

Summit Covid-19 Travel Policy

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Creation Date
April 20th, 2020
Revision Date
April 21th, 2020

This policy is aimed to protect the health and safety of our workforce, the industry as a whole, and the communities that we travel through and work near. Failure to comply with the Summit Covid-19 Policy is not only morally and ethically wrong, it puts a substantial risk on everyone you come in contact with and could lead to a company or industry shut down.

The cost of non-compliance is not only the loss of our jobs, if our company or industry gets shut down, but our lives and the lives of those around us. Any failure to complete the processes below could also result in disciplinary action up to and including dismissal.

Please read the following policy and address any questions with your crew-boss or supervisor immediately.

Travel Plan, Health Log and Exit Strategy forms should be filled out digitally. The links are in this policy. If filling out digital forms is not an option, please speak with your crew boss or supervisor and they will help coordinate a plan to track

Pre-Season Health Screening

Prior to departure for the season all employees must:

- Observe a 14 day period of increased social distancing with health monitoring
 - limiting your trips to stores of any kind as much as possible
 - eliminating social contact with people who don't live in your home
 - maintaining a 2M distance from people you encounter in the public
- Fill out the Health Log we have provided through Google Forms daily, for a minimum of 14 days prior to travel and continue every day until arriving in Camp and completing a final assessment of health. <https://forms.gle/UZjNRn9kGQCTN97e7>
- If you are unable to use google forms, please contact your crew boss or supervisor to discuss an alternative Health Log. Please see the Summit Health Log at the end of this document.

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Travel Guidelines

All employees must fill out the Travel Plan Form and have it approved by their crew boss or supervisor. <https://forms.gle/onbtRLD8CV9RjwJL6>

The following are guidelines as they relate to driving and flying. They are specific to roles and responsibilities, and they apply to all employees, regardless of when they are traveling. If you are planning on arriving late to the season, contact your crew boss or supervisor immediately for approval. Late arrivals in camp could force camps to move from Phase Two back to Phase One.

Phase One is the isolation of everyone from everyone.

Phase Two is the relaxation of standards if the conditions are safe to do so.

Some Restrictions

- It is not permitted to use the bus system to travel long distances.
 - If a bus is needed to travel from your community to an airport, that is acceptable.
- We are not allowing carpooling with members outside of your camp
- We are not allowing people to come to Smithers to drop off cars before the season unless you are a driver, in which case your convoy would all have to be drivers.
- Carpooling Guidelines
 - Carpool plan must be approved by the crew boss or supervisor
 - Staying within crews is preferred (only crew mates in the car for the trip)
 - Staying within camps is necessary (only people heading to the same camp in the car)
 - Purchase all food before leaving (plan to have food for an extra day)
 - Wear gloves while fueling up and dispose after.
 - Have disinfectant wipes and hand sanitizer in the car.
 - Use restrooms while fueling up, sanitize all surfaces before use.
- Accommodation Guidelines
 - Hostels and CouchSurfing are not permitted.
 - Avoid staying the night in the home of anyone outside of your carpool, and if that is your plan, it must be approved by your crew boss or supervisor.

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- If you are at a hotel/motel, sanitize all surfaces (doorknobs, counter tops, light switches, faucet taps, toilet seats) of lodging rooms before staying for the night.
- If you are able to camp safely on the property of someone you know, can be self sufficient, and will not go in their house, that is acceptable and will need to be approved by your crew boss or supervisor.
- If you are choosing to camp on crown land, please do so safely, respect all fire bans and follow leave no trace principles.

Flying

- Planters are to fly to Prince George for pick up on May 11th
- Wear a mask on the plane and in airports. Do not use medical equipment, Health Care workers need them.
 - Wash hands thoroughly before putting on a mask, and wash hands thoroughly immediately after removing them. Dispose of the mask immediately or put it in a sealed bag until you are able to safely wash and reuse it.
 - Acceptable non-medical masks include but are not limited to: a cotton home made mask, a buff or any other piece of fabric that is tight fitting around your nose and mouth. Any loose or gaping areas reduce the effectiveness and potentially increase the risk of wearing a mask.
 - More information here:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html>
 - Hand hygiene is the most effective way to prevent infection, it should be noted that the improper use of gloves can provide a false sense of security and increase the risk of infection
 - Regular hand hygiene and not touching the eyes, nose, and mouth is recommended at all times
 - There are currently no flights into Smithers from any airlines. If necessary, flight arrangements should be made to Terrace, there are flights available on May 4th. A bus will be available to Summit management and drivers to take them from Terrace to the Summit yard in Smithers.
 - If you are flying to Terrace, please confirm arrival with Mat Stachura after booking travel as bus seats will be limited for social distancing requirements

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- Additional charters will be added if needed

People that need to get to Smithers

- We don't want any non-drivers in Smithers. Only those that are leaving the yard with a truck are permitted to come to Smithers.
- People who are required in Smithers are to arrive on the 4th and will leave on the 7th.
- Trips to the grocery store in Smithers must be minimized and one person per crew should do the shop for all drivers in their crew if possible.
- Your supervisor or crew boss will confirm if you are a driver and if you will be arriving on the 4th or the 7th

Arrival in Camp

Once employees arrive in camp they will need to supply the following:

- Records of the completed 14 day health log
- A questionnaire regarding their travel and health status
- A final assessment of health
- Completed exit strategy (see next page of policy)

When this is completed employees will be free to enter camp and set up their tents while following social distancing procedures and being no less than 2M from adjacent tents.

At this stage, our camps will be in Phase One. As mentioned above, this is the isolation of everyone from everyone.

Phase Two will be the relaxation of standards if and when the conditions are safe to do so.

Any failure to complete the processes above could be subject to disciplinary action up to and including dismissal.

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Exit Strategy

All employees must fill out the Exit Strategy Form and have it approved by their crew boss or supervisor. <https://forms.gle/a3nRgDh8CATR3xgz6>

It is imperative that every employee prepares an Exit Strategy with the same amount of diligence as our travel plans for arriving at camp. This Exit Strategy will outline any early departures from our camp (someone chooses to leave, quits, or if their employment is terminated) and all departures at the end of the season.

- Planters must return home immediately in order to protect the small communities in which we have been working.
- All employees must fill out the Summit Health Log starting the day they leave camp, and for 14 days after they get home.
- Any symptoms must be reported to Summit Reforestation.
info@summitreforestation.com
- All employees will be asked to observe a 14 day period of increased social distancing with health monitoring (see page 1) when they get home.
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*Note that the Exit Strategy will be modified accordingly based on the current government recommendations and where we are at on a community, provincial and national level with the current health crisis.

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Travel Plan Form

All employees must fill out the Travel Plan Form and have it approved by their crew boss or supervisor. <https://forms.gle/onbtRLD8CV9RjwJL6>

Date:	
Full Name:	
Crew Boss Name: (Management, select Supervisor Name)	
What date will you be ready to mobilize?	
Where are you or where will you be for the time leading up to the season - Town/City and Province please.	
Do you have a way of safely getting to a central point/the Trans-Canada Hwy?	
Do you have your full licence? *no restrictions (ex. G in Ontario, class 5 in BC)	
If you are driving, are you bringing your vehicle to Smithers for storage, or bringing it along for the season?	
If you are driving, how many people can safely travel with gear in your vehicle?	
If you are a driver, who is already in your vehicle?	
Are you already planning on carpooling with someone on your crew? Who? If you don't have a plan right now, that's okay, please let us know, and we will help make a plan!	

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Are you planning on flying? Please write the airline you are travelling with, the date of your flight, your departure and arrival, and your flight number (ex, Air Canada, flight 123 from Calgary to Prince George, May 11th) If you have not booked a flight, but plan on it, please let us know the planned flight information.

If you are flying - have you confirmed that your flight (or any of the connecting flights) is still scheduled...many routes have been reduced or cancelled because of travel restrictions!

Is there anything else that we should know that will help us get a travel plan together?

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HEALTH LOG

As mentioned in the Summit Covid-19 Policy, this log must be filled out honestly and entirely for 14 days prior to travel and continue every day until arriving in Camp and completing a final assessment of health.

The form is available digitally at this link: <https://forms.gle/UZjNRn9kGQCTN97e7>

Date of Record:	
Full Name:	
Crew Boss Name: (Management, select supervisor name)	
Body Temperature (please indicate C or F) and Time.	
These symptoms have been associated with COVID-19, please check any and all boxes that represent what you experienced today.	<ul style="list-style-type: none"> <input type="checkbox"/> Severe difficulty breathing (e.g. struggling to breathe or speaking in single words) <input type="checkbox"/> Severe chest pain <input type="checkbox"/> Having a very hard time waking up <input type="checkbox"/> Feeling confused <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose <input type="checkbox"/> Headache <input type="checkbox"/> Mild to moderate shortness of breath <input type="checkbox"/> Inability to lie down because of difficulty breathing <input type="checkbox"/> Chronic health conditions that you are having difficulty managing because of difficulty breathing
If you checked any boxes above, please let us know when you started experiencing	

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these symptoms and how you are managing them.

If you did not feel well, but none of the options listed above represent how you feel today, please use this space and give as many details as possible!

Did you interact with your community today? Please write where you went and who you spent time with (ex. I went to the save on Foods in Golden BC, and I crossed paths with a few people on a run and moved to maintain 2m spacing on the trail)

If you are traveling, detail your route and all your stops.

To the best of your knowledge, did you interact with anyone that has either tested positive for COVID-19, or is presenting any of the symptoms listed above.

Exit Strategy

As was mentioned above, all employees must present an Exit Strategy prior to traveling to our worksite. Please take some time to think about how you will get home safely.

The form is available digitally at this link: <https://forms.gle/PHqtFsUgsxb6bsVu9>

Date:	
Full Name:	
Crew Boss Name: (Management, select supervisor name)	
Will you have a vehicle in camp with you? (all season)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you have a vehicle in Smithers? (you will take it there on the first camp move)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Assuming you are working in Alberta, how do you plan on getting home?	
Assuming you are working in BC, how do you plan on getting home?	
I agree that I will fill out the Summit Health Log starting the day I leave camp, and for 14 days after I get home	X _____
I agree that I will report any symptoms to Summit Reforestation	X _____
I agree that I will observe a 14 day period of increased social distancing with health monitoring when I get home.	X _____