

1.0 INTRODUCTION

NB Power delivers essential services to the province of New Brunswick. The NB Power Communicable Disease Prevention & Response Standard is used to prevent the spread of disease within the workplace, and during the initial and response stages of a communicable disease event, expected to have a prolonged effect on the ability of one or more of NB Power's divisions to provide services. Our strategy reflects our determination to provide safe and reliable power to New Brunswickers by addressing the full spectrum of events that could impact the utility, the public and the province. This guide is scalable to respond to any size event.

This Standard is aimed at reducing the risk of transmission of communicable diseases in the workplace and the public and as such, maintain public safety by ensuring a competent and safe workforce during a communicable disease event. It provides a framework for decisive action in response to an emerging health threat and leads the business continuity plans in place for NB Power. Business continuity plans are activated if a communicable disease becomes a pandemic that threatens the delivery of core NBP business functions. In the event of an outbreak of a communicable disease or pandemic, refer to the federal and provincial departments of health for the most up-to-date information and guidance. Everyone in the workplace plays a role in keeping each other safe during a disease outbreak.

This standard shall be activated in conjunction with the Executive Emergency Response Plan.

2.0 SCOPE

This Standard describes the requirements and basic considerations for safely conducting business on behalf of NBP during a disease outbreak or pandemic. The standard applies to all NB Power employees, contractors, regulatory personnel, and visitors who work in or visit an NB Power facility.

3.0 REFERENCES

Emergency Procedures Reference Document	Executive Emergency Response Plan
Business Continuity Plan	Business Continuity Plans
Emergency Procedures Reference Document	Emergency Communication Plan
Public Health GNB	Public Health of New Brunswick (https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc.html)
Government of Canada Travel Advice and Advisories	https://travel.gc.ca/travelling/advisories
Government of Canada, Cybersecurity - travel	https://travel.gc.ca/travelling/health-safety
HR-50	Travel Policy
HR-44	Infectious and Communicable Diseases
H&S IV-04	Communicable Diseases
	T&D Field Operations Emergency Services Response Plan

	NBP Business Continuity Plan
HR-76	Workplace Flexibility Policy
HR-77	Immunization Policy
HO-EP -9	Temporary Closure of Head Office Complex Communication Procedure
HSEE-03-PAN01	Shipping and Receiving During a Pandemic (COVID 19)

4.0 TERMS AND DEFINITIONS

CEA	Canadian Electrical Association
CDC	Center for Disease Control
Communicable Disease	A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids environmental surfaces; breathing in an airborne virus; or by being bitten by an insect.
Contact	Contact, in the context of a pandemic or outbreak, is a person who has had close physical contact or shared confined airspace with an infected person. Examples of people who may be considered are: <ul style="list-style-type: none"> • family members • living companions • co-workers • recreational companions. <p><i>Note:</i> The definition of a contact is likely to change once the nature of a pandemic is known.</p>
Epidemic	A widespread occurrence of an infectious disease in a community at a particular time.
GNB	Government of New Brunswick HO-EP -9
GC	Government of Canada
Pandemic	An outbreak of a disease over a wide geographic area
Outbreak	A sudden rise in the number of cases of a disease. An outbreak may occur in a community or geographical area or may affect several countries.
Sequestration	The isolation of critical workers on / near NBP facilities to reduce the transmission of a communicable disease in an employee population.
WHO	World Health Organization

5.0 ROLES AND RESPONSIBILITIES

5.1 Director Total Health and Safety

- Identify a person to act in their position in the case they become unable to perform their regular duties,

- Request additional assistance from other NB Power departments as required,
- Provide support to other NB Power regions as necessary,
- Establish and Chair the *Communicable Disease Response Committee* once monitoring of a communicable disease has the potential to impact the company,
- Establish Incident Command once a pandemic has been declared by health authorities,
- Ensure this Standard is reviewed every five years.

5.2 Management and Supervisors

- Identify a person to act in their position in the case they become unable to perform their regular duties,
- Identify the essential services and staff according to the extent of the outbreak to maintain business continuity see Appendix C for Critical Staff List by position,
- Ensure health and safety meetings include a review of NB Power Communicable Disease Response Standard annually,
- Request additional resources as required to maintain operations,
- During a communicable disease outbreak event, report employees on sick leave or self-isolating to Total Health as directed to permit assessment of impact on the business,
- Ensure employees understand their roles and responsibilities related to safeguarding the workplace from the potential spread of communicable disease.

5.3 Employee

- Understand the NB Power Communicable Disease Response Standard,
- Report any potential communicable disease cases to the appropriate health authority,
- Comply with all directives from the Provincial Health Authority, WorkSafeNB, New Brunswick Public Safety and NB Power. The company may implement additional directives to safeguard critical staff and essential services,
- Assist in emergency response as required,
- Stay home during personal illness to prevent the spread of communicable disease at the workplace,
- Take all step reasonable to protect the workplace from the spread of a communicable disease,
- Maintain immunization status against communicable disease to protect personal health and safeguard the communities we serve,
- Participate in emergency response training and exercises as required.

5.4 Human Resources

- Track the number of ill workers via PeopleSoft time reporting and provide reports to
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Senior Management at a frequency to be determined by Incident Command,

- Provide coordination support during an outbreak event or pandemic to the organization for qualified staff,
- Support the development of the Essential Staff List in conjunction with the company's management see Appendix C for Critical Staff List by position,
- Establish compensation and benefits strategies and guides to assist supervision in managing large scale employee absences, isolation or working remotely,
- Assist with planning for adequate staffing to maintain safe operations.

5.5 Total Health and Safety Department

- The health specialists in Total Health perform routine monitoring of Health Canada for communicable disease outbreaks that could potentially impact NBP,
- Support the Communicable Disease Response Committee as necessary and Incident Command if activated,
- Liaison with Public Health NB, WorkSafeNB and New Brunswick Public Safety,
- Establish escalated testing for the communicable disease to support NBP critical functions,
- Work with the Communications department to develop employee communications regarding the outbreak of a disease and the actions of the company,
- Ensure internal emergency communications and notifications are followed,
- Engage safety programs as required,
- Document safe working procedures as required,
- Support Contracts and Procurement in the purchasing of products that meet Health Canada Guidelines for cleaning or protection against the communicable disease, See Appendix D- Critical Inventory
- Maintain a minimum supply of commonly used items in preparation of a communicable disease event. May include surgical masks, respirators, gloves, sanitizer, and other items
- Support employees with any questions, situations or concerns related to pandemic and Public Health guidelines

5.6 Communications Department

- Identify a person to act as a liaison and single point of contact for the Communicable Disease Response Committee and Incident Command if activated,
 - Provide Incident Command with guidance, editing, and distribution of internal communications items such as:
 - Site Screening of symptoms for access to NBP facilities
 - Travel restriction and self-isolation requirements,
 - Face masks / face covering as applicable,
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- Support employee notifications of positive cases in the workplace,
- Expectations of both essential and non-essential workers.
- Provide all external and internal communications,
Note: Any external communications to customers, media or the general public must be submitted to the NB EMO Joint Information Committee via the NB EMO Liaison.
- Develop and distribute key messages, with assistance from Total Health and Safety Department, for board, shareholder, media, stakeholder and public,
- Develop and distribute daily key messaging for staff, media, and stakeholders,
- Participate in daily update calls, and support Incident Command if activated,

5.7 Emergency Preparedness

- Act as a liaison between NB Power and NB Emergency Operation Center (NBEMO).
- Support Incident Command if activated,

5.8 Communicable Disease Response Committee

- Comprised of a cross section of support and operational departments from across the company this body meets weekly to review the status of the communicable disease of concern,
- Review the company's preparedness for a possible pandemic. This includes inventory of essential supplies such as cleaning materials, N-95 masks, fuels, PPE, hand sanitizer etc.,
- Order any supplies that will be in great demand should the outbreak spread internationally, see Appendix D for Critical Inventory
- Review the Essential Staff list for the company to ensure it is up to date, see Appendix C for Critical Staff List by position
- Establish critical inventory / critical spares and fuels etc. for the company and monitor inventory levels weekly,
- Assess workplace cleaning regimes and staffing to ensure increased cleaning occurs throughout the day,
- Escalate any issues or recommendations to the executives via the Director of Total Health & Safety, e.g. reduce staffing in buildings, additional purchasing.

5.9 Incident Command

- To provide for the orderly and predictable systems and support to ensure the reliable functioning of the company,
 - To provide for the overall safety of the event,
 - To ensure that work is performed efficiently and effectively,
 - Request additional resources from the President where NB Power resources are insufficient or unavailable, ensure accurate communication related to the event is shared
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with employees and management regularly,

- Establish As appropriate, lobby for early access to vaccinations as an essential service provider and arrange immunization programs that may include family members, as vaccines become available.

6.0 **STANDARD**

A communicable disease outbreak of new or existing disease can cause serious illness and potentially spread from person to person rapidly. A significant part of the workforce could be affected at any one time during a communicable disease event. Much of the impact would be absences from work due to illness or self-isolation requirements. Employees not reporting to work may have contracted a communicable disease and are incapacitated by the symptoms; others may need to stay home to care for ill family members. A person infected by a communicable disease could be contagious prior to the actual signs of the illness becoming noticeable and, potentially for days after. It would be difficult to keep the communicable disease from spreading throughout the population. *Refer to Appendix A – Risk Assessment for Communicable Disease in the Workplace* for NBP risk related to disease transmission.

6.1 **Prevention**

Preventing the spread of a communicable disease is the most effective means of protecting employees and contractors in the workplace. Total Health and Safety annually assesses the health of NB Power employees via the Total Health Index Survey. This tool provides information to build programs to improve employee health status. Each year, the results of the survey are used to invest in programs to help employees improve their own health. Support programs are aimed at improving the health of NB Power's employees. Employees are encouraged to continual use personal and workplace hygiene practices to reduce the spread of all communicable diseases. See Appendix B - Continuous Workplace Hygiene Practices

Annually, NB Power provides employees and their families flu immunization clinics. Each Spring in advance of the flood season Total Health offers Hepatitis A & B immunization to workers who may be at risk.

A Total Health Advisory Committee reviews annual improvement plans and supports the implementation of new programs and initiatives. This committee also helps disseminate total health messaging to employees.

New disease or disease variants necessitate continued care and caution to ensure a safe and healthy workforce. Workplace hygiene including:

- employee maintenance of immunization status to ensure NBP can reliably deliver essential services to New Brunswickers,
 - the requirement to stay home when sick to reduce the transmission of illness at the workplace (Self-Monitoring/ Passive Screening),
 - remain physically distanced (e.g one metre) in the workplace whenever possible,
 - frequent hand washing or the use of hand sanitizers throughout the day,
 - physical barriers in place where frequent exposure to the public is anticipated,
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- regularly scheduled workplace cleaning.

6.2 Monitoring

Total Health and Safety monitors data available from various external organizations responsible for public health and safety, explicitly for communicable disease outbreaks. The health professionals in Total Health and Safety, recommend actions based on monitoring.

NB Power monitor World Health Organization (WHO) updates and notices from Health Canada and New Brunswick Public Health.

Total Health and Safety will have contact with and monitor Public Health NB for indication of possible communicable disease outbreaks or any other potentially serious illness. Total Health and Safety will provide information to employees on any communicable disease alert, prevention education and risk reduction guidelines during the monitoring phase.

6.3 Response

Activation of the response portion of this guide will be at the discretion of the Director of Total Health and Safety and designated officials within NB Power.

The Communicable Disease Response Committee assesses information from, the Emergency Measures Organization, Public Health, WorkSafeNB or the Province of NB. The NB Power Communicable Disease Response Committee is the decision-making group that escalates NB Power communicable disease levels to the company executives via the Director of Total Health and Safety once an event is beyond the monitoring phase. The Executive Sponsor is notified of the committee's decision.

The contingency will be managed in accordance with the incident command structure and the designated roles and responsibilities included therein once an event is beyond the monitoring phase.

Table 1 Communicable Disease Response Levels

NB Power Communicable Disease		NB Power Action Response
Response Levels		
NB Power Communicable Disease Prevention	<p>Steady State</p> <p>No known threats tracked by Health Authorities/ monitored by Total Health</p>	<p>No impact to NB Power business.</p> <p>Total Health Nurses regularly monitor Public Health status in NB and Canada and implements proactive programming for optimal employee health.</p>
Early Monitoring	<p>Level 1 Enhanced Monitoring</p> <p>Defenses Response Plan</p> <p>Health agencies are tracking a known threat with no present impacts to Canada</p> <p>Early monitoring supported by the Communicable Disease Response Committee</p>	<p>No known immediate impacts to NB Power business</p> <p>Total Health Specialists monitors geographic proximity of human-to-human contact of an outbreak to NB Power or the companies supply chain. Action response includes:</p> <ul style="list-style-type: none"> • communication on awareness, education, instruction, and prevention, • instruction to employees to stay home if they are experiencing symptoms sick, • activation of the Communicable Disease Response Committee, • restriction of business travel to affected areas and monitoring of employees who are traveling, • consideration of self-isolation of employees returning from personal travel from an area affected by the outbreak, • Global status should be monitored with respect to areas that would impact NB Power; suppliers or service providers in various areas globally • implement enhanced facility cleaning across NBP, • reinforce good personal hygiene and workplace cleaning habits, • review of NB Power’s essential staff list, essential services and business continuity plans, • assess employee redundancy and capability for back fill of critical positions. • Task Contracts and Procurement departments with safeguarding critical

		<p>supply chain requirements and stock for the outbreak</p> <ul style="list-style-type: none"> Investigate options for qualified contract staff to cover employee illness and any options for retirees to support potential employee illness, Assess critical inventory, fuels, parts, and supplies and ensure stockpiles of materials are underway.
<p>Enhanced Monitoring, fully activated</p>	<p>Level 2 Communication, Containment, Command and Control</p> <p>Health agencies continue to monitor a known threat with limited or contained cases in Canada.</p> <p>Community spread of the disease is a trigger by Public Health to initiate Level 3 and Incident Command</p>	<p>Probable impact to the business</p> <p>During an outbreak it is important to provide clear, timely, and proactive actions and communication to employees. Communication to employees includes:</p> <ul style="list-style-type: none"> the possibility of a pandemic and, the organization's plan to manage any crisis, providing employees with fact sheets regarding the specifics of the disease and available information from the Department of Public Health and New Brunswick Public Safety, restriction of business travel and monitoring or screening of employees returning from any travel, request employees make arrangements for personal illness or for family members who require care, communicate mission critical plans to employees on the essential staff list, divisions execute readiness measures in support of the Corporate response, draft messages to customers and contractors. Assess need to activate the Executive Emergency Response Plan or any Business Continuity Plans.
<p>Activate Emergency Response - Incident Command / Emergency Operation Center (EOC ☹)</p>	<p>Level 3</p> <p>Maintain Essential Business Activities Health agencies are tracking active cases within the province. Some impacts to employees are likely.</p>	<p>Some Impact to NB Power business</p> <p>One of the most challenging aspects of a disease outbreak or pandemic response is maintaining operation while there is a significant challenge to staffing levels and other resources. Business continuity requires innovative ways to conduct activities while exposing employees and the public to minimal risk.</p>

	<p>Activation of Incident Command who take over the management of the response to a pandemic Community spread of the disease is a trigger to initiate Level 3 and Incident Command</p>	<p>Once there are reported cases in geographical areas in which NB Power operates; Action response includes:</p> <ul style="list-style-type: none">• communication to employees regarding self-isolation requirements, potential facility closure (work from home) or enhanced cleaning requirements of facilities by employees,• establish incident command structure and an incident commander to lead the response. Notify members identified for roles,• restrict public and visitor access to NB Power facilities,• monitor employee sick time in real time via daily supervisor reporting,• implement enhanced facility cleaning by cleaning staff,• implement social / physical distancing as required, particularly for essential staff,• implement site access screening for employees with symptoms of the virus,• limit social interaction when possible including meetings and conferences – go virtual instead,• send staff home who show signs or symptoms of the virus and clean workspace,• utilize technology for employees required to work from home as a containment strategy early to control the spread of the disease and protect critical workers,• assess customer impact of the outbreak and communicate with customers regarding services,• put essential staff on notice of potential need to progress to essential services only,• manage facilities, work priorities, schedules and employee health, with a reduced work force present,• implement actions to prevent any spread of the disease at NBP facilities,• generating stations and field operations implement workplace <i>quiet mode</i> to protect generation, transmission and distribution,• utilizing all qualified staff as required for
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		<p>most critical business needs while minimizing non-critical activities,</p> <ul style="list-style-type: none"> • assessing need to activate the Executive Emergency Response Plan or any Business Continuity Plans. • Assess for the potential of dual contingencies such as a flood and a pandemic, a major storm and a pandemic and any nuclear event and a pandemic. • Additional vehicles may be required by Fleet to ensure social distancing for mobile employees
	<p>Level 4 At risk for interruptible supply</p>	<p>Impact to NB Power business – Executive Emergency Response Plan is activated or any Business Continuity Plan as applicable. Incident Command supports the organization in execution of Business Continuity Plans. Sequestration of critical employees may be required.</p>
Demobilization	<p>Level 5 Recovery</p>	<p>Business is returning to normal- Incident Command to conduct a full After- Action Report/Lessons Learned and update all necessary planning documents or pandemic procedures.</p>

Control Strategies

6.3.1 Personal Hygiene

The most important thing to prevent the spread of germs or viruses from one person to another is to wash your hands. Hand washing with soap and water, alcohol-based hand rub, or antiseptic hand wash should be performed regularly. *See Appendix E* for the list of temporary PAN procedures for details. Total Health & Safety can provide these upon request.

6.3.2 Workplace Cleaning

During a disease outbreak or pandemic, additional measures will be implemented to minimize the transmission of the virus through environmental sources, particularly hard surfaces (example: sinks, handles, railings, objects, and counters). *See Appendix E* for the list of temporary PAN procedures for details. Total Health & Safety can provide these upon request.

6.3.3 Restricting Site Access

During a disease outbreak or pandemic, notices will be posted at all workplace entrances. Employees will not come to work if they are exhibiting any symptoms. *See Appendix E* for the list of temporary PAN procedures for details. Total Health & Safety can provide these upon request. Please refer to HR-44 Infectious and Communicable Diseases Policy and HR-76 Workplace Flexibility Policy

6.3.4 Physical Distancing

Another strategy to protect employees is minimizing contact with others. Internal and external crowded places and large gatherings of people should be avoided.

6.3.5 A distance of at least two meters should be maintained between persons wherever practical during an outbreak. *See Appendix E* for the list of temporary PAN procedures for details. Total Health & Safety can provide these upon request. and HR-76 Workplace Flexibility Policy **Working Remotely**

- Employees who have been advised by a health care provider that they should not be at work because of exposure to a possible illness may have the option to work from home.
 - Employees in a high-risk group and have been advised to stay home by their health care provider, may have the option to work from home.
 - Employees who are returning from travel from an area of an active outbreak may be required to isolate at home and self-monitor. On-essential staff may be requested to work remotely from the worksite as a protective measure for essential staff who must maintain operations.
 - Essential staff may be requested to work from home as a measure to protect them from potential exposure.
 - Non-essential staff may be requested to work from home to aid in the
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protection of critical employees who must report to a work site location.

6.4 Business Continuity Strategies

6.4.1 Determination of Essential Personnel

Essential personnel will be determined by the business continuity plans. The essential staff list must be maintained by each division and Human Resources. This must be reviewed by senior management at the early stages of an outbreak of a communicable disease. The essential staff list identifies NB Power employees who may require additional protective measures, such as self-isolation, social distancing, N-95 respirators, or sequestration. As well, these employees may have priority if early immunization becomes available. These positions require additional planning for redundancy during an event or any multi-contingency. Redundancy may include the use of qualified contract workers or retirees who are qualified and can support the company. Collapsing crews and schedules may be an option to ensure adequate staffing limits. See *Appendix C Critical Staff List* by position

6.4.2 Workplace Quiet Mode

Workplace quiet mode refers to a preventative measure which is activated once a virus is identified and spreading in close proximity to New Brunswick borders. This action requires the identification of mission critical activities for the company. Subsequently, designated employees are directed to relocate their workstation to their home, or alternate site.

Workplace quiet mode involves the reduction of non-essential work at generating station(s) or in the transmission and distribution divisions to ensure essential services only. This may require cancelling or postponing maintenance activities or capital projects. Schedules need to be assessed to determine what work can be deferred and the possible risk of deferring. Workplace quiet mode reflects the overall objective of providing a reasonable level of safety and security to all employees. The company must maintain the ability to immediately respond to issues that pose emergent threats to the system at all times.

Dependent on the nature and virulence of the disease outbreak or pandemic, and in accordance with existing protocols, the Incident Commander or site specific designate will initiate workplace quiet mode, instructing staff (designated non-essential and some essential) to transfer their job functions or alternate assignments to their domestic locations. Where possible, Virtual Private Network (VPN), access will be authorized for designated users in accordance with the capacity of the system.

Employees will function to the best of their ability in their regular duties, however alternate assignments such as providing assistance and backups to existing roles may be issued based on the situation created by the virulence and impact of the disease outbreak or pandemic. It should be noted, while every effort will be made to ensure employees continue with meaningful duties, some may simply have no

capacity or directive, thus being paid with no immediate responsibilities.

6.4.3 Information Technology (IT) / Information Services (IS) and Technological Infrastructure

Increased capability of the Virtual Private Network (VPN) infrastructure is able to accommodate employees are required to work remotely from the workplace. Additional IT or IS support will be necessary to support workplace quiet mode. The number will be based on the essential services that must be maintained.

6.4.4 Critical Inventory

Shortages may result from a disruption in transportation or a supplier's inability to meet our demands because of staff shortages or geographic locations globally. Critical supplies for business continuity may include, fuels, gases, cleaning supplies and PPE. Travel may also be restricted due to government mandates to control the spread of a virus. Planning must consider the need for ensuring adequate availability of essential supplies. A list of such supplies will be maintained by the Stores, who will arrange with suppliers an appropriate level of stock.

6.4.5 Sequestration

To aid in deliver of essential service critical workers may be required to sequester (isolate) to ensure the company can maintain the safe reliability and security of the provincial electrical grid. Sequestration requires an in-depth plan which may include;

- Each division (Generation Stations, Energy Control Center, PLNGS etc.) together with the official bargaining agent for unionized shift workers determine a shift crews and schedule.
 - Mission Critical Workers would remain onsite or in offsite accommodation and isolated away from their families during their shift rotation.
 - At the end of each day or night shift employees relocate to onsite accommodations or pre-arranged accommodations and maintain physical / social distancing and reduce any opportunity for exposure.
 - While we are requiring for Mission Critical Workers to commit to a shift schedule, we understand that circumstances may change and they may need to return home for a family emergency, for example. As much notice as possible is required so arrangements for appropriate coverage for your position in the rotation can be made.
 - Reduce face to face shift turn over to help protect shift crews
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7.0 Appendix

APPENDIX A - Risk Assessment Communicable Disease in the Workplace

APPENDIX B - Continuous Workplace Hygiene Practices

APPENDIX C - Critical Staff List

APPENDIX D - Critical Inventory

APPENDIX E - COVID-19 Temporary Standards

DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date yyyy/mm/dd	Revision Summary	Author	Reviewed By	Approved By
New	2021/06/01		R. Condon	M. MacFarlane/ J. Donovan	R. Condon
01	2021/07/29	Minor changes throughout the standard. Significant changes to Sections 5.3, 5.5, 5.8, 5.9, 6.4.5		B. Engineer	R. Condon

R. Condon

Director of Total Health &
Safety



APPENDIX A – Risk Assessment for Communicable Disease in the Workplace

Below is a risk assessment for NB Power related to the potential spread and impact of a communicable disease in the workplace. Disease are a biological hazard that can be transmitted at work. It is challenging to perform this type of risk assessment without an understanding of the specific disease. Communicable diseases possess different rates of transmission and different rates of morbidity. The risk is highly dependent on local area outbreaks and community transition of the communicable disease. This risk assessment is *generic* and loosely based on the experience of the COVID-19 pandemic. A risk assessment against a known or anticipated communicable disease must be performed at the onset of a communicable disease outbreak to ensure correct assumptions are being used during the planning phase of an outbreak.

Based on a risk assessment the employer must have plans in place describing the necessary steps to prevent exposure to and transmission of disease. Employees must perform their own risk assessment based on their personal risk factors and work with their supervisor to ensure their personal safety. Communicable diseases are dynamic events that change quickly, please contact Total Health & Safety if you are uncertain about any aspect of the risk assessment.

Risk assessments are developed utilizing the Hierarchy of Controls and utilization of a risk matrix. The Risk Matrix below is used as a guide to provide risk in and risk out assessment based on knowledge and experience applicable to the work activity.

Risk Matrix Table The Risk Matrix Table is utilized as a guide to assist in the analysis of risk before and after controls have been implemented.

S E V E R I T Y	Consequences	Probability or Likelihood (consider the frequency that workers are exposed)				
	Consider the following factors: PEOPLE (Injury) ASSETS (Property/Equipment) ENVIRONMENTAL (Spills) REPUTATION (Media)	1	2	3	4	5
		Very Low	Low	Moderate	High	Critical
1	Slight injury/ Illness or Insignificant Impact	Very Low (2)	Low (3)	Low (4)	Moderate (5)	Moderate (6)
2	Minor Injury/ Illness or Minor Impact	Low (3)	Low (4)	Moderate (5)	Moderate (6)	High (7)
3	Major Injury/ Illness or Moderate Impact	Low (4)	Moderate (5)	Moderate (6)	High (7)	High (8)
4	Permanent Disability or Major Impact	Moderate (5)	Moderate (6)	High (7)	High (8)	Critical (9)
5	Fatalities or Catastrophic Impact	Moderate (6)	High (7)	High (8)	Critical (9)	Critical (10)

NBP Risk Assessment Table.

Workplace Aspect	Probability of exposure / spread	Impact on NBP business continuity (severity)	Inherent Risk	Mitigating Controls	Residual Risk
Essential supplies / supply chain	<p>Outside of NBP control and NB. Eastern Canada is isolated in many ways and sensitive to any disruption to supply chain.</p> <p>NBP Supply chain spans the global and may be impacted when NB is not</p> <p>Critical (9)</p>	<p>High-risk area for business continuity, e.g. fuels</p> <p>High (8)</p>	Critical (9)	<p>Maintenance of critical spares in inventory, stockpile of fuels and early identification of a communicable disease to increase inventory of critical sanitation and PPE supplies, see <i>Appendix D</i>.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	Moderate (6)
Energy Control Center (ECC)	<p>Isolated from the public with a high degree of controls in place.</p> <p>Control room can accommodate appropriate spacing to reduce spread of disease.</p> <p>Moderate (5)</p>	<p>NBP ECC is the keystone to energy transmission for eastern US and Canada. Impact in this division is high for NBP.</p> <p>There are limited numbers of qualified operation staff in PSO / DSO.</p> <p>High-risk area for business continuity, e.g. fuels</p> <p>Critical (9)</p>	High (8)	<p>ECC maintains a site-specific Pandemic Plan as well as regular contact with utility peers across North America. This network aids in early identification and contingency actions for PLNGS.</p> <p>ECC has site access / security in place that reduces public contact.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	High (7)
Generating Stations	<p>Isolated from the public with moderate controls in place.</p> <p>Moderate (6)</p>	<p>Some G.S are peek stations lowering impact to NBP</p> <p>High (7)</p>	High (7)	<p>All generating stations have security and access control in place.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	Moderate (5)
Customer Care Center	<p>Isolated from the public with moderate controls in place.</p> <p>Moderate (6)</p>	<p>Customer care is vital to ensure essential services are delivered to customers</p> <p>Critical (9)</p>	High (7)	<p>Security and access control are in place at HO however the center itself is in a building of 100's of employees which increases risk profile.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	Moderate (5)

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<p>Point Lepreau Nuclear G.S. PLNGS</p>	<p>Isolated from the public with a high degree of controls in place.</p> <p>Control room can accommodate appropriate spacing to reduce spread of disease.</p> <p>Large workforce on a single site</p> <p>Moderate (7)</p>	<p>High-risk provides approximately 30% of baseload.</p> <p>High (8)</p>	<p>High (8)</p>	<p>PLNGS maintains a site-specific Pandemic Plan as well as regular contact with utility peers across North America. This network aids in early identification and contingency actions for PLNGS.</p> <p>PLNGS has site access / security in place that reduces public contact.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	<p>Moderate (7)</p>
<p>Transmission Employees</p>	<p>Work near others (travel in vehicles), working with external customers or public, occasionally face to face contact with others with moderate controls in place.</p> <p>A large geographically spread workforce which decreases risk of disease spread.</p> <p>High (7)</p>	<p>Transmission workers are essential in NBP delivery model.</p> <p>Qualified staff are mobile, and contractors are available to augment if necessary.</p> <p>High (8)</p>	<p>High (7)</p>	<p>A large number of Transmission work is outside in fresh air.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	<p>Low (4)</p>
<p>CSD Employees</p>	<p>Work near others (travel in vehicles), working with external customers or public, occasionally face to face contact with other with moderate controls in place.</p> <p>A large geographically spread workforce which decreases risk of disease spread.</p> <p>High (7)</p>	<p>CSD workers are essential in NBP delivery model.</p> <p>Qualified staff are mobile, and contractors are available to augment if necessary.</p> <p>High (8)</p>	<p>High (7)</p>	<p>A large number of CSD work is outside in fresh air.</p> <p>Continue workplace hygiene practices to protect employee health / safety.</p>	<p>Low (4)</p>
<p>Shared Services</p>	<p>Isolated from the public with moderate controls in place.</p> <p>Head Office represents a densely populated workforce.</p>	<p>Head Office is a building with 100's of employees and access to most floors.</p> <p>Flexibility in work schedules and location is relatively easy for this group and was</p>	<p>Moderate (6)</p>	<p>Security and access control are in place at HO.</p> <p>Flexibility in work schedules and location is relatively easy for this group and was successful during COVID 19</p>	<p>Moderate (5)</p>

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	Easy ability to work remotely with minimal impact on the business. Moderate (6)	successful during COVID 19 Moderate (6)		Continue workplace hygiene practices to protect employee health / safety.	
Employees with known pre-existing conditions or are over 60.	NBP like all workplaces has a subset of employees who are at increased risk due to health status, or underlying conditions. High (7)	This number is likely low, a small percentage. As such these employees do not pose a large risk to business continuity. As an employer NBP must ensure a healthy and safe working environment for these employees. Low (4)	Moderate (6)	NBP must provide controls to ensure the health and wellbeing of these employees. Continue workplace hygiene practices to protect employee health / safety. Vaccinations are targeted at this population and represents the best protection for these employees. A Flexible Workplace Policy, an Immunization Policy, appropriate Personal Protective Equipment (N-95 mask) and workplace hygiene measures (physical distancing 1 meter, hand washing, hand sanitizer and cleaning)	Moderate (5)
Employees who are unvaccinated	NBP like all workplaces has a subset of employees who are at increased risk due to immunization status. A very small percentage of people are allergic to the vaccine and cannot be vaccinated. It is anticipated some employees will be unvaccinated for other reasons including personal choice. These employees pose a risk of disease transmission within the workplace Moderate (5)	This number is likely low, a small percentage of the workforce. These employees pose a risk to other workers and potentially business continuity. As an employer NBP must ensure a healthy and safe working environment for all employees particularly those who cannot be vaccinated due to medical reasons. Low (4)	Moderate (5)	NBP must provide controls to ensure the health and wellbeing of all employees. Continue workplace hygiene practices to protect employee health / safety. This includes a Flexible Workplace Policy, Immunization Policy and HR-44Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious, appropriate Personal Protective Equipment (N-95 mask) and workplace hygiene measures (physical distancing 1 meter, hand washing, hand sanitizer and cleaning)	Moderate (5)

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Known activities of higher risk at NBP:	Continued Controls
Working alongside a co-worker in a man lift, bucket or similar equipment,	<ul style="list-style-type: none"> • When more than one employee will be working in close proximity (1 meter) face masks are recommended and required if an employee is unvaccinated or at increased health risk. • The risk is reduced when work is performed outside. • HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious
Performing maintenance on a pump or similar plant equipment,	<ul style="list-style-type: none"> • When more than one employee will be performing maintenance in a small space face masks are recommended and required if an employee is unvaccinated or at increased health risk. • Building ventilation that is maintained for optimal air exchanges • HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious
Meetings in conference rooms and classroom training,	<ul style="list-style-type: none"> • Caps on meeting rooms to permit 1 meter of space per individual is recommended. HO facilities have been assessed for this spacing and it is listed on the HO Conference Room Browser • When more than one employee will be meeting in a small space face masks are recommended and required if an employee is unvaccinated or at increased health risk. • Building ventilation that is maintained for optimal air exchanges • HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious • Workplace flexibility that permits employees to work away from the office reduces risk of transmission of communicable disease in the workplace.
Use of gyms at various NBP locations,	<ul style="list-style-type: none"> • Caps on meeting rooms to permit 1 meter of space per individual is recommended. • When more than one employee will be meeting in a small space face masks are recommended and required if an employee is unvaccinated or at increased health risk • Building ventilation that is maintained for optimal air exchanges • HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious
Travelling in a shared vehicle	<ul style="list-style-type: none"> • Sneeze guards are recommended to remain in company vehicles. • When more than one employee will be traveling in a company vehicle face masks are recommended and required if an employee is unvaccinated or at increased health risk. • HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious

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Elevator Use	<ul style="list-style-type: none">• When more than one employee will be in a small space / proximity, face masks are recommended and required if an employee is unvaccinated or at increased health risk.• Building ventilation that is maintained for optimal air exchanges• HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious• Workplace flexibility that permits employees to work away from the office reduces risk of transmission of communicable disease in the workplace.
Confined space work (potentially)	<ul style="list-style-type: none">• When more than one employee will be in a small space / proximity, face masks are recommended and required if an employee is unvaccinated or at increased health risk.• Confined Space ventilation requirements aids in air circulation and close attention to air exchange is required• HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious
High risk areas	<p>Common areas such as lobbies, reception areas, washrooms, hallways, lunchrooms and cafeterias.</p> <ul style="list-style-type: none">• One way traffic can reduce exposure in these areas.• HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious• Building ventilation that is maintained for optimal air exchanges• Workplace flexibility that permits employees to work away from the office reduces risk of transmission of communicable disease in the workplace.
Business Travel	<p>For business travel outside of NB or Canada - remember not ever one is vaccinated.</p> <ul style="list-style-type: none">• Immunization is the best protection for travel.• PPE in the form of N-95 mask would be recommended to reduce risk while traveling for business.

APPENDIX B – Continuous Workplace Hygiene Best Practices

As NB progressed out of the global pandemic of COVID-19 the mandatory emergency order dictating controls was lifted. As a result, many of the workplace controls have been removed.

NBP must continue vigilance related to workplace hygiene beyond outbreaks as a preventative measure. These practices support the health of employees by preventing the spread of diseases in the workplace and increasing employee productivity and attendance at work. For employees who are at higher risk, *per Appendix A Risk Assessment for Communicable Disease in the Workplace*, these hygiene practices are mandatory to ensure the health of these employee and employee who work in proximity to them. For these at-risk employees self-monitoring for symptoms is critical. For some NBP locations with a higher risk profile such as ECC and PLNGS additional controls may be necessary per site specific plans.

Check list of best practices to protect employee health and prevent disease transmission:

- ✓ Keep approximately one metre from co-workers when ever possible. Two meters is required during an outbreak or pandemic; however, it is a best practice to maintain one meter of separation when possible.
 - ✓ Maintain and rotate inventory of supplies and disinfectants for cleaning and Personal Protective Equipment.
 - ✓ Practice self monitoring for the signs and symptoms of a communicable disease (e.g cough, fever, chills, runny nose, headache, fatigue, muscle pain, nausea or vomiting) and stay home if you are sick. HR-44 Infectious and Communicable Diseases policy which requires employees to stay home if they suspect they are sick or contagious
 - ✓ Workplace flexibility that permits employees to work away from the office reduces risk of transmission of communicable disease in the workplace.
 - ✓ Utilize plexiglass for employees in high traffic or reception areas as a barrier against spreading germs in these locations.
 - ✓ Regular hand washing throughout the day for 20-30 seconds and after coughing or sneezing.
 - ✓ Use hand sanitizer only when hand washing facilities are not available.
 - ✓ Practice respiratory hygiene behaviours when coughing or sneezing by using a tissue or sneezing into your sleeve and not into your hands.
 - ✓ Maintain immunization / boosters for the best health protection for your self and others,
 - ✓ If you are unable or choose not to be vaccinated the use of an N-95 mask will be required for some activities to protect yourself and others at the workplace.
Known activities of higher risk at NBP are noted above in Appendix A.
 - ✓ Regular scheduled cleaning measures to reduce the spread of diseases at work.
 - ✓ Routine maintenance of ventilation system and frequent air exchanges to reduce the spread of communicable diseases
 - ✓ When traveling a remember that not everyone is vaccinated and traveling carries additional exposure to communicable diseases and take personal responsibility to maintain health via immunization and N-95 masks.
-

APPENDIX C – Critical Staff List

NB Power Critical Staff List - Pandemic Jan 2021				
Functional Area	Role/ Classification	Number	Rationale/Requirement	Notes
Nuclear	Operations	39	To maintain minimum complement/Regulatory Requirement	Crews at reduced capacity (3 crews of 12) + 1 Management
Nuclear	Emergency Response (Fire and Security)	59	To maintain minimum complement/Regulatory Requirement	Crews at reduced capacity (3 crews) + 2 Management
Nuclear	Chemistry	4	To maintain minimum complement/Regulatory Requirement	Crews at reduce capacity (3 crews of 1) + 1 Management
Nuclear	Electrical Maintenance	7	To maintain minimum complement/Regulatory Requirement	Crews at reduced capacity (3 crews of 2) + 1 Management
Nuclear	Incident Command	22	To maintain minimum complement/Regulatory Requirement	License Requirement to have qualified staff (2 crews of 6)
Nuclear	Fuel Handling	13	To ensure continued safe operation	Maintenance + 1 Management
Nuclear	Supply Chain	2	To ensure continued safe operation	
Nuclear	Fix it Now (FIN) Maintenance	17	To ensure continued safe operation	Various Trades + 2 Management
Nuclear	Facilities	6	To ensure continued safe operation	Various Trades
Nuclear	Radiation Protection and Health Physics	4	To ensure continued safe operation	
Nuclear	COVID Response Team	5	To ensure continued safe operation	Health and Safety Staff
Nuclear	Executive and Senior Mgt	1	Operating License Authority	CNO, VP or Station Director
Nuclear	Total	179		
DTCS	Restoration Response	200	To provide safe and timely storm/outage restoration	Power Line Technicians. Covers both Transmission and Distribution
DTCS	Contact Center	14	To ensure customer response	12 Customer Service Reps + 2 Supervisors
DTCS	Total	214		

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Energy Control	Power System Operations	14	To ensure grid operations/Regulatory Requirement	Distribution Operators
Energy Control	Power System Operations	14	To ensure grid operations/Regulatory Requirement	Transmission Operators
Energy Control	Total	28		
Generation	Bayside	7	To ensure continued safe operation	Various Trades
Generation	Belledune	28	To ensure continued safe operation	Various Trades
Generation	Coleson Cove	26	To ensure continued safe operation	Various Trades
Generation	Mactaquac	13	To ensure continued safe operation	Various Trades
Generation	Beechwood	2	To ensure continued safe operation	Various Trades
Generation	Eel River	5	To ensure continued safe operation	Various Trades
Generation	Grand Falls	2	To ensure continued safe operation	Various Trades
Generation	Milltown	2	To ensure continued safe operation	Various Trades
Generation	Nepisquit Falls	2	To ensure continued safe operation	Various Trades
Generation	Total	87		
Energy Marketing		4	To ensure 24-hour marketing functions are sustained	Marketing Desk
Energy Marketing Total		4		
Corporate Services		17	To ensure business continuity	Supply Chain, Technology, Payroll, Treasury, Management
Corporate Services Total		17		
Overall Total		529		

APPENDIX D Critical Inventory

CRITICAL SANITATION AND PPE INVENTORY DASHBOARD

RISK LEGEND

Low quantity on hand	CRITICAL
Quantity on hand for <3 months requirements	HIGH
Quantity on hand for 3 months requirements and orders placed for 6 month requirements	MED
Quantity on hand for 6 month requirements	LOW

Updated: July-6-2021						FORECASTED REQUIREMENTS		CONSUMPTION REVIEW
Critical Item Category	RISK THIS MONTH	RISK LAST MONTH	UNIT OF MEASURE (UOM)	PROVINCIAL QUANTITY ON HAND - (QOH)	PROJECTED QUANTITY ON HAND - (QOH+ORDERS)	3 MTHS	6 MTHS	FORECASTED REMAINING MONTHS OF INVENTORY BASED ON ACTUAL USAGE
Surface Disinfectants	LOW	LOW	L	2995	2995	660	1320	14
Disposable Cloths/Towels	LOW	LOW	BX/RL	8973	8973	2385	4770	11
Hand Sanitizer	LOW	LOW	L	1716	1716	366	732	14
Face Shields (non-hard hat compatible)	LOW	LOW	EA	762	762	36	72	64
Face Shields (hard hat compatible)	LOW	LOW	EA	2268	2268	393	786	17
Face Masks (N95)	LOW	LOW	EA	13220	13220	0	0	NA
Face Masks (Surgical)	LOW	LOW	EA	79251	79251	34068	68136	7
Face Masks (Reusable)	LOW	LOW	EA	8559	8559	1323	2646	19
Face Masks (P100 Filters)	LOW	LOW	PKG	3725	3725	0	0	NA
Anti Fog Wipes for Glasses	LOW	LOW	BX	685	685	TBD	TBD	NA
Disposable Coveralls	LOW	LOW	EA	9249	9249	2589	5178	11
Disposable Booties	LOW	LOW	EA	1031	1031	0	0	NA
Disposable Gloves (Small)	LOW	LOW	PR	2300	2300	75	150	92
Disposable Gloves (Medium)	LOW	LOW	PR	5800	5800	1350	2700	13
Disposable Gloves (Large)	LOW	LOW	PR	24650	24650	5601	11202	49
Disposable Gloves (X-Large)	LOW	LOW	PR	25550	25550	11826	23652	6
Disposable Gloves (2 XL)	LOW	LOW	PR	34000	34000	3924	7848	26

Assumptions:

Inventory at PLNGS is assumed to be needed for that location and is not being considered in totals

Inventory at all other non-nuclear warehouses has been tallied in the provincial QOH totals as of June-16, 2020

Other warehouse locations (PLNGS, non-nuclear generation, districts) will draw critical items from Central Warehouse as needed

APPENDIX E – COVID-19 Temporary Standards

The following standards were created to address the global pandemic in 2020/21. These safe working procedures were retired post COVID19. These documents can support other communicable diseases in the future as the guidance and protective measures are similar for any communicable disease. A Corporate Operational Plan and inter-zonal plans were also developed and can be edited to meet the requirements to work during any disease outbreak.

HSEE-03-PAN	Risk Assessment for COVID-19 Pandemic
HSEE-03-PAN01	Shipping & Receiving During a Pandemic (COVID-19)
HSEE-03-PAN02	Working from Home During Pandemic (COVID-19)
HSEE-03-PAN03	Responding to Customer Essential Services During Pandemic (COVID-19)
HSEE-03-PAN04	Preventative Workplace Actions During a Pandemic (COVID-19)
HSEE-03-PAN05	Site Access for Employees and Contractors (COVID-19)
HSEE-03-PAN06	Return to Work (COVID-19)
HSEE-03-PAN07	Managing Workplace Contacts of COVID-19
HSEE-03-PAN08	DRAFT Sequestering Mission Critical Workers (COVID-19) never issued
HSEE-03-PAN09	Establishing a Safe Training Environment During a Pandemic (COVID-19)
HSEE-03-PAN10	Providing Non-Essential In-Home Services During Yellow Phase Phase Recovery Plan (Covid-19)
Form	COVID Tailboard Conference (Pre-Job Briefing, PJB)
