

	ENMAX CORPORATION		EHS-CD.410
	CONTRACTOR COVID-19 VACCINATION & TESTING REQUIREMENTS		
	ENVIRONMENT, HEALTH, AND SAFETY - COMPLIANCE DOCUMENT	Rev. 1.0	Pg. 1 of 8

	Verify revision is current prior to use.
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REVISION HISTORY

This document is reviewed a minimum of **every six months** or as required.

Rev.	Date	Details
0	2021-NOV-03	New document

Approved By:	Title	Date Approved
John Price	Director, Safety and Environment	November 03, 2021
Alison Lewis	Program Owner	November 03, 2021

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1.0 INTRODUCTION

1.1 PURPOSE AND SCOPE

Purpose	<p>To support a safe and healthy work environment for all ENMAX employees, contractors, customers, partners, stakeholders, and the public, and to mitigate the health and safety risks of COVID-19 at ENMAX worksites.</p> <p>To assist ENMAX in adhering to other public health protocols and applicable laws.</p> <p>To document the expectations for Contractors, Visitors and other Incidental Services providers to be consistent with ENMAX requirements.</p> <p>This protocol may be reviewed and amended and ENMAX reserves the right to vary this protocol from time to time as circumstances require.</p>
Scope	This protocol will apply to all Visitors, Contractors and other Incidental Services providers who attend any ENMAX Work site.
Method	ENMAX requires that all employees provide proof of COVID-19 vaccination or proof of a negative COVID-19 test in order to enter an ENMAX Work site and requires adherence to this protocol by all Contractors, Visitors, and Incidental Services providers, in addition to implementing other related safety and health controls.

1.2 TRAINING REQUIREMENTS

Training requirements applicable to this compliance document is outlined below.

Training	Requirements	Frequency
Awareness	Review this Compliance Document and sign the COVID-19 Protocol Compliance Form.	TBD
Skills		
Certifications		

1.3 GLOSSARY

Acronyms

CD	Compliance Document	OHS	Occupation Health and Safety
COVID-19	Coronavirus Disease	PCR	Polymerase chain reaction (test)

Terms

Contractor	A company, person, partnership, trust or group of persons who is retained by ENMAX Corporation or a Subsidiary to perform work. A Contractor, for the purposes of this protocol and unless otherwise specified, refers to Contractors, Subcontractors, and Workers.
Employee	An individual employed by ENMAX Corporation and each Subsidiary.
ENMAX	ENMAX Corporation and its direct and indirect Subsidiaries, other than Versant Power and its U.S. holding companies and its direct and indirect subsidiaries.

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Fully vaccinated	Means at least 14 days (or such other period as may be recommended by the applicable public health authority) have passed since having received the recommended number of doses of a COVID-19 vaccine that has been approved by the Government of Canada. If, at a later date, the Government of Canada encourages individuals to receive booster shots or additional COVID-19 vaccines, the number of doses required under this Policy will correspond to the number of COVID-19 vaccine doses recommended by the Government of Canada.
Incidental Services	Services that are of short duration in which the service provider is exposed or potentially exposed to people at ENMAX facilities and Work sites for a cumulative time of 15 minutes or less.
Subcontractor	A company, partnership or individual that performs work for a Contractor for the benefit of ENMAX but has no direct contractual relationship with ENMAX.
Subsidiary	A company that is, directly or indirectly, owned or controlled by ENMAX Corporation, but excludes Versant Power and Versant Power's direct and indirect subsidiaries.
Un-vaccinated	An individual who has received less than the required number of doses of a COVID-19 vaccine, that has been approved by the Government of Canada, necessary to be considered Fully vaccinated.
Visitor	An individual who is not an ENMAX employee or Contractor who is entering an ENMAX Work site for business purposes for more than 15 minutes.
Worker	An employee or individual performing work on behalf of a Contractor or Subcontractor.
Work site	Any location where ENMAX undertakes work and includes, without limitation, any ENMAX office, facility, site, vehicle or social event.

1.4 ROLES AND RESPONSIBILITIES

ENMAX Safety

ENMAX Safety is responsible for the following:

- Collaborate with stakeholders that contribute and manage aspects of the program on compliance, maintenance, safe operation and continuous improvement
- Coordinate with stakeholders to ensure Contractors receive appropriate training
- Monitor compliance with legislation related to the operation of vehicles
- Oversee and take part in internal audits to ensure compliance

Contractors

Contractors are responsible for the following:

- Complete required training
- Ensure compliance with ENMAX's Health & Safety Policy, Standards, and Procedures

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2.0 PROGRAM REQUIREMENTS

2.1 DISCLOSURE PROCESS AND CONTROLS

The process requirements may change over time based upon information gathered and other developments.

Status	Requirements
Fully vaccinated	<p>Contractors are required to implement internal policies and procedures to ensure compliance with ENMAX COVID-19 Vaccination Policy requirements. Contractors are responsible for collecting, verifying and storing proof of vaccination status of their Workers. Contractors must be able to provide official proof of their Workers' fully-vaccinated status at any time requested by ENMAX.</p> <p>Contractors unable to present such proof are deemed to have un-vaccinated Workers (i.e., partially vaccinated or Un-vaccinated).</p> <p>Contractors must also ensure that their Fully Vaccinated Workers follow all safety and health controls currently in place, including:</p> <ul style="list-style-type: none"> • Face covering and physical distancing, when working indoors or outdoors
Un-vaccinated	<p>Starting on November 29th, 2021, Contractors must ensure that all un-vaccinated Workers have valid proof of a negative COVID-19 test result at the beginning of each work day during which those Workers will attend an ENMAX Work site. Failure to obtain a negative COVID-19 test result will preclude the worker from entering an ENMAX Work site. The test must be:</p> <ul style="list-style-type: none"> • A Health Canada approved rapid antigen, rapid PCR, or lab-based PCR test; that clearly indicates: <ul style="list-style-type: none"> • The lab/pharmacy where the test was taken • The type of test • The time the sample was collected • A negative test result • Completed by a qualified third-party provider; and • Completed no more than 72 hours prior to reporting to a Work site (e.g., a negative test result conducted on Sunday at 6 pm, would remain valid for Monday, Tuesday and Wednesday until 6 pm). <div style="border: 2px solid red; padding: 5px; margin-top: 10px;">  NOTE: Results from home test kits will NOT be accepted. </div> <p>ENMAX will not cover the costs of rapid testing for unvaccinated contractors. Contractors must also ensure that their Un-vaccinated workers will continue following all safety and health controls currently in place, including:</p> <ul style="list-style-type: none"> • Face covering and physical distancing, when working indoors and outdoors
Failure to disclose	Failure to disclose the foregoing information or providing false or misleading information will result in the loss of ENMAX Work site access privileges.

2.2 HEALTH SELF-ASSESSMENT

Regardless of individual vaccination status, all Contractors' Workers and Visitors must perform a personal health self-assessment prior to arrival at an ENMAX Work site and no individual may enter an ENMAX location or Work site if they are suffering from acute illness or if they display any symptoms of acute illness.

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2.3 VISITORS

In accordance with Section 2.1 DISCLOSURE PROCESS AND CONTROLS described above, Visitors must present proof of fully vaccinated status or a valid negative COVID-19 test result upon arrival at an ENMAX Work Site at the beginning of each work day during which Visitors will attend at an ENMAX Work site.

Visitors must follow all safety and health controls currently in place, including:

- Face covering and physical distancing, when working indoors and outdoors

2.4 INCIDENTAL SERVICES

An individual who provides Incidental Services and will have only a short duration presence at ENMAX Work sites including, but not limited to, courier, mail, food delivery, tow trucks, bulk delivery vehicles, and transportation services, taxis and rental vehicles are exempt from Section 2.1 DISCLOSURE PROCESS AND CONTROLS but must continue following all safety and health controls currently in place, including:

- Face covering and physical distancing, when working indoors and outdoors

2.5 PROTECTION OF PERSONAL INFORMATION

Except in the circumstances outlined within ENMAX will only review and use information to assist in risk assessment, in making decisions to protect Work sites, as a follow-up to Work site incidents and issues, and to assist in providing a safe and healthy work place. In order to protect the privacy of Contractors' Workers and Visitors, ENMAX will make every effort not to retain Contractors' worker and Visitors' personal information. ENMAX is committed to complying with the requirements of the Personal Information Protection Act, and all other applicable laws as they apply to this information and ENMAX's practices.

Following an incident investigation, and once verification has been completed, the investigation findings will remain confidential and will only be shared if required to ENMAX's legal and other business advisors or as part of legal proceedings. More particularly, ENMAX shall refrain from carrying out any actions that retain or distribute personal information of Contractors' Workers and Visitors, including but not limited to the following:

- Create or distribute documents with names and vaccination status
- Share emails, files, screenshots, copies, or images of test results that would link to an individual

2.6 ACKNOWLEDGEMENT

ENMAX will require Contractor companies to submit acknowledgement of reviewing and understanding the requirements described within this protocol, as well as confirming they will ensure all their Workers comply with the requirements of this protocol by the dates indicated herein.

Acknowledgement will be completed by each Contractor via a COVID-19 Protocol Compliance Form or through [this link](#).

	NOTE: Information requests can be sent to Covidsupport@enmax.com
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2.7 VERIFICATION BY ENMAX

Apart from the signed / electronic Letter of declaration, ENMAX does not require Contractors to pre-emptively submit evidence of conformance with this protocol; however, Contractor companies must maintain up to date worker vaccination and test information. ENMAX reserves the right to audit this information on a regular frequency. All information shared with ENMAX will be kept strictly confidential and will only be shared if required to ENMAX's legal and other business advisors or as part of legal proceedings.

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2.8 NON-COMPLIANCE

All Work site incidents and issues pertaining to this protocol will be reported to ENMAX Safety OnCall [403-689-6483]. Upon receiving notification of a Work site incident or issue, the Safety Director will initiate an investigation with a final report on findings.

Failure to comply with this protocol will result in not being permitted to enter and/or perform work or services at ENMAX worksites and ENMAX may take action, including, without limitation, the termination of your contract with ENMAX.

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3.0 SUPPORTING DOCUMENTS

3.1 RECORDS AND RETENTION

Submit and retain official records in accordance with the ENMAX Records Management Standard. These documents must be available upon request (internal or external audit, spot checks). The Safety Specialist is responsible to ensure records pertaining to the Program are kept for a minimum of three years.

Document	Maintained by	Retention
Vaccination Records, Test Results, Contractor Records containing personal information	Safety	3 Years or less
Non-compliance Reports	Safety	3 Years

3.2 REFERENCES

All work must be carried out in accordance with the following:

OHS Legislation	<ul style="list-style-type: none"> Alberta Occupational Health and Safety Code
ENMAX	<ul style="list-style-type: none"> Health and Safety Policy Incident Management Standard for Safety, Environment and Security