and prior to performing any work.

Contractors shall resubmit their JHA/JSA's taking account of the changed work environment, revised methods of working etc., as part of their COVID-19 Response Plan for CNL acceptance.

5. Work Control Plans/Documentation

Contractors shall resubmit their Work Control documentation with consideration to adjustments in working practices and schedule, which should demonstrate to CNL matters including:

- limiting number of workers to critical number by staggering work schedules
- sanitation of sites and workspaces
- site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift
- work-site mobility and transportation, including hoist operations

6. Deliveries/Logistics

Please also help CNL by identifying any goods, equipment and material deliveries you expect, as well as inform your suppliers and their carriers of CNL screening requirements that will need to be observed.

Applicability:

The above requirements will be applied in a scalable way for all Contractors performing physical work at a CNL Site.

For inspections, testing, and routine maintenance activities, CNL will require evidence that the Company's Standard Operating procedures comply with the requirements in this document and revised JHA/JSA documentation has been submitted.

For CNL augmented staff which form or support part of CNL's own organization, CNL's own arrangements and supervision will continue to apply.

CNL Oversight Arrangements & Pre-Job Briefing

Following acceptance of your COVID-19 Response Plan, and written confirmation to resume work including any particular start date that should be applicable, your CNL Contractor Representative will:

- Provide a pre-job brief
- Ensure all relevant documentation is in place to start work
- Ensure all your personnel have received CNL and any relevant training called out in your plans
- Oversee your own pre-job brief to your personnel or subcontractor and ensure a consistent message is being passed on.
- Will provide oversight of your activities and ensure they are being carried in accordance with your plans and documentation.

Ongoing Health & Safety Performance and Probationary Periods

Contractors are also encouraged to speak with their CNL Contractor Representative if they are facing difficulties or challenges with either CNL's or their own arrangements. CNL recognizes this is new to everyone and will do what it can to listen and accommodate changes which may be required over time.

CNL would also appreciate any feedback or lessons learned during these challenging times and would also encourage its Contractors to heighten awareness about behavioral safety observations. E.g., use of face coverings and physical distancing.

In the event CNL Contractor Representative observes or identifies activities that are deemed unsafe, not in accordance with your contract, or not in accordance with your COVID-19 Response Plan, CNL will ask that you take corrective actions to address any deficiencies, and may potentially ask you to stop work until any deficiencies have been satisfactorily addressed.

Where a Contractor's performance has fallen short of expectations, CNL may instigate a Probationary period, where additional controls and/or supervision is put in place until confidence in working arrangement can be restored.

Additional Resources for Contractors

CNL has compiled a number of useful links below to aid in the preparations for return to work and establishing COVID-19 Response Plans:

- Resources to prevent Covid-19 in the workplace: https://www.ontario.ca/page/resources-prevent-covid-19-workplace?_ga=2.112296071.262533857.1595969932-1017130320.1588165301
- Do it in your sleeve video: http://nls26/videos/sleeves_english.wmv
- Link to Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Canadian Centre for Occupational Health and Safety: <https://www.ccohs.ca/topics/hazards/health/pandemics/>

CNL Vendor Portal: https://www.cnl.ca/en/home/vendor_portal/default.aspx