



Keyera's COVID-19 Guidance to Suppliers

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Overview

Due to the COVID-19 pandemic, Keyera has implemented measures to help protect all workers at our sites. Please disseminate the following expectations to your workers and ensure they are followed while at all Keyera locations.

As per government direction, suppliers are required to have measures in place to manage hazards related to COVID-19. This includes, but is not limited to, workers:

- completing a Daily Health Check
- following Keyera worksite access and on-site COVID protocols
- adhering to physical distancing and mask requirements
- monitoring Keyera communications and local government guidelines for updates on COVID-19 requirements.

Daily Health Check

Symptom Self-Assessment

Suppliers are encouraged to have personnel follow local government criteria to self-assess for symptoms prior to entering a Keyera site.

Symptomatic personnel are not permitted to enter a Keyera site and are required to:

- notify a Keyera Representative if symptomatic personnel have recently been to a Keyera location, and
- adhere to local government COVID-19 criteria and isolation requirements.

If supplier personnel become symptomatic while at a Keyera site, they are required to:

- notify a Keyera Representative immediately, via phone, and
- leave the site and adhere to local government criteria and isolation requirements.

Temperature Self-Check

Suppliers are expected to have personnel perform a self-check of their body temperature with a thermometer prior to entering a Keyera site. If the supplier cannot arrange for their personnel to perform a self-check, the supplier will contact their on-site Keyera Representative for worksite access instructions.

The guideline temperatures in the chart determine if personnel can enter a Keyera site:

Type of thermometer	Do not enter a Keyera worksite
Mouth	= or > 37.6C / 99.7F
Ear	= or > 38.0C / 100.4F
Forehead	= or > 37.3C / 99.1F

Temperature below guideline temperatures:

- contact the Keyera Representative for site access and on-site instructions.

Temperature measures equal to or higher than the guideline temperatures:

- access to a Keyera site will not be permitted,
- notify a Keyera Representative if symptomatic personnel have recently been to a Keyera site, and
- follow local government criteria and isolation requirements.

Worksite Access

Suppliers are asked to contact their Keyera Representative prior to arriving at site to confirm personnel are fit-for-duty, and to receive worksite access instructions.

Due to rapidly changing COVID-19 circumstances, Keyera may decline or refuse site access to personnel at any time.

On-Site Instructions:

- Keyera Representatives will provide any site-specific requirements.
- Personnel are to wash their hands with soap and water for 20 seconds, or use an alcohol-based hand sanitizer upon entry to buildings, trailers, etc.
- Personnel will adhere to Keyera’s COVID-19 Physical Distancing requirements.
- Plan travel directly to and from site or camp, eliminating or reducing stops between the departure point and the destination.
- In person meetings will be scheduled, and breaks will be staggered, with physical distancing guidelines of two metres in place.
- When possible, reduce the need for face-to-face meetings by using a virtual or tele-conference format.

- Work surfaces, equipment and vehicles that are frequently touched must be cleaned and disinfected; this includes counters, tables, light switches, radios, keyboards, doors, door handles and door frames.
- Limit or eliminate transfer of personal items such as documents and pens between personnel.

Physical Distancing and Mask Requirements

Keyera is following Alberta Health Services and State guidelines for physical distancing, which require maintaining a minimum distance of 2 metres from others wherever possible.

Mask Requirements at Keyera Offices

Masks are mandatory indoors at all Keyera field and office locations, these can be surgical, fabric, non-medical masks or filtered masks. Non-medical masks help to stop the spread of COVID-19, but do not fully eliminate the risk, so physical distancing of 2 metres is required whenever possible.

Except for working at an individual's desk, Keyera and supplier personnel must always wear masks; this includes all common areas (e.g. meeting rooms, lunchrooms, hallways, washrooms, shared desk spaces, and supplier-occupied workspaces, etc.). When you are eating or drinking you are not required to wear a mask but must ensure you maintain appropriate physical distancing. Outdoor use of masks is required if physical distancing cannot be maintained.

Requirements for Working When Physical Distancing Can't be Maintained

Certain jobs or tasks may require workers to be within 2 metres of each other.

Reasonable efforts must be made to reduce the risk of COVID-19 transmission. Use established Keyera safe operating practices to assess hazards in completing the job or task.

Where it is not possible to maintain 2 metre distancing, the following is required:

1. Masks

- Effective immediately, Fire Retardant (FR) masks are required for LIVE PROCESS AREAS. Non-FR or disposable surgical masks are not permitted.
- A ½ mask respirator with a P100 filter (must be fit-tested for the mask) may be required depending on the specific hazard, or
- A full-face mask with P100 cartridge (must be fit-tested for the mask), or
- N95 respirator mask (must be fit-tested for the mask), or
- Where none of the other types of masks are available, use of a non-medical mask is required; this excludes LIVE PROCESS AREAS where FR masks must be worn.

Note: masks must not have an exhalation valve.

2. Gloves

- If practical for the specific task, consider the use of Nitrile gloves.

3. Face Shield

- A face shield is *Optional* extra protection.

4. Tyvek Coveralls

- Tyvek coveralls over your fire-retardant clothing is *Optional* extra protection.

Cleaning and Disposal of Masks

Follow established sanitation protocols for reusable masks and face shields, including the following provisions:

- consider equipment manufacturer's guidance
- use pre-packaged wipes (Clorox, Lysol, etc.) or 10:1 water/bleach solution with paper towel or cotton balls (confirm compatibility with equipment)
- for single use items, once the task is complete and you can re-establish 2 metre physical distancing, place mask, gloves and Tyvek coveralls in a plastic bag, tie the top of the bag closed and dispose in a normal garbage container
- follow regulatory guidelines for handwashing before and after each job.

Positive Case Protocol

If supplier personnel test positive for COVID-19, they are required to:

- provide the names of their **Close Contacts** (defined below) at the Keyera site, and
- if required, work with Keyera's Occupational Health Advisor to determine any **Indirect Contacts**.

Close Contact Tracking and Contact Tracing

Contact tracing helps identify and isolate individuals who may have come in contact with a positive COVID-19 case, to help prevent the spread of COVID-19. If a worker is infected, they must identify their Close Contacts* in the 48 hours prior to the onset of symptoms.

Close Contacts* are defined as anyone that had contact with a positive case for more than 15 minutes and within two meters, even if they were wearing a mask, or

- had direct contact with bodily fluids of a person who has COVID-19 (e.g. was coughed or sneezed on), or
- provide direct care for a person who has COVID-19.

Keyera's Occupational Health Advisor will also help identify any **Indirect Contacts****.

Indirect Contacts** are defined as anyone that had close contact with a person who is deemed by Alberta Health Services/CDC or Keyera's Occupational Health Advisor to have been in close contact with someone who has COVID-19. Indirect Contacts are notified of the positive case and directed to be extra vigilant in monitoring for symptoms. If the person they were in contact with tests positive for COVID-19, these individuals then become Close Contacts and are required to self-isolate for 14 days.

Daily List of Close Contacts

To facilitate contact tracing, each worker must maintain a daily list of Close Contacts at their workplace. Upon request, the workers must provide a list of their Close Contracts going back a minimum of 48 hours.

Keyera Communications through the ISNetwork (ISN) Bulletin Board

As the COVID-19 pandemic is an evolving situation, the guidance is subject to change and will be updated as appropriate. Keyera will continue to provide updates to our on-site suppliers on the ISN Bulletin Board. Please ensure your Bulletin Board notifications are turned on and your workers are following the most current Keyera guidance. For support in setting up notifications, contact the ISN Customer Service Team at (800) 976-1303 or by live chat using the link [here](#).

For suppliers not in ISN, contact your Keyera Representatives or supply_chain@keyera.com for additional support.