

# FLEET MAINTENANCE FACILITY CAPE BRETON TEMPORARY MEMORANDUM

3555-3000-1 (GM7/RDIMS 1054334)

15 Apr 20

FMFTM 02/20

## OP LASER FMF CB PERSONNEL SAFETY PROCEDURE (COVID-19)

Ref A. FMF CB Business Continuity Plan – Op LASER (enclosed)

### INTENT

1. The following FMFTM applies to all FMF CB personnel and all external personnel (contractors, Ship's Staff) operating within D250, D252, D260 and the Ship Repair Zone (SRZ) for the duration of Op LASER or as directed by the Commanding Officer of FMF CB. This TM is evergreen and will be updated as more information becomes available through its implementation or health authorities.

### BACKGROUND

2. All FMF CB personnel and external personnel are required to follow the procedures and instructions within this document when performing work duties within FMF CB and the SRZ to protect our workplace and our co-workers.

3. Given the evolving nature of Canada's COVID-19 response, FMF CB personnel must be familiar with the instructions contained in this document (including annexes) and follow any updates and directives posted by federal health authorities (<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>), Treasury Board (<https://www.canada.ca/en/government/publicservice/covid-19.html>) and DND (<https://www.canada.ca/en/departement-national-defence/campaigns/covid-19.html>) regarding mitigation. All must take personal responsibility for the mitigation and protection of themselves and their co-workers.

4. A workspace is defined as the area, or areas, where personnel perform work duties (workbench, desk, shop floor, or compartment/area onboard ship). If an employee who was in a workspace is confirmed to have symptoms consistent with, is probable/confirmed for COVID-19 and/or has been advised to self-isolate at home in accordance with the BC-CDC online assessment tool (<https://bc.thrive.health/>) the spaces this person occupied, during the two days prior to notification, are to be placed out-of-bounds in accordance with the procedure at Annex A.

## FMF CB UNIT PROCEDURES

5. It is critical that all personnel take every possible measure to protect themselves and their immediate family to avoid contracting the COVID-19 virus. At any sign of illness all personnel must immediately inform their supervisor and stay home. Personnel are to self-quarantine at home in the case of a suspected COVID-19 illness.
6. Should FMF CB adopt an OP LASER 3C posture in accordance with the Business Continuity Plan (BCP) at ref A; personnel will only report to work when called upon to support critical jobs as approved by the Operations Coordination Centre (OCC) or their respective HOD. Alternative methods of completing tasks must be investigated fully before bringing staff onsite. Supervisors and Managers are to reduce the number of people onsite to the greatest extent possible while considering job execution and safety requirements.
7. On arrival at FMF CB and associated sites, personnel must take the most direct path to their workspace and minimize contact with others through physical distancing measures. Handwashing prior to the start of work following any contact with shared items or surfaces (tools, equipment, railings, door knobs/pulls, etc.) is required.
8. Physical distancing has been identified as the primary method of COVID-19 mitigation. Physical distancing requires personnel to maintain a minimum distance of two metres from others where possible. When working at a desk, this may require a temporary move to another desk or workstation. When working at benches it may require movement to another bench.
9. It is acknowledged that as some of the work performed at FMF CB requires close interaction with other workers, this may not always be avoidable. When close contact is not avoidable, personnel will be issued with PPE in accordance with the Annex B – FRAGO 001 to CDS TASKORD 002 – OP LASER 20-01 – Annex A (Amend 1), most current Health Canada, and Formation protocols through their supporting Trades Service Centre (TSC). In these cases good hygiene through handwashing, not touching your face and coughing into your sleeve are even more critical. All personnel working in departments outside of Production will be supported by TSC #3.
10. Personnel must disinfect their individual work area where possible prior to work using products approved by Health Canada to stop the spread of COVID-19. Cleaning supplies not readily available can be sourced through the supporting TSC. Common pathways, shop floors and common areas including washroom facilities will be cleaned and disinfected by either the RP Ops contracted cleaners or by Group 7 staff as appropriate. Notwithstanding, proper handwashing is encouraged following use or transit through these areas.

11. Prior to commencing work, personnel must review their work process and flow to minimize work interactions with others where possible. Any paperwork should be signed electronically where policy permits.
12. Personnel are to be aware of physical distancing and surface contamination in common areas during break and meal times. Following any shift break (coffee breaks, lunch) personnel are responsible for disinfecting surfaces they have contacted within their common area and for personal handwashing prior to return to work.
13. Personnel must clean and disinfect all contacted work surfaces and shared items prior to exiting the workspace or building. This includes, but is not limited to:
  - a. Desks or work benches and associated work items (tools, equipment and any shared items such as printers and faxes, phones, keyboards, staplers, etc.); and
  - b. Break room surfaces and items.
14. All personnel must take the most immediate and direct route out of FMF CB and the Dockyard following completion of work.

#### SHIPBOARD PROCEDURES

15. Each respective Work Centre Supervisor (WCS) shall contact Ship Staff to educate themselves on the most up to date COVID-19 mitigation/Op LASER protocol in place prior to their teams arriving for work. This information must be reviewed at beginning of each shift requiring work onboard ship. FMF CB personnel must respect and abide by ship / Fleet protocols when working onboard ships.
16. Each Project Leader and WCS shall ensure each respective ship is notified of all arriving workers, compartments and components involved, and stagger arrival through work scheduling where possible to allow for physical distancing measures and ship procedures.
17. Where possible, personnel should maintain physical distancing (minimum two metres) while working. Where required, confined space work should be performed by as few individuals as safely possible (should be determined in work process review prior to leaving for ship). Where physical distancing is not possible, Managers/Supervisors are responsible to ensure personnel are issued with PPE in accordance with the Annex B – FRAGO 001 to CDS TASKORD 002-OP LASER 20-01 – Annex A (Amend 1), most current Health Canada and Formation protocols through their supporting TSC.

18. Ship's Staff must be informed when work is completed and departure should be staggered to allow for proper physical distancing of personnel. Departing personnel must transit between the ship and FMF CB taking the most direct route possible while maintaining physical distancing measures.

// [electronically approved by](#) //

M. Drews  
Capt (N)  
CO  
3-2315

Enclosure: 1



Op LASER BCP  
Annex\_FMF\_V1 2020-C

Annexes:

Annex A – Procedure for Isolation of Workspaces and Accommodations (RDIMS [#1052761](#))

Annex B – FRAGO 001 to CDS TASKORD 002 – OP LASER 20-01 – Annex A (Amend 1)

Distribution List

Action

HODs  
GMs  
All Military Personnel

## **Procedure for Isolation of Workspaces and Accommodations**

Managers are encouraged to limit the locations frequented by workers to the bare minimum so that operations are impacted to the least extent possible pending cleaning. If an employee who was in the workplace or in accommodations is confirmed to have symptoms consistent with, is probable/confirmed for COVID-19 and/or has been advised to self-isolate at home in accordance with the BC-CDC online assessment tool (<https://bc.thrive.health/>) the spaces this person occupied, during the two days prior to notification, are to be placed out-of-bounds.

The attached sign is to be posted at all entrances to that workspace or accommodation area. To minimize the impact on operations, the cleaning of surfaces will be expedited in accordance with Directorate of Force Health Protection Advisory [# 6636-80 Annex M](#) - Interim Disinfection Guidelines for Novel Coronavirus (Covid-19) in the Workplace and [Annex G](#) - Personal Protective Recommendations for CAF Personnel (non-Health Services personnel). If there are any questions regarding PPE and cleaning procedures please contact local Preventive Medicine (PMed).

If spaces are placed out-of-bounds, Formation Safety and Environment (FSE) is to be notified immediately via email at [ESQFSE-CentralRegistry@intern.mil.ca](mailto:ESQFSE-CentralRegistry@intern.mil.ca) using "COVID-19 Cleaning" and the building number in the subject line. The following information is to be provided:

- Building number
- Room number
- Date and time room was made out-of-bounds
- Responsible person and contact number

FSE is to be advised immediately via email once the space has been re-opened following cleaning.

MARPAC RDIMS [#1052761](#)

# DO NOT ENTER

## OUT-OF-BOUNDS

**by order of Commander Maritime Forces Pacific**

THE SURFACES IN THIS SPACE ARE POTENTIALLY  
CONTAMINATED WITH THE COVID-19 VIRUS. IT WILL  
REMAIN OUT-OF-BOUNDS UNTIL CLEANING  
COMPLETE.

Date of Closure: \_\_\_\_\_

Responsible Manager: \_\_\_\_\_

Questions? Please call: \_\_\_\_\_

*Immediately after posting this sign, FSE is to be advised via email at [ESQFSE-CentralRegistry@intern.mil.ca](mailto:ESQFSE-CentralRegistry@intern.mil.ca) using  
"COVID-19 Cleaning" and the building number in the subject line.*

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Annex A (Amend 1)  
CDS TASKORD 002 - Op LASER 20-01  
April 2020

## PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDANCE

1. General. CAF members serve with greater strength and their families support them with more confidence when they are trained, properly equipped and trust that their kit will permit successful operation in an uncertain environment. The COVID-19 environment in which tasks will be conducted is new and must be managed with an informed understanding of the identified risk levels. Leadership must ensure that the risk and required level of PPE for any particular task is understood. Further, Tactics, Techniques and Procedures (TTPs) are as important as PPE, and their proper execution must be adhered to at all times.
2. Mitigation/TTPs. In the hierarchy of control measures against COVID-19 infection, the best preventive measures, emphasized by both the Surgeon General's staff and Public Health Agency of Canada (PHAC), are **physical distancing and hand washing**. These measures must be applied to the greatest possible extent in all risk environments. TTPs include avoiding touching your eyes, nose, or mouth with unwashed hands, coughing/sneezing into a tissue or your sleeve and not your hands, maintaining 2 metre distance between people as much as possible, hand washing for 20 seconds with lathered soap, or hand rubbing for 15 seconds with > 60% alcohol based hand rub (when hands are not visibly soiled). TTP Instructions and signage are available from PHAC at <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>.
3. PPE Table. The enclosed table provides PPE options for general duty personnel based on types of employment and risk of exposure to COVID-19. Risk is based on proximity and frequency of possible exposure. Separate tables have been published for health care providers, as well as military police and firefighters who serve as emergency medical first responders. In the event that non-medical personnel are called on to assist in the performance of medical procedures, they will wear PPE as directed by on-site medical staff. PPE will be issued to all CAF members deployed on Op LASER and will be carried at all times:
  - a. LOW Risk – No contact. No contact with infected or symptomatic persons or their environment.
  - b. MEDIUM – Indirect contact. No direct or close contact (within 2 metres) with infected persons, but contact with their belongings or environment, such as carrying their equipment or disinfecting their room. Members can also designate an environment as MEDIUM risk when operating near people that do not respect social distancing and/or do not employ other counter-measures, and could therefore pose a risk of COVID-19 transmission; and

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- c. HIGH – Close or Direct contact. Direct or close contact (within 2 metres) of infected or symptomatic persons.

4. Physical Distancing/Non-Medical Masks. CAF members must endeavour to maintain a 2 metre spacing from others as much as is possible. PHAC has recently released guidance on the use of non-medical masks (commercial masks or homemade cloth masks/face coverings) as an additional measure that you can take to protect other people around you in an otherwise low risk environment. If CAF members are unable to maintain a 2 metre physical distance from others due to work or close living circumstances, the following guidance applies:

- a. On Duty. Where no specific PPE requirements already exist as per the table below, CAF recommended masks (see para 5) shall be worn for the periods of time that you are unable to physically distance yourself from others (i.e., onboard military transport, etc); and  
b. Off Duty. Non-medical masks that meet PHAC or CDC specifications (see para 5) should be worn for the short periods of time that you are unable to physically distance yourself from others while off duty in public spaces (i.e., grocery shopping, traveling in elevators, etc).

| Risk | COA   | TTP  | Respiratory          | Eye/Face  | Hands  | Body                            |
|------|---|--|----------------------|---|--|---------------------------------|
| HIGH | Direct or close contact   | Hand hygiene and distancing where possible | Surgical mask        | Ballistic eyewear, safety glasses or safety goggles | Gloves (nitrile) or any impervious gloves e.g. latex, butyl rubber gloves, dishwashing gloves, waterproof gloves | Disposable commercial coveralls |
| MED  | Handling of contaminated material or contact w/ people not employing counter measures | Hand hygiene and distancing where possible | Surgical mask        | Ballistic eyewear, safety glasses or safety goggles | Gloves (nitrile) or any impervious gloves e.g. latex, butyl rubber gloves, dishwashing gloves, waterproof gloves | Disposable commercial coveralls |
| LOW  | Not able to maintain 2m physical distance   | Hand hygiene and distancing where possible | CAF recommended mask | Nil required  | Nil required   | Uniform/environmental clothing  |
|      | Physical distancing is maintained   | Hand hygiene and 2 m distancing            | Nil required         | Nil required  | Nil required   | Uniform/environmental clothing  |

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5. CAF Recommended Facemasks. As national stocks of surgical and medical masks remain under pressure and must be allocated as a priority to health care workers, the following viable options exist for members when donning a mask is recommended:

- a. Commercial, industrial, hobby dustmask and cloth mask;
- b. Improvised mask using a scarf, neck gaiter, balaclava or sewn according to Public Health Agency of Canada or the US Centres for Disease Control specifications <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. As much as is possible, CAF issue clothing should be used for improvised masks; and
- c. Surgical mask (should be reserved for MEDIUM to HIGH risk activities and medical personnel, if possible, but can be used for LOW risk activities if no other options exist).

6. Facemask Guidance. Masks alone will not prevent the spread of COVID-19 and should be used in combination with handwashing and physical (social) distancing.

- a. Masks should be well-fitted (non-gaping). These masks can become contaminated during use. You must avoid moving the mask around or adjusting it often. Also, masks should not be shared with others;
- b. Cloth masks should be changed as soon as they get damp or soiled. They should be placed directly into a washing machine or a bag that can be emptied into a washing machine and then disposed of. Cloth masks can be laundered with other items using a hot cycle, and then dried thoroughly. Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled; and
- c. Remember that used masks should be considered as potentially contaminated. Do not touch the front of the mask or the inside of the mask, instead removing it by the ties or straps. Carefully place disposable masks and gloves in regular garbage containers and immediately conduct handwashing.

Appendices:

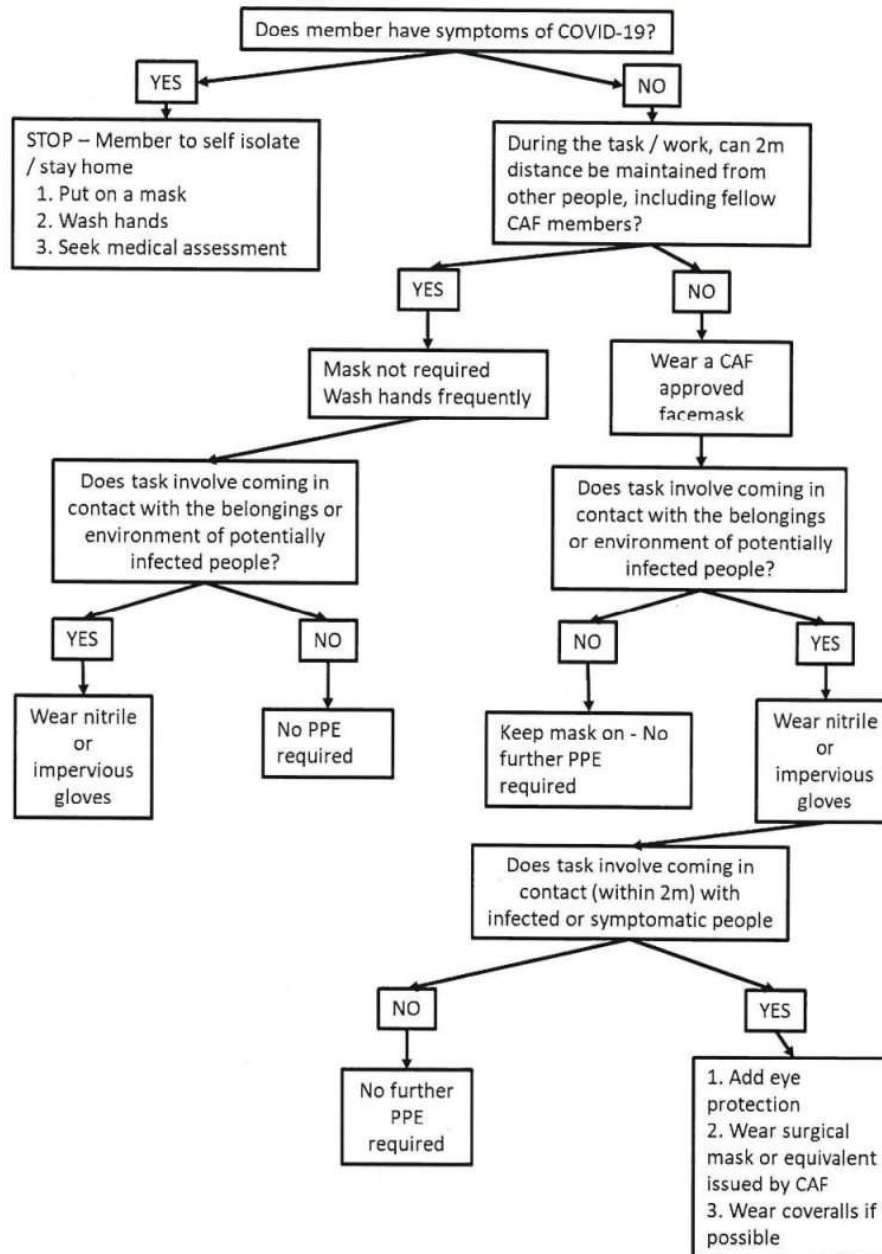
Appendix 1 – PPE Decision Tree

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Appendix 1 to Annex A  
CDS TASKORD 002 - Op LASER 20-01  
April 2020

**BEFORE STARTING WORK OR TASKS IN THE CAF CONSIDER THE FOLLOWING**



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