
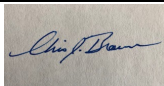



Nalcor Energy
Lower Churchill Project





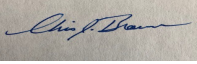
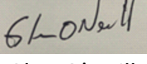
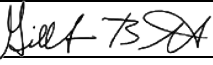
COVID-19 Air Charter and Bus Travel Standard
LCP-PT-MD-0000-HS-SD-0009-01

Comments:	Total # of Pages: (Including Cover): 9
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1	May 13, 2020	Issue for Use				
			David Clark	Chris Browne / Glen O'Neill		Scott O'Brien
Status / Revision	Date	Reason for Issue	Prepared by	Reviewed by	Reviewed on	Approval

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Inter-Departmental / Discipline Approval (where required)

Department	Department Manager Approval	Date
Project Manager Muskrat Falls		
	Scott O'Brien	
VP and Project Director Transmission		15 May 2020
	Gerard Dunphy	
Manager, Health & Safety, Security and Emergency Response – Muskrat Falls		
	Chris Browne	
Manager, Health & Safety, Security and Emergency Response – Transmission		20 May 2020
	Glen O'Neill	
Executive Vice President, Power Development, Nalcor		20 May 2020
	Gilbert Bennett	

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1.0 PURPOSE

The Lower Churchill Management Corporation’s (“LCMC”) priority is health and safety. We take collective pride in our commitment to ensure employees, Contractors, and visitors remain safe while travelling to or from and while at our Lower Churchill Project Sites (“LCP Worksites”). LCMC is committed to providing a safe and healthy work and travel environment during a pandemic through proper planning and preparedness measures for the prevention and control of exposure to pathogens including COVID-19.

The purpose of this COVID-19 Air Charter and Bus Travel Standard (“Standard”), is to support and implement practices to mitigate the risk of contracting COVID-19 or transmitting COVID-19 while preparing to board, while boarding, travelling on, and disembarking an aircraft provided by LCMC (“Air Charters”), and busses provided by LCMC (“Busses”).

2.0 SCOPE

LCMC has the right to control access to Air Charters and Busses provided to travel to and from LCP Worksites, and to control access to LCP Worksites. As such, LCMC may, at its absolute discretion, grant or deny access to Air Charters, Busses, or LCP Worksites. This Standard applies to all Nalcor employees, LCMC consultants and employees, Contractors and sub-Contractors including their respective employees, suppliers, customers, or visitors.

3.0 GUIDANCE

Consistent with information from the World Health Organization and Provincial and Federal public health, LCP Health, Safety, Security and Emergency Response (“HSSER”) Personnel are consulting with a third party Occupational Health Physician to monitor and update this Standard in accordance with latest information relative to COVID-19 incident management. Referencing current guidance, this Standard has been prepared for Personnel required to use Air Charters or Busses for the purposes of travelling to or from LCP Worksites or Personnel travelling on busses on LCP Worksites.

4.0 DEFINITIONS

Air Charters – Aircraft provided by LCMC to transport workers to and from LCP Worksites.

Air Charter Access – Obtaining access to Air Charters as per this Standard or any other requirements imposed by LCMC.

Busses – Busses provided by LCMC to transport workers to and from LCP Worksites, or on LCP Worksites.

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Bus Access – Obtaining access to Busses as per this Standard or any other requirements imposed by LCMC.

Contractor – Any Contractor engaged by LCMC, or its affiliates, including Subcontractors and suppliers to carry out work at the Site.

LCP – Lower Churchill Project.

LCP Site Access Coordinator – A person designated by LCMC, responsible for issuing, denying, or revoking Site Access.

LCP Worksites – LCP Worksites including Muskrat Falls Generation Construction Site in Labrador, Muskrat Falls Converter and Switchyard in Labrador, Marshalling Yard in Labrador, Soldiers Pond in St. John’s, NL, Torbay Road Project Offices in St. John’s, NL, or any other site designated by LCP.

Personnel – Nalcor employees, LCMC employees and consultants, Contractors and Subcontractors including their respective employees, suppliers, customers, consultants and visitors working at LCP Worksites or seeking access to LCP Worksites.

Site – LCP Generation Construction Site at Muskrat Falls and any other Site designated by LCMC as restricted and requiring proper authorization to access.

Site Access – Obtaining Site access as per the Worker Site Access document authorizing Site Access to various sites.

Standard – COVID-19 Air Charter and Bus Travel Standard.

5.0 RESPONSIBILITIES

LCP Site Manager – is responsible for the operation of this Standard for Site.

LCP Site HSSER Manager – is responsible for assisting the Site Manager for management of this Standard for Site.

LCP Site Access Coordinator – is responsible for issuing or revoking of Site Access, working under the direction of the Site Manager and/or HSSER Site Manager.

6.0 REFERENCES

LCP-PT-MD-0000-HS-SD-0003-1 – Worker Site Access Standard
LCP-PT-MD-0000-HS-SD-0008-01 - COVID-19 Screening Questionnaire Standard
LCP-PT-MD-0000HS-SD-0010-01 - COVID-19 Temperature Screening Standard
LCP-PT-MD-0000-HS-SD-0011-01 - COVID-19 Work Activities Guidelines Standard

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7.0 TRAVEL RULES AND REQUIREMENTS

LCMC requires the following:

- i. All Contractors must require all Personnel or other persons scheduled to travel on Air Charters or Busses to review and sign the LCP Travel Rules, Requirements, and Recommendations (“Travel Rules”), a copy of which is attached as **Appendix “A”**, a minimum of 48 hours prior to travel to LCP Worksites.
- ii. LCMC must require all Personnel or other persons scheduled to travel on Air Charters or Busses to review and sign the Travel Rules, a copy of which is attached as **Appendix “A”**, a minimum of 48 hours prior to travel to LCP Worksites.
- iii. All Contractors must provide to the LCP Site Access Coordinator an executed Travel Rules for each employee scheduled to travel on Air Charters or Busses a minimum of 24 hours prior to travel to LCP Worksites. Failure to provide the executed Travel Rules for all Personnel may result in Air Charter Access, Bus Access, or Site Access being denied.
- iv. Personnel are only required to execute the Travel Rules prior to travel to LCP Worksites. Should there be a period of sixty (60) days or more that any Personnel are no longer working on LCP Worksites, such Personnel shall be required to execute the Travel Rules again prior to travel to LCP Worksites.

8.0 COMPLIANCE AUDIT

Contactors agree that if requested, in writing by an LCMC Health and Safety Representative, to provide copies of the Travel Rules executed by Contractor Personnel for the purposes of ensuring compliance with this Standard, and for the health and safety of all Personnel travelling to and from LCP Worksites.

9.0 AMEND OR REVOCATION OF STANDARD

LCMC reserves the right to amend or revoke this Standard, a portion of this Standard, or Appendix to this Standard at any time.

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APPENDIX A

COVID-19 Air Charter and Bus Travel Rules, Requirements, and Recommendations

Name: _____
Contractor's Name: _____
LCMC Employee's Department and Manager's Name: _____
Date Acknowledgement Completed: _____

It is important that you read, understand, and sign and submit this document to your Health and Safety Department. In addition, by signing this COVID-19 Air Charter and Bus Travel Rules, Requirements, and Recommendations ("Travel Rules"), you will agree to the disclosure and retention of the content of this document to the Lower Churchill Management Corporation ("LCMC") for the purpose of ensuring compliance with LCMC's COVID-19 Air Charter and Bus Travel Standard ("Standard").

With the concerns of COVID-19, the Lower Churchill Project ("LCP") is taking the necessary precautions to prevent, or limit exposure to COVID-19 and to ensure appropriate health and safety measures are taken at Muskrat Falls Generation Construction Site in Labrador, Muskrat Falls Converter and Switchyard in Labrador, Marshalling Yard in Labrador, Soldiers Pond in St. John's, NL, Torbay Road Project Offices in St. John's, NL, or any other site designated by LCP (collectively referred to as "Site").

For Nalcor employees, LCMC employees and consultants, and Contractor employees (collectively referred to as "Personnel"), travelling to Site by Air Charters or Busses, or other persons travelling to Site on Air Charters or Busses **PRIOR** to travel to Site must acknowledge in writing that you have read and understand the Travel Rules, and must submit the Travel Rules, with your signature on the acknowledgement, to your Health and Safety Manager, or designate, at least 48 hours prior the scheduled time for the Air Charters or Busses to depart.

Signing the acknowledgement on the Travel Rules herein is voluntary. However, if you do not sign and submit the Travel Rules herein, you **WILL NOT** be granted Air Charters Access, Bus Access, and Site Access.

Rules and Requirements

The following rules and requirements require strict compliance while waiting to board, boarding, disembarking, or while seated on Air Charters or Busses:

1. A minimum of 24 hours prior to the scheduled departure of the Air Charters or Busses for travel to Site, confirmation of successful completion of the LCP COVID-19 Screening Questionnaire and Decision Tree ("Questionnaire") must be provided to the LCP Site Access Coordinator. Anyone who is non-compliant with the Questionnaire will not be granted Air Charter Access, Bus Access, and Site Access.
2. All Personnel must wash their hands with soap and water before boarding the Air Charters and, if possible, before boarding the Busses.

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3. While boarding, seated, and disembarking from the Air Charters or Busses, you are required to wear a face mask which fully covers your mouth and nose.
4. Should you need to sneeze or cough at any time during any stage of travel, you are required to practice good hygiene by coughing or sneezing with your mouth to your arm and turned away from other people.
5. Prior to boarding Air Charter or Busses, medical personnel will perform a mandatory Digital Infrared Thermometer Body Temperature Surveillance in accordance with the LCP COVID-19 Temperature Screening Standard. Anyone who is non-compliant with the LCP COVID-19 Temperature Screening Standard will not be granted Air Charter Access, Bus Access, and Site Access.
6. All Personnel will be subject to all LCP pre-screening requirements prior to boarding Air Charters or Busses travelling to or from Site.
7. All Personnel are required to self-identify if, at any time during travel to or from the Site, they display symptoms or signs of a fever such as chills, sweats, muscle aches; and light-headedness, cough, headache, sore throat, runny nose, or any other symptoms that may be identified by LCP HSSER or Public health authorities. If the symptoms occur prior to boarding or after disembarking the Air Charters or Busses, the Personnel or other persons with the symptoms must immediately report the symptoms to a representative of their Employer and if not available, an LCP representative. A surgical mask will be applied immediately and the Personnel or other persons will be isolated and directed to call the 811 Healthline for further instructions.
8. While waiting to board, boarding, and disembarking from the Air Charters and Busses, you must maintain social distancing being a minimum of 2m from other persons.
9. Social distancing will be required in seating arrangements based on the layout of the Air Charters or Busses. Personnel are required to maintain their assigned seats and are prohibited from changing or trading seats to ensure social distancing requirements are followed. Records of where Personnel are sitting on the Air Charters and Busses will be retained in the event any future contact tracing becomes necessary. Personnel are required to remember the seat and row number in which they are assigned.
10. All Personnel are required to comply with the rules and requirements of the Air Charter company and Bus company and to comply with the instructions provided by the Air Charters company and Bus company.
11. All Personnel must comply with these Travel Rules, Air Charter or Bus company instructions, rules, and requirements, and in the event of non-compliance with these Travel Rules or the instructions, rules, and requirements of the Air Charter or Bus company, Personnel will not be granted Air Charter Access, Bus Access, and may be denied Site Access and may be subject to discipline from their employer up to and including termination.

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Important Recommendations

The following are recommendations that can be utilized to protect yourself and those around you when travelling on Air Charters or Busses:

1. Wear gloves (i.e. disposable, winter gloves, etc.), while navigating airport, parking, in parking lots, during airport screening, boarding, while on, and disembarking from Air Charters or Busses to reduce the chance of being exposed to COVID-19.
2. Carry a small supply of disinfecting wipes to self-clean high touch surfaces such as personal space in waiting areas, armrests, seat belts, table trays, laptops, tablets, cell phones etc.
3. Be cautious when speaking to people in front or behind you, try and avoid unnecessary conversations, maintain social distancing when lining up for security etc.
4. Do not place hands or any belongings inside the seat pocket of the seat in front of you.
5. Never place travel documents (i.e. boarding pass, passport, photo ID, etc.) in or around your mouth or face while standing in line and carrying your luggage.
6. Do not handle magazines or other paper products on the aircraft.
7. Bring your own food, napkins, and water. Do not drink anything but bottled water on the aircraft.
8. If you do take food / drink items from the flight attendant, wipe down the product packaging, wash hands / hand sanitize, and then eat or drink.

I acknowledge I have read and understand the rules, requirements, and recommendations set out above.

Acknowledged this _____ day of _____, 2020

Employee Signature

Employee Name (Print)