

This Protocol aligns with the guidance and policies issued by the health authorities at the time of writing, but may be revised in response to changing circumstances and conditions related to COVID-19 and updated guidance from public health authorities.

As printed copies of this Protocol are uncontrolled, users are responsible for ensuring they have the most up-to-date version.

1 Cleaning and Disinfection Protocol

About this Protocol

This Protocol provides guidance on cleaning and disinfection to be used at Suncor facilities in response to COVID-19. There are three types of cleaning: Advanced Cleaning, Designated Driver Disinfection and Routine Cleaning.

The Protocol's goal is to:

- Eliminate or minimize exposure to potential or suspected infectious disease;
- Prevent transmission of microorganisms to personnel in the event of an outbreak or large contamination from infectious disease;
- Ensure all equipment and working surfaces are cleaned and decontaminated with an appropriate disinfectant after contact with potentially infectious materials; and
- Perform immediate disinfection of surfaces and materials critical to disrupting an outbreak.

Each area should follow local jurisdictional Requirements and develop site-specific practices to meet these Requirements.

Note: All capitalized terms in this document are defined in COV19-00014 – COVID-19 Terminology Protocol.

2 Advanced Cleaning

2.1 Prerequisites

Applicability

Advanced cleaning is required in areas where critical work has been identified by the applicable business area (e.g., control rooms, dispatch centers etc.) or where a Symptomatic or Confirmed COVID-19 case has been identified.

Note: Critical work areas should be identified through a risk assessment process. The risk assessment should evaluate the likelihood of virus transmission from worker to worker, shift to shift, and the ability to close the location to personnel for a short period of time in order to perform cleaning activities.

Responsibility for Advanced Cleaning The following defines who is responsible for arranging advanced cleaning in Suncor areas:

- 2.1.1 Suncor office and workplace – Depending on the site, either the business area or site facilities will arrange for advanced cleaning through cleaning contractors if required.
- 2.1.2 Suncor light & heavy equipment – The business area will arrange for advanced cleaning if required.

PPE The PPE required for personnel conducting advanced cleaning includes:

- 2.1.3 Disposable nitrile gloves or equivalent;
- 2.1.4 Face shield, or close-fitting safety glasses or goggles;
- 2.1.5 Surgical mask or equivalent.

Advanced Cleaning Frequency Advanced cleaning should take place per the following frequency:

- 2.1.6 **Critical area:** At least twice daily, at the beginning and end of each shift, but high touch areas shall be cleaned and disinfected more frequently.
- 2.1.7 **Symptomatic or Confirmed case:** As soon as possible after the Worker is transported from the Suncor area.


Required Cleaning Agents Both cleaning and disinfecting agents are required and should be available to carry out advanced cleaning:

1. A general-purpose cleaner, and
2. A disinfectant. The following table lists the appropriate common disinfectants.


Agent and Concentration
Chlorine: Unscented household bleach – 5.25% sodium hypochlorite: diluted in 1:9 to obtain 0.5% solution (100 ml bleach to 900 ml water)
Disinfectant with a Drug Identification Number AND a Virucidal Claim or in the Health Canada or EPA approved list for COVID-19

Approved By: Jean Cote – April 30, 2020

Follow manufacturer's instructions
Alcohol-based disinfectant (above 60%): Isopropanol or ethanol (Ethyl alcohol) or both
Accelerated Hydrogen Peroxide (0.5%)
Quaternary Ammonium Compounds (QATs) Follow manufacturer's instructions



Warning: DO NOT mix bleach with other cleaning products. Disinfection contact time can vary by cleaning agent – disinfect as per the instructions on the product safety data sheet. If instructions are unavailable, assume that the disinfectant must be left wet on a surface for 10 minutes before removing.



Caution: Be careful when selecting a disinfectant to use on electronics due to potential damage. Refer to the manufacturer's instructions.

Required Cleaning Method The following outlines the cleaning method requirements for any cleaning scenario.

2.1.8 Use wet cleaning methods such as damp clean cloths and/or a wet mop.

Note: You should avoid dusting surfaces or dry sweeping to prevent the settled virus drops from becoming airborne.

2.1.9 Place used disposable cleaning items (e.g., mop heads, cloths) in a lined garbage bin before disposing of them with regular waste.

2.1.10 Wash reusable cleaning items with regular laundry soap and hot water (60°-90° C).

2.2 Advanced Cleaning Procedure

Advanced Cleaning Steps First, clean surfaces using cleaning products. Then, disinfect surfaces using disinfection products.

Step	Action
1)	Wash your hands thoroughly.
2)	Don required PPE.
3)	Wipe down all high touch surfaces using your general-purpose cleaner, including: <ul style="list-style-type: none"> • Door handles, knobs and push plates • Tables, desks, counters and chairs

Approved By: Jean Cote – April 30, 2020

	<ul style="list-style-type: none"> • Keyboards, mouse, telephones, utilized equipment, light switches and control boards • Hand railings and elevator buttons • Kitchen surfaces such as coffee pots, water coolers, fridge, microwave
4)	Repeat step 3 using your disinfectant.
5)	Remove PPE.
6)	Clean re-usable PPE
7)	<p>Dispose of all waste, including gloves, masks, mop heads and cloths, in lined bins as regular garbage.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Note: Reusable cleaning items can be washed using regular laundry soap and hot water (60°C – 90°C).</p> </div>
8)	Wash your hands thoroughly.

The area is clean and disinfected.

3 Designated Driver Disinfection

Applicability The following provides guidance for disinfection of both drivers and vehicles used to transport Potential, Symptomatic or Confirmed Workers.

Prerequisites Before performing this procedure:

3.1.1 Gather the required PPE:

- Surgical masks or equivalent;
- Disposable coveralls;
- Nitrile gloves; and
- Monogoggles.

3.1.2 Maintain a supply of disinfectant materials, polyurethane lining, disinfectant spray and paper towels.

3.1.3 Pre-designate a location for PPE waste – designate a waste bag which will be tied up and discarded as regular garbage.

3.1.4 Cover the seats of the vehicle with poly bags to allow for ease of cleaning.

Approved By: Jean Cote – April 30, 2020

Procedure

When you receive a call to transport a Symptomatic or Confirmed Worker:

Step	Action
1)	Don the required PPE.
2)	Pick up the worker and shuttle them to front gate and designated isolation room.
3)	Return to the designated disinfection area.
4)	Disinfect the vehicle: a. Disinfect all hard surfaces in accordance with the advanced cleaning procedure detailed above. b. Disinfect and replace the polyurethane seat covers.
5)	Remove and Dispose: a. Remove your PPE. b. Dispose of PPE in the designated location
6)	Wash: thoroughly wash your hands

You are now ready to transport another Worker.

4 Routine Cleaning

Applicability

The routine cleaning guidance is for general common surfaces in areas where critical work has not been identified by the applicable business area or where no recent Symptomatic or Confirmed COVID19 cases have been identified.

Required PPE

The following PPE is required when performing any routine cleaning:

- 4.1.1 Disposable nitrile gloves or equivalent; and
- 4.1.2 Close fitting safety glasses or goggles

Routine Cleaning Frequency

Routine cleaning should take place at least twice daily, at the beginning and end of each shift.

Required Cleaning Agents

Only cleaning agents are required for routine cleaning and a disinfectant is not required.

Follow the same steps for advanced cleaning above, except you do not need to use disinfectant.

5 Deviations

Deviation Process If sites deviate from this protocol for site specific reasons, the business will first conduct a risk assessment, engaging subject matter experts as applicable, and release the written results to the site VP for sign off approval.

Note: Send all approved deviations to EntGovDocs@suncor.com.

6 Revision History

Rev.	Date	Location	Summary of Change
5.0	April 30, 2020	2.1 Applicability	Guidance on using a risk assessment based criteria to determine if additional advanced cleaning is required.
		2.1 Required Cleaning	Added additional guidance in warning box.
		2.1.8 to 2.1.10	Direction to avoid dry sweeping.
4.0	April 23, 2020	2.2	Added info on wet cleaning methods to procedure
3.0	April 15, 2020	2.1.5, 3.1.1.	Downgraded PPE requirement to "Surgical mask or equivalent"
2.0	April 9, 2020	Entire document	Combined three separate documents into one Protocol: <ul style="list-style-type: none"> • COV19-00006 – Cleaning and Disinfection Guidance – COVID-19 • COV19-00012 – Disinfection Using Diluted Bleach Solution • COV19-00020 – Disinfection procedure for Designated Driver Protocol Minor rewording of requirements for clarity Moved document content into updated Protocol template.

Approved By: Jean Cote – April 30, 2020

The current revision of this approved document is kept online. Printed and digital copies are uncontrolled.