

WCSS COVID Protocol

Date of last revision: November 15, 2021

General Rules

Communication

WCSS COVID Protocol will be communicated with all member companies, staff, volunteers and contractors via WCSS website, registration / meeting confirmation, and general inquiries.

WCSS training for the oil and gas industry is not directly impacted by gathering restrictions however, in an effort to promote wellbeing and reduce the potential for exposure to the COVID-19 or variant virus, group sizes will be limited and staff, contractors, volunteers and students will be expected to meet the minimum PPE standard and physical distance of 2m wherever possible.

Non-compliance with protocols will result in immediate dismissal of the training. This will be made clear to all staff, volunteers, contractors and students.

Where possible, training material (eLearning, PPTs and videos) that may be viewed online will be arranged using appropriate online tools.

Appropriate signage will be placed outside buildings, at portable washrooms and in common areas. They will detail expectations around: physical distancing, hand hygiene, coughing and sneezing etiquette, cleaning and disinfection practices

The above expectations will be outlined in an emailed registration confirmation, and during the safety briefing prior to training.

Distancing Measures

Traffic flow will be managed using designated entry / exits where required, student registration confirmation, student check-in one at a time.

2m physical distancing between individuals will be expected and reinforced where possible.

Indoor classroom size will be determined based on the facility's policy, including the instructor(s).

Outdoor groups will be further reduced into smaller, task-specific working groups.

A separate location will be identified at the same time as the muster point identification for anyone who begins to demonstrate symptoms during training. 811 will be called to confirm next steps; if the symptoms are severe 911 will be called.

Where the training takes place in a building, washroom stalls and urinals less than 2m apart will be inaccessible.

Screening for Symptoms

All staff, contractors, students and volunteers must be screened for COVID-19 symptoms; anyone exhibiting symptoms will be prohibited from the planned activity.

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Completion of a self-assessment / fit for service questionnaire the day of training will be required and will be filed accordingly.

Records Management

Contact information (name, email address and phone number) will be collected for each staff member, contractor, student and volunteer. If a person wishes not to have their information collected, they may still attend. Information will be kept for a minimum of 2 weeks. Though contact tracing has ceased in Alberta, WCSS will continue to keep this practice in place as a means to offer as much information as possible to any attendee that suspects they may have contracted COVID-19 at a WCSS function.

If Alberta Health Services identifies a confirmed COVID-19 case, the operator will be expected to work cooperatively with Alberta Health Services to ensure anyone potentially exposed receives the correct guidance. At minimum, the operator should be able to provide:

- **names, email addresses, phone numbers of staff, contractors, students and volunteers who were potentially exposed to a case while they were infectious at that location.**

Cleaning

Regular cleaning and disinfecting of surfaces and equipment touched by staff, contractors, students and volunteers, using Health Canada approved disinfectants and hand sanitizers.

PPE

Handwashing and sanitizing stations (<60% alcohol) will be made available.
All staff, contractors, students and volunteers must have access to masks and hand sanitizer / soap and water prior to engaging in training activities.

Refreshments

Water bottles will be available by single-point distribution (WCSS); coffee, tea, refreshments will need to be brought by attendees in their own containers.

Lunch / snacks will not be made available at coop exercises.

Open registration and contract course meal planning will be managed on a case by case basis; individually wrapped / packaged meals will be available by single-point distribution (WCSS) after using the hand sanitization station provided.

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In-person meeting meal planning will take place on a case by case basis and will be coordinated in conjunction with the facility's protocol. Where possible, individual meals will be planned rather than using a buffet serving style.

Type of Training	Protocol	Responsibility
Open Registration	Registration and notifications to include protocols, self-assessment & liability waiver	WCSS
	Recommended hotel best practices upon registration	WCSS
	Ensure signs are posted	WCSS
	Complete self-assessment upon arrival each day of training	WCSS / Instructors / Students
	Hand sanitizer & backup masks available	WCSS
	Seating set up for 2m apart	WCSS / Instructors
	Masks & sanitize hands when distributing & collecting material	Instructors / WCSS
	Sanitized hands & gloves at all times when handling equipment	Instructors & Students
	Masks when in public areas	Instructors & Students
	Observe maximum allowable individuals in classroom (including instructors & WCSS rep)	WCSS
Coop Exercise	Registration and notifications to include protocols, self-assessment & liability waiver	WCSS
	Registration to include links to orientation video & knowledge check, and objective-specific 30-minute online course	WCSS
	Ensure signs are posted	WCSS / Instructors
	Complete self-assessment upon arrival	WCSS / Instructors / Students
	Hand sanitizer stations set up	WCSS
	Masks are optional and encouraged where 2m distance cannot be maintained	WCSS

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Group assignment upon entry (where applicable) WCSS / Instructors
Equipment to be set out in dryland prior to training beginning and placed back in trailer by instructors / WCSS

Contract

Confirmation to include protocols, self-assessment & liability waiver WCSS
Complete self-assessment upon arrival each day of training WCSS / Instructors / Students
Ensure signs are posted WCSS / Instructors
Hand sanitizer & backup masks available WCSS / Instructors / Company
Classroom training to be virtual prior to hands-on 1/2 day training WCSS / Instructors / Company
If all classroom training, seating set up for 2m apart Company / Instructors
Sanitized hands and gloves at all times when handling equipment Instructors / students

In-person meetings

Confirmation to include protocols & self-assessment WCSS / meeting attendees
Complete self-assessment upon arrival each day of meeting WCSS / meeting attendees
Ensure signs are posted WCSS
Hand sanitizer & backup masks available WCSS
When not seated at a table, masks are required WCSS / meeting attendees