

# ALGOMA CENTRAL CORPORATION

## CORONAVIRUS (COVID-19) INFORMATION & PROTOCOL

In response to the spread of COVID-19 and to assist in the protection of our shipboard and shore-side employees and operations, Algoma Central Corporation (“Algoma” or the “Company”) is taking the following measures to mitigate the spread of the virus.

A primary goal of these measures is to prevent the novel coronavirus from gaining access to Algoma’s vessels and premises. As set out further herein, we have taken steps to restrict access to our vessels and premises to essential service personnel only and to screen all Algoma shipboard personnel and necessary visitors for COVID-19 symptoms and other relevant factors.

In addition to closely monitoring the guidelines and direction from the Public Health Agency of Canada, Algoma is utilizing the expertise of a third party medical assistance provider with specific experience in the shipping sector, Future Care Inc., to ensure that we are taking reasonable precautions to mitigate the spread of COVID-19 and to advise on appropriate actions in the event any symptoms are presented among Algoma personnel.

### **TRANSMISSION**

Current epidemiologic information suggests that human-to-human transmission of COVID-19 can occur when an individual is in close contact with a symptomatic case. Human coronaviruses are most commonly spread from an infected person through respiratory droplets; close, prolonged personal contact; and touching an infected area, then touching mouth, nose or eyes before washing hands.

## **PRECAUTIONS**

### **Travel**

It is recommended that individuals avoid all non-essential travel.

Travel precautions are continually changing. They should be reviewed regularly at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>.

Additionally, travel restrictions, both internationally and inter-provincially have been imposed. Workers in the marine transportation sector are broadly exempt from these travel restrictions. Up-to-date restrictions and exemptions can be viewed regularly on both federal and provincial government websites.

Currently, there is an exemption to the request to self-isolate for 14 days after traveling for workers who are essential to the movement of goods and people, including crew on a marine vessel. However, there are federal and provincial requirements in place with respect to social distancing and other measures intended to slow the spread of COVID-19 which should be followed by Algoma personnel.

### **Hygiene**

- Wash your hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap is not available
- Avoid touching your eyes, nose, or mouth
- When coughing, cover your mouth and nose with your arm/cough into elbow or tissues to reduce the spread of germs
- Immediately dispose of used tissues into the garbage and wash your hands afterwards
- Increase onboard cleaning of common areas with disinfectant. For example: common computer keyboards, control panels, remote controls, hand holds, and door knobs.
- Practice social distancing – whenever possible keep a distance of approximately 6 feet (2 meters) from another person, avoid crowded areas and discontinue common greetings such as handshakes.

### **General Health**

It is important to maintain healthy habits, including proper nutrition, regular exercise, and taking medications as prescribed.

## **MITIGATION OF RISK**

The following steps have been put in place to mitigate the risk of transmission of the virus:

### **Screening Crew**

- All crewmembers will be screened by Fleet Personnel prior to joining a vessel.
- The screening questions are outlined in Appendix A – “Coronavirus (COVID-19) Screening Questionnaire,” which Fleet Personnel will complete in conjunction with the crewmember. Fleet Personnel will ensure documentation is filed in an appropriate secure location. In addition to questions about any history of COVID-19 symptoms, contact with potential cases, and travel history, each individual crew member is required to confirm they have adhered to applicable federal and provincial social distancing requirements over the 14-day period prior to joining.

- If no symptoms are present and with all other screening requirements met, Fleet Personnel will remind crewmembers of proper sanitation procedures including frequent handwashing.
- Prior to joining an Algoma vessel, in addition to the questionnaire process, the temperature of individual crew members will be taken. While onboard, crewmembers will also be asked to monitor their own health and immediately report if they develop any symptoms as described in the screening questionnaire.

### **Screening Necessary Visitors and Parties Directly Interacting with Crew**

- As stated above, a primary goal is not to allow COVID-19 onboard Algoma vessels. In addition to pre-screening crew, any other individuals for whom it is necessary to board the vessel or to have direct interactions with crew, including contractors and visitors, needs to be screened and have received permission from Algoma in advance of boarding.
- This process will be administered by Algoma's shore-side personnel and led by its Procurement team, utilizing the COVID-19 Screening Questionnaire, who will confirm for the vessel those third parties who have been granted permission (including review and approval by shoreside operations management of the necessary purpose for each visit), and provide guidance to shipboard crews as may be necessary. If the questionnaire takes place in person, it must be conducted at a minimum distance of 6 feet (2 meters). In addition to the screening process, any third party visitor to a vessel will be required to wear a face covering while onboard.

With respect to both crews and third parties, if any individual answers yes to any of the screening questions, they will not be permitted to board the vessel. The matter will be referred to the Algoma COVID-19 Hotline (set out at the conclusion of this Protocol) for further review of the situation and consultation with Algoma's third party medical assistance provider prior to securing permission to board.

Algoma is working closely with its customers to ensure that all dock shore labour which may directly interact with crew will be subject to appropriate screening prior to being granted permission to join. Necessary vessel visitors, service providers and shore labour will be directed to reduce their interfaces onboard the vessel to their specific areas of work and stay out of common areas and accommodations.

### **Restriction of Shore Leave**

In order to mitigate the spread of COVID-19 and to protect the safety of our crews, shore leave has been suspended on all vessels until May 1, 2020. This position was developed in consultation with, and with the agreement of, our Union partners and the suspension will be reviewed again on May 1, 2020, based on the circumstances at that time. To ensure crews have access to personal hygiene items and other supplies in these circumstances, we have implemented a Toiletries and Sundries Supply Program, details of which have been distributed to the vessels.

## **AT RISK CREWMEMBERS**

Should a crewmember become ill while onboard a vessel and meet the criteria detailed in the pre-screening questionnaire, immediate notice must be provided to Algoma's COVID-19 Hotline and further instruction will be provided. The detailed protocol for crewmembers showing signs of illness onboard is as follows:

### **Crewmember shows signs of illness**

Action to be taken for crewmembers who develop a fever, cough, and/or shortness of breath after boarding includes the following:

- The crewmember should be immediately isolated in a cabin. In addition, prior to any others having interaction with the crewmember, the crewmember should be asked to wear a facemask and the below practices should be reviewed and followed.
- The Captain should then administer the “Captain’s Investigation Form for Respiratory Illness” – see Appendix B, and follow the general guidance below on approaching a crew member with possible symptoms
  - **How to best approach a crew member with respiratory symptoms**
    - Wash hands or clean with hand sanitizer
    - Put on disposable gloves
    - Put on mask (N-95 not required for this type of encounter)
    - Put on eye protection – mask or goggles
    - Go into room to assess crew member who is already wearing a mask and who has just washed his or her hands
    - Assess crewmember – ask questions and take vital signs; assess degree of symptoms and any respiratory distress
    - Squirt hand sanitizer on outside of gloves and rub in thoroughly
    - Exit room
    - Remove and discard eye protection and mask directly into garbage
    - Do not fill garbage to the top and do not compress the garbage inside the bag
    - Take off gloves from the inside out
    - Wash hands or use hand sanitizer thoroughly
    - Keep crew member in isolation until risk is determined
- The Algoma COVID-19 Hotline should be contacted with all pertinent information ready to be presented, including vital signs, symptoms and duration thereof, travel history, other medical conditions, and smoking history as per the form. Algoma will then determine next steps including the assistance of Algoma’s third party medical assistance provider.
- Algoma or Algoma’s third party medical assistance provider will then inform the Captain whether they believe the person requires further investigation, reporting to authorities, medical attention and/or quarantine. Individuals developing severe respiratory symptoms or complications may require disembarkation and appropriate follow-up care.

### **Crewmember who may have been in contact with an ill person**

Action to be taken for crewmembers that may have been in contact with a suspected case of the novel coronavirus (COVID-19) discovered after he or she boarded the vessel, include:

- The Screening Questionnaire (Appendix A) should be completed again.
- The Algoma COVID-19 Hotline should be contacted immediately for further review of next steps, including third party medical assistance.
- While waiting further instruction, if a crew member answered yes to any of the symptoms they should be isolated out of precaution. If the crew member is healthy, with no symptoms, they should be reminded to practice good hygiene including frequent washing of hands and maintaining social distancing where possible.

### **General comments about caring for ill crewmember**

- Methods of isolating a sick crewmember and feeding and supporting them as needed without physical or close contact will be required. Individuals should be isolated in their cabin, with precautionary measures taken as set out above and/or as directed from Algoma COVID-19 Hotline. Anyone entering an isolation room should wear gloves, goggles, and medical masks.

- Once the patient has left the ship, the cabin will require disinfection.
- If there is a suspected case, any essential visitors should be advised of the situation and asked to take the necessary precautions.

The above are general guidelines; however, the need for investigation, testing, quarantine, and medical management, as well as isolation and quarantine of other crewmembers, will be determined by shore staff in conjunction with third party medical assistance and regulators.

COVID-19 supplies for each ship including cleaning materials, medical masks, thermometers, etc, have been distributed to the fleet and any questions in connection with such supplies should be forwarded to the Sr. Manager, Purchasing as consistent with internal communications on this subject.

## **CONTACTING PORTS AND OTHER REGULATORY AUTHORITIES**

Shore staff will be responsible for contacting applicable regulatory bodies and healthcare agencies, including any obligation to report potential cases of the virus.

- In U.S. waters – all incidents of infection will be reported to the local US Coast Guard.
- In Canadian waters – the nearest Transport Canada Marine Safety office and the local Provincial Health Unit will be contacted.
- All incidents should continue to be reported to the Algoma COVID-19 Hotline, where reporting efforts will be coordinated with applicable shore staff.

## **SHORE-SIDE PRECAUTIONS**

Algoma has implemented a business continuity plan and is minimizing office personnel. The Company has the necessary technology and systems in place to permit most employees in support functions to work from home. Employees who must work from the office or from a location where contact with others is unavoidable are being asked to observe the general precautions noted above and to follow the same hygiene instructions as crew members.

Any employee who develops symptoms or otherwise suspects exposure to the virus is asked to contact the COVID-19 Hotline and report the situation.

The main Algoma office is closed the visitors at this time.