

PANDEMIC ACTION PLAN, COVID-19 (CANADA)

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This document is PUBLIC

1. **PURPOSE AND SCOPE**

The health, safety and well-being of our employees, patients, customers, contractors and visitors are of the utmost importance to us. This document outlines the actions associated with escalating response levels for business continuity management of the Covid-19 and any future influenza pandemics. It supports the complete Air Liquide Canada Business Continuity Plan and outlines actions to ensure:

- compliance with local requirements and federal regulations with regards to Covid-19;
- protection of employees, patients, customers, contractors, and visitors with whom we interact;
- continued flow of essential products and services to all critical patients & customers; and
- effective internal and external pandemic communications procedure.

This procedure applies to all employees, patients, customers, contractors and visitors within the Air Liquide Canada Business Units.

2. **REFERENCES**

The following documents were referenced in the creation of this document.

Canadian Centre for Occupational Health and Safety has a general Business Continuity Plan for pandemics	Business Continuity Plan for pandemics
The Canadian Chamber of Commerce has prepared a pandemic toolkit	Pandemic toolkit
World Health Organization (WHO)	WHO website
Health Canada	Health Canada website

3. PROCEDURE

3.1 Response Action Levels

Once each level is declared by the President and CEO of Air Liquide Canada, the following levels are implemented consistently across all Business Units.

3.1.1 Response Level 1

No Suspicious/Declared case identified in a given area (area being a region, city...). The virus is contained and managed; no or only a limited number of cases in Canada.

Action Plan

- Reviewing and updating the Air Liquide Canada *Pandemic Plan* Procedure.
- Setting, reviewing and updating the Business Continuity Plan of each Business Unit.
- Ensuring that all sites have hand washing facilities, antiseptic hands sanitizing and disinfectant wipes available for all employees;
- Communicating to each site the following precautions:
 - Wash your hands with soap and water regularly and for at least 20 seconds at a time;
 - Use alcohol-based hand sanitizers if you are not able to wash your hands;
 - Avoid touching your face, specifically your eyes, nose, and mouth;
 - Activate the Janitorial Service Measures and increase the frequency of cleaning with disinfectants of common areas and offices.
 - Clean and disinfect frequently touched objects and surfaces such as office desk; laptop; tablet; scanner; mobile printer; keyboard; mouse; office telephone and cell phone.
 - Use the *Surface & Equipment Sanitizing Information & Alternative procedure*
 - If possible, cough or sneeze into a disposable tissue and discard. If this is not possible, use your elbow to cover your cough. Follow with thoroughly washing your hands;
 - Avoid shaking hands;
 - Avoid contact with people who are sick;
 - Stay at home if you are feeling unwell;
 - Get enough rest, exercise regularly, and eat a balanced diet;
 - Keep your stress levels in check;
 - Get annual appropriate immunizations.
- Updating and making available training and awareness toolkits on illness prevention to all supervisors and employees.

3.1.2 Response Level 2

- One or more case(s) confirmed in hospital(s) or in a given area where they are in Alert. Follow local recommendations. Air Liquide Canada Business Units operating in Canada where the number of infected people becomes significant, but Air Liquide employees are not yet affected.

Action Plan

- Continuing Response Level 1 Action Plans;
- Ensuring strong communication with employees and employee representatives, contractors and critical suppliers and stakeholders on all actions taken and their status.
 - Activating a dedicated section in the Air Liquide Canada Intranet and internal digital communities dedicated to COVID-19 for all communications concerning the pandemic and actions affecting employees.
- Activating social distancing measures at sites and offices such as:
 - Rotational shift work (alternating teams);
 - Work From Home (“WFH”) protocol;
 - Essential operations on specific office floors and in site work areas are segregated to only essential operators such as control centers.
- Assessing travel plans and implementing travel restrictions, both international and domestic.
- Developing and implementing a quarantine protocol and decision tree to identify and manage ‘confirmed risk’ (positive contact and showing symptoms), ‘potential risk’, ‘stay home/monitor’, and ‘no action’ cases. Each step has associated quarantine (14 day) and workplace sanitization guidance.
 - Activating the COVID-19 Illness & Quarantine Tracking form to track Air Liquide Canada employees and contractors with pre-existing health weaknesses or confirmed cases.
- Updating and implementing specific cleaning guidance for routine and emergency response.
 - Activate the *Disinfection of Medical and Industrial Gas Cylinders Procedure*;
 - Activate the *Isopropyl Alcohol Mixing Procedure*.
- Developing and implementing layers of protection for controlling risk exposure through reporting, observation, time, distance and PPE for internal employees access to sites.
 - Provide the *COVID-19 Pre-Screening questionnaire (VitalAire Canada Inc.)* to determine if there have been any cases or patient contact with COVID-19 at that location that may have handled or come into contact with the cylinders when drivers arrive at a patient who requires a delivery of small medical cylinders (clinics/nursing homes, etc).
 - Provide drivers and branches/stores employees with the following PPE and equipment to deal with any issues they encounter:
 - Safety glasses;
 - Goggles (to wash medical cylinders if needed);
 - Face mask;
 - Face Shield (cryogenic shield);
 - Apron (to wash medical cylinders if needed);

- Nitrile Gloves;
 - Spray containers (to wash medical cylinders if needed);
 - Large wipes for cylinders;
 - Disinfectant;
 - Wipes (for steering wheels, door handles, etc);
 - Soap container and water for washing hands;
 - Waste bins for trucks;
 - Spill kit for trucks.
- Developing and implementing layers of protection for controlling risk exposure through reporting, observation, time, distance and PPE for visitors and contractors access to sites.
 - All operations and Logistics sites:
 - Provide the Drivers/Transportation coming from the United States COVID-19 Screening Questionnaire;
 - Provide the Critical Visitors/Contractors COVID-19 Screening Process.
 - Branches and Stores:
 - COVID-19 STOP sign posters
 - COVID-19 customers rules (social distance, number of customers at the same time and payments rules)
 - Turnaround (TAR), Construction, Projects and Maintenances outages
 - All non-urgent work should be rescheduled or postponed;
 - Use the *TAR/Project Contractor Pandemic Plan Checklist*
 - Access to our sites is strictly limited to essential Contractors;
 - Only one Contractor worker at a time can access the trailer for registration upon arrival;
 - Frequent disinfection of the gate handle, pencils, office furnitures;
 - Reducing the capacity of people at the same time taking breaks and meals in the trailer;
 - Applying a minimum social distance of 2 meters between workers in the trailer;
 - The trailer is disinfected before each break;
 - Monitoring Health conditions;
 - Making available water and soap for disinfection in the sanitary trailer;
 - Increasing number of sanitary trailers.
 - General Work Permit:
 - Keep 6 foot distance when completing the permit and pre-job discussion.
 - The signing of the permit should be with each person using their own pen and not sharing them.
 - If they need to share the pen, it should be cleaned (wiped down) after each use. Since this is a legal document, it must be signed.
 - To minimize the exposure, the crew can sign on the permit outside of the control room.
 - Hot work permit:
 - The area should be verified by the operator before any work starts, thus ensuring social distancing and minimal exposure.

- The permit must stay inplay to ensure proper communication and all parties have agreed to the controls and work parameters within the permit.
- Activate the Air Liquide - Essential Activities letter during the COVID-19 Pandemic;
 - Provide the Key Employee - Essential Business letter to all Air Liquide Canada employees;
- Ensuring full readiness to communicate to a broader spectrum of stakeholders (patients, customers, etc.).

3.1.3 Response Level 3

Major Outbreak. One or several Air Liquide employees are infected or Canada status is at the “highest level” according to the local pandemia scale.

Action Plan

- Continue Response Level 2 Action Plans;
- Depending on the nature and sensitivity of the site, organize work with reduce staff focusing on critical products and services;
- Put in place specific mitigation measures (WFH) for employees with pre-existing health weaknesses.
- Decide on information to be communicated to critical customers & patients as per Business Continuity Plan (“BCP”).

3.2 Response Decision Process

The effective decisions to implement protection measures planned in the BCP from Air Liquide Group guidelines remains with the Air liquide Canada President and CEO and Senior Leadership Pandemic Task Force.

3.3 Plan Effectiveness

In order to be prepared for a pandemic, not only does a plan need to be developed, but this plan also needs to be tested (as well as the overarching crisis management plan) and amended as necessary. Each plan should include feedback mechanisms for assessing its effectiveness. Air Liquide Canada could also observe tests undertaken by other organizations.

During the pandemic, the BCP is reviewed daily by the VP of each Business Unit and weekly by the Senior Leadership team.

3.4 Recovery Plan Processes

Post-Pandemic Period – Recovery

- Establishing criteria and process for agreeing to return to normal business.
- Reviewing and updating risk and impact assessment.
- Communicating internally with staff and externally with related agencies.
- Managing return to normal business.
- Conduct full debrief process(es):
 - Update pandemic plan as appropriate;
 - Update of BCP as appropriate.

APPENDIX A: PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Equipment	Example	Protection
Safety glasses <i>(with side shield)</i>		Protective eyewear to aerosols, dust, chemicals and biological agents.
Safety Goggles		Protective eyewear that usually enclose or protect the area surrounding the eye in order to prevent particulates, water or chemicals from striking the eyes.
Single-use gloves Non-sterile gloves <i>Vinyl, Latex, or Nitrile (appropriate length)</i>		Exposure of hands to chemicals, biological agents and dust. <i>Note: when selecting gloves, pay attention to possible risk of allergies to latex or cornstarch powders.</i>
Faceshield		Exposure to disinfectant during disinfection process.
Long sleeves FR uniform clothing		Protect wearers from potential intermittent flames and thermal exposure.

<p>Apron or appropriate gear</p>		<p>Aprons or gear are useful additional protective items for handling concentrated formulations and cleaning out cylinders.</p>
<p>Steel toe footwear (General use Rubber if frequency is high)</p>		<p>Worn in wet conditions.</p>

APPENDIX B: DISINFECTANT AND CLEANING PRODUCTS REQUIRED

Equipment	Example	Protection
70% Isopropyl Alcohol Disinfectant Spray		Spray to disinfect potentially contaminated cylinders.
Wipes Hydrogen Peroxide 2%		Wipes to disinfect potentially contaminated cylinders.
Paper towels		Paper towels to disinfect potentially contaminated cylinders with a Labeled Hand Spray bottle
Labeled Hand Spray bottle		Use when a chemical or chemical product is transferred or the container in which a new chemical product/reagent is made and stored. Immediate use containers must be labeled

Spill Kit		Combine absorbents, accessories, PPE and instructions in a space-saving container so you are prepared when a spill occurs
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