

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 COVID-19 Controls and PPE for Activities Without Physical Distancing

About this Protocol

This document provides guidance on measures to reduce the likelihood of COVID-19 transmission for interactions where Physical Distancing cannot be maintained between Workers.

This Protocol's goal is to:

- Support Field Level Hazard Assessments (FLHAs) when Physical Distancing cannot be maintained;
- Reduce the likelihood of transmission of COVID-19 in all interactions less than 2 meters; and
- Provide guidance and examples of appropriate controls where physical distancing cannot be maintained through the application of hierarchy of controls:
 1. Eliminate / Work Adjustment
 2. Physical Barriers
 3. Administrative Control
 4. PPE controls when all other options have been explored

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

1.1 Control Requirements

Note: Keep in mind that controls should not be applied in isolation. Apply layers of controls to reduce the risk of transmission.

Eliminate / Work Adjustment

The following outline the Requirements to determine if the work can be eliminated or substituted.

1.1.1 Work that has been identified where Physical Distancing cannot be maintained must be evaluated for the following before proceeding:

- Can the work plan be adjusted to include Physical Distancing Requirements (e.g., by one Worker instead of two, etc.)?
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Physical Barriers

The following outline the Requirements for using physical barriers when Physical Distancing cannot be maintained between Workers:

1.1.2 Apply physical barriers as the primary means of control where work cannot be eliminated or modified to reduce the likelihood of COVID-19 transmission.

Note: Examples of physical barriers that can be applied to the work area:

- Plexiglass
 - Cubicles
 - Fire blankets
 - Windows
 - Bus / vehicle seats
 - Welding curtains
 - Please see use of face shields under Section 1.2 PPE
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Administrative Controls

The following provide the Requirements for administrative controls when Physical Distancing cannot be maintained between Workers:

1.1.3 Apply administrative controls to minimize the likelihood of COVID-19 transmission by taking into consideration:

- Planning work to minimize time and number of Workers where Physical Distancing cannot be applied; and
 - Adjusting working conditions or Worker positions so Workers are not face-to-face (e.g. Consider Crew composition and schedules to limit the number of Workers in proximity with each other and to limit intermingling between Workers between tasks, where reasonably practicable).
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- 1.1.4 Document and communicate hazards and implemented controls in a Field Level Hazard Assessment (or equivalent)
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Personal Protective Equipment (PPE)

The following provide the Requirements for PPE controls when Physical Distancing cannot be maintained between Workers:

- 1.1.5 PPE must be used along with other controls wherever possible for work where Physical Distancing cannot be maintained.

Note: Use of PPE should be considered a last line of control for reducing COVID-19 transmission.

1.2 Specific PPE Requirements

Respiratory Protection

The following provide the Requirements for using respiratory protection when Physical Distancing cannot be maintained (see [Appendix A](#)):

- 1.2.1 Use additional respiratory protection equipment (RPE) to provide incremental risk reduction, when physical barriers and Physical Distancing cannot be applied.
- 1.2.2 Considerations for RPE availability shall be included in all selection processes.
- 1.2.3 When work already requires RPE, the addition of particulate classification for air purifying and powered air purifying respirators must be included in the cartridge selection.

Note: Cartridge with particulate classifications are protective for bioaerosols including COVID-19 and include:

- Non-oily particulate N95, N99 or N100
- Partially resistance to oily particulate R95, R99 or R100
- Fully resistance to oily particulate P95, P99 or P100

The classifications listed above do not include combination cartridges for gas and particulate (e.g. OV/P100, AG/P100, etc.). These combinations would also be appropriate for COVID-19.

- 1.2.4 When work does not normally require RPE and protection from COVID-19 is warranted, at minimum use a face covering (nose & mouth) with eye protection. Combinations include:

- Surgical style mask or equivalent in conjunction with eye protection
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- Cloth face covering (fire retardant (FR)/natural fiber fabrics) in conjunction with eye protection

1.2.5 Use a risk assessment to determine alternatives. Engage local occupational hygienist and/or EHS advisor.

Note:

There is a global shortage in N95 filtering facepiece respirators and we play an important role in conserving for use by frontline health Workers and for operationally critical tasks.

The surgical style masks procured by Suncor are non-medical masks.

[Appendix A](#) provides guidance on selecting RPE for activities where Physical Distancing cannot be maintained.

[Appendix B](#) provides guidance on re-use of face masks.

[Appendix C](#) provides guidance on expired N95 filtering facepiece respirator audit and inspection.

1.2.6 Follow your site's Respiratory Protection Standard for guidance on use, care and maintenance of your RPE, including surgical style masks and cloth face covering.

Note: Reference the Toolbox Talks at the end of this document for:

- N95 filtering facepiece respirator reuse
- Ear Loop & Cloth Face Coverings – Use & Reuse

1.2.7 Conduct hand hygiene before and after donning and doffing RPE, being careful not to touch eyes, nose or mouth when removing RPE or face covering.

Eye Protection

The following provide the Requirements for using eye protection when Physical Distancing cannot be maintained.

1.2.8 In addition to RPE, use eye protection when Physical Distancing cannot be maintained.

1.2.9 When work requires the use of eye protection, no change in the type of protection is required. If the work does not already require the use of eye protection, then to provide incremental risk reduction when physical barriers and Physical Distancing cannot be applied, don:

- Safety Glasses (close fitting recommended)
- Goggles
- Face shield (to help reduce exposure to both the eyes and other facial areas)

Note:

Full face RPE provides sufficient protection for COVID-19 and does not require additional eye protection.

Some face shields purchased for COVID-19 protection do not provide impact resistance as required for eye protection. Review face shield rating to identify protection types.

[Appendix D](#) provides guidance on selecting eye protection for activities where Physical Distancing cannot be maintained.

- 1.2.10 Conduct hand hygiene before and after donning and doffing protective eyewear, being careful not to touch eyes, nose and mouth when removing the protective eyewear.
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Hand and Skin Protection

The following provide the Requirements for using hand and skin protection when Physical Distancing cannot be maintained.

- 1.2.11 No additional hand or skin protection is required for control of COVID-19 transmission where physical distancing cannot be maintained.
- 1.2.12 No change in type of protection is required for work that already requires the use of hand or skin protection.
- 1.2.13 Conduct hand hygiene before and after donning and doffing hand or skin protection, being careful not to touch eyes, nose and mouth when removing the hand or skin protector.
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1.3 Deviations

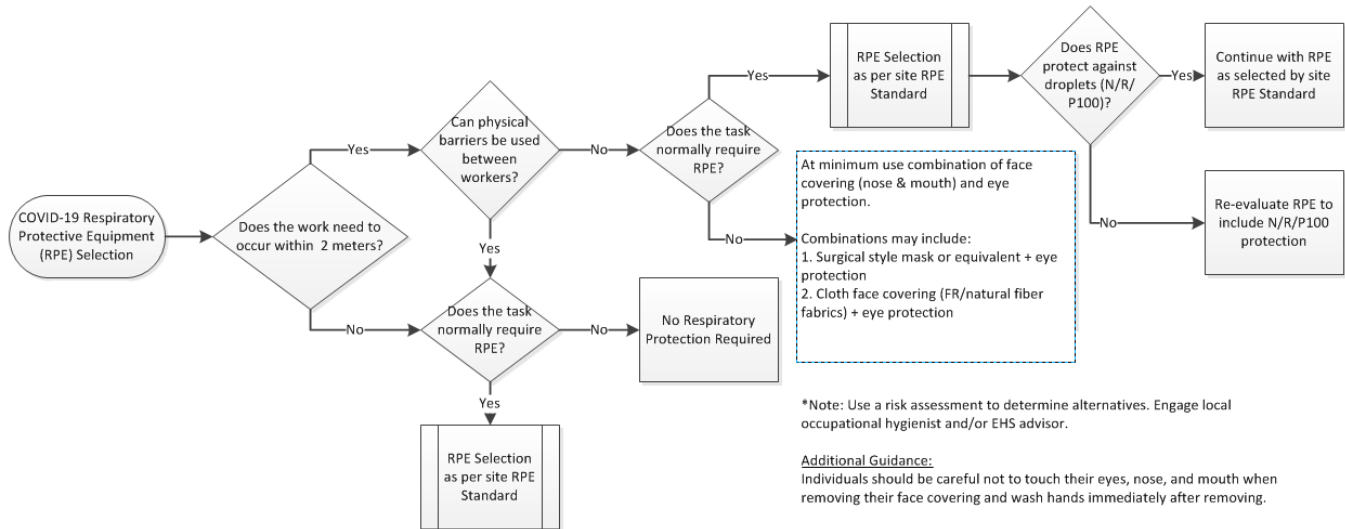
Deviation Process If sites deviate from this protocol for site specific reasons, the business will first conduct a risk assessment, engaging subject matter experts as applicable, and release the written results to the site VP for sign off approval.

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

2 Revision History

Rev.	Date	Location	Summary of Change
2.0	April 16, 2020	1.2.4, 1.2.9	Revised wording for clarity, including explanation of face shields.
		Appx. A	Updated flowchart to match new 1.2.4.
		Appx. B	Clarified face masks may be used five days , not five times. Additional minor revisions.
		Appx. D	Updated flow chart to match new 1.2.9.
1.0	April 13, 2020	Entire document	This is the first revision of this document.

Appendix A – Respiratory Protection Equipment Selection Process – COVID-19



Appendix B – Guidance on Re-use of Face Masks

Purpose of face mask reuse guidance

To provide guidance on when Workers should reuse face masks (N95 filtering facepiece respirator, surgical style facemask and cloth face covering) to conserve supplies which can become depleted during the COVID-19 pandemic.



Warning: Under no circumstances may masks be shared.

Site Respiratory Protection Equipment Standard

The following outline site respiratory protection equipment guidance:

- B1.1.1 Adhere to your Site-Specific Requirements for Respiratory Protection Equipment.
- B1.1.2 Ensure you use an N95 filtering facepiece respirator for which you have been mask fit tested.
- B1.1.3 Seal checks should be conducted by each user when using an N95 filtering facepiece respirator.
- B1.1.4 An N95 filtering facepiece respirator should not be used if a successful user seal check cannot be obtained.

Reuse of face masks

Reuse of face masks refers to using the same face mask after doffing the face mask during meals or other breaks over multiple days.

- B1.1.5 The reused face mask should be properly stored between reuses.
- B1.1.6 The maximum number of **days** the N95 filtering facepiece respirator or surgical style face mask may be reused is **five (5)**. Apply a reuse, multi-day rotation schedule to maximize use where possible.
- B1.1.7 Cloth face coverings can be reused unlimited times after being properly cleaned on a daily basis.

Face mask reuse implementation steps

Reuse implementation steps vary depending on tasks and face mask type.

- B1.1.8 Surgical style face masks or equivalent (excluding cloth face covering) are to be utilized for **high risk tasks** associated with COVID-19. Some high-risk tasks include the following:
 - Disinfecting a room, area or equipment used by suspected and/or Confirmed Workers

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- Being in close contact with the potential and or Confirmed Workers
 - Transferring the potential and or Confirmed Workers
- B1.1.9 N95 filtering facepiece respirators and surgical style face masks **should not be reused** for high risk tasks associated with COVID-19.
- B1.1.10 Cloth face coverings **should not be used for high risk tasks** associated with COVID-19.
- B1.1.11 Face masks can be reused for all other tasks where protection from COVID-19 is warranted, using the following guidance:
- I. Visually inspect for the following conditions of used face mask to determine reusability:
 - Obviously damaged
 - Becoming hard to breathe through
 - Soiled
 - Already reused five days (surgical style face masks & N95 filtering facepiece respirators)
 - II. Hang reusable face mask in a designated storage area or store in a clean container such as a zip lock or paper bag between reuses.
 - III. Ensure that the inside surface of the face mask does not come into contact with unwashed hands or other surfaces (e.g. tables, counter tops, outside surface of the face mask, etc.) during storage.
 - IV. If N95 filtering facepiece respirators are used for normal work place hazards (e.g., silica, wildfire smoke), conduct a seal check prior to each reuse of N95 filtering facepiece respirators per your Site-Specific Respiratory Protection Requirements.

Alternatives to conserve RPE supplies to

The following outline other approaches to manage the limited supplies of N95 filtering facepiece respirator.

- B1.1.12 Use alternatives to N95 filtering facepiece respirator (e.g., elastomeric half-mask and full face-piece air purifying masks, powered air purifying masks) where feasible.
- B1.1.13 Minimize the number of individuals who need to use N95 filtering facepiece respirator through the preferential use of engineering and administrative controls.
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Appendix C – Guidance on Expired N95 Mask Use

CDC/NIOSH Recommendations

The following outline the CDC/NIOSH recommendations on expired N95 masks.

- C1.1.1 In times of increased demand and decreased supply, consideration can be given to the use of expired N95 masks.
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Auditing expired N95 masks

The following outline the procedure for auditing expired N95 masks.

- C1.1.2 Perform an audit of expired N95 masks to determine the effectiveness of expired N95 masks.
 - C1.1.3 The audit should be completed by an EHS or warehouse personnel using the attached checklist.
 - C1.1.4 Perform an audit of 10% of each type of expired N95 mask stock (more than one box should be sampled)
 - C1.1.5 Choose the best options which describes each of the N95 mask parts and storage conditions.
 - C1.1.6 In the event one “Yes” response is obtained for any of first three storage questions, the entire lot represented by the 10 % audited N95 masks is no longer considered approved for use and should be discarded.
 - C1.1.7 If other deficiencies are observed amongst the 10% audited N95 masks, proceed to check as many masks as you can in the lot and separate the good masks from the bad ones.
 - C1.1.8 If there are no deficiencies identified in the 10% audited N95 masks, the entire lot represented by the 10% audited N95 masks is considered approved for use for protection against COVID 19 and identified workplace hazards (e.g., silica, particulates, etc.).
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Expired N95 Mask Audit Checklist

EHS Personnel Name:		Warehouse Personnel Name:			
Date:		N95 Mask Type (Model & Size):			
Audit Questions			Yes	No	N/A
Storage Condition					
Have N95 masks been previously stored under extreme temperature (< -20 °C and >30 °C)?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have N95 masks been previously stored under excessive moisture (>80% RH)?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have N95 masks been stored under sunlight and alongside damaging chemicals or in dusty conditions?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs of Damage					
Are there signs of damage of the headbands of the N95 masks observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of damage to the staples of the N95 mask observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of damage to the nose clip of the N95 mask observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of damage to the nose foam of the N95 mask observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of damage to the exhalation valve of N95 mask observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a hole or holes in the filtering face piece of the N95 mask?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any other damage of the N95 mask observed?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional comments or notes:					

Appendix D – Eye Protection Equipment Selection Process

