



RPM Aerial Services

a division of Canadian Aerial Services Inc.

COVID-19 INFORMATION & PROCEDURES

WORKING FROM HOME

For the safety of RPM Aerial Services (RPM) employees and the general public, RPM has implemented a work-from-home policy. RPM proactively implemented this policy on **March 9, 2020**, and as of this date RPM's facilities are closed to everyone with the exception of essential employees required for priority work. This means:

- Employees who are **required for essential work** will be contacted by their supervisor and advised of their required duties; and advised of any specific safety measures that may fall beyond RPM's standardized Covid-19 procedures.
- Employees, who are **not required for essential work** and can reasonably work from home, must do so.

OFFICE CLOSURE & RESTRICTIONS

Office Closure

Effective March 9, 2020, RPM's offices are closed to everyone with the exception of essential employees.

Visitor Restrictions

Visitor restrictions are currently in effect at RPM's offices and any meetings and/or customer interactions must be conducted via RPM approved teleconference or virtual meeting.

Should ANY in-person meeting be required such as for the purpose of conducting flight reviews, the proper procedures as outlined in the "Field / Travel Procedures" **must be adhered to at all times**.

TRAINING & FLIGHT REVIEWS

For the safety of RPM Aerial Services (RPM) clients, staff and the general public, RPM has implemented a work-from-home policy for employees, Virtual training for clients as well as Client flight reviews conducted in person with the appropriate PPE and social distancing. RPM proactively implemented this policy on **March 9, 2020**, and as of this date RPM's facilities are closed to everyone with the exception of essential employees required for priority work.



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TRAVEL POLICY

RPM has implemented various travel restrictions and policies for all employees and contractors. These restrictions include the following:

- All non-essential out-of-province business travel is prohibited at this time. Out-of-province travel restrictions will be amended based on the latest provincial, national and international conditions and all employees will be notified as new information becomes available.
- Any employees required to travel within the province MUST follow the safety guidelines as outlined in this document under the "Field / Travel Procedures" section.

FIELD / TRAVEL PROCEDURES

ALL personnel required to travel or partake in **any field operations** must first conduct a risk assessment as outlined in the "Risk Assessment" section of this document. Once a risk assessment has been completed, employees must then adjust the planned activities to meet the company Field / Travel procedures **and to comply with** best practices as recommended by Provincial, National and/or International laws / guidelines.

Field Operations

- Prioritize the health and safety of workers and of their surrounding communities!
- Ensure workers maintain an appropriate physical distance from each other (i.e., 2 meters) at all times.
 - o If a safe distance cannot be maintained, physical barriers may be used to prevent contamination of surfaces and airborne spread of respiratory droplets.
- Reduce as much as possible the interaction between workers and members of the public, to reduce the transmission of the illness from the community to critical workers.
- Avoid the sharing of equipment at all times. If equipment sharing is necessary, ensure the use of hand sanitizer and appropriate cleaning supplies to reduce exposure from contaminated surfaces.
- Face-coverings (such as medical OR homemade cloth masks) should be worn as a potential mitigate to catching and transmitting the virus. See "Safe PPE Use" section.
- If close proximity to others is required to perform necessary duties, additional measures should be employed such as wearing proper eye protection. See "Safe PPE Use" section.

- Decrease the number of crew members to the minimum required to do the work.
- Ensure clear signage is posted at entry points to the construction site.
- Use hand sanitizer and/or **wash your hands often**.

Travel

- Prioritize the health and safety of workers and of their surrounding communities!
- Using additional vehicles for transporting workers to ensure physical distancing is maintained (i.e., 1 person per vehicle).
- **Plan ahead** and minimize the need for stops to and from worksites.
 - o Consider the need for: Meals, Fuel, Rest stops, Creature comforts, etc.
- When stopping at an establishment for food, fuel or bathroom breaks, use a face-covering (such as medical OR homemade cloth masks) as a potential mitigate to catching and/or transmitting the virus. See "Safe PPE Use" section.
- Should overnight accommodations be required, ALL employees must have their own private accommodations.
- Employees must plan meals to avoid any close contact with fellow employees, the general public OR other contractors.
- Use hand sanitizer or **wash your hands often**.

SAFE WORK PRACTICES

- Avoid touching eyes, nose, mouth and facial PPE with unwashed hands.
- When coughing or sneezing:
 - o Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - o Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- Clean / disinfect all tools, PPE, and equipment.
- Wear Face-coverings (such as medical OR homemade cloth masks) as a potential mitigate to catching and transmitting the virus. NOTE: use proper procedures when donning or doffing masks and other PPE! See "Safe PPE Use" section.



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- Wash hands following the WHO requirements immediately upon removal of protective gloves, before eating or drinking, and/or upon the completion of a task that requires less than 2 meters of distance from a co-worker **or** the handling of tools or equipment that have been handled by others.
- Workers are to report signs and symptoms of COVID-19 to their supervisor immediately. See “What to Do If You Have Symptoms” section.

Safe Work Practices have been developed for critical work that is ongoing through the Covid-19 pandemic, and is specific to address situations where physical distancing cannot be maintained. These practices, if adhered to properly can be used to keep workers safe during the COVID-19 pandemic, and **it is critical that all employees** follow these best practices to not only ensure their own health and safety but the health and safety of those around them.

RISK ASSESSMENT


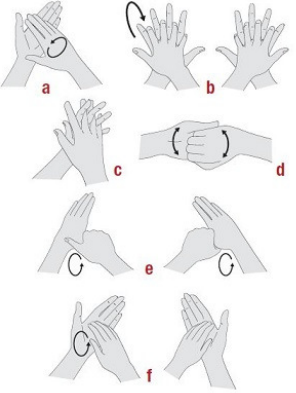

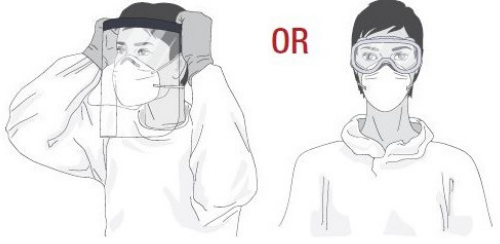
Does the required activity fall within Provincial, National or International guidelines / laws?	If YES , proceed with the planned activities.
	If NO ; reevaluate the task and consult with supervisors & clients to ensure an appropriate plan of action is implemented that meets all criteria.
Will there be any other (Non-RPM) personnel on site?	If NO , proceed with the planned activities.
	If YES ; reevaluate the task and consult with supervisors and other individuals who will be in the area to ensure a proper safety plan is in place before deploying to the job site.
Will there be any requirement OR possibility of dealing with members of the public and/or individuals whose health condition is unknown?	If NO , proceed with the planned activities.
	If YES ; reevaluate the task and consult with supervisors to mitigate any unnecessary contact, and ensure that proper safety measures are followed. Likewise, ensure that all necessary PPE is issued and that all employees are familiar with the use of the PPE and procedures.
Is there any possibility of directly OR indirectly coming into contact with respiratory droplets from a symptomatic person, either directly OR on surfaces/inanimate objects?	If NO , proceed with the planned activities.
	If YES ; reevaluate the task and consult with supervisors to mitigate any unnecessary risk of exposure. Ensure that proper safety measures are followed, necessary PPE is issued, and that all employees are familiar with the use of the PPE and procedures.
Will there be any requirement for overnight accommodations?	If NO , proceed with the planned activities.

Will there be any requirement for overnight accommodations?	If YES ; discuss the job with your supervisor and client to evaluate whether there are options that will eliminate the need for overnight stays.
	If YES , and overnight stays are necessary, ensure all "Field / Travel Procedures" are followed.
Is there an adequate amount of PPE available to employees to deal with all anticipated tasks safely?	If YES , proceed with the planned activities.
	If NO ; discuss the job with your supervisor to ensure all risks are understood and that an adequate amount of PPE is available to conduct the job safely and proficiently.
Have you been exposed to anyone who has been, or is suspected of being exposed to an infected individual?	If NO , proceed with the planned activities but monitor your health regularly and report any potential symptoms to your supervisor immediately. See " What To Do If You Have Symptoms " section.
	If YES ; discuss this with your supervisor and self-isolate for the amount of time as recommended by local authorities and health agencies.

The preceding Risk Assessment has been developed for critical work that RPM continues to perform, and serves as a general guide to address certain situations that should be considered when conducting each job. However, due to the nature of RPM's work, there will be scenarios whereby various risks may not be identified herein. Therefore it is the responsibility of each employee to evaluate every job and ensure that all possible measures have been taken to secure the health and safety of all employees and the general public.

SAFE PPE USE

Donning PPE

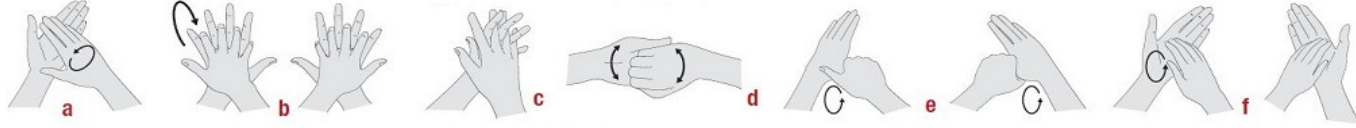
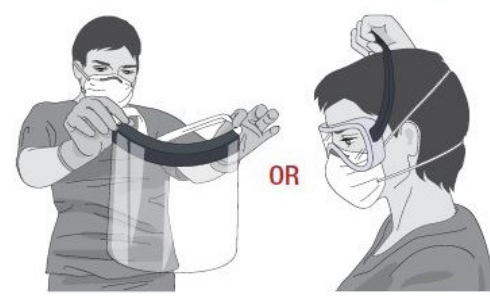

 <p>STEP 1: Remove all personal items</p>	 <p>STEP 2: Wash hands thoroughly</p>	 <p>STEP 3: Put on facemask</p>	 <p>STEP 4: Put on face shield OR goggles</p>
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Doffing PPE

 <p>STEP 1: Wash hands thoroughly</p>		
<p>STEP 2:</p> <p>Prepare a bin / bag to store doffed PPE in until it can be disposed of or sanitized properly.</p>	 <p>STEP 3:</p> <p>Remove eye protection by pulling on the elastic behind the head.</p>	 <p>STEP 4:</p> <p>Remove the mask by pulling on the elastic behind the head.</p>

WHAT TO DO IF YOU HAVE SYMPTOMS:



Fever



Cough



Shortness of Breath

- 1) Self-isolate
- 2) Call 811 (or appropriate number if outside Newfoundland & Labrador)
- 3) Notify supervisor



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PREVENTING THE SPREAD OF COVID-19



Wash hands often



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid contact with sick people



Stay home while you are sick; avoid others



Cover mouth/nose with a tissue or sleeve when coughing or sneezing



Clean and disinfect frequently touched objects and surfaces