SITE-SPECIFIC SAMPLING AND ANALYSIS PLAN

LIMITED SITE INVESTIGATION
PFIFFNER PIONEER PARK WATER GARDEN
STEVENS POINT, WI 54481
BRRTS: 02-50-586876

U.S. EPA Brownfield Cooperative Agreement No.: BF-00E02413

Stantec

April 12, 2021
Project No.:193706293

Design with community in mind

Stantec Consulting Services Inc.
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April 12, 2021

Sarah Gruza
United States Environmental Protection Agency
77 West Jackson Boulevard, SB-5J
Chicago, IL 60604

Reference: U.S. EPA Brownfields Assessment Project – City of Stevens Point, WI
Cooperative Agreement No.: BF-00E02413
Submittal of Site-Specific Sampling and Analysis Plan
Pfiffner Pioneer Park, Stevens Point, WI
WDNR BRRTS: 02-50-586876
Stantec Project No.: 193706293

Dear Ms. Gruza:

The Site-Specific Sampling and Analysis Plan (SSSAP) for the above referenced site is enclosed. Please contact us if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Lynelle P. Caine
Project Manager

C: Ryan Kernosky, City of Stevens Point
Dee Lance, WDNR

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1.0 INTRODUCTION

1.1 GENERAL

This site-specific sampling and analysis plan (SSSAP) has been prepared on behalf of the City of Stevens Point (hereinafter referred to as the "City") by Stantec Consulting Services Inc. (Stantec) for field sampling and laboratory analyses to be performed as part of a limited site investigation (LSI) into soil and groundwater contamination discovered within the location of the Pfiffner Pioneer Park water garden, 1200 Crosby Avenue, in the City of Stevens Point, Wisconsin (hereinafter referred to as "the Property or the Site"). The Site location is illustrated on Figure 1.

The project is being performed using funds from an assessment grant for hazardous substance brownfields awarded to the City by the United States Environmental Protection Agency (U.S. EPA) in 2018. The U.S. EPA approved the hazardous substance brownfield eligibility determination for the site on March 24, 2021. The purpose of the LSI is to better understand the character and extent of known contamination and to help identify a source of the contaminants.

1.2 SITE DESCRIPTION/BACKGROUND

Pfiffner Pioneer Park is situated along the east bank of the Wisconsin River downtown Stevens Point with an address of 1200 Crosby Avenue. The Park is approximately 7-acres and consists of primarily grass covered green space, walking trail, bandshell, and water garden. According to historic Sanborn fire insurance maps, the Property was historically utilized for industrial purposes which included lumber storage for nearby lumber mills and a corridor for railroad operations. From 1930 to 1946 the Site was owned and operated by the Consolidated Water Power Company (CWPC). The Property was deeded to the City by CWPC in 1946 to satisfy permit obligations to create public greenspace for CWPC's nearby hydroelectric dam operation. Since the City took ownership the Property has been utilized as a public park.

1.3 ENVIRONMENTAL CONCERNS

On August 11, 2020 the City notified the WDNR of a Hazardous Substance Discharge on the Property (BRRTS# 02-50-586876). Polynuclear aromatic hydrocarbon (PAH) concentrations exceeding their respective WDNR cleanup standards were identified in both soil and surface water samples collected by City personnel from the water garden on the southern portion of the Property. To obtain additional data, the City hired Sand Creek Consultants (Sand Creek) to collect additional soil and groundwater samples to better characterize the contaminants discovered.

Results of Sand Creek's investigation revealed soil concentrations of PAH compounds were similar between the two samples collected from within and on the edge of the water garden. Both samples contained multiple constituents exceeding their non-industrial direct contact residual contaminant levels (RCLs). Based on the sampling data Sand Creek concluded that the contaminants were likely not associated with a new release but residual contaminants from historic operations on or adjacent the Property. The WDNR reviewed Sand Creek's report and indicated the source of the contamination was still unknown and that more investigation was necessary to characterize and define the extent of the contamination. The City has obtained EPA brownfield grant funding to conduct the additional investigation work which is described below.

2.0 DATA QUALITY OBJECTIVES

2.1 PROBLEM STATEMENT

Various environmental concerns associated with the Property have been identified but not yet fully investigated or assessed. The primary objectives of the proposed Site Investigation are to determine if the historical use of the parcels composing the Property or surrounding properties has resulted in any spills or releases that may have affected soil, groundwater, and/or air quality at the Property.

2.2 CONCEPTUAL SITE MODEL

The “Triad approach” for characterization and remediation of contaminated sites was developed by U.S. EPA and others, with a goal of increasing confidence that project decisions about contaminant presence or absence, location, fate, exposure, and risk reduction choices, are made correctly and cost effectively. The foundation for site-related decisions that are both correct and optimized (from a cost-benefit standpoint) is the “Conceptual Site Model” (CSM) (Crumbling, 2004). CSM uses all available historical and current information to estimate:

- where contamination is (or might be) located,
- how much is (or might be) there,
- how variable concentrations may be and how much spatial patterning may be present,
- what is happening to contaminants as far as fate and migration,
- who might be exposed to contaminants or harmful degradation products, and
- what might be done to manage risk by mitigating exposure.

The CSM for the Property is that environmental impacts may be associated with the former uses of the Property and adjacent properties, which may have affected soil and/or groundwater quality. Based on local topography and information available from nearby investigations, it is anticipated that the depth to groundwater will be present less than five feet below ground surface (bgs) and is anticipated to flow west/southwest towards the Wisconsin River.

Potential constituents of concern are PAHs as determined from the sampling already conducted at the Property, previous contaminant investigations completed in the area, and historic property/adjacent property.

3.0 SOIL ASSESSMENT

3.1 GENERAL

Proposed soil sampling locations and analyses are based on the environmental concerns and CSM detailed in Sections 1.3 and 2.2, respectively. Diggers Hotline will be contacted to locate and mark registered utilities in the project area. A private locating contractor may be retained to locate on-site and/or private underground utilities. A building utility blueprint, if available will also be reviewed prior to potential sampling within Property buildings. Any investigative waste (i.e., soil cuttings and fluids) will be placed into labeled containers. Appropriate disposal of the waste will be determined based on the results of laboratory analyses.

The location for each soil boring will be documented using global positioning satellite (GPS) survey equipment. A site-specific Health and Safety Plan (SHSP), to be utilized by Stantec personnel during the assessment activities, is presented in Appendix A.

3.2 OBJECTIVES

The goal of the soil assessment is to evaluate soil quality at the Property. Soil boreholes will be advanced on the Site to evaluate if historic uses of the Property or adjacent properties have impacted soil or groundwater as well as to define the extent and concentration of potential contamination.

Standard operating procedures (SOPs) for tasks associated with this work plan are presented in the Quality Assurance Project Plan (QAPP) prepared by Stantec during August 2018 along with subsequent annual QAPP updates.

3.3 SOIL BORING AND SUBSURFACE ASSESSMENT

The soil assessment will include a total of eight soil boreholes advanced within and adjacent to the water garden on the Property using direct-push soil sampling and/or a drill rig. Soil borings will be spaced to evaluate potential soil quality and environmental impacts. Soil samples will be collected continuously in each borehole extending to a maximum depth of 16 feet bgs. The actual number, locations, and depths of borings may be adjusted based on accessibility, the locations of underground utilities, and on-site field screening data. The borehole locations are illustrated on Figure 2.

Soil sampling and field classification will be conducted according to SOP No. 02 (Stantec, 2013). Sample collection and laboratory analytical methods for soil samples, as well as the rationale for selecting sample locations and criteria to be used for selection of specific depth intervals for analysis, are presented in Table 1.

In addition, pertinent observations noted during installation of the soil borings will be documented on the soil boring logs.

Each soil sample will be assigned a sample identification number (SIN) based on the following format:

Sample Type	Label for Type of Sample	Location Number	Sample Interval (feet bgs)	Sample Round	Sample Identification No. (SIN)	Location ID
Soil Boring	SB	1	(0-2)	---	SB1(0-2)	SB1
Trip Blank	TB	---		Number	TB1	---

bgs = below ground surface

Soil samples will be field screened for the presence of VOCs using a photoionization detector (PID), as described in SOP No. 01 (Stantec, 2013). The PID will be calibrated daily in the field in accordance with the manufacturer's specifications. Immediately following collection, soil samples will be placed in pre-preserved laboratory supplied containers and stored on ice in a cooler, as detailed in the QAPP (Stantec, 2018). Any visual evidence of contamination will be noted on the field log. Soil samples will be submitted in accordance with SOP No. 02.

Soil sampling equipment such as drilling tools will be decontaminated prior to arrival on-site and between each sampling location (SOP No. 08). Soil borings not completed as temporary groundwater monitoring wells will be sealed in accordance with Chapter NR 141.25 Wisconsin Administrative Code by backfilling with bentonite after completion of drilling and soil sampling.

All soil cuttings and fluids will be collected in 55-gallon drums or other secure containers (SOP No. 10). Each drum or container will be sealed, labeled, and stored in an appropriate location pending receipt of laboratory analytical results for the samples, which will be used to determine, what if any, special measures are necessary for handling and proper disposal of the soil cuttings and fluids.

3.3.1 Special Handling Considerations and QA/QC Samples

A minimum of one soil sample collected from the unsaturated zone from each boring will be submitted for PAHs, arsenic, lead, and benzene. Samples will be selected based on field observation of fill materials, staining, or elevated PID readings. If no elevated PIDs are indicated samples will be obtained from the direct contact interval (0-4ft) to document direct contact concerns and identify potential soil management/capping requirements. Volatile organic compound (VOC) analysis will be completed on soil samples exhibiting elevated PID readings during sampling. All soil samples will be collected and preserved in accordance with SOP No. 02 and Table 4 of the QAPP (Stantec, 2018). The laboratory will supply the appropriate containers. Samples will be submitted to the laboratory as soon as possible after collection (i.e., daily). Details regarding soil analysis to be conducted at each boring location can be found on Table 1.

Quality assurance/quality control (QA/QC) samples to be collected and analyzed will include trip blanks, equipment blanks (for any non-disposable equipment used), and field replicate/duplicate samples. Trip blanks prepared by the analytical laboratory will accompany the sample bottles from the time of shipment from the laboratory through the time the samples are returned for analysis. Trip blanks will be used to document any contamination detected in samples that may be attributable to shipping and field handling procedures, or contaminated sample containers. Trip blanks will be provided by the laboratory and will be subject to the same handling and transportation procedures as the investigative samples. At least one trip blank sample will accompany each shipping container that contains samples for VOC analysis.

If non-disposable sampling equipment is used, equipment blanks will be prepared by: (a) filling the decontaminated sampling device with laboratory-supplied reagent-grade water; (b) transferring the water to appropriate sample containers; and (c) submitting the sample for analysis. If contaminants are found in the equipment or trip blanks, the source for the contamination will be assessed and corrective action measures taken (such as modifying the sampling procedures and/or resampling as appropriate). The estimated number of equipment blank samples to be analyzed for each constituent is shown in Table 1.

3.3.2 Chain-Of-Custody

Chain-of-custody procedures will be utilized to track possession and handling of individual samples from the time of collection in the field through the time of delivery to the analytical laboratory. The chain-of-custody program will include use of sample labels, custody seals, field logbooks, chain-of-custody forms, and laboratory logbooks. All chain-of-custody procedures will be performed in accordance with SOP No. 07 (Stantec, 2013).

3.3.3 Field Logbook

An up-to-date field logbook will be maintained by each sampling team to document daily activities (if more than one group of individuals is sampling). The logbook will include a general list of tasks performed, additional data, or observations not listed on field data sheets, and document communications with on-site personnel or visitors as these apply to the project.

4.0 GROUNDWATER ASSESSMENT

4.1 GENERAL

Proposed temporary groundwater monitoring well locations and analyses are based on the environmental concerns and CSM detailed in Sections 1.3 and 2.2, respectively. Up to four of the soil boreholes documented in Section 3.0 above will be converted into temporary groundwater monitoring wells that extend into shallow groundwater. The locations for each temporary groundwater monitoring well will be documented using GPS survey equipment. The ground surface and temporary monitoring well casing elevations will also be surveyed to provide a groundwater flow direction at the Property.

4.2 OBJECTIVES

The temporary groundwater monitoring wells are necessary to determine if groundwater quality has been affected by the historic use of the Property and adjacent properties.

SOPs for tasks associated with this work plan are presented in the QAPP prepared by Stantec during August 2018.

4.3 GROUNDWATER ASSESSMENT

The groundwater assessment will include the installation of up to four temporary monitoring wells in soil borings upon completion of soil sampling at these locations. Proposed well locations can be found in Figure 2. It is anticipated that well depths will be completed at approximately 14 to 16 feet bgs, however, the installed depth of the new wells will depend on the actual depth where groundwater is encountered at the Site. The temporary wells will be constructed using 1-inch diameter PVC casing with 10-foot long 0.010-inch slotted-screens placed to intersect the water table surface. Upon completion, the wells will be protected with a flush mounted metallic protective cover.

Water levels will be measured at all wells and used to document the groundwater elevations and obtain groundwater flow data for the Site. Each groundwater sample will be assigned a SIN based on the following format:

Sample Type	Label for Type of Sample	Location Number	Sample Round	Sample Identification No. (SIN)	Location ID
Temporary well	TW	1	01	TW1(01)	TW1
Field Duplicate	FD	---	---	FD1	---
Equipment Blank	EB	---	---	EB1	---
Trip Blank	TB	---	---	TB2	---

Prior to purging and collection of groundwater samples, water levels will be measured and the volume of water present within each well will be calculated using the procedures set forth in SOP No. 04 (Stantec, 2013). Decontamination procedures for any non-dedicated or non-disposable equipment used for collection of groundwater samples will also be performed using the procedures set forth in SOP No. 08 (Stantec, 2013).

Measuring the depth and thickness of floating (light) and/or sinking (dense) non-aqueous phase liquids will be measured using an interface probe. SOP No. 04 details the procedures that will be used to detect immiscible layers. The interface probe will be decontaminated in accordance with SOP No. 08 (Stantec, 2013).

Each well will be purged prior to sampling in accordance with SOP No. 04 (Stantec, 2013). If the geologic materials surrounding the well are low yielding, then the wells will be completely evacuated, and groundwater samples will be collected after the water level recovers sufficiently to provide the volume of water needed to fill sample containers for the desired analyses. The wells may be purged using any of the following methods or equipment: a peristaltic pump or a disposable polyethylene bailer. Any non-disposable purging equipment

used will be decontaminated (SOP No. 08) before the start of sampling and after use in each well prior to purging of the next well.

All purge water will be collected in 55-gallon drums or other secure containers (SOP No. 10). Each drum or container will be sealed, labeled, and stored in an appropriate location pending receipt of laboratory analytical results for the groundwater samples, which will be used to determine, what if any, special measures are necessary for handling and proper disposal of the purge water.

After purging, groundwater samples will be collected by using a peristaltic pump or a disposable polyethylene bailer from all temporary groundwater monitoring wells and submitted for laboratory analysis.

4.3.1 Special Handling Considerations and QA/QC Samples

Each temporary well will be sampled for laboratory analysis PAHs, arsenic, and lead. Wells installed in borings where elevated PIDs were documented will also be analyzed for full VOCs. Anticipated laboratory analytical methods for groundwater samples are summarized in Table 2.

Collection and preservation of PAH and/or VOC groundwater samples will be performed in accordance with SOP No. 04 (Stantec, 2013). Trip blanks prepared by the analytical laboratory will accompany the sample bottles from the time of shipment from the laboratory through the time the samples are returned for analysis. Trip blanks will be used to document any contamination detected in samples that may be attributable to shipping and field handling procedures, or contaminated sample containers. Trip blanks will be provided by the laboratory and will be subject to the same handling and transportation procedures as the investigative samples. At least one trip blank sample will accompany each shipping container that contains samples for VOC analysis.

If non-disposable sampling equipment is used, equipment blanks will be prepared by: (a) filling the decontaminated sampling device with laboratory-supplied reagent-grade water; (b) transferring the water to appropriate sample containers; and (c) submitting the sample for analysis. If contaminants are found in the equipment or trip blanks, the source for the contamination will be assessed and corrective action measures taken (such as modifying the sampling procedures and/or resampling as appropriate). The estimated number of equipment blank samples to be analyzed for each contaminant of concern is shown in Table 2.

Duplicate samples will be collected and analyzed to evaluate sample variability and overall data precision. For groundwater samples, the duplicate samples will be “field replicate samples” collected at the same time from the same well. To the extent practicable, multiple bottles associated with a set of duplicate samples will be filled in two or three stages such that each bottle receives a portion of the water from each section of the bailer, or each interval of sample pump operation. In recognition that data for duplicate samples are most meaningful when there are detectable concentrations present of constituents of concern, if there are existing groundwater data, or other data by which to anticipate wells with greater levels of contamination, duplicate samples will be preferentially collected from wells where detectable concentrations of constituents of concern are most likely to be present. Otherwise, duplicate samples will be collected from a randomly selected well or wells. Duplicate samples will be collected and analyzed for constituents at a rate of one sample for every 20 or fewer investigative samples to be analyzed for each constituent. The estimated number of duplicate samples to be collected and analyzed for each constituent is shown in Table 2.

4.3.2 Chain-Of-Custody

Chain-of-custody procedures will be utilized to track possession and handling of individual samples from the time of collection in the field through the time of delivery to the analytical laboratory. The chain-of-custody program will include use of sample labels, custody seals, field logbooks, chain-of-custody forms, and laboratory logbooks. All chain-of-custody procedures will be performed in accordance with SOP No. 07 (Stantec, 2013).

4.3.3 Field Logbook

An up-to-date field logbook will be maintained for each project by each sampling team to document daily activities (if more than one group of individuals is sampling). The logbooks will include a general list of tasks performed, additional data, or observations not listed on field data sheets, document communications with on-site personnel or visitors, and site conditions as these apply to the project.

5.0 REPORT

The LSI will enable refinement of the conceptual model of the physical subsurface conditions and contaminant sources at the Site. The Site Investigation report will include:

- Laboratory Analytical Reports
- Soil Boring Logs
- Monitoring Well Diagrams
- Field PID Data
- Groundwater Elevation Data
- Tables Summarizing Analytical Results for Soil and Groundwater Samples
- Maps of Boring Locations and Utilities
- Potentiometric Surface Map of Shallow Groundwater

Recommendations for future actions, if any, to facilitate redevelopment of the Site will be provided in the LSI Report.

6.0 REFERENCES

Stantec, 2018 (August). “Quality Assurance Project Plan (Revision 0), Implementation of U.S. EPA Assessment Grants for Petroleum and Hazardous Substance Brownfields, City of Stevens Point, WI, U.S. EPA Cooperative Agreement No. BF – 00E002413.”

Crumbling, D. “Summary of the Triad Approach” White Paper, U.S. EPA, Office of Superfund Remediation and Technology Innovation.” March 25, 2004.

TABLES

TABLE 1
PROPOSED FIELD AND LABORATORY ANALYSES FOR SOIL
PFIFFNER PIONEER PARK
1200 CROSBY AVENUE, STEVENS POINT, WI
U.S. EPA COOPERATIVE AGREEMENT NO. BF-00E02413

Matrix	Sample Location ID	Estimated Borehole Depth (feet)	Sampling Objective	Constituent of Concern; Analytical Methods; Sample Depth, Frequency, and/or Rationale for Sample Selection				
				Benzene		PAHs	Arsenic & Lead	PCBs
				Field Screening	Lab Analyses	Lab Analyses	Lab Analyses	Lab Analyses
Soil	SB1 through SB8	14-16	Define and characterize known contamination discovered near the water garden.	Field screen at least one soil/fill sample from every 2-foot depth interval	Analyze one unstaturated soil sample per borehole for benzene that exhibit chemical or petroleum odors or elevated PID readings that do not appear to be false positive readings attributable to moisture in the samples. A second sample from the direct contact interval may be collected for VOC analysis if elevated PID readings are observed in the soil samples collected from the borehole.	Analyze at least one unsaturated soil sample per borehole for PAHs. Preferentially select samples that exhibit discoloration, chemical or petroleum odors, or elevated PID readings that do not appear to be false positive readings attributable to moisture in the samples. Possible second sample to be analyzed for PAHs.	Analyze at least one unsaturated soil sample per borehole for arsenic and lead. Preferentially select samples that exhibit discoloration, chemical or petroleum odors, or elevated PID readings that do not appear to be false positive readings attributable to moisture in the samples.	None
	TB1	NA	Analyze one TB for every cooler shipped to the laboratory storing samples for VOC analysis	None	Analyze one TB sample for each cooler containing VOC samples	None	None	None

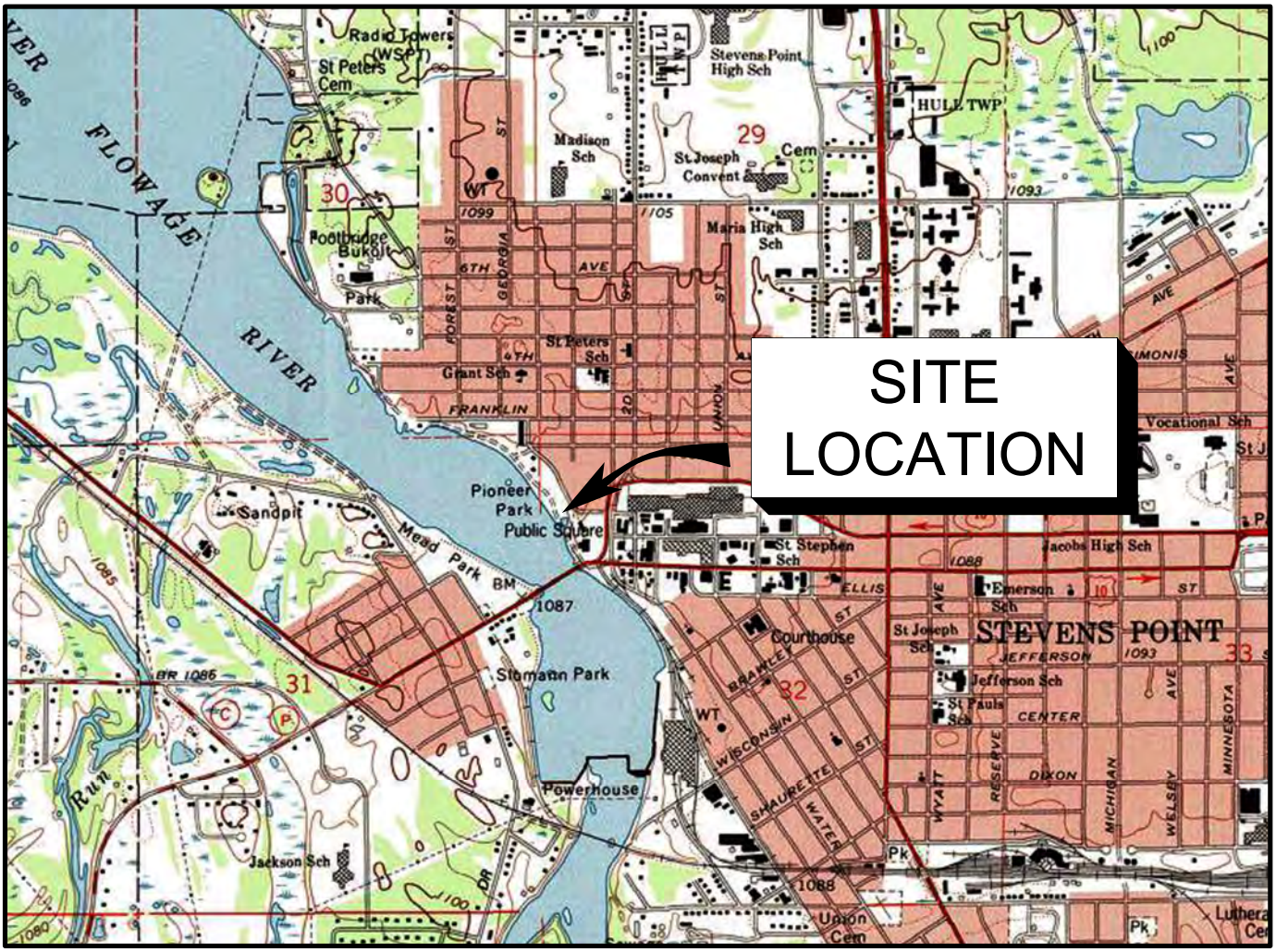
Notes: : equipment blank
FB = field blank
FD = field duplicate
NA = not applicable
PID = photoionization detector
PAHs = polynuclear aromatic hydrocarbons
PCBs = polychlorinated Bipenyls
VOCs = volatile organic compounds
RCRA = Resource Conservation and Recovery Act
TB = trip blank

TABLE 2
PROPOSED LABORATORY ANALYSIS FOR GROUNDWATER
PFIFFNER PIONEER PARK
1200 CROSBY AVENUE STEVENS POINT, WI
U.S. EPA BROWNFIELD AGREEMENT NO. BF-00E02413

Matrix	Sample Location ID	Estimated Well Depth (feet)	Sampling Objective	Constituent of Concern; Analytical Methods; Sample Depth, Frequency, and/or Rationale for Sample Selection					
				VOCs		PAHs	Arsenic & Lead	PCBs	PFAS
				Field Screening	Lab Analyses	Lab Analyses	Lab Analysis	Lab Analyses	Lab Analysis
Water	TW1 through TW4	14-16	Determine character and extent of impacts discovered previously near the water garden.	None	Analyze one groundwater sample for VOCs from each temporary monitoring well where elevated PID readings were observed during soil sampling.	Analyze one groundwater sample from each temporary monitoring well for PAHs.	Analyze one groundwater sample from each temporary monitoring well for arsenic and lead.	None	None
	FD1	NA	Analyze one FD for every 20 or fewer investigative samples to be analyzed for each constituent	None	Analyze one FD sample per shipment containing VOC samples for analysis	Analyze one FD sample for PAHs	None	None	None
	EB1	NA	Analyze one EB for every 20 or fewer investigative samples to be analyzed for VOCs and PFAS if non-disposable sampling equipment is used	None	None	None	None	None	None
	TB2	NA	Analyze one TB for every cooler shipped to the laboratory storing samples for VOC analysis	None	Analyze one TB sample per shipment containing VOC samples for analysis	None	None	None	None

Notes: EB = equipment blank
FB = field blank
FD = field duplicate
NA = not applicable
PID = photoionization detector
PAHs = polynuclear aromatic hydrocarbons
PCBs = polychlorinated Bipenyls
VOCs = volatile organic compounds
RCRA = Resource Conservation and Recovery Act
TB = trip blank

FIGURES



SCALE IN FEET

1" = 2000'

0 1000 2000 3000 4000 5000 6000 7000 8000

CONTOUR INTERVAL 10 FEET

NATIONAL GEODETIC VERTICAL DATUM OF 1929

QUADRANGLE LOCATION

BASE MAP SOURCE: USGS 7.5 MINUTE QUADRANGLE, STEVENS POINT WISCONSIN, 1991 (NATIONAL GEOGRAPHIC HOLDINGS, INC.)

Stantec

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SITE LOCATION MAP

CITY OF STEVENS POINT
PFIFFNER PIONEER PARK PROPERTY
STEVENS POINT, WISCONSIN

DATE: 03/29/2021	DRAWN BY: JRB	PROJECT MANAGER: LPC	PROJECT NUMBER: 193706293	FIGURE 1

N

SCALE IN FEET

15 0 15 30

LEGEND

PROPOSED SOIL BORING LOCATION

PROPOSED SOIL BORING AND MONITORING WELL LOCATION

APPROXIMATE PROPERTY LINE

Stantec

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SITE LAYOUT WITH PROPOSED SOIL BORING AND TEMPORARY MONITORING WELL LOCATIONS

CITY OF STEVENS POINT
PFIFFNER PIONEER PARK PROPERTY
STEVENS POINT, WISCONSIN

DATE: 03/29/2021	DRAWN BY: JRB	PROJECT MANAGER: LPC	PROJECT NUMBER: 193706293	FIGURE 2

APPENDIX A – SITE-SPECIFIC HEALTH AND SAFETY PLAN

Site-Specific Health and Safety Plan

Pfiffner Pioneer Park Water Garden

1200 Crosby Avenue

Stevens Point WI, 54415

Brownfield Hazardous Substance Grant: BF-00E02413

Stantec

April 13, 2021
Project Number 193706293

Stantec

SITE- SPECIFIC HEALTH AND SAFETY PLAN
Pfiffner Pioneer Park Water Garden
1200 Crosby Avenue
Stevens Point, Wisconsin, 54481

April 13, 2021

Prepared For:
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Prepared By:
Stantec Consulting Services Inc.
1165 Scheuring Road
De Pere, WI 54115

The information presented in this Site-Specific Health and Safety Plan is intended solely to denote the health and safety measures/guidelines applicable to Stantec personnel engaged in field activities at the above-referenced sites. Stantec makes no warranties regarding the accuracy of the Site-Specific Health and Safety Plan, and nothing contained herein shall be construed as providing recommendations or direction, either expressed or implied, regarding health and safety measures to be taken by anyone other than Stantec personnel. Non-Stantec personnel shall be responsible for complying with site safety plans and local, state, and/or federal regulations applicable to non-Stantec personnel.

Stantec Project Number: 193706293

Lynelle Caine
Associate/Environmental Consultant

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1.0 INTRODUCTION

The purpose of this Site-Specific Health and Safety Plan (SHSP) is to identify, evaluate and control the safety and health hazards associated with the planned tasks to assess soil and groundwater quality at Pfiffner Pioneer Park located at 1200 Crosby Avenue in the City of Stevens Point, Wisconsin.

The SHSP will ensure the health and safety of all Stantec employees involved in field activities. The planned tasks are outlined in the Site-Specific Sampling and Analysis Plan (SSSAP).

All field activities must be conducted in compliance with this SHSP. Personnel covered by this SHSP who cannot or will not comply with the SHSP will be excluded from on-site activities. Anyone who will be on site will be required to sign the SHSP review found in this SHSP.

Contractors and sub-contractors will be given a copy of this SHSP and will sign the review acknowledging that they have read and understood this SHSP. Their signature indicates that Stantec has informed them of the site emergency response procedures and any potential fire, explosion, health, safety or other hazards of the hazardous waste operation that have been identified. However, Stantec does not assume responsibility for the actions of the contractors or sub-contractor. Contractors will be required to develop and follow their own SHSP related to specific on-site activities.

This SHSP was prepared from the best available information concerning site conditions at the time of development. The health and safety specifications in this SHSP are based on reasonably available sampling information and reports. The project manager or site safety officer have the authority to amend any part of this program at any time due to changes to site conditions that may affect the health and safety of on-site personnel.

2.0 BACKGROUND INFORMATION

1. Site Name: Pfiffner Pioneer Park Water Garden
2. Site Location: 1200 Crosby Avenue, Stevens Point, WI
3. Client Name: City of Stevens Point
4. Client Contact: Ryan Kernosky — Phone: (715) 346-1568
5. Stantec Project Manager: Lynelle Caine — Phone: (920) 655-7211
6. **Stantec Site-Safety Officer: Evan Weber — Phone (920) 592-8400 Cell (920) 309-2509**
7. Plan Prepared by: Evan Weber — Date: 4/13/2021
8. Plan Reviewed by: Lynelle Caine — Date: 4/13/2021

The Project Manager (Lynelle Caine) and Site-Safety Officer (SSO) (Evan Weber) or an alternate designee will be responsible for the implementation of this SHSP. Provided below are the key titles and associated responsibilities for personnel that are involved in the site activities.

PROJECT MANAGER

The Stantec Project Manager provides overall direction for the implementation of field activities in accordance with this SHSP. The Project Manager will also serve as the program liaison to federal, state, and local authorities. Specific program questions will be directed to this individual.

SITE-SAFETY OFFICER

The SSO will be the Stantec field supervisor. He/she will direct the implementation and field evaluation of the SHSP. The SSO will be in charge during any emergency until he/she is relieved by Fire or other senior Emergency Responders. The SSO will be responsible for:

- Conducting health and safety briefings for Stantec employees based upon potential hazards specific to the designated work tasks scheduled
- Modifying the SHSP as required to address specific situations
- Investigating and reporting on-site accidents/incidents

3.0 SITE INFORMATION

1. Purpose of Investigation/Field Work: To determine if historic uses of the Property or adjacent properties have affected soil, groundwater, or air quality at the Property.

2a. Potential Hazard to Personnel		2b. Protective Equipment Required	
	Fire/explosive condition	X	First aid kit
X	Worker exposure/injury	X	Eye wash
	Confined spaces		Ladder
	Steep/uneven terrain	X	Fire Extinguisher
X	Chemical/contaminant exposure	X	Safety Glasses
X	Traffic/heavy machinery	X	Communication
X	Noise exposure	X	Hard Hat
X	Thermal exposure	X	Hearing Protection
	Respirator/SCBA		Tyvek™ Suit (if desired)
		X	Nitrile Gloves

Other: (describe)

Estimated days on site: 2 days

4.0 CONTAMINANT/CHEMICAL HAZARD ASSESSMENT

1. The purpose of the investigation is to determine the magnitude and extent of polynuclear aromatic hydrocarbons (PAHs) arsenic, lead, and/or benzene in soil and groundwater resulting from historic use of the Property and adjacent Properties. The following assessment is related to on-site substances which may potentially be encountered.

SUBSTANCE	MAXIMUM CONCENTRATION (UNITS)	MEDIUM[1,2]	PEL/TLV (PPM)[3]	CANCER STATUS[4]	ROUTE[5]
Petroleum Compounds (PAHs/benzene)	---	A, S, GW	Varies	Varies	I, A, C
Arsenic & Lead	---	A, S, GW	Varies	Varies	I, A, C

[1]Environmental Medium: Air (A), Surface water (SW), Groundwater (GW), Soil (S),

Sludge (SL), Drinking water (DW), Building Material (BM)

[2]List the maximum concentration for each medium separately

[3]Use the lower of the two exposure limits (PEL/TLV)

[4]Cancer status; EPA Classification

Group A: Human carcinogen – Sufficient evidence to support a casual association between exposure and cancer.

Group B1: Probable Human Carcinogen – Limited evidence of carcinogenicity in humans

Group B2: Probable Human Carcinogen – Sufficient evidence of carcinogenicity in animals, inadequate evidence of carcinogenicity in humans.

Group C: Possible Human Carcinogen – Limited evidence of carcinogenicity in animals.

Group D: Not Classified – Inadequate evidence of carcinogenicity in animals.

Group E: No Evidence of Carcinogenicity in Humans – No evidence for carcinogenic in at least two adequate animal tests or in both epidemiologist and animal studies.

[5]Route: (I) – Inhalation, (A) – Skin absorption, (IN) – Ingestion, (C) – Eye/skin contact.

2. The following chemical(s) may be/could be brought to the work site:

Fuel for equipment, sample preservatives (methanol and hydrochloric acid).

5.0 PHYSICAL HAZARD ASSESSMENT

HEAVY EQUIPMENT

The hazards associated with the operation of heavy equipment can be effectively managed through adequate training and constant awareness. Any subcontractor equipment operators must have had the required training and must demonstrate the necessary skills for the piece of equipment they are operating. Constant visual and verbal contact should be maintained with the operator to facilitate awareness. Equipment will not obstruct roadways, walkways, electrical lines, etc. Proper distance from power lines should be observed. The operator and field personnel should be aware of loose soil or uneven terrain that cannot be driven over or parked on for sake of a roll-over hazard. All personnel working around heavy equipment will wear hard hats and safety-toed boots (at a minimum). Personnel should avoid turning their back to operating machinery.

EXCAVATIONS

Under no circumstances should an employee enter an un-shored excavation greater than 4 feet in depth. Shored excavations may also be considered confined spaces. A soil sample from excavations should be obtained from the backhoe bucket or other means if possible. Before entering an excavation, the situations should be discussed with the project manager to assess confined space requirements (See Section 8.0).

SLIPS, TRIPS, AND FALLS

Although it can be difficult to prevent slips, trips, and fall hazards, these hazards can be minimized through good housekeeping, proper site-control measures, and keeping the work area free of obstructions. If only one Stantec field person is on site, that person will inform the on-site subcontractors of where he/she will be working and ask them to accompany him/her for the work. Since it is virtually impossible to eliminate all slip, trip, and fall hazards in the assessment area, personnel should always be aware of the terrain they are walking across and have sure footing, taking very deliberate steps and the easiest path of travel. Cones and or caution tape will be used to mark identifiable hazards.

MANUAL MATERIAL HANDLING

Field operations often require that physical labor tasks be performed. All employees should employ proper lifting procedures. Additionally, employees should not attempt to lift bulky or heavy objects (greater than 40 pounds) without assistance.

NOISE

High noise exposure is possible on this project when working near mobile equipment, including stationary drill rigs, impact tools, generators and compressors. Stantec employees are required to stay a safe distance from noise generating operations or participate in the hearing conservation program. Stantec personnel are required to participate in the hearing conservation program if an exposure to noise above a time weighted average of 80 dBA is possible. This must be addressed on the RMS 9 Medical Surveillance form required of all field personnel. The hearing conservation program includes a written program, baseline and annual audiograms, and annual hearing conservation training to instruction and observation of the correct use of hearing protection.

TOOLS AND EQUIPMENT

Hazards present during the use of tools and equipment are generally associated with improper handling and inadequate maintenance. Management of these hazards requires a rigorous maintenance of tools and equipment and effective training of employees in the proper use of these tools. Electrical cords must have unbroken insulation and should not be exposed to water or other liquids. A ground fault circuit interrupter (GFCI) outlet or cord must be used in any area where water may be present.

6.0 PERSONAL PROTECTIVE EQUIPMENT

Based on the waste (e.g., petroleum compounds and/or chlorinated solvents) and the location of the utility work conducted outdoors, it is concluded that there is likely minimal health risk to site personnel; therefore, **Level D** will be the required level for work at the site and include:

X	Hard Hat (Type 1 – no side impact)
X	Steel Toe Boots (ASTM/ANSI)
X	High Visibility Vest (Type II)
X	Ear Plugs
X	Gloves (Nitrile)
X	Safety Glasses w/ (Rigid Side Shields)
X	Facial Mask (COVID-19 Precaution)

SWP 105 – Personal Protective Equipment (PPE) has been developed to address the use of PPE as an employee's last line of defense. All employees should be familiar with the SWP and exercise the requirements including the proper use, maintenance, inspection, and storage of PPE.

However, if site conditions change (e.g., unknown contaminants encountered, employee complaints, etc.) and a higher degree of protection is required, the SSO will consult the Project Manager and the required changes in PPE will be made. A change in the level of PPE will result in this HASP being amended and reviewed by the Project Manager.

SWP 409 – Respiratory Protection Program has been developed to provide guidance in the identification of All employees should be familiar with the SWP and exercise the requirements including the proper use, maintenance, inspection, and storage of respiratory protection.

Respiratory protection in the form of cloth facial covers will be utilized for the project due to the ongoing COVID-19 pandemic to provide a barrier for viral spread through respiratory particles. A minimum of 6ft separation will also be kept between individual field staff to prevent viral spread. Please see Attachment E for guidance and best practices to prevent the spread of COVID-19.

7.0 MEDICAL REQUIREMENTS

Stantec personnel, whose presence may be required on a site where exposure to toxic and/or hazardous substances exists, shall be required to participate in any medical monitoring as deemed necessary by Stantec. All medical examinations performed for Stantec personnel shall be conducted in accordance with the requirements of 29 CFR 1910.120, 29 CFR 1910.134. In addition, it may be necessary to require specific clinical tests for certain sites. Any site-specific testing shall be identified below.

SITE-SPECIFIC CLINICAL TESTS

PARAMETER	REQUIRED TESTING	ACTION LEVEL
N/A	N/A	N/A

SWP 111 Medical Surveillance Program has been developed to protect the general health and fitness of employees potentially exposed to chemical, biological, and/or physical hazards. All employees should be familiar with the SWP and exercise the requirements.

All Stantec employees will be medically qualified and fit tested for respiratory protection as appropriate.

Medical Data Summary Forms are provided in Attachment A.

8.0 TRAINING REQUIREMENTS

All Stantec personnel participating in site investigations where exposure to toxic and/or hazardous substances is possible must complete at least 40 hours of health and safety training required by 29 CFR 1910.120. The dates of certification are documented in the following Stantec office:

Stantec (Green Bay)

1165 Scheuring Road

De Pere, WI 54115

Contact: Mr. Mike Brice (OSEC)

CONFINED SPACE ENTRY

As a general rule, Stantec employees who are engaged in activities at sites covered by 29 CFR 1910.120 are prohibited from entering confined spaces. However, if it becomes absolutely necessary to enter a confined space to accomplish a required task, specific procedures will be established by the Stantec project manager and safety personnel on a task-by-task basis.

SWP 411 – Confined Space Entry identifies the requirements for Stantec employees to safely perform work in and around confined spaces. All employees should be familiar with the SWP and exercise the requirements for the development ow written permit and checklist, evacuation plans, the completion of required training, and the inspection, use, and storage of respiratory equipment if required.

9.0 ENVIRONMENTAL MONITORING

Service, maintenance, and calibration of monitoring equipment shall be performed in accordance with manufacturers' recommendations.

MONITORING EQUIPMENT CHECKLIST

TYPE OF EQUIPMENT	SERIAL NO.	WRITTEN SOP AVAILABLE	DATE CALIBRATED
Photoionization Detector (PID)	594-900885	Yes	Daily in Field

SURVEILLANCE METHODS

The monitoring methods to be used at the project site are described below:

The breathing zone and work area will be periodically screened for VOCs using the PID. If elevated VOCs are detected in the breathing zone, Stantec staff will remove themselves and contractors from the work site, notify the Project Manager and evaluate appropriate actions (e.g., upgrade to level C, etc.).

10.0 SITE SAFETY PROCEDURES

A site-specific/pre-entry meeting will be held before the start of any site activities in the Assessment Area. Additional meetings will be held as necessary. The purpose of these safety meetings is to:

- Describe the assigned tasks and their potential hazards.
- Coordinate activities.
- Identify methods and precautions to prevent injuries.
- Plan for emergencies.
- Describe any changes in the Site Safety Plan.
- Solicit worker feedback on conditions affecting safety and health.
- Solicit worker feedback on how well the Site Safety Plan is working.

Safety meetings will also be held at all other times necessary to ensure that all field personnel and visitors are aware of the health and safety hazards at the site. All field personnel and visitors will be required to attend these meetings. The on-site SSO or alternate designee will conduct the meetings.

The SSO will also conduct frequent inspections of site conditions, equipment, and activities to determine whether the SHSP is adequate and being followed. In order to make safety inspections effective, the following guidelines should be observed:

- Review the results of these inspections with supervisors and workers.
- Re-inspect any identified problems to ensure that they have been corrected.
- Document all inspections and subsequent follow-up actions in field notebook kept for this project. Retain these records until site activities are completed and at least 5 years after project has been completed.

The frequency of inspections shall be both at the beginning and the end of each work shift or when site conditions change due to factors such as weather, new tasks are performed, or new hazards being introduced on-site or discovered during site activities.

PERIMETER ESTABLISHMENT

The property lines of 1200 Crosby Avenue will be used as the perimeter.

SITE ENTRY PROCEDURES

Before entering the site, all personnel shall don the required PPE and follow the decontamination procedures when exiting site.

11.0 DECONTAMINATION

All non-disposable field equipment will be decontaminated before each use and between samples to avoid cross-contamination between samples and to ensure the health and safety of the field crews. Field personnel must follow the procedures outlined below whenever leaving the exclusion areas. All decontamination procedures will be performed in accordance with the field standard operating procedure (SOP) for *Equipment Decontamination* and *Management of Investigative Wastes Procedures* included in the QAPP.

PERSONNEL DECONTAMINATION PROCEDURES

Gloves will be placed in a plastic bag and disposed of properly. Re-usable PPE will be decontaminated with an appropriate detergent wash and rinsed with water. Decontamination water will be containerized and disposed of properly.

To prevent the spread of the COVID-19 virus, personnel should follow the guidance provided in Attachment E and may include disinfecting hands with warm soapy water or antiviral hand sanitizer preferably containing at least 68% alcohol.

SAMPLING/MONITORING EQUIPMENT DECONTAMINATION PROCEDURES

Disposable equipment will be placed in a garbage bag and disposed of properly. Re-usable equipment will be washed and scrubbed with an appropriate detergent wash and rinsed with water. Equipment will be decontaminated after each sampling event to prevent cross contamination. Decontamination water and soil cuttings will be containerized in separate 55- gallon drums and disposed of properly.

12.0 EMERGENCY PLAN

This emergency action plan can be fully or partially activated depending on the extent of the encountered incident. The plan will be activated whenever an emergency is discovered. Where possible, the emergency will be brought under control by the on-site personnel. The on-site SSO has full responsibility in the event of an emergency and will be required to determine if outside response needs to be contacted.

The personnel who have responsibilities in the event of an emergency are listed below with their area(s) of responsibility. In addition, procedures to be followed in the event of a site evacuation are also outlined.

EMERGENCY PERSONNEL RESPONSIBILITIES

NAME	RESPONSIBILITY
Evan J. Weber	Environmental Scientist (Site-Safety Officer)
Lynelle P. Caine	Supervisor

The SSO is the on-site emergency coordinator who has the responsibility for controlling emergency response operations at the site. In the event of an emergency, the SSO must identify, as best as possible, all hazardous substances or conditions present. She/he must implement appropriate emergency operations in accordance with this plan. In addition, she/he must limit the number of personnel exposed to the emergency, by communicating with all personnel on-site and assuring they get to a safe area.

COMMUNICATION

Before starting field activities, the appropriate representatives of the City of Stevens Point will be notified of the planned activities. Stantec will review the SHSP and Emergency Plan with City of Stevens Point representatives to inform them of potential emergencies related to the field activities at the site.

If an emergency occurs, fast and effective communication is essential. Without proper communication, the ability to initiate and carry out an appropriate response could be severely hindered. There are three important elements to effective communications. First, the appropriate message to be communicated must be determined. Second, the message then must be transmitted correctly. Finally, the person receiving the message must understand the message onsite. Communication will be accomplished through direct-voice contact, two-way radio dispatch, and cell phones. The SSO will have a cell phone either on person or in the field vehicle at all times while performing tasks at the Site.

In the event of an emergency, the SSO will contact off-site first responders or transport the victim to the hospital following the evacuation/hospital route found in this SHSP. If victim is in distress, 911 can be called immediately by the individual who discovers the emergency. Outside medical assistance should be requested if any of the following conditions occur:

- Cardiac Arrest
- Chest Pain
- Breathing Difficulty
- Burns (2nd or 3rd degree over 10 percent of the body or about the face or neck)
- Diabetic Emergency
- Drug Overdose
- Hypertension
- Multiple Trauma
- Seizure
- Smoke, Heat or Toxic Gas Inhalation
- Uncontrollable Bleeding

Emergency eye wash bottles will be kept in field vehicles in case of any eye emergencies requiring immediate flushing of the eyes to prevent permanent damage to the person's sight. If outside assistance is required, immediately dial 911. Call from a safe area. The following information should be given.

- Inform the dispatcher of the emergency
- Identify yourself
- Indicate if someone is injured
- Describe how to get to the area of emergency

After making the call, evacuate victims to safe area if they can be moved and wait to meet the responders.

EMERGENCY PROCEDURES

INJURY

- All site personnel shall assemble at the decontamination line.
- The SSO shall evaluate the nature of injury and contact outside emergency services if needed.
- Move victim to Contamination Reduction Zone if can be moved.
- Perform emergency decontamination procedures (section below) on victim.
- Transport victim to hospital if needed or inform outside emergency personnel of situation and designated medical facility.
- No persons shall re-enter the Exclusion Zone until the cause of the injury (or symptoms) is determined.
- Perform an accident investigation using Attachment B (Incident Report Sheet).

DECONTAMINATION DURING MEDICAL EMERGENCIES

If emergency life-saving first aid and/or medical treatment are required, decontamination procedures may be limited or omitted. If the contamination does not present a hazard to the rescue personnel, life-saving care may be instituted immediately. If contamination will present a risk to rescue personnel, minimal decontamination should be performed to allow initiation of aid.

If contamination presents a significant risk to rescue personnel, then decontamination will need to be performed until the contamination is no longer a risk.

Medical assistance personnel will be notified before transporting the victim if the victim may be contaminated. Assurance must be made that the medical personnel at the receiving area are able and willing to handle a victim who is contaminated. Site personnel will accompany contaminated victim to the medical facility to advice on matters involving decontamination. A copy of this SHSP, including materials safety data sheets (MSDS) (if known), will be brought along with the victim.

Heat-related illnesses range from heat fatigue to heat stroke. Heat stroke requires prompt treatment to prevent irreversible damage or death. Protective clothing must be promptly removed. Less serious forms of heat stress also require prompt attention. Unless the victim is obviously contaminated, decontamination may be omitted or minimized, and treatment should begin immediately.

FIRE/EXPLOSION

If fire or explosions occur in the Assessment Area, the following actions will be performed.

- Any personnel who discover a fire should immediately notify 911 to request assistance.
- On-site personnel, under the direction of the SSO, will attempt to control or extinguish fire with fire extinguisher, if possible.
- A 10-second air horn blast shall be sounded.
- All site personnel not involved with fighting the fire shall assemble at the decontamination line.
- Evacuation of the affected area may be necessary in case of major fire or explosion. All personnel will be familiar with evacuation procedures and means of exit from their work areas.
- Emergency Response officials will determine the appropriate actions for off-site response actions.

UNKNOWN INTACT DRUMS

It is not anticipated that unknown intact drums will be encountered during the assessment activities, however, if encountered, the following steps will be performed.

- The drum will first be inspected from the surface by the SSO. The SSO will be looking for the following items:
  - Symbols, words or other marks on the drum indicating that its contents are hazardous (e.g., radioactive, explosive, corrosive, toxic or flammable)
  - Symbols, words or other marks on the drum indicating that it contains discarded laboratory chemicals, reagents, or potentially dangerous materials in small volume individual containers
  - Evidence of deterioration such as corrosion, rust, and leaks
  - Evidence that the drum is under pressure such as swelling and bulging
  - Drum type and drum lid
- After surface inspection of the drum, investigative activities will cease, and the drum will remain intact.

SPILL/RELEASE

If a spill or release occurs, the following steps will be performed:

- Report it immediately to the SSO.
- All personnel shall then re-locate upwind and upgradient of the spill to a safe distance (e.g., 1000 feet).
- SSO will assess the spill and inform the drilling contractor to put absorbent material down to try to contain the spill if possible.
- If spill or release cannot be contained and/or cannot be safely characterized, a 10-second blast shall be sounded, and all personnel shall be evacuated immediately to the decontamination line.
- Then a safe distance away, upwind and upgradient of spill.
- SSO will contact the site hazardous material spill response contractor and inform them about the spill/release and to coordinate spill cleanup.
- The SSO will contact the Portage County emergency response personnel, and the Wisconsin Department of Natural Resources.

The SSO will coordinate with the spill release contractor and determine through the SSO's/spill contractor's professional opinion if there is a threat to the neighboring community. Should the neighboring community require evacuation, the SSO will contact the local authorities, inform them of the situation, and ask that they contact the affected receptors.

ADVERSE WEATHER CONDITIONS

If the SSO is notified of adverse weather conditions, the following steps shall be performed.

- The SSO will determine if work can continue without endangering the health and safety of the field workers. The SSO will monitor the weather during the a.m. and p.m. hours and will document it in the field logbook. Some of the items to be considered before determining the continuance of work are:
  - Potential for heat stress and heat related injuries
  - Potential for cold stress and frostbite related injuries
  - Dangerous weather related working conditions (high winds)
  - Limited Visibility
  - Potential for electrical storms/lightning. No activities will be permitted during electrical storms
  - Tornado watches and warnings. No activities will be permitted during a tornado warning
  - Winter weather watches and warnings. No activities will be permitted during a snow storm.

- Potential for flash flood warnings. No activities will be permitted in areas during a flood warning.

In the event of a weather emergency:

- Take appropriate cover in either nearby buildings or vehicles depending on the emergency.
- Work will cease until the conditions clear up and all watches/warnings are lifted.

GENERAL SITE EVACUATION PROCEDURES

Exit exclusion zone, contaminant reduction zone, and support zone. Proceed to the corner of Portage and First Streets. Stay upwind of any known source of spill or fire in the area. Contact emergency services (911) if necessary.

First Aid procedures for a variety of situations are included in Attachment D.

13.0 EMERGENCY REFERENCES

EMERGENCY RESOURCES

* Ambulance	**911**
* Hospital Emergency Center	**(715) 346-5000 or 911**
* Hospital Life Line	**(715) 346-5000 or 911**
* Hospital Poison Center	**(715) 346-5000 or 911**
* Local Police	**(715) 346-1500 or 911**
***County Sheriff	**(715) 346-1400 or 911**
* State Police	**(715) 845-1143 or 911**
* Fire Department	**(715) 344-1833 or 911**
* Explosives Disposal Unit	NA
* Radio Channel	NA

OTHER EMERGENCY CONTACTS

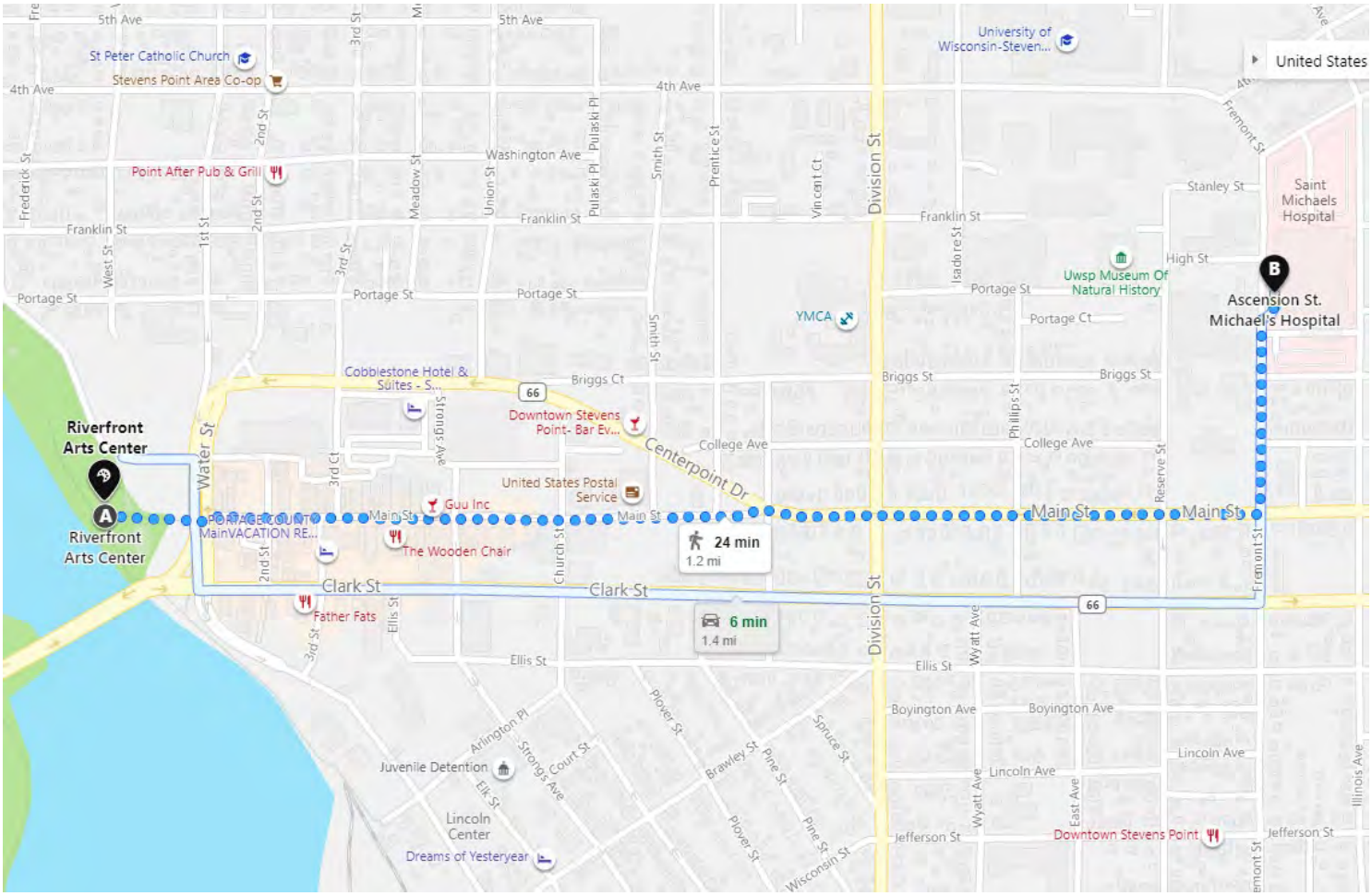
* Stantec OSEC (Reduced Staff - COVID-19)	(920) 632-8628
* Stantec PM Cell	(920) 655-7211
* Client/Owner	(715) 346-1568
* National Response Center	(800) 424-8802
* WI Emergency Government	(800) 943-0003

Note: Incident reports are provided in Attachment B.

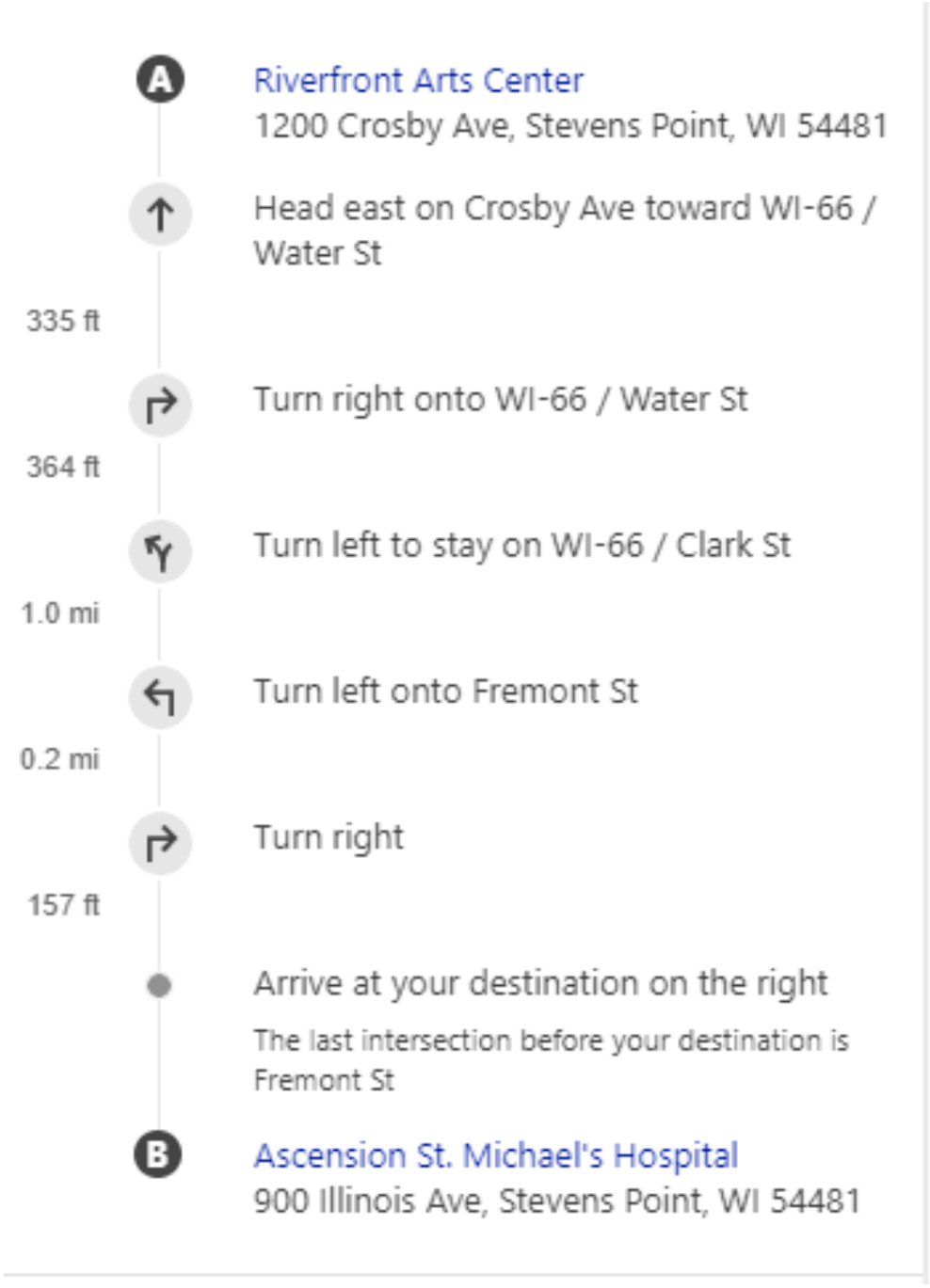
14.0 EVACUATION/HOSPITAL ROUTES

From 1200 Crosby Avenue to Ascension St. Michaels Hospital

Directions – Next Page



Driving directions from 1200 Crosby Avenue to Ascension St. Michaels Hospital, Stevens Point Wisconsin, 54481



15.0 SITE-SPECIFIC HEALTH AND SAFETY PLAN REVIEW

This document shall be signed by site personnel prior to their first site visit.

“I have read and understand the contents of this Site Safety Plan and will comply with its provisions, requirements, and restrictions.”

NAME (PRINT)	SIGNATURE	DATE

16.0 SITE-SPECIFIC HEALTH AND SAFETY PLAN FOLLOW-UP REPORT

Project Site: _____

1. Was the Site Health and Safety Plan followed?

   _____ Yes _____ No

2. If no, explain all changes to the Site Health and Safety Plan:

_____

_____

_____

_____

_____

_____

3. Reason for changes:

_____

_____

_____

_____

_____

_____

4. Report prepared by: _____ Date: _____

5. Report reviewed by: _____ Date: _____

17.0 ADDENDUM TO SITE-SPECIFIC HEALTH AND SAFETY PLAN

Use this page to add additional site data or describe any special circumstances that have become apparent after the original preparation of this Site Health and Safety Plan. Include any changes in site conditions, PPE and monitoring modifications and other items as appropriate.

ATTACHMENT A – MEDICAL DATA SUMMARY FORMS

MEDICAL DATA SUMMARY FORM:

This form shall be completed by Stantec personnel prior to commencement of activities of the site. This form shall be kept at the project site for the duration of project activities. This form must be delivered to the attending physician when medical assistance is required.

Site: _____

Location: _____

Name: _____

Address: _____

Home Phone: _____

Height: _____ Weight: _____ Age: _____ Sex: _____

In case of emergency contact: _____

Address: _____

_____

Phone (____)_____

Allergies: _____

_____

Recent Illnesses: _____

_____

Previous exposure to hazardous substances?

_____Yes _____ No

Current medication: _____

Medical restrictions: _____

_____

Name of personal physician: _____

Address: _____

_____

Phone: (____)_____

Date Completed**:** _____

ATTACHMENT B – INCIDENT REPORT SHEETS

INCIDENT REPORT

Project #: _____

Site: _____

Location: _____

Name of Affected Individual: _____

Address: _____

Age: _____ Sex: _____

Description of Incident: _____

Date of Incident: _____ Time of Incident: _____

Was Medical Care Required? ☐ YES ☐ NO

Immediate Family Notified ☐ YES ☐ NO

If Yes, Describe Care Received (attach medical record): _____

Date Care Received: _____ Location: _____

Future Preventative Measures/Corrective Action Taken: _____

_____

_____

_____

Report Prepared By: _____ Date: _____

Report Reviewed By: _____ Date: _____

ATTACHMENT C – PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Level A protection should be selected when the highest level of respiratory, skin, eye, and mucous membrane protection is needed.
    - Positive-pressure, self-contained, breathing apparatus (MSHA/NIOSH approved) **(REQUIRED)**
    - Fully encapsulated, chemical resistant suit **(REQUIRED)**
    - Chemical-resistant inner and outer gloves **(REQUIRED)**
    - Chemical-resistant boots with steel toe and shank **(REQUIRED)**
    - Chemical-resistant coveralls
    - Two-way radio communication **(REQUIRED)**
2. Level B protection should be selected when the highest level of respiratory protection is needed, but with a lesser degree of skin and eye protection.
    - Positive-pressure, self-contained, breathing apparatus (MSHA/NIOSH approved) **(REQUIRED)**
    - Chemical-resistant clothing (coveralls, hooded two-piece, chemical resistant splash suit, or disposable chemical-resistant coveralls) **(REQUIRED)**
    - Coveralls (under splash suit)
    - Chemical-resistant inner and outer gloves **(REQUIRED)**
    - Chemical-resistant boots with steel toe and shank **(REQUIRED)**
    - Two-way radio communication
    - Hard hat **(REQUIRED)**
3. Level C protection should be selected when the type and concentration of hazardous airborne substance is known, the criteria for using air-purifying respirators is met, and skin and eye exposure is unlikely. Monitoring of the air must be performed to comply with OSHA regulations and to ensure respirator effectiveness.
    - Full face, air purifying respirator (MSHA/NIOSH approved) with appropriate cartridges **(REQUIRED)**
    - Chemical-resistant clothing (coveralls, hooded two-piece, chemical resistant splash suit, or disposable chemical-resistant coveralls) **(REQUIRED)**
    - Chemical-resistant inner and outer gloves **(REQUIRED)**
    - Chemical-resistant boots with steel toe and shank **(REQUIRED)**
    - Two-way radio communication
    - Hard hat **(REQUIRED)**
    - Escape respirator
4. Level D is primarily a work uniform. It shall not be worn on-site where respiratory or skin hazards exist.
    - Protective coveralls and protective gloves **(REQUIRED)**
    - Boots with steel toe and shank **(REQUIRED)**
    - Hard hat (REQUIRED, when applicable)
    - Safety glasses **(REQUIRED)**
    - Safety vest **(REQUIRED)**

ATTACHMENT D – FIRST AID

FIRST AID

BITES

ANIMAL BITES

Thoroughly wash the wound with soap and water, flush the area with running water, and apply a sterile dressing. Immobilize affected part until the victim has been attended by a physician. See that the animal is kept alive and in quarantine. Obtain the name and address of the owner of the animal.

INSECT BITES:

Remove "stinger" without squeezing if present; keep affected part below the level of the heart; and apply ice bag. For minor bites and stings, apply soothing lotions such as calamine.

BURNS AND SCALDS

MINOR BURNS:

DO NOT APPLY VASELINE OR GREASE OF ANY KIND. If there are no areas of open skin, apply cold water until pain subsides; cover with a dry, sterile dressing. Do not break blisters or remove tissue. Seek medical attention.

SEVERE BURNS:

Do not remove adhered particles of clothing. Do not apply ice or immerse in water. Do not apply any ointments or grease. Cover burns with thick, sterile dressings. Keep burned feet or legs elevated if possible. May need to treat for shock.

CHEMICAL BURNS:

Wash away the chemical soaked clothing with large amounts of water. Remove victim's chemical-soaked clothing. If dry lime, brush away before flushing. Apply sterile dressing and seek medical attention.

CRAMPS

SYMPTOMS:

Muscle cramps in abdomen and extremities. Heat exhaustion may also be present.

TREATMENT:

Same as for heat exhaustion.

CUTS

Apply pressure with sterile gauze dressing and elevate the area until bleeding stops. Apply bandage and seek medical attention.

EYES

FOREIGN OBJECTS:

Keep the victim from rubbing eyes and flush the eye with water. If flushing fails to remove the object, apply a dry protective dressing to both eyes and seek medical attention.

CHEMICALS:

Flood the eye thoroughly with water for 15 minutes. Cover the eye with a dry sterile pad and seek medical attention.

FAINTING

Keep the victim lying down. Loosen tight clothing. If victim vomits, roll person onto side or turn head to the side. Maintain an open airway. Bathe the person's face gently with cool water. Unless recovery is prompt, seek medical attention.

FRACTURES

Deformity of an injured part usually means a fracture. If a fracture is suspected, splint the part. DO NOT ATTEMPT TO MOVE THE VICTIM. Seek medical attention immediately.

FROSTBITE

SYMPTOMS:

Just before frostbite occurs, skin may be flushed then changes to white or grayish-yellow. Pain may be felt early; then may subside. Blisters may appear; affected part feels very cold and/or may be numb.

TREATMENT:

Bring victim indoors, cover the frozen area; provide extra clothing and blankets. Re-warm frozen area quickly by immersion in warm water—NOT HOT WATER. DO NOT RUB THE PART. Seek medical attention.

HEAT EXHAUSTION

Caused by exposure to heat, either sun or indoor.

SYMPTOMS:

Near-normal body temperature; pale and clammy skin; profuse sweating, tiredness, weakness, headache, perhaps cramps, nausea, dizziness, and possible fainting.

TREATMENT:

Keep victim in lying position and raise feet. Loosen clothing, apply cool wet cloths. If conscious, give sips of water. Seek medical attention immediately.

SUNSTROKE

SYMPTOMS:

High body temperature; hot, red, and dry skin; rapid pulse. Victim may be unconscious.

TREATMENT:

Keep victim in lying position with head elevated. Remove clothing and repeatedly sponge the bare skin with cool water. Seek medical attention immediately.

POISONING

Call the Poison Control Center for instruction on immediate care. If victim becomes unconscious, keep the airway open. If breathing stops, begin rescue breathing. Call Emergency Medical Services (EMS) immediately.

POISON IVY

Remove contaminated clothing. Wash all exposed areas thoroughly with soap and water. If rash is mild, apply calamine lotion or other soothing skin lotion. If a severe reaction occurs, seek medical attention.

PUNCTURE WOUNDS

If puncture wounds is deeper than skin surface, seek medical attention. Serious infection can occur unless proper treatment is received.

SPRAINS

Elevate injured part and apply ice bag or cold packs. Do not soak in hot water. Immobilize affected part and seek medical attention.

UNCONSCIOUSNESS

Never attempt to give anything by mouth. Keep victim lying flat, maintain open airway. If victim is not breathing, perform rescuer breathing and call EMS immediately.

ATTACHMENT E – COVID-19 BEST PRACTICES AND GUIDANCE

Stantec COVID-19 Field Guidance and Best Practices

NOTE: RECENT CHANGES ARE HIGHLIGHTED IN YELLOW

The COVID-19 pandemic is rapidly evolving, and Stantec's Pandemic Committee continues to work diligently to secure guidance from global and regional health authorities to help protect the health and safety of our employees and minimize the spread of the virus. They provide regular updates to employees through Stantec's internal communications platform (The Lens) which allow us to continue to serve our clients. Our people are at the heart of everything we do; they give our work purpose and deliver the critical support our clients require. Supporting our employees' health and the health of those around them is entrenched in our corporate values. Stantec's Pandemic Committee has instituted a number of precautionary measures to promote continued health and mitigate the chance of virus spread. All employees are encouraged to refer to The Lens for the most up to date guidance.

This document is intended to provide guidance on managing the risks associated with COVID-19 for those that perform or direct **field work**.

This guidance should be incorporated as part of existing or new project Risk Management Strategy (RMS1) or Health and Safety Plans (HASPs).

Symptoms

Those who are infected with COVID-19 may have little to no symptoms. Symptoms may take up to 14 days to appear after exposure to COVID-19. A person may not realize they have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms have included: fever, cough, and difficulty breathing.

Worksite Considerations

For those working on project sites or in client settings, Stantec team members will work to uphold our company standards and work transparently with clients to coordinate approaches where appropriate. Relevant topics include, but are not limited to:

1. Social Distancing
2. Communication
3. Fitness for Duty
4. Safety Plans
5. Work at Remote sites
6. Emergency Responses

1. Social Distancing

Heath authorities are recommending social distancing to slow the spread of the virus. Social distancing includes voluntary avoidance of crowded places as defined by government agencies where exposure risks are increased. Experts also recommend staying a minimum of 2 metres (6 feet) away from others.

Project sites under the care and control of Stantec are asked to follow the direction of regional government and health agencies regarding social distancing or other measures. Field employees are asked to practice social distancing at toolbox meetings, in break or lunchrooms, site trailers, and vehicles. Confined spaces can also present unique challenges with respect to COVID-19 controls. When Stantec staff are requested to enter a confined space, and where possible and safe to do so, staff should request to not have others in the space with them while they conduct their work.

Minimize activities where groups of workers congregate. If reasonably practicable, conduct toolbox meetings outside, practice social distancing, and keep group sizes small.

Stantec staff will travel alone in vehicles when on Stantec business unless the work is covered by a variance. Two variance options are available:

- Business Line variances for certain work categories (i.e. land surveying, remote biological surveys). The HSSE Manager for the BOU and the BL will work together to prepare and submit a plan to the HSSE Director for approval.

- Project level variances for one-off project requirements. For this scenario, the project team will prepare and submit a plan to the Regional HSSE Manager and appropriate RBL for joint review and feedback. Once finalized, it will be sent to the HSSE Director for approval.

Final approvals will also be shared with the appropriate Regional Leader(s) and HSSE Manager(s).

When two individuals have been permitted to travel in a vehicle through the Stantec variance process, do not use the air recirculation feature in the vehicle, and when practicable, open windows to provide continual replacement of cabin air with fresh air.

Where possible, adjust work planning to maximize social distancing between workers, teams, and site personnel. This may include staggering meal and break times to avoid large gatherings of workers. If workers are required to sign in and out of a site, assign one individual to add the names to the sheet or permit to minimize the possibility of spreading the virus.

If a meeting must take place in-person onsite, the location must be large enough to permit 2 metres (6 feet) of separation between attendees; surfaces will be wiped down prior to convening the meeting; hand sanitizer and wipes must be available to all participants; invitees will be asked not to attend if they are not feeling well; person-to-person contact must be avoided (shaking hands, etc.); and all attendees are reminded to cover any coughs or sneezes using the crook of their arm.

The CDC, WHO and PHAC are recommending cloth face coverings be worn (covering the nose and mouth) to protect people around you if you may be infected but do not have symptoms. A cloth face covering should be worn in settings where other social distancing measures are difficult to or cannot be maintained (e.g. you cannot maintain 2 metres/ 6 feet at all times). This practice does not replace social distancing and is instead meant to be an additional control. If your task required the use of an N95 mask to protect you from workplace hazards before the outbreak of the pandemic, you should continue to wear the N95 mask while conducting your task. Any personal protective equipment, including face coverings of all types, should always be assessed, worn, and maintained as per the manufacturer's instructions.

The cloth face coverings recommended are not surgical masks or N-95 respirators.

According to these organizations, cloth face coverings should:

1) Fit snugly but comfortably against the side of the face
2) Be secured with ties or ear loops
3) Include multiple layers of fabric
4) Allow for breathing without restriction
5) Be able to be laundered and machine dried without damage or change to shape

Before donning a cloth face covering, wash your hands thoroughly. Cover your mouth and nose and ensure there are no gaps between your face and the face covering. Avoid touching the face covering with your hands while you are wearing it; if you do, clean your hands with alcohol-based hand rub or soap and water. Replace the face covering with a new one as soon as it is damp.

When removing your face covering handle it by the straps and place it in a sealable container until it can be laundered. Launder cloth masks using the warmest water and appropriate detergent for the items and dry the coverings completely. The CDC indicates that standard laundering will remove the virus, use of bleach or a disinfectant is not required. Allow laundered face coverings to dry before reuse.

For any staff wanting to wear a cloth face covering at work or out in the community, please use the link to the website below for instructions on how to make one.

If access to a client site requires a cloth face covering, please speak to your supervisor to approve associated expenses.

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

2. Communication

Our COVID-19 response follows CDC, WHO, and PHAC guidelines. If our practices are not aligned with client practices, employees are to meet with their project manager and supervisor to discuss the differences and determine an appropriate solution to continue supporting our clients. Please seek the support of HSSE as needed.

Differences in plans may affect our level of service, project schedule, and resourcing of construction laborers, materials, or other resources. We often have contractual obligations to formally notify our clients of these situations in order to be entitled to schedule or cost relief, and often these notices must be submitted within a short period of time. If you have questions, please contact regional counsel for support.

Project managers, in cooperation with our clients, will need to determine the appropriate staffing and resources for field offices while maintaining social distancing. Project teams are asked to maintain open lines of communication with their client contacts, request a copy of changes to site safety protocols (including fit for duty), and communicate any updates to the project team.

In the event that a Stantec employee has a confirmed diagnosis or exhibits symptoms of COVID-19 and interacted with a client (either in office settings or on project sites), the project team will connect with the Stantec Regional Crisis Team who will communicate with the client.

3. Fitness for Duty

As part of the **fitness for duty** checks documented on the Field Level Risk Assessment (RMS2) form, Stantec field employees are asked to verify that any personnel who will be visiting or conducting any work on a Stantec work site:

- Do not have any of the following symptoms: fever (no matter how mild), new onset or an exacerbation of chronic cough, or difficulty breathing; or
- Have not travelled outside their home country within the last 14 days; or
- Have not had close contact with a confirmed or probable COVID-19 case or a person who has been outside your home country in the last 14 days.

There are prepared speaking notes and a *Field Level Risk Assessment Fit for Duty COVID-19 Guidance* tool to assist field employees to verify worker fitness for duty related to COVID-19.

4. Safety Plans

Incorporate the guidance below into existing and new project Risk Management Strategy (RMS1) or Health and Safety Plans (HASPs).

- Notify BC leadership of ongoing field work so that local orders or directives can be communicated to field personnel in a timely manner. These may require project managers to determine which tasks are deemed critical and which tasks can be deferred.
- Maintain a current call down list for all field-based employees.
- For projects that extend beyond a single day, verify that the site is tidied up and left in a safe and secure condition. Project teams may not be able to return to the project site based on government orders or directives. In addition, where logistically feasible, plan on traveling home at the end of the workday rather than staying in a hotel. Be mindful of local maximum allowable work hours per day or per week.
- Discuss projects that require employees to enter a residential structure with BC leadership if the work is deemed critical or if it can be deferred. When entering a residential structure, communicate expectations ahead of scheduled visits, practice social distancing at the door, and ask the following questions.
    - Do you have any of the following symptoms: fever (no matter how mild), new onset or an exacerbation of chronic cough, or difficulty breathing; and
    - Have you travelled outside the home country within the last 14 days; and
    - Have you had close contact with a confirmed or probable COVID-19 case or a person who has been outside your home country in the last 14 days?
        - If yes to any of the above, do not enter the residence and call your PM to discuss this once you have excused yourself from the residence

- Where possible, employees are encouraged to pack meals and snacks as needed for the project duration and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak (i.e., crowded, periods to minimize contact with the public). Use drive-through service for food pick-up if available.

Personal Hygiene and Wellness

The following personal hygiene and wellness practices are recommended to prevent or control the transmission of bacteria and/or viruses:

- Wash your hands with soap and water for at least 20 seconds after using toilet facilities, before and after eating, after handling potentially contaminated or infectious materials, after removing hand protection and other PPE, and after sneezing, coughing, or touching your face. When soap and water is not available use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose when coughing or sneezing with a tissue or crook of your elbow. Throw the used tissue in the trash and wash your hands.
- Maintain lunchroom facilities through cleaning and disinfecting objects and surfaces. Leave contaminated tools, materials, or clothing outside.
- Maintain vehicles through regular cleaning and disinfecting of surfaces.
- Do not share tools or equipment (e.g. cell phones, shovels, etc.) between employees without disinfecting them first.
- Avoid handling common use items such as pens and clipboards; equip each worker with their own. If it is necessary to have common use items, include them in the cleaning and disinfecting cycle outlined below.
- Avoid unnecessary, unprotected contact with wild or farm animals, and wash hands immediately if contact does occur.
- Get vaccinated against seasonal influenza viruses.
- Get adequate rest, eat a healthy, balanced diet, and stay hydrated.
- Don’t share personal items that can’t be disinfected. Furthermore, any protective clothing or other safety device that is worn next to the skin must be cleaned and disinfected prior to use by another employee.

Cleaning and Disinfecting

COVID-19 can survive on different surfaces but can be killed by most cleaners and disinfectants. To prevent transmission of COVID-19 while cleaning, good hygiene measures and consistent use of appropriate personal protective equipment is recommended.

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Practice routine cleaning of frequently touched surfaces (for example: vehicle door handles, interior of vehicle such as steering wheel and control panel, equipment controls, handles, stair railings, toilet facility doors, etc.) with household cleaners and disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take, such as wearing gloves and making sure you have good ventilation during use. It is recommended to clean and disinfect high touch surfaces a minimum of twice daily.

It is important to keep vehicles clean. Do not transfer items between vehicles and limit the transfer of objects between the vehicle and the office. Each vehicle should have an ample supply of clean tissues and hand sanitizer, as well as cleaning supplies and disinfectants. Clean vehicles after each use and wear appropriate personal protective equipment (PPE) when cleaning. When possible, use disposable gloves and masks that may be required for cleaning and disinfecting. Rental vehicles are to be cleaned prior to use, and when possible, use Stantec preferred vehicle rental agencies that have a COVID-19 cleaning protocol in place. All passengers are to clean their hands before touching common areas of the vehicle.

What you should know:

- Commonly used cleaners and disinfectants are effective against COVID-19.
- Frequently touched surfaces are most likely to be contaminated.
- Check the expiry date of products you use and always follow manufacturer's instructions.

If surfaces are dirty, they need to be cleaned using a detergent or soap and water prior to disinfection. For disinfection, refer to a list of products from the American Chemistry Council.

Please refer to the Cleaning and Disinfecting document on the Lens for additional guidance.

Drinking Water

A reasonable supply of potable drinking water is to be kept readily accessible at the project site for the use of workers. Drinking water is to be supplied from a piping system, individual servings or from a clean, covered container with a drain faucet or pump. Workers will be given a sanitary means of drinking the drinking water and must not be required to share a common drinking container. If using water coolers to provide drinking water, wear clean gloves to operate the spigot and verify that a clean source of disposable cups is available. Verify that the cooler is cleaned and sanitized on a regular basis. If using bottled water sources, have employees take measures such as labeling bottles to avoid drinking out of someone else's bottle.

Toilet Facilities

Toilet facilities will be provided or arranged for workers before work has started at the project and workers will be provided reasonable access to these facilities. Project teams need to consider local closures of restaurants and other establishments when deciding on reasonable access to these facilities. The location of the toilet facilities will be posted in a conspicuous location. The toilet facilities will be serviced,

cleaned, and sanitized on a regular basis to maintain them in a clean and sanitary condition. All toilet facilities will have toilet paper available at each toilet.

For toilets that are not connected to a sanitary sewer system, provide the user privacy and protection from weather and from falling objects. The toilets are to be illuminated by natural or artificial light, have adequate ventilation, and have a self-closing door that can be locked from the inside. If the facility is intended for use by female workers, a disposal receptacle for sanitary napkins will be provided. If the toilet facility is intended for use by males only or by females only, it must have a sign indicating that fact.

If a project is being carried out in a remote unpopulated area and it is not reasonably practicable to provide toilet facilities as described above, other types of toilet facilities that come as close as possible to having the features of non-sewered flush toilet facilities will be provided instead, and must be located to provide the user privacy. The minimum number of toilet facilities will be dependent on the gender and number of workers regularly employed on the project and be determined by local legislation.

Clean-up Facilities

Each toilet facility must be provided with its own clean-up facility. Each clean-up facility will meet the following requirements:

- A wash basin with both hot and cold running water if reasonably possible.
- Soap or an alcohol-based hand cleaner.
- Paper towels or a hand dryer. If paper towels are provided, there shall be a waste disposal receptacle nearby.
- If it is not reasonably possible to have a wash basin with running water at a clean-up facility, alcohol-based hand cleanser will be provided instead.

Workers who handle or use corrosive, poisonous or other substances likely to endanger their health will be provided with washing facilities with clean water, soap and individual paper towels.

5. Work at Remote Sites

Working at remote sites presents unique challenges. Items to consider and address in the Risk Management Strategy (RMS1) or Health and Safety Plan (HASP) include:

- Pre-mobilization
    - Each employee needs to review the *Field Level Risk Assessment Fit for Duty COVID-19 Guidance* document.
- Transportation
    - How the employees are accessing the site, by vehicle, airplane or helicopter, and what methods of social distancing they will have with their means of transportation; if reasonable, have the employees access the site via their own vehicle.
- Emergency response
    - A protocol needs to be developed should an employee show signs, or symptoms associated with COVID-19 which includes how they will access medical advice and how they will be evacuated out in case of an emergency. If employees are accessing

the site via airplane or helicopter, they may not be allowed access to the airplane or helicopter to evacuate out if they are experiencing any signs or symptoms of COVID-19.

- Accommodations
    - Research the accommodations available, plan for each employee to have their own private lodging to assist with social distancing. If staying in a camp setting, request the camp COVID-19 protocol and review it to ensure it meets Stantec's standard as a minimum. If there is no standard available, the Project Manager will need to discuss Stantec's requirements with the client / camp director.
- Food and water
    - Research the dining options, choose food that is either full service or pre-bagged instead of self-serve buffet style.
    - Determine how staff will access potable water
- Cleaning
    - Employees will need to have ready access to tissues and disinfecting wipes.

6. Emergency Response

If you experience signs or symptoms of illness, distance yourself from others and notify your supervisor. Your supervisor will work with the Regional Crisis Team to help manage the response.

This guidance document does not address every situation with our projects related to COVID-19 precautionary measures. Additional communication through The Lens as the situation evolves. If there are any questions or situations not currently addressed by any of the available resources found on The Lens, please reach out to your supervisor, project manager, or Regional HSSE resource.