

## Ag-Quest COVID-19 Safety Practices for the 2022 Field Research Season

Date Issued: April 3, 2020 - In Effect Until Further Notice

Date Updated: March 23, 2022

### Scope

This policy applies to all current employees of Ag-Quest, including full and part-time, casual, contract, permanent and temporary employees. This policy also applies to the owners of Ag-Quest, Clients and to job applicants and any other individuals that are on Ag-Quest sites including yards and field research sites.

### Policy Statement

Agriculture, including agricultural research, is an essential service as defined by Canadian and American authorities. Ag-Quest intends to conduct field trials in the 2022 season and cannot do so without a healthy workforce. Therefore, we must follow Public Health guidelines and develop best practices to support personnel health and minimize disruptions to our activities related to COVID-19.

Ag-Quest is dedicated to providing a safe workplace for all employees. All employees must commit to policies implemented by Ag-Quest that focus on creating a safe environment free of the hazards associated with COVID-19. This is critical to maintaining our freedom to operate (ability to attend work) and the political support for our Essential Service status. Violations of this policy and federal and provincial restrictions will be taken seriously. All Ag-Quest employees are encouraged to bring concerns about COVID-19 forward to Station Managers, Project Coordinators and/or Dana Maxwell.

### Application

In order to minimize COVID-19 risk within our facilities and teams in the 2022 field season, this policy will outline the practices that all Ag-Quest personnel must follow in accordance with Public Health recommendations from the federal and provincial levels. This policy will also set the parameters for visitors to field trials and research stations, personnel movement, response to potential exposure to an infected individual within or outside of the work environment and supporting one another.

This plan will be updated as guidance and knowledge about COVID-19 evolves.

1) General Public Health Recommendations

- wash your hands often with soap and water for at least 20 seconds ([Alberta Health Services hand washing information site](#));
- avoid touching your eyes, nose or mouth with unwashed hands;
- avoid close contact with people who are sick;
- cough or sneeze into your sleeve and not your hands; and
- stay home if you are sick to avoid spreading illness to others.

Additional guidelines recommend:

- Maintain 2m (min 6 feet) between people,
- Do not shake hands,
- Do not permit unnecessary visitors to work sites and restrict access to authorized personnel,
- Communicate via email, text, phone call and other methods instead of meeting in-person
- Wipe down and disinfect surfaces regularly, especially high-touch locations
- Provide access to hand sanitizer and disinfecting wipes.
- Minimize communal fridge usage for lunches
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food

2) Disinfection:

- a. Workplace disinfection: high-touch or high-risk surfaces will be disinfected at least twice per day. Soap and water or Lysol-type wipes followed by disinfection (diluted bleach; 70% alcohol; quaternary ammonium, peroxide, Spray-Nine and other products listed here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1> ), or cleaning with and then reapplying Spray-Nine for 30+ seconds wet time before wiping off is suitable for all items except for electronics. Electronics should be disinfected without spraying liquid directly onto the item. Wear PPE as needed to handle disinfectants. This includes but is not limited to:
  - i. Door handles, interior and exterior
  - ii. Fridge, cupboard and microwave handles
  - iii. Light switches
  - iv. Handrails
  - v. Shared telephones
  - vi. Taps and sinks
  - vii. Toilet handles, seats and lids
  - viii. Tablecloths and dish towels to be laundered
  - ix. Printer controls
  - x. Computer mouse and keyboard

- b. Equipment: Not required at this time. For reference, the following points (b)(i-vi) may be disinfected if someone is concerned or prefers to disinfect equipment prior to use. Dilute bleach, quaternary ammonium, alcohol, Lysol or other disinfecting wipes are likely the best tool. Consider the surface being cleaned and the need for quick drying or not damaging electronics in choosing the disinfectant.
    - i. Tractors: Steering wheel, 3pt hitch control levers, shifters, dash and other controls, seat and handles for climbing up, fuel filler cap.
    - ii. Seeders: cone/cone lift lever, grab points for ascent/descent, seat, 3ph latches/pins, fertilizer box lid and settings, any other controls touched
    - iii. 3-point hitch sprayers: controls, 3ph latches/pins, tank lid, dump valve, 3ph pump
    - iv. Bicycle sprayers: controls, CO2 tank, handle
    - v. Other 3-point hitch equipment: 3ph latches/pins, PTO shield and locking collar
    - vi. Combines: Steering wheel, controls, bagging station, fuel filler cap, seat, handle for climbing up, any adjustment points contacted
  - c. Workspaces: Following the use of a workspace, it will be disinfected, including counter tops, drawer handles, chairs, etc. Tools used will also be disinfected, including sieves, moisture meters, graduated cylinders, etc. Whiteboard erasers and markers should be disinfected after use, or each person should have their own whiteboard marker.
  - d. Personal protective equipment like goggles, safety glasses and earmuffs are not to be shared. This policy does not waive PPE requirements listed in Ag-Quest Safe Work Procedures.
- 3) Contract tracing will no longer be required at this time for Ag-Quest employees. Visitors to Ag-Quest Stations will be asked to prescreen and they will be asked to fill in a Visitor Log at the Station. This includes clients, Ag-Quest QAs, and other service providers.
- 4) Screening prior to coming to work: All staff will screen themselves with their province's Public Health COVID-19 screening tool prior to coming to work. If they do not pass the screening, they will not attend work, and will follow the procedure outlined in section 11 for notifying the company.
- a. Manitoba: <https://sharedhealthmb.ca/covid19/screening-tool/>
  - b. Saskatchewan: <https://public.ehealthsask.ca/sites/COVID-19/>
  - c. Alberta: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
- 5) Return to work following symptoms or a positive COVID test
- a. Individuals who received a positive test result or COVID symptoms will not be able to return to work until they have isolated for 5 days and are asymptomatic
  - b. If an individual exhibits symptoms past the 5 days, they can contact the Management team to discuss.
  - c. If a household member is positive for COVID, the staff member should monitor for symptoms. The staff member may attend work while asymptomatic and testing negative. Work from home should be used as appropriate.

- 6) Company travel will be conducted in accordance with guidance provided by the federal Public Health recommendations. Travel to meetings out of country is currently limited to vaccinated individuals (per flight and border restrictions) and approval by the President on a business-critical basis, and interprovincial is currently limited and subject to approval and public health orders. Self-isolation requirements following travel may be required by provincial authorities. Ag-Quest will comply with these requirements.

Freezer truck trips will be conducted in accordance with provincial public health orders, with the awareness that trucking is an essential service.

In-person meetings and conferences: attendance will be subject to review and approval by the President. Use of surgical/medical masks or CAN95/N-95/KN-95 masks will be used when attending an in-person meeting or conference (ex. CWSS, PGDC), board flights, and other areas as specified by the President will be required. Attendance to in-person meetings will be limited to fully vaccinated individuals.

- 7) Gathering: Do not exceed provincial limitations on gathering sizes. In order to minimize the sizes of gatherings, the following approaches will be considered:
- Staggering start times and lunch times for staff
  - Assigned (spaced) seating for lunch/breaks
  - Spreading lockers out through the research facility to reduce unnecessary congregation. Where possible, keep people out of buildings they do not need to be in.
  - Station/team lunches will not be buffet and must respect physical distancing (2m spacing). Pre-packaged meals from a restaurant, or designated servers preparing meals while wearing masks are options.
  - Summer student training should be planned to allow physical distancing. Split the trainees into smaller groups. Virtual delivery using Zoom for classroom portions, with summer students logged in from home or from separated spaces within the facility, should be considered for the classroom portion of the training.
  - Meet in the field instead of the office when possible.
  - The following references can be utilized for current information:

<https://www.alberta.ca/covid-19-public-health-actions.aspx>

<https://www.gov.mb.ca/covid19/soe.html>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/public-health-orders>

Vehicle use: vehicles will be assigned. Sanitation is recommended when switching from driver to passenger and at the end of the day. When more than one person is in a vehicle, masks must be worn by both the driver and passenger(s).

Trailers and load securement tools will also be assigned and will not switch between research teams, or should be disinfected prior to the switch.

Clients will not be permitted in Ag-Quest vehicles during the 2022 field season. They will be expected to attend the station with a clean vehicle and disinfect tires to enter the field, to respect our field biosecurity requirements.

Carpooling for those who do not share a household is up to the individual's discretion.

8) Visitors to Stations:

- a. Handshake greetings or any greeting involving physical touching will not be used.
- b. General visitors to stations will not be permitted. Signage will be posted to turn away uninvited visitors due to COVID-19 at the public road access to the station.
- c. Client visits will be by appointment only: Project Coordinators will inform clients that the offices and buildings will be closed to them, including restrooms, to protect our staff. Possible limited exemptions for client access may be granted by the President for specific clients, with approval by the Station Manager and a supporting safety plan. This safety plan may outline specific workspaces the client is allowed to work in, or designate a workspace for their exclusive use for a specific period of time, and may require a porta-potty for the client's designated use.
- d. Quality Assurance Officers will follow the Ag-Quest Physical Distancing Policy. Ag-Quest Quality Assurance Officers are permitted access to buildings for the purposes of auditing, and to washrooms as their site visits may be extended and are of a necessary and operational nature. Client facility audit requests will be deferred for this year, or arrangements will be made for virtual inspections.
- e. Delivery drivers will be asked to drop parcels outside, and not enter the buildings. A number should be posted for them to call if a signature is required. Request no-signature delivery to avoid touching the stylus for tablets or use your own pen for a wet ink signature.
- f. Exterminators contracted by Ag-Quest must comply with this policy. They must provide their own hand sanitizer and other supplies and wipe down the door handles etc. that they contact.

9) Picking up supplies, mail, parcels:

- a. Call ahead or pre-order and arrange for supplies to be left outside or do curbside pickup as much as possible.
- b. Where possible, have supplies delivered to a drop box at the station entrance or outside in the yard.
- c. Maintain physical distancing when picking up supplies, mail, parcels, etc.
- d. Where possible, register for online or email bill delivery.

10) Isolation and quarantine and how it relates to our work:

Our work is not public-facing and agricultural research is considered an Essential Service and is therefore not required to close with the orders for closure of non-essential services and businesses. We generally work with a fair bit of physical separation. To further support physical distancing, we are limiting access to our workplace, minimizing gathering and increasing space between ourselves, utilizing technology for communications, managing equipment and physical resources, and addressing cleaning and disinfection.

We will comply with isolation and quarantine requirements from the federal and provincial governments.

Anyone who is absent due to required self-isolation or COVID-19 illness or due to an appointment for a vaccination, they are eligible for paid sick leave. [See 11e. Paid Sick Leave](#) for more information.

- a. Employees should not attend work if they are exhibiting COVID-19 symptoms. They should seek testing (PCR or Rapid test), and not return to work until they are asymptomatic. At present (23MAR22), the provinces do not currently have specific guidance. The past guidance is included here for reference:
  - i. Past guidance: If someone is unwell and exhibiting COVID-19 symptoms, or has been in close contact with someone with a COVID-19 infection, they must consult with HealthLinks in their province. If they are advised to self-isolate, they must inform their Station Manager and any Project Coordinators they report to. If they are well enough to work from home, arrangements will be made to bring them necessary things from the office and drop them off without contact. From home, they will continue to supervise their program. If they are not well enough to work from home, the Station Manager and Project Coordinator will determine the coverage plan for their field program.
  - ii. Guidance from Public Health in January 2022 was for vaccinated individuals to isolate for 5 days following confirmation of infection, and to wear medical-grade masks for 5 days after that. Unvaccinated individuals were advised to isolate for 10 days. We will continue following this guidance.
  
- b. **At present, Public Health is not requiring contact tracing. This section is kept for reference only.** If someone has a confirmed COVID-19 infection, and they have been at the workplace within the last 14 days, Public Health may require those who were in close contact to self-isolate. Please see Section 3 (Contact Tracing) for more information. Ag-Quest will follow the directions of Public Health regarding who must self-isolate. The individual must inform the Station Manager and Project Coordinator to plan coverage for their field program. From home, they will continue to supervise their program if they are well enough. If they are not well enough to work from home, the Station Manager and Project Coordinator will determine the coverage plan for their field program. If they were at the workplace within the 14 days prior to their test and diagnosis, other items they were in contact with should be disinfected prior to being used by others (ex. Binders).
  - i. Manitoba guidance on potential workplace exposures: pdf document [https://manitoba.ca/asset\\_library/en/covid/guideline\\_employee\\_tests\\_positive.pdf](https://manitoba.ca/asset_library/en/covid/guideline_employee_tests_positive.pdf)
  - ii. Saskatchewan guidance on COVID and workplaces (see link titled “COVID-19 Workplace Information” within this web link): <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/about-covid-19/covid-19-case-and-contact-management>

iii. Alberta workplace guidance:

1. General pdf document: <https://open.alberta.ca/dataset/aa96f17c-21aa-4587-acb5-ff74f085ff53/resource/3cde603c-136e-4bbb-9090-d83335ad2418/download/covid-19-information-general-operational-guidance-2021-04.pdf>
2. Additional resources: <https://ohs-pubstore.labour.alberta.ca/covid19-resources>

c. Ag-Quest will offer paid sick leave to term employees, summer technicians and seed lab at all Ag-Quest locations. Casual employees (ex. Roging, odd jobs) are not eligible for this sick leave. See the HR Manual for more information. Eligible sick leave would be any sick leave related to COVID-19 including:

- i. Testing
- ii. Vaccinations and vaccination side effects
- iii. Self-isolation due to COVID-19 symptoms, or care for a loved one in any of these circumstances

The maximum period of eligible sick leave would be 5 days, which do not need to be taken consecutively.

11) Program management requirements: All researchers must maintain an updated trial tracker that would allow another researcher to step in and carry their program in case they become suddenly ill. Trial information, maps, seed/chemical must be well organized and clearly labelled in case of sudden illness or absence from the station.

12) Mental health supports: The COVID-19 situation is unusual, and we acknowledge that the combination of a novel virus, the potential for illness, and decreased social contact and supports can have a negative impact on mental health. Some provincial resources for mental health support are listed here:

a) Provincial Anxiety and Mental Health Support Lines:

- Manitoba - 204-925-0040
- Alberta Mental Health Hotline - 1-877-303-2642 (Toll free)
- Saskatchewan Crisis Lines:
  - o Prince Albert Mobile Crisis Unit Mon - Fri 4 pm - 8 am, Sat - Sun 24 hours  
306-764-1011
  - o Saskatoon Mobile Crisis – 24/7 Hours  
306-933-6200
- [Distress & Suicide Prevention Line of Southwestern Alberta](#) (Canadian Mental Health Association – Alberta South Region) A 24 Hour phone support for individuals experiencing a crisis in southwestern Alberta. 24 hours, 7 days a week telephone support for people who are in distress and require support, intervention and/or information and referral services.
  - o Toll Free (24/7): 1-888-787-2880
  - o Lethbridge and Area (24/7): 403-327-7905

- [Crisis & Mental Health Support for Children, Youth and Families](#) Wood's Homes is a nationally-recognized children's mental health centre based in Calgary, AB. Programs include 24/7 crisis counselling via telephone/text/live chat and mobile response, as well as no charge/walk-in counselling for families, couples and individuals.
  - Toll free (24/7): 1-800-563-6106
  - Local (24/7): 403-299-9699
  - Text (9 a.m. – 10 p.m.): 587-315-5000

b) Additional mental health resources:

- <https://sharedhealthmb.ca/files/guidance-and-tools-to-support-mental-wellness.pdf> lists mental health resources in Manitoba
- Tools suggested by Manitoba Shared Health to support Mental Health:
  - CALM
  - CBT-I Coach
  - Mindfulness Coach
  - Mindshift
  - [www.stopbreathethink.com](http://www.stopbreathethink.com)
  - [www.smilingmind.com.au](http://www.smilingmind.com.au)

13) What should I do if I think I have the COVID-19 virus? The first step is to stay home from work or go home if you are at work. Notify your supervisor so the workplace can be cleaned.

- a. Alberta Health Services (AHS) has developed a simple online screening tool ([ahs.ca/covid](http://ahs.ca/covid)) to help you decide whether you need to call 811 to be tested for COVID-19. It will guide you to answer questions about your symptoms and instruct you on the next steps.

If you have symptoms, stay home, complete the self-assessment, and follow the instructions it provides. If you have symptoms and are unable to complete the online screening tool, call Health Link 811 to speak to a nurse. Do not go to an emergency room, family doctor or walk-in clinic if you have symptoms.

If you are experiencing a medical emergency, dial 911 for immediate medical attention.

- b. Saskatchewan: Call HealthLine 811 if you have recently travelled and are experiencing respiratory or flu-like symptoms. Use the self-assessment tool to determine if you need to be tested:

- Saskatchewan Self-Assessment tool <https://public.ehealthsask.ca/sites/COVID-19/>

- c. Manitoba: In order to determine if you should be tested, contact Health Links – Info Santé (204-788-8200 or toll-free at 1-888-315-9257), or use the online screening tool:

- Online Screening Tool - <https://sharedhealthmb.ca/covid19/screening-tool/>



14) Workplace signage:

- a. Closed to the public sign at road entrance to stations
- b. Visitors procedure sign at designated visitor parking spot outside yard traffic flow
- c. Pdf sign at [https://www.gov.mb.ca/asset\\_library/en/coronavirus/resourcesforbusiness-maskssocialdistance.pdf](https://www.gov.mb.ca/asset_library/en/coronavirus/resourcesforbusiness-maskssocialdistance.pdf) or variation - post at front entrance
- d. <https://sharedhealthmb.ca/covid19/providers/hand-hygiene-posters/> - post at every sink
- e. (Signage about proper use of hand sanitizer, at hand sanitizer stations)
- f. Alberta resources: downloadable posters at <https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster>

15) Responsibilities

- a. Employee Responsibilities: Employees are responsible for following this policy and bringing their concerns to management. Participate in regular cleaning and disinfection, including vehicles and equipment. Employees are responsible for complying with federal and provincially mandated restrictions outside of work. Employees are responsible for disinfecting equipment, tools, and workspaces they have used, and for facility disinfection as assigned by the Station Manager.
- b. Manager Responsibilities: Managers are responsible for enforcing this policy, addressing employee concerns, and assigning duties for facility disinfection. If concerns cannot be addressed at the station level, they will be escalated to the Project Coordinators, Executive Assistant, and/or the President. The President or delegate is responsible for updating this policy.
- c. Ag-Quest is responsible for setting policies and providing resources to support staff. Ag-Quest will continue to source appropriate masks, ensure sanitizer is available, and will review policies on a regular basis.

16) Employee absence from work during COVID-19 situation for reasons other than under section 11 of this policy: If an employee is not willing to work due to COVID-19 risks, they must bring their objection and its basis to their Station Manager and/or Project Coordinator. The employee and Station Manager and/or Project Coordinator will work together to address the concern. If an employee is unable or unwilling to work, they will have the option to request an unpaid leave of absence. They may or may not be ruled eligible for EI by Service Canada under this circumstance (electing to not come to work due to COVID-19 concerns despite the application of the Physical Distancing in the field season policy).

17) Non-compliance with this policy and with federal and provincial restrictions: Violating this policy or federal and provincial restrictions under the public health emergencies may have serious consequences. Violations may increase rates of illness and self-isolation or quarantine, compromising our staffing and ability to operate. Violations may result in federal or provincial Essential service status being removed from Ag-Quest. Staff found to be non-compliant with this policy, or not following federal and provincial restrictions may face:

- 14-day unpaid sick leave; ROE issued for EI sick benefit application
- Disciplinary unpaid leave
- Reporting to authorities for violating federal or provincial restrictions
- Termination

18) Use of masks:

Ag-Quest will use the following mask types:

- Surgical masks
- Medical grade surgical masks
- N95
- KN95

We will cease using reusable cloth masks.

Wearing a well-fitting mask may help reduce potential transmission of COVID-19 in conjunction with following all other practices recommended by Public Health, including physical distancing and sanitation. To be effective they should be worn by anyone within 2m of another individual (ex. In a truck, inside buildings). Guidance from Public Health Canada can be found [here](#). Please refer to SWP HAS5 for instructions for donning and doffing masks. Avoid touching your face while wearing the mask and avoid touching and adjusting the mask.

N-95 and equivalent masks do not need to be fit tested in our work environment (non-medical). However, if the supplied masks do not fit you well, please let the Station Manager know, who will work with Haylee Hargreaves to identify an alternate brand that may fit better.

19) Business Continuity Plan – Ag-Quest Research Associates/Principal Investigators will maintain files including a current trial tracking sheet in their OneDrive or an Ag-Quest Team Drive, and grant access to their files to at least one local team member and the relevant Project Coordinator(s). This will support temporary reassignment of duties in case of self-isolation or illness.

- a. Duties that require designated alternate personnel, or a backup plan:
  - i. Picking up mail and parcels
  - ii. Bill payment in the event of Station Manager illness – a designated local staff member will review incoming mail, and scan and email bills to Kathy Wright and Diane Rourke for payment.

- iii. Confined Field Trial Monitoring: The Research Associate in charge of the Confined Field Trial/post-harvest monitoring site carries primary responsibility for monitoring activities. The designated Monitoring Technician is trained in monitoring and record-keeping requirements. At least one other technician will be trained in monitoring and record-keeping requirements, and one other local Research Associate will be familiar with the Confined Field Trial and its Terms and Conditions of Authorization. All Confined Field Trials have a Compliance Notebook, all personnel involved in these trials and the alternate personnel will know the location where the Compliance Notebook is stored. Should all personnel familiar with the requirements of the trial, and all technicians trained in monitoring requirements be under self-isolation or become ill at the same time, the President or delegate will identify and train an additional individual to cover these critical duties.

- b. Hazard Assessment Mitigation forms

**This Policy will be reviewed periodically in response to rapidly changing requirements arising from the COVID-19 pandemic. Employees should familiarize themselves with this Policy and all changes or modifications to it immediately upon being notified of any changes by Ag-Quest.**

## References

<https://www.canada.ca/en/government/publicservice/covid-19.html> “Occupational Health Advisory on COVID-19”, updated March 15, 2020; “Frequently Asked Questions (FAQs) for employees – COVID-19”, updated March 15, 2020

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>

<https://www.spraynine.com/>

<https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster>

<https://cphrbc.ca/coronavirus-covid-19-advice-for-canadian-employers/>

<https://www.alberta.ca/restrictions-for-mass-gatherings.aspx>

<https://www.gov.mb.ca/covid19/socialdistancing/index.html>

<https://www.gov.mb.ca/covid19/soe.html>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/public-health-orders>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/workplaces> including “COVID-19 Environmental Cleaning and Disinfection” document

[https://manitoba.ca/asset\\_library/en/coronavirus/workplaces-right-to-refuse-dangerous-work.pdf](https://manitoba.ca/asset_library/en/coronavirus/workplaces-right-to-refuse-dangerous-work.pdf)

<https://sharedhealthmb.ca/covid19/providers/>

<https://sharedhealthmb.ca/files/guidance-and-tools-to-support-mental-wellness.pdf>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

<https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>

<https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster>

<https://www.albertahealthservices.ca/info/Page14955.aspx>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/types-masks-respirators.html>

## Record of changes:

April 3, 2020 – added link to Health Canada website listing approved hard surface disinfectants

April 27, 2020

- revised section 5 to reflect current guidance on physical distancing and vehicle use from Manitoba Public Health Protection/Workplace Health and Safety, including non-medical mask use. Added Alberta guidance on physical distancing and vehicle use, including non-medical mask use.
- Added references to Alberta materials for signage and workplace guidance. Added link to Alberta Health Services hand washing information website.
- Clarified timing of equipment cleaning.
- Added guidance to section 12 on first steps if someone suspects they have COVID-19 (go home/stay home, workplace cleaned).
- Added section on non-medical mask usage
- Added Business Continuity Plan section

May 4, 2020

- Based on communication with the government of Saskatchewan, Saskatchewan employees may follow the same guidance as Alberta employees for vehicle usage.

April 29, 2021

- Added Contact Tracing
- Added Screening Prior to Coming to Work
- Added that Ag-Quest will follow the requirements in place at the time of the trip for freezer truck trips – amendment to Provincial health restrictions regarding self-isolation for out of province travel.
- Added to Gathering section – staff lunches will not be buffet and must respect physical distancing (2m spacing). Pre-packaged meals from a restaurant, or designated servers preparing meals while wearing masks are options.
- Added to Vehicle Use, Saskatchewan also requires a face shield be worn in addition to the mask when two people are in a truck.
- Amended Visitors to Stations
- Added to Use of Non-Medical Masks
- Added provincial guidance references for response to workplace exposures
- Added possible exemption for specific clients to have access to Ag-Quest facilities, subject to a safety plan, and approval by the Station Manager and President.
- Added that Quality Assurance Officers have access to Ag-Quest facilities for the purpose of auditing.

May 12, 2021

- Updated Isolation and quarantine and how it relates to our work, paid leaves.

December 21, 2021

- Updated mask guidance
- Updated travel restrictions
- Changed Google Drive references to Ag-Quest SharePoint and OneDrive
- Updated to 2022 field season (throughout)
- Updated section reference in section 14 to correct section

January 4, 2021

- Updated live links in document

February 9, 2022

Revised carpooling recommendations to work in Section 7

March 23, 2022

- Removed Section 2 b. Equipment disinfection
- Removed mats from 2(a)(viii)
- Changed 2b to optional
- Contact tracing revised – staff are no longer required to sign into buildings at this time, visitors will prescreen and sign into facilities.
- Added 5. Return to work following symptoms or a positive covid test result
- Revised 6. Mask usage for attending conferences, meetings, etc.
- Removed province-specific requirements from section 8, replaced with requirement to wear a mask when more than one person is in a vehicle. Replaced must with should with respect to sanitation requirements.
- Removed section on disinfecting shop tools
- Revised 9. Visitors to the Stations
- Revised 11 a. and b. isolation and quarantine
- Revised 11c. sick leave - term employees to receive 5 days sick leave, no government funding available to cover sick leave.
- Revised 19. Use of Masks – at a minimum surgical/medical masks will be used by all Staff, CAN95/N95/KN95 masks will be available if staff members prefer to use.

# Employee Acknowledgement of Ag-Quest COVID-19 Safety Practices for the 2022 Field Research Season – Issued April 3, 2020, Updated ( )

As an employee of Ag-Quest Inc, Ag-Quest (Sask.) Inc. or Ag-Quest (Alta.) Inc. (collectively, Ag-Quest)

I, \_\_\_\_\_, acknowledge that I have read and understand the following **Ag-Quest COVID-19 Safety Practices for the 2022 Field Research Season**.

I acknowledge that Ag-Quest is committed to the well-being and safety of all staff members and expects all employees to comply with this policy. Further, I agree to adhere to this policy, and I will take reasonable measures to ensure that employees working with me and/or under my direction adhere to this policy as well. I understand that if I violate the rules/procedures outlined in these policies, I may face disciplinary action, up to and including termination of employment.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_