



ATLANTIC TOWING INFORMATION UPDATE

# COVID-19 PREVENTION



## General Manager Update

### To Our Atlantic Towing Team:

In recent weeks, we have seen and heard a lot about the COVID-19 virus. I want to thank you for your patience as our Response Leadership Team worked to get the facts and develop best practices for our staff and seafarers.

We're working hard to give you one source of the truth, arming our vessel masters, superintendents and crewing with the same information and resources.

We are listening to the experts and are keeping up-to-date as new information about COVID-19 becomes available. A new FAQ sheet, posters and a summary of our response will be shared with you in coming days.

I am proud to work with an excellent team, on land and sea. Together we will look out for one another, stay calm and steadfast, and come home safely to our families.

Sincerely,

Gilles

**Gilles Gagnon**

VP and General Manager, Atlantic Towing Limited





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## Key Behaviours



1. Wash your hands frequently.



4. Sanitize your workspace.



2. Avoid touching your face.



5. Self-monitor for fever and cough.



3. Cover your cough.



6. Maximize distance from others.



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## The Symptoms



**Fever Above  
37.5°C**



**Cough**



**Shortness of  
Breath**

*Symptoms may appear 2-14 days after exposure.*

## What To Do

- If you are experiencing symptoms and are onboard a vessel, notify the vessel master and superintendent immediately. If you are in the office, notify your supervisor.
- If you are experiencing symptoms and are off-shift, please self-isolate and call your Public Health Authority or 811. Let Crewing know about your situation.
- If you suspect you have COVID-19, self isolate and call 811.



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## Our Response Champions

### Seafarers and Staff

Responsible for following company policies, procedures and recommendations, minimizing the spread of COVID-19 among our fleets and communities.

### Response Leadership Team (RLT)

Responsible for coordinating company policy, response and communications relating to the COVID-19 outbreak. Coordinates with Crewing to ensure potential COVID-19 cases are tested and crewmembers are supported.



### Vessel Masters

Responsible for sharing updates from the RLT with their crews in daily huddles, ensuring all visitors and new crew are screened before boarding a vessel, and reporting any potential COVID-19 cases to the vessel superintendent.



### Vessel Superintendents & Supervisors

Responsible for tracking and reporting potential COVID-19 cases to the RLT. Superintendents are expected to communicate with Vessel Masters and Crews regularly to share updates and be accessible as the primary contact for questions and concerns.

Supervisors are expected to do the same with all direct reports.



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## Our Response

### Frequent, Consistent Communications

- We have standardized communications that can be shared via print, email or on Facebook. They will be reviewed daily and updated as required.
- These communications are intended to ensure all employees – at all levels – are receiving the same information.
- The Response Leadership Team will create the communications. Vessel masters and superintendents are responsible for sharing with crews.
- Employees' primary contact for questions or concerns relating to the COVID-19 outbreak will be their Direct Supervisor. The Vessel Superintendent and QHSE Specialist will be secondary contacts.
- Direct Supervisors *must* be familiar with ATL's COVID-19 related communications, and able to reference the FAQ sheet, posters and any other policies quickly should the need arise.
- All employees are asked to refrain from speculation with respect to COVID-19. All communications and precautionary measures have been informed by official public health sources and evidence.



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## Recommended Resources & Sites

### **Public Health Agency of Canada: Travel Advice**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

### **Public Health Agency of Canada**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

### **World Health Organization**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### **US Center for Disease Control**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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## FREQUENTLY ASKED QUESTIONS

### What is COVID-19?

COVID-19 is a type of coronavirus first seen in the Hubei province in China in 2019. In March 2020, the World Health Organization declared it a global pandemic.

Most people infected experience mild illness and recover. Some, mostly patients 65+ or with underlying health conditions can experience more severe illness. All of us can play a role in minimizing the spread of COVID-19.

### How can we prevent infection?

Seafarers and staff are asked to monitor their health, maintain personal hygiene and keep their workstations and/or vessels clean and sanitized. For further instruction, see our 'Key Behaviours' poster.

### What measures can we take to make sure vessels are sanitized?

Keep soap, alcohol-based sanitizers and disinfectant solutions on hand. Wipe down surfaces and do not share items such as food, pens, glassware, combs, etc.

### What are the COVID-19 symptoms?

Common symptoms to watch for include fever, cough and shortness of breath.

### What happens if someone aboard a vessel or in the office has symptoms?

If a crewmember, passenger or contractor begins experiencing symptoms of COVID-19 (fever, cough and difficulty breathing), please report it immediately to the vessel master and vessel superintendent. Staff should notify their Direct Supervisor.

### Are we screening passengers/contractors coming aboard our vessels?

Yes, All crew members, shore staff, passengers and contractors will be screened prior to boarding an ATL vessel.

### Will we be suspending visitors?

Contractors and passengers will be allowed to board the vessel *only* if they meet the screening requirements.

## **I'm experiencing symptoms, what do I do?**

If you are a seafarer on-shift, please notify your Vessel Master immediately. The Master will call the Vessel Superintendent, who will provide direction.

Staff members should notify their Direct Supervisor if they begin experiencing symptoms.

If off-shift, please call your public health authority at 811. They will give further instruction.

## **Has ATL issued any travel advisories?**

Travel for office staff and crews is subject to approval and will be limited. Flight paths will be re-routed to avoid areas/countries highlighted by the Public Health Agency of Canada.

## **I've travelled recently, am I at increased risk?**

The Canadian government is maintaining a list of higher-risk countries or activities (cruise ships). Depending where you have travelled to, you may be asked to self-isolate for 14 days upon returning.

## **I have upcoming plans to travel. What should I do?**

Call your Vessel Superintendent and discuss your plans and whether you may be required to self-isolate on returning. Please note that travel advisories change daily and your circumstance on arriving is subject to change.

## **Should I be self-monitoring for COVID-19 symptoms?**

Yes, especially if you have recently travelled outside Canada.

## **Will more information be provided?**

Yes. Expect weekly bulletins from your Response Leadership Team, and information from your vessel superintendent; or, communications may be issued as information becomes available.

## **Who can I talk to if I have questions?**

Please contact your Vessel Master or Superintendent if you have any questions.

Additional Sources:

- [Public Health Agency of Canada: Travel Info](#)
- [Public Health Agency of Canada](#)
- [World Health Organization](#)
- [US Center for Disease Control](#)



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