

Safety Plan for COVID-19

We value the Health and Safety of our employees and the people they come in contact with. Over the last few months we have implemented safety measures as a result of the COVID-19 virus. Until further notice, the below procedures will be in effect to safeguard our employees.

All Staff:

Best practices are to be followed. These include:

- Social distancing - maintain a distance of 2m/6ft from other people when indoors when possible.
- Keep social distancing breaches as brief and as rare as possible.
- Do not shake hands.
- Do not share food, drinks, or cigarettes.
- Wash hands or sanitize hands regularly and avoid touching your face.
- If you start experiencing any of the following symptoms at work; Fever, cough, sneezing, sore throat, trouble breathing, or body aches, you are to report it to your supervisor immediately and go home. The supervisor is to notify the HR manager so it can be documented in your HR file.
- All in-person indoor meetings are limited to a maximum number of people based on the room size able to accommodate social distancing.
- In common areas, such as the lunchroom, spread out and leave empty seats between people to maintain social distancing.
- If required, we will hold large meetings in open air settings.
- We will use TEAMS and other on line tools for large meetings when practical.
- We will sanitize all common surfaces on a daily basis (Examples: Railings, door handles, countertops, tables).
- We encourage staff to use sanitizer, wipes, or sprays on their personal work station surfaces on a regular basis.

Self-Monitor and Self-Isolation Guidelines:

- If you have come in direct, close contact with anyone confirmed to have COVID-19, you are required to self-isolate for 14 days. Contact your Supervisor with the dates of your 14 day isolation.
- If you have come in contact with someone who is sick, but not confirmed or presumptively considered to have COVID-19, you can return to work. In this situation, a face mask is recommended. Continue to practice good hygiene with regular hand washing and avoid contact with people who are ill, and continue to self-monitor. You will need to self-monitor for signs of illness such as fever, cough, sneezing, sore throat, trouble breathing, body aches. If you develop any of these symptoms you are to self-isolate and call 811 for additional information. A self-assessment can be found by following this link <https://covid19.thrive.health/>

Follow the directions given on the 811 call. If you get tested and do not have COVID-19, you can return to work when you feel better, and you do not need a doctor's note. If you do test positive you will need to stay home for the required 14 days and you will need a clearance letter from a health practitioner (doctor's note) to return to work.

Self-Quarantine Guidelines:

- If you are required to self-quarantine because of travel or exposure, document the reason and start dates of self-isolation and inform your Supervisor.
- If you showed no signs of illness during your 14 day self-imposed quarantine, a doctor's note is not required for return to work (as outlined in government recommendations).
- If you have had and overcome a respiratory illness during your 14 day quarantine, then you must have a clearance letter from a health practitioner (doctor's note) before being allowed to return to work.

Also for Site Staff:

- Wipe down vehicle door handles and steering wheels on a daily basis with sanitizer or wipes.
- In closed rooms that are under construction, have a maximum of 2 people working at one time.
- Personnel hoist, elevators, and any similar enclosed area will be reduced to half of its posted capacity.

Workers who cannot maintain physical distance (2 meters, 6.5 ft.) should use PPE including:

- Alternate face coverings (e.g. masks, face shields): If none of the people who are breaching physical distancing are exhibiting symptoms of COVID-19, alternate face coverings may reduce the risk of any asymptomatic transmission. These do not protect the wearer, but may reduce the spread of droplets from the infected individual.
- Wash or sanitize hands immediately before putting on the masks and immediately after removing it.
- Avoid touching the face while wearing the mask. Change the mask by touching the straps.
- Do not share masks between workers. Use a clean mask at least daily, or when it becomes damp or soiled. Launder reusable masks with other items using a hot cycle and dry thoroughly.
- Do not place masks on any work surface, common area or equipment.
- Safety glasses can be used in conjunction with masks.
- If gloves are used, hands should be thoroughly washed after removing gloves.

A Positive COVID-19 test:

- Our Project Manager is to advise the contractor's Health and Safety Manager, if one of our site staff tests positive for COVID-19.
- A worker with a positive test must stay away from site for at least 14 calendar days and cannot return to site until they have a clearance letter from a health practitioner.