



# PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY

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## A GUIDE

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Created by: The Calgary Construction Association



Alberta Construction Association

# PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY – A GUIDE.

Version 3.0 – April 3<sup>rd</sup>, 2020

## INTRODUCTION.

For those who had been tracking the progress of the COVID-19 Pandemic for some time it was becoming obvious that we were moving into unknown territory from a safety and health perspective. Just as with society in general we, as an industry, were likely going to have to develop new protocols and best practices for this emerging reality and in the week leading up to March 16<sup>th</sup> this began to ramp up significantly.

We needed to respond as one industry and if this were to be possible it could only be achieved through an unprecedented level of collaboration across all organizations. This was particularly important as many organizations in our industry do not have internal resources to create such content while other larger organizations do.

Our first Industry Leader Forum call was held March 18<sup>th</sup> and over 25 senior leaders from a number of General Contractors, Trade Partners and Suppliers participated in that call. All agreed that cross-industry effort was needed and, with an impressive display of community leadership all in the spirit of collaboration, many of the larger organizations began to share their various documents, many of which were in their infancy themselves. Since then they and many others have continued to share their information as it has evolved over the last weeks. They have universally granted permission for us to integrate all the best practices in an “open-source” document for industry-wide use and in doing so have ensured that we can place the best current information into as many sets of hands as possible in order to support all members our industry regardless of role or company size.

As we as an industry approach the current situation and attempt to maintain business continuity we are pleased to share the most current information in our new Version 3.0 document.

***Please note that the following is provided merely as a guide. The policies and procedures are presented in order to share the practices in place and inform those who are implementing their own measures.***

As stated above, it is based on collective policies and practices that are being followed by a number of General and Trade Contractors.

We hope that by sharing this information our industry will be able to respond consistently and quickly to the Pandemic. These practices can be used, built on or amended as you see fit. We intend to keep updating this document as more information becomes available.

Our experts in safety and site management are the best in the world and with the right tools we will be able meet these new challenges and the ones that lie ahead.

***Please direct all questions or comments on this document to:***

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western electrical management ltd.



CONCRETE ALBERTA



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## 1. GENERAL PRINCIPLES.

### 1.1 How COVID-19 is transmitted: overall guidance for protecting yourself and others

On all construction sites, either as a sub or prime contractor, you must do everything possible to follow the advice of Health Officials.

The following is a general overview of how COVID-19 is transmitted. It is provided merely for background and to inform strategies aimed at implementing the rules set out in the balance of this document. Full details on these issues should be obtained from the Centers for Disease Control and Prevention, Health Canada and the World Health Organization, or a medical professional.

- The virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.
- These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the U.S. Department of Labor provide further guidance and recommend that individuals should avoid working less than six feet from others for prolonged periods.
- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

### 1.2 Resources

COVID-19 information: 1-833-784-4397 or [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)  
[Public Health Agency of Canada](#) website  
[Center for Disease Control](#) website (USA)  
[World Health Organization](#) website (worldwide)

Participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization. These include:

- Avoid touching your eyes, nose and mouth,
- Cough or sneeze into a tissue or the bend of your arm, not your hand,
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards,
- Clean and disinfect frequently touched objects and surfaces, use alcohol-based hand sanitizer if soap and water are not available or not possible,
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, iPad, etc.,
- Refrain from shaking hands with others,
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom and before eating,
- Ensure social distancing (at least 2 metres / 6 feet distance) between individuals.

These general principles should be considered when applying all the practices outlined in this document.

## 2. COVID-19 PANDEMIC POLICY PLANNING.

### 2.1 General

This guidance document is intended for all employees and Trade Partner employees.

The health and safety of all employees, trade partners and workers is a top priority.

In response to the current pandemic situation, we require all worksites, both offices and projects, to develop a Site-Specific Pandemic Preparedness Plan based on the criteria below in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

### 2.2 Definitions

**COVID-19:** Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

**Self-Quarantine/Self-Isolation:** To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

### 2.3 Scope

The COVID-19 Pandemic Preparedness Planning Guidance Document is intended to provide guidelines for individuals visiting or working on a site or within an office, as well as providing clear expectations on the measures to be taken in reducing the risk of contracting or spreading COVID-19.

### 2.4 Your Health and Protecting Others.

Active participation is critical as this is a work in progress which is new territory for us all. It will be a team effort across industry so do please share any ideas or suggestions that can make it safer and contact your supervisor or HSE Manager promptly. If you have questions or concerns, please direct them to your supervisor. The goal is to provide a safe workplace, if any person has a safety concern then sharing these is extremely important.

Adherence to safety procedures is necessary as safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave the site and not permitted to return until the current situation is less acute. At the end of the day risky behavior on the part of one puts all of us in jeopardy.

Prevention procedures should be based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting as well as contractor and project specific procedures to prevent the transmission of COVID-19 to workers on a project

### 2.5 Social Distancing

Social or physical distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other.

All workers shall observe social distancing. Social distancing measures include:

- limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- preventing workers from congregating at the entrance to the: project, hoist, stair wells, scaffolding, washroom facilities, etc.
- restricting access to occupied work areas like trailer offices, etc.



- controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.

Contractors are required to:

- communicate and reinforce **self-distancing** practices with their workers
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify us of any concerns they have for social distancing practices or work procedures

Informational signage, warning workers of the importance of **self-distancing** will be installed at locations on the project where there is a potential for workers to congregate. We will conduct regular inspections of the project to verify that workers are observing social distancing.

## 2.6 Access to hand washing or hand sanitizing stations

- Where running water is available, additional sinks with hot and cold running water, soap, paper towels and trash bins should be available outside of breakrooms, trailers, and bathrooms.
- It is recommended to have two Hand Wash Stations per project and additional stations when the workforce exceeds 100 (Ratio 1:40, adjust if necessary based on usage).
- Permanent plumbed sinks should be the first choice. Note: If you have access to permanent facilities on the project, then no additional hand-wash stations are required but please keep this area stocked with hand soap and one-time use paper towels. Also, maintain a regular cleaning of these facilities.
- Temporary portable wash stations are a secondary choice only when plumbed running hot and cold water are not available.
- If hand washing stations are not available, hand sanitizer is the next best option. Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer should also be available in common areas.
- Note: If you are unable to source supplies yourself then notify site supervisory or office management staff who will source and alternative.

## 2.7 Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- at the start of their shift and before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- after handling any tools or materials that may be contaminated
- at the end of the shift before they leave work

Make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Informational signage, describing proper hand washing and hand sanitization techniques will be posted at hand washing and hand sanitization facilities.

## 2.8 Cough / Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

## 2.9 Self-Awareness

If you are exhibiting flu-like symptoms such as fever, coughing or congestion: **Do not come to work;**

- Contact your supervisor and your Human Resources department to let them know that you are exhibiting the symptoms; and
- Consult with AHS '811' / a healthcare professional on next steps before returning to work.

The response to the COVID-19 virus continues to change on a regular basis. All parties are required to meet current requirements and be adaptable to new initiatives when required.

## 2.10 Clean and disinfect frequently touched objects and surfaces

- Increase the cleaning frequency of common areas on the project. Surfaces can be cleaned using a regular household cleaning spray or wipe. A formal procedure and a responsibility matrix to accomplish and maintain these practices should be determined.
- Areas to consider would include: break/lunch areas, lunch tables, microwaves, coffee machines, turnstiles, handrails, doorknobs, bathrooms, commonly used equipment such as hoist, telephones, computer equipment, coffee machines and vending machines, and all common areas.
- Consider adding foot push/pull devices to doors for hand-free access/egress especially for bathrooms.
- Increase cleanings of temporary restroom(s) and ensure that these restrooms also have hand sanitizer available.
- Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
- While not sustainable, for now we recommend using disposable utensils, plates, and cups. Maintain a good supply on hand. Require anyone bringing a container to rinse it themselves and take home for thorough cleaning.

## 2.11 Communicate Basic Illness Prevention Hygiene

- Post signage and posters.
- Post signs encouraging proper hand hygiene and stopping the spread of germs.
- Post information at project entry points, break and lunchrooms, restroom facilities, on huddle/safety boards, etc.
- There are many resources available on Workday and online.

## 2.12 Limit size of gatherings

- Stagger / separate stretch and flex, stand downs, and large group meetings. These should be conducted by individual crews.
- High-risk activity announcements in the morning should become a written communication that the crew leader reviews with their individual crews.
- Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 6 ft. distance from each other while gathering.
- Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
- Implement strategies for staggering and/or reducing density and duration of workers:
- Stagger trade arrival times.

- Limit the total number of persons riding in hoists/elevators; encourage the use of stairs for travel any less than 3 floors.
- Arrange lunch/break areas in a manner that accommodates social distancing so that all workers are not joined together in same area. Stagger lunch/break times between trades.
- Limit all visitors to site to those only essential for project continuity. If the individual has been outside the country in the last 14 days or exposed to someone who has recently tested positive for COVID-19, then they MUST leave the worksite.

### **2.13 Remind everyone to stay home when they are sick and report any confirmed COVID-19 diagnosis**

- The PHAC (Public Health Authority of Canada) recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100.4 degrees Fahrenheit [37.8 degrees Celsius] or lower), without the use of medication.
- Travel and Exposure Policy covers additional measures to be taken around travel, confirmed cases and potential worksite closures.

### **2.14 Contractual Considerations**

It is imperative that we manage our rights as well as those of our clients and industry partners as outlined in Prime Contracts and Subcontract Agreements. Should disruption of our work occur, our Contracts likely contain provisions that address unforeseen delay such as “Force Majeure” or “Delays” clauses.

Force Majeure is defined as a contract provision excusing a party from performing its contractual obligations when it becomes impossible or impracticable due to an event or effect that the parties could not have anticipated or controlled when the contract was signed.

Please ensure all project management staff does a review of all delay provisions outlined in their Contracts and immediately prepare for the appropriate next steps such as formal notice to our Clients. It is critical to provide protection to us as afforded under Contract in a timely and reasonable manner. Please also note that our standard Subcontracts allow for such provisions to our Subcontractors. As such, if we receive a notification from our subs it also needs to trigger the notification noted above as a flow through.

As this is not standard operating practice, we encourage anyone with questions to elevate them to your supervisor or management to ensure that we get it right.

### **2.15 Supply Chain Audit**

It is prudent that our project teams immediately complete a supply chain audit to identify, determine the impact and identify mitigation strategies for supply chain interruption including but not limited to the following:

- Possible shortages of raw materials
- Possible shortages of finished products
- Cost escalation of products or materials
- Any vulnerabilities to the supply chain
- Changes to delivery services or procedures

We will be providing support and sharing information as it becomes available to assist you in managing this potential disruption. It is important to recognize that these disruptions may not be seen or recognized for weeks or months. Timely notification of potential disruptions are typically defined in our Contracts so please become acutely familiar with notification periods as soon as possible.

Again, please communicate concerns or questions to your supervisor or management.

### 3. RETURN TO WORK PROTOCOL

#### 3.1 Isolation following a return trip from outside of Canada

If the person has not had symptoms of fever, cough and/or breathing difficulties during their period of isolation (which must be equal to 14 calendar days from the return date of their trip), they may return to work.

If the person experienced any of the symptoms (fever, cough and/or breathing difficulties) during their isolation period, and they were not hospitalized for this problem, they must, before returning to work:

- No longer have a fever for at least 48 hours (without taking medication to lower body temperature);
- No longer have acute symptoms for at least 24 hours (excluding residual cough that may persist); and
- Wait a minimum period of 10 calendar days from the date of their first symptoms.

If the person experienced any of the symptoms (fever, cough and/or difficulty breathing) during their period of isolation, and they had to be hospitalized for a probable or confirmed infection with COVID-19, the latter must, before returning to work:

- Respect the above criteria; and
- Have obtained two negative tests for COVID-19 on two respiratory samples taken 24 hours apart, if public health has deemed these tests necessary for this person. A medical note will be required to authorize the return to work.

In all three cases, the person must also:

- Complete a **Return To Work Declaration** – See Appendix B . This will need to be entered into his/her file.
- **Complete the Health Check Questionnaire** – See Appendix A at the worksite, which confirms the absence of any symptoms of fever, cough and breathing difficulties.

#### 3.2 Isolation following the onset of any of the following symptoms: fever, cough, difficulty breathing

If the person had to go into isolation for this reason and has not been hospitalized for this problem, they must, before returning to work:

- No longer have a fever for at least 48 hours (without taking medication to lower body temperature);
- No longer have acute symptoms for at least 24 hours (excluding residual cough that may persist); and
- Wait a minimum period of 10 calendar days from the date of their first symptoms.

If the person experienced any of the symptoms (fever, cough, breathing difficulties) during their isolation period, and they had to be hospitalized for a probable or confirmed infection with COVID-19, they should, before returning to work:

- Respect the above criteria; and
- Have obtained two negative tests for COVID-19 on two respiratory samples taken 24 hours apart, if public health has deemed these tests necessary for this person. A medical note will be required to authorize the return to work.

In both cases, the person must also:

- Complete a **Return To Work Declaration** – See Appendix B . This will need to be entered into his/her file.
- **Complete the Health Check Questionnaire** – See Appendix A at the worksite, which confirms the absence of any symptoms of fever, cough and breathing difficulties.

### **3.3 Isolation of a person who has been in close contact \* with another person who has returned from traveling outside the country since March 12 and who had symptoms of fever, cough and/or breathing difficulties**

Anyone who had to go into isolation for these reasons can return to work after:

- Having received a COVID-19 negative test confirmation from the person returning from the trip and who had symptoms of fever, cough and/or breathing difficulties
- Complete a **Return To Work Declaration** – See Appendix B . This will need to be entered into his/her file.
- **Complete the Health Check Questionnaire** – See Appendix A at the worksite, which confirms the absence of any symptoms of fever, cough and breathing difficulties.

### **3.4 Isolation of a person who had close contact \* with a person confirmed with COVID- 19**

Anyone who has had to go into isolation for this reason, but has not experienced any symptoms of fever, cough and/or breathing difficulties, must, before returning to work:

- Make sure to respect the public health instructions which will determine the need for a COVID-19 screening test or which will state the duration of the possible contagion. To do this, the person must provide medical confirmation by a doctor who authorizes the return to work.
- Complete a **Return To Work Declaration** – See Appendix B . This will need to be entered into his/her file.
- **Complete the Health Check Questionnaire** – See Appendix A at the worksite, which confirms the absence of any symptoms of fever, cough and breathing difficulties.

**\* A person who has had close contact is defined as:**

- A person who provided care to the sick person;
- A person who has had other similar close physical contact without the proper use of personal protective equipment (PPE);
- A person who has lived with or had close and prolonged contact with the sick person (within 2 meters) while he/she was contagious; or
- A person who has had direct contact with infectious body fluids of the sick person (who was, for example, nearby when the sick person coughed or sneezed) without wearing personal protective equipment (PPE)

## 4 PANDEMIC PLANNING FOR WORKSITES

Some of the following measures will be subject to site size and complexity.

### 4.1 COVID Safety Coordinator

At each appropriate worksite it is recommended to appoint one or more employees responsible to be the COVID Safety Coordinator (CSC). Should the site size be such that this is not feasible then the CSC function will be conducted by the site superintendent.

The CSC will:

- Review and assess Contractor COVID Prevention Procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings.
- Review and store Health Questionnaires in accordance with privacy considerations.
- Document Contractor attendance issues.
- Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Post and inspect other signage to verify that it is located in correct location and in good order.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating any reports of workers that are not complying with procedures or concerns for workers health. Coordinate with our Superintendent and Contractors Supervisor / Contractors CSC.
- Refer any issues or concerns to Project Superintendent and HSE Manager.
- Immediately report and investigate presumed and confirmed cases of COVID – 19 with the assistance of Superintendent and HSE Manger.
- Review and instruct project staff in this procedure and other COVID-19 documentation.
- Monitor this procedure and other documents for updates and assist Project Supervision in disseminating that information to Contractors and workers.

Trade Contractors are required to appoint someone at each site responsible for monitoring their workers for compliance with their COVID prevention procedures and site COVID Prevention Procedures. This may be a foreman or senior site management. The Contractors CSC must spend a significant amount of their time monitoring workers by greeting and organizing them when they arrive to work, inspecting their work areas, monitoring their health, informing their workers of any changes to procedures and liaising with us and their companies management responsible for COVID prevention.

Contractors will provide the name and cell phone of their CSC to the on-site CSC.

### 4.2 Contractor COVID – 19 Prevention Procedures

Contractors are required to forward copies of their procedures to prevent the transmission of COVID – 19. Contractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. for example:

- site orientations
- training
- tasks that involve two or more workers to work in close proximity. i.e. Carrying pipe or drywall
- restricted work locations where there is insufficient space to maintain social distancing i.e. cab of a vehicle or small room

Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:



- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
- tools – hand saws, chop saws, grinders, vacuums, etc.
- equipment – aerial work platforms, forklifts, power trowels, etc.

Where Contractors are responsible for cleaning and disinfecting, they are required to provide two copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID – 19.

**Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID -19 for the subtrades working for them.**

Contractors may be required to appoint a CSC at each work location.

If Contractors have not provided COVID – 19 Prevention Procedures, they may not be allowed to work on this project.

#### **4.3 Health Verification of Workers and Visitors**

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor supervisors and supervisors to be vigilant and that includes monitoring for symptoms of COVID-19.

Workers and visitors who are exhibiting symptoms of COVID 19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on projects.

1. Any workers or visitors intending to access the site must complete a Health Questionnaire (*see Appendix A*). The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
2. Contractors supervisors must provide each day an attendance list of workers by name and phone contact – electronically. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. Attendance lists to be stored in accordance with privacy considerations.
3. Contractor supervisors are required to verify, **at start of shift**, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
4. Contractors must provide an update on their workers' health to CSC **at start of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.
5. Contractor supervisors are required to verify, **at end of shift**, that their workers healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
6. Contractors must provide an update on their workers' health to the CSC **at end of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.

#### 4.4 Site Access

- Post signs at all site entrances that say, “Site Sign in/out by texting Supervisor at \_\_\_\_\_”.
- Site supervisor to update sign-in log regularly throughout the day to know who is at site.
- All site orientations to be done verbally without signature outside the job shack.
- No transfer of papers. Site supervisor to sign on their behalf.

#### 4.5 Site Meetings

- Job toolbox meetings to be held outside, with appropriate social distancing or have people call in. No signatures or transfer of documents. Site Supervisor signs on their behalf.
- Hazard assessment’s and other paper submission documents boxes to be moved outside with two boxes – Documents can be retrieved 24 hours later.
- When arranging necessary inspections from consultants or authorities having jurisdiction, indicate to them they will not be allowed to visit our site if they are showing any signs of being sick.
- In person meetings must have no more than 10 people in attendance
- Consider conference / skype calls to reduce the number of attendees
- All non-essential events are canceled or postponed (e.g. site barbecues);
- Large job shacks limited to maximum 5 people and small job shacks limited to maximum 3 people. Social distancing required.
- Site constraints are based on site size using appropriate social distancing. Suggested guidelines are no more than 3 or 4 people working in 1000 sq. ft. of space, or 10 people working in 10,000 sq. ft. Examples and exceptions:
  - Tradespeople working in teams to do work (Carpenter and Apprentice) must know each other well enough to be sure of the proximity risk of working together.
  - For larger groups working together (concrete placement crews) who cannot manage social distancing to do their work must have a conversation with the Safety Advisor and the Project Team to ensure we can proceed with the work safely. Crews that work together all the time will have a lower risk than hastily assembled crews.
- Workers at sites should avoid working less than six feet from others for prolonged periods unless their role requires prolonged closer proximity. Case specific risks and solutions will be assessed by the workers employer for those individuals required by their roles to work within these close proximities;
- Individuals should utilize technologies available to them such as email, text and teleconferencing to minimize direct contact with others;
- The number of people allowed in the hoist at the same time will be reduced to avoid crowding
- Project teams should stagger break and lunch schedules to minimize the number of people near one another;
- Project teams may also consider staggering start / finish times aimed at reducing large group wait times at the gates and the hoists;
- Meetings should be held in the area where an individual works, instead of a large gathering point;
- For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

#### 4.6 Deliveries preventive measures

Main measures to be taken with employees and suppliers who carry out deliveries to our sites and offices:

1. Access and delivery locations should be clearly identified.
2. All visitors and suppliers should disinfect or wash their hands (posters + disinfectant bottles to be installed at the entrances).
3. Access is limited and restricted to entrances. No traffic without permission. If any suppliers have to come to work, they must fill out and sign the questionnaire or forms.
4. No contact or transfer of paper. Suppliers ask for the name of the person who receives the materials - no signatures required. The deliverer personnel should be taking precautions or wearing gloves and must be aware of the social distance to be respected (2 metres / 6 feet).
5. When packages or material are opened or moved to a different location, please be cautious and respect all the preventive measures, namely: wearing the proper PPE and always washing hands after unloading materials.

#### 4.7 Potential Virus Contamination

In the event there is a presumptive case for COVID – 19, present on site, we isolate and clean work areas / surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, close the site and employ a specialized biohazard remediation, abatement company will professionally disinfect the contaminated areas.

**All cleaning products and procedures from Contractor and Cleaning Services used on Projects must be vetted by an Industrial Hygienist Consultant to verify that they are sufficient for disinfecting COVID-19. If products or procedures are deemed unreliable, they must be discontinued.**

#### 4.8 Wearing Gloves

All workers must wear gloves in accordance with their SWP and rules. Wearing gloves, besides being a safety requirement reduces the likelihood of workers touching their eyes, nose or ears reducing the potential of transmission from contaminated surfaces.

Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

#### 4.9 Project Orientation

The current concerns for COVID -19 makes orientations especially important as a means of communicating with new workers the safety precautions that they must comply with for them to work on this site.

It is also a point for screening workers and asking them questions about their travels and health to verify that they are healthy and not in contravention of any Public Health Authority recommendations.

It is also a moment when we can reassure workers that our project is being managed for their safety, that we are taking COVID – 19 seriously and that the most important thing to us is their health and safety.

The following are changes to the orientation routine:

- **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.**
- If orientations are conducted in a room keep the door secure and post social distancing signage on the door to the orientation room to prevent workers from grouping outside or in the room and waiting. Disinfect used pens, tables, chairs and table after each use.
- Host multiple orientation sessions to avoid violating social distancing.

Before providing an orientation have workers and visitors complete the Health Questionnaire COVID-19 to verify that they are healthy and fit for work. Workers that are not permitted access according to the questionnaire must be turned away.

As part of the verbal orientation, review:

- what is social distancing of 2 M (6 ½ ft.)
- location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- location of posters and other communications
- site specific procedures for hoists, stairwells, etc.
- what we are doing at the site to promote a safe workplace and remind them that their health is important to us.
- the importance of reporting to their supervisor if they are feeling unwell and leaving the project.

#### 4.10 Hoist Operation

Hoists must be operated in accordance with social distancing requirements. Projects must operate the hoist in accordance with the following:

- Outside the hoist: Post signage and remind the workers to maintain social distancing 2 M (6 ½ ft) while they are waiting to enter the hoist.
- Inside the hoist: Maintain social distancing and reduce the number of passengers at any one time. If necessary, mark a space on the deck of the hoist where each worker is expected to stand.
- Load the passengers in order so that they don't need to pass each other in the hoist as they are exiting – this requires organization.
- Passengers to face the outside of the hoist to avoid being inside each other's breathing zone.
- Hoist Operator is permitted to wear an respiratory protection.
- Hoist surfaces (call buttons, door handles, etc.) that are routinely touched will be disinfected regularly.

#### 4.11 Project Radio / Cellphones

**Do not share communication devices.** Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.

Disinfect radios and cell phones at start of shift and regularly throughout the shift.

#### 4.12 Stairwells / Scaffold Stair Towers

If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:

- Calling out and communicating that they have entered the stair and are proceeding up / down and thus warn people to prevent them from entering the stairwell until they have passed.
- Staging outside stair entrances until it is clear for them to enter.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.

#### 4.13 Project Offices/Trailers

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain social distancing. Hold discussion outside where practicable. Make use of vacant offices / trailers to redistribute staff to limit contact. The following applies:

- Post "Restricted Access" signage on door with contact information (phone #).
- Keep the door locked to prevent access.
- Restrict the number of people who are allowed to enter these offices to social distancing allowances.
- If you are a visitor in an office or trailer - do not touch things - If possible keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

#### 4.14 Lunchrooms

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between worker s/ lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.

#### 4.15 First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the *Health Questionnaire* questions.

**If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor ASAP.** If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self -isolating and treatment.

If workers are travelling on public transit or in close contact with others to get to their homes and if available, we will provide sick workers with N95 masks to be worn by them to help prevent any transmission from the sick worker.

## 5 JOBSITE SANITIZATION MEASURES ETC

### See Appendix E for further information

#### 5.1 Hand Sanitizer

As hand sanitizer is becoming a scarce commodity Contractors are making immediate arrangements to construct temporary sinks / handwash areas with hand soap, paper towels and garbage cans. The locations will be at various high-traffic locations.

- Each subcontractor is responsible for providing hand sanitizer for their worker's needs.
- Each subcontractor remains responsible for cleanliness in their lunchrooms.
- Each subcontractor remains responsible to provide PPE, noting that glove use is mandatory.
- Each subcontractor is responsible for disinfecting shared tools, iPads, etc. between uses.

#### 5.2 Cleaning and Disinfecting

Conduct routine daily cleaning of hard non-porous surfaces throughout construction sites including: site office trailers, lunchrooms, orientation and meeting rooms, first aid rooms, stair railings, scaffold stair railings, portable toilets, elevator/hoist and equipment controls. Routine cleaning will be completed according to our Safe Work Procedure: Surface Cleaning for

#### 5.3 Regular cleaning of worksite equipment

Properly clean your offices, trailers, containers, workshops and other facilities. The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands. Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift. Some examples of high- touch surfaces include:

- Doorknobs and push bars
- Coffee makers and water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Chemical toilets; you should also place wash stations or, at a minimum, hand sanitizers outside the door
- Refrigerator door handles
- Conference/meeting room surfaces (for example, tabletops, chairs, PC cables, markers) and
- Telephones
- Elevator buttons, an alcohol-based hand sanitizer bottle to be accessible inside the elevator
- with hand wipes or alcohol-based hand wipes to clean the buttons prior to each use o Copiers and fax machines.

Personal keyboards, desks, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.

#### 5.4 Frequent cleaning of tools, PPE and equipment

Materials such as wood, rebar and pipes, temporary structures such as formwork and braces, and even shared tools such as drills, crowbars, and saws should be handled with gloves and are rarely touched with bare hands. Thus, they require cleaning but do not need to be disinfected. However, gloves can only protect when they are worn; removing and then putting them back on can cause cross-contamination. Think about cleaning, storing, and replacing your gloves.

If tools are required to be shared person to person, a thorough cleaning with a disinfectant containing more than 70% alcohol is recommended.



Remember to frequently clean all your PPE (e.g. hardhat and glasses). Before removing glasses, hardhats and/or face shields, make sure to wash your hands with soap and water for at least 20 seconds.

### **5.5 Measures for toilet facilities**

The posting of an effective hand-washing method, like the one recommended by the World Health Organization, is mandatory at all times. Place these hand-washing information signs near toilets and break rooms. The recommended signage should be posted.

1. Soap / paper towel dispensers, hand dryers and hand-sanitizing stations should be checked frequently. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.
2. Place a garbage bin near the toilet's exit doors to encourage people to use a paper towel to open the door. If necessary, set up a separate supply of paper towels near the exit door.
3. Choose disinfectant drying products from the enclosed product list and stock suppliers for your institution. Place paper towel dispensers near high-touch surfaces such as water coolers, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.
4. Display the cleaning log times (dates and time) in the washrooms and lunchrooms. Important: Before cleaning or disinfecting, a security task analysis, specifying the risks and prevention measures associated with COVID-19 must be reviewed and communicated to all employees carrying out the task.

## 6 OFFICE

### 6.1 Social distancing

If possible, have a work from home strategy, move desks apart, sanitize your office regularly.

Larger organizations have split their office staff between home and office. This allows distancing in the office by reducing density and allows the ability to switch out people if someone gets sick.

Some organizations are running alternate shifts

### 6.2 Warning on your door:

Do not allow delivery people in your office unless they have confirmed they are in good health.

### 6.3 External workers or visitors

Have them complete a statement saying they are in good health before allowing them access to your premises.

### 6.4 Work from home policies

The IT team will ensure your equipment is correctly configured to work from home.

Our objectives are to ensure business continuity, minimize impacts on our projects, continue to serve our clients, and protect the health and safety of our worksite employees who remain on the front lines.

In practical terms:

- Offices remain open.
- Worksites remain open.
- All services for projects are still active.
- If you are at home, you can work as though you were at the office – but virtually.
- Take part in all meetings via videoconferencing or phone
- Remain available to your colleagues, partners, and clients
- If unexpected personal circumstances should impact your short-term availability, please contact your manager as soon as possible.

If you are a manager:

- Plan frequent meetings with your employees, call, text, Skype, e-mail, etc.,
- Ensure to remain available; host regular and recurring meetings along with scheduling personal conversations,
- Be flexible, this is a challenging time, so look for opportunities to support and encourage each other, and

### 6.5 Work from Home Cybersecurity

- Working from home brings risks to your organization. Workers must respect strict security rules to ensure they don't introduce viruses to your system. With many homes having children/teenagers it is imperative that workers logout from your system **every time** they leave their computer.
- The risk of phishing or other attacks is on the increase as the hackers are literally seeking to exploit the situation

## **7 RISK MANAGEMENT**

### **7.1 Steps if a Case is Suspected**

- If it is suspected that someone is sick in the Workplace: Ensure protection of workplace and provide good solutions for workers.
- “Sick” means coughing or sneezing more than explainable from dust or environmental issues. It could be the common cold or the flu, either way if there is a possibility that someone is sick, they should be sent home.
- If a trade partner is suspected as sick, send them home and notify their manager.
- If an employee who can work from home effectively is identified as sick they will be sent home and use technology to continue to work.
- If an employee who cannot work from home effectively is identified as sick they will be temporarily laid off so they can recover.
- Anyone who goes home as sick or is sent home as sick must follow current AHS guidelines in respect of screening, testing or self-isolation

### **7.2 What to do with a confirmed COVID-19 case**

The projections show that 30-70% of the population may ultimately get this illness. All the measures being implemented are to slow the spread to ensure the medical system has the capacity to treat those who need it when they get it.

In the event of a confirmed case –

- Notify everyone by email as soon as it is confirmed. It is important to communicate well through this so you will be the first to know.
- Follow the guidelines provided by Alberta Health Services
- Research is showing the virus lasts max 72 hours without people so we would shut down the workplace for 72 hours. After we would go in and disinfect the hard surfaces like door handles to be sure, but it would be safe to continue work there.
- If we have a crew or entire worksite that is quarantined, we will quarantine them for 14 days, shut down the site for 72 hours and restart it as above with a substitute crew to keep work proceeding.

### **7.3 Other Business Considerations**

- We must work together to ensure job sites remain open.
- Strong leadership to fully comply with government mandates is imperative.
- Now is the time to review your active contracts to ensure you understand payment terms and what could impact them.
- Understand your insurance coverage.
- Ensure that you understand the HR implications of any layoffs or absenteeism that may result from this situation.
- Have a process in place should any short-term site shutdown occur
- Preplan your orderly exit if an order is issued today to close one or many sites.
- If an inspector is required to sign off on your work, ensure they have an option in place in case they are unable to complete their inspections.

Our industry is known as a safety conscious and diligent community of professionals and as we work through this situation we will learn, continuously improve and take our capabilities to new heights as we serve our customers our people and the communities that we are part of.

# APPENDICES

**APPENDIX A**

**EXAMPLE COVID-19 Health Check Questionnaire**

The following questions are designed to ensure our Site Supervisors and Trade Partners are able to make informed and collaborative decisions that maintain the highest possible level of health and wellbeing on our projects. All workers must complete of this form.

<b>Name:</b>	<b>Project Name:</b>
<b>Employer:</b>	<b>Date:</b>

Please complete the following questions honestly and accurately by selecting “YES” or “NO”.

QUESTIONS	Please Check	
	YES	NO
1. Have you travelled outside of Canada on or after March 12, 2020 or been in close contact with someone who has?		
2. Have you travelled to Italy, Iran, or the Hubei Province of China in February or March 2020 or been in close contact with someone who has?		
3. Are you experiencing the signs/symptoms of COVID-19?		
4. i.e. shortness of breath, cough, sore throat, or fever?		
5. Have you been in contact with a person showing the symptoms of COVID-19 within the past 14 days?		
6. Have you been in contact with a person who has tested positive for COVID-19 within the past 14 days?		

If you answer “YES” to any of the questions above, you may be asked to leave the worksite and liaise with your Employer on next steps.

Your Employer will advise you on what must happen next and may include return to work or the recommendation to self-isolate and take the online COVID-19 self-assessment tool.

Workers who are determined not to present a risk of COVID-19 transmission to others on site will be allowed to return to work as per the relevant Policy.

**\*NOTE: This Health Check Questionnaire is mandatory for all workers.**

**Workers who refuse to complete this Health Check Questionnaire as defined by the Site-Specific Pandemic Preparedness Plan will be denied access to the site.**

<p>I hereby acknowledge the above information to be true.</p> <p><b>Employee Signature:</b></p>
---

## APPENDIX B

### EXAMPLE RETURN TO WORK DECLARATION FORM

#### Declaration form Return to work after quarantine

Anyone who has completed their quarantine (voluntary or forced) and does not have or no longer exhibits any symptoms of COVID-19 must complete the following declaration form before returning to the workplace to ensure the health and safety of everyone.

Please return the completed form to your immediate supervisor if you are an office worker or to the Health and Safety (H&S) advisor at your site (or to the superintendent if no H&S advisor is assigned to the site).

**Select the situation that applies to you, then complete the declaration associated with your situation:**

#### **Situation 1: Isolation following a trip from outside Canada - no symptoms**

I, \_\_\_\_\_, declare that I have no symptoms of COVID-19 (fever over 38°C, cough and/or First name, Last name

difficulty breathing) and that I have completed 14 calendar days of quarantine (from the date of return from the trip) which began

on \_\_\_\_\_ / \_\_\_\_\_ 2020. DD MM

#### **Situation 2: Isolation following a trip from outside Canada – with symptom(s), no hospitalization**

I, \_\_\_\_\_, declare that I have experienced one or more symptoms of COVID-19 (fever over 38°C, First name, Last name

cough and / or breathing difficulties), have completed my isolation period of 10 calendar days (from the date of the first symptoms)

which started on \_\_\_\_\_ / \_\_\_\_\_ / 2020 and have not been hospitalized for this problem. DD MM

In addition, I declare that I have not had a fever for at least 48 hours (without taking medication to lower the body temperature) and that I no longer have acute symptoms for at least 24 hours (excluding residual cough that may persist).

#### **Situation 3: Isolation following the onset of one of the symptoms of COVID-19 - Without hospitalization**

I, \_\_\_\_\_, declare that I have experienced one or more symptoms of COVID-19 (fever over 38°C, First name, Last name

cough and / or breathing difficulties), have completed my isolation period of 10 calendar days (from the date of the first symptoms)

which started on \_\_\_\_\_ / \_\_\_\_\_ / 2020 and have not been hospitalized for this problem. DD MM

In addition, I declare that I have not had a fever for at least 48 hours (without taking medication to lower the body temperature) and that I no longer have acute symptoms for at least 24 hours (excluding residual cough that may persist).



**Situation 4: Isolation due to close contact with a person confirmed to have COVID-19**

I, \_\_\_\_\_, declare that I have a copy of a negative COVID-19 test confirmation and a medical note First name, Last name

which authorizes my return to work by a doctor.

\* This medical note will be requested upon your return.

\*\* You will also have to complete the COVID-19 form at the worksite upon your arrival.

**Situation 5: Isolation due to close contact with a person who has returned from outside the country within the past 14 days and who has one of the symptoms of COVID-19**

I, \_\_\_\_\_, declare that I have a copy of a negative COVID-19 test confirmation and a medical note First name, Last name

which authorizes my return to work by a doctor.

In addition, I declare that I have not had a fever for at least 48 hours (without taking medication to lower the body temperature) and that I no longer have acute symptoms for at least 24 hours (excluding residual cough that may persist).

\* This medical note will be requested upon your return.

\*\* You will also have to complete the COVID-19 form at the worksite upon your arrival.

**Situation 6: Isolation due to having tested positive for COVID-19**

I, \_\_\_\_\_, declare that I have a copy of a negative COVID-19 test confirmation and a medical note First name, Last name

which authorizes my return to work by a doctor.

In addition, I declare that I have not had a fever for at least 48 hours (without taking medication to lower the body temperature) and that I no longer have acute symptoms for at least 24 hours (excluding residual cough that may persist).

\* This medical note will be requested upon your return.

\*\* You will also have to complete the COVID-19 form at the worksite upon your arrival.

**To be completed by all, regardless of your situation:**

I hereby confirm that my declaration made on this form is true. I agree to inform \_\_\_\_\_ in writing at \_\_\_\_\_ of any change in my current state of health.

\_\_\_\_\_  
Name (in printed letters)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX C

### EXAMPLE COVID – 19 TRAVEL & EXPOSURE POLICY

#### 1.0 General

As the coronavirus (COVID-19) outbreak continues, we are providing policy updates on how to protect yourself and prepare for potential outcomes.

This is a dynamic situation and our guidance is likely to evolve. We encourage you to continue to access the most up to date information from relevant sources.

#### 2.0 Definitions

**COVID-19:** Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

**Self-Quarantine/Self-Isolation:** To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

Essential Travel Impact Chart :

#### **Level Impact**

4 **High-** Significant Financial Risk if not present. Interruption making a critical operational functionality unavailable or severe impact on service availability. No alternative solution or workaround. Significant number of employees or teams impacted.

3 **Medium-** Critical functionality temporarily interrupted or unusable; Operational Impact on projects. Temporary workaround and alternative solutions cumbersome, costly and not timely. Potential financial risk. Some teams and employees negatively impacted.

2 **Low-** Operational impact but no direct impact on functionality or service availability; Workaround is available. Alternative solution available but may not be most desired. Minimal number of teams and employees impacted.

1 **None-** No operational impact. System, application or process functions; maintain current state. Feasible workaround available. No Impact to team or employees.

*\*Current Essential travel set to: **Level 4 Essential***

#### 3.0 Scope

The Coronavirus (COVID-19) Travel & Exposure Policy is intended to provide guidelines for individuals who have or are planning to travel, including individuals who work or live within close proximity to travellers. In addition, these guidelines apply to individuals who have contracted or have been exposed to someone who has contracted COVID-19.

**4.0 Policy** - This policy is intended for all employees and Trade Partner employees.

#### **4.1 Guideline for Business Travel**

We have established a complete travel restriction on all international business travel.

All **\*non-essential** domestic business travel outside of your home metro-area should be suspended until further notice.

All **\*essential** domestic business travel must be pre-approved by your supervisor

Guideline for employees returning from an international location, or who cohabitate or have had close contact with someone who has.

Federal and provincial public health leaders have recommended that all travelers returning to Canada self- isolate for 14 days. In response to this, all employees must follow Health Canada's recommendation and only return to work after 14 days and if symptom free.

#### **4.2 Guideline for hosting visitors from an international location to our projects or offices.**

Clearly communicate to all expected visitors that they are not allowed to visit a worksite or office until they have been back in the country for 14 days from their return and are symptom free. Visitors should also be limited to only those essential for project continuity.

#### **4.3 Guideline for employees exhibiting symptoms of respiratory illness.**

All individuals are required to disclose if they are experiencing symptoms consistent with COVID-19.

If someone is exhibiting symptoms, we should recommend they leave the worksite and advise them to self- isolate and call health link for further advice. If they are exhibiting respiratory distress requiring emergency care, they should go to the hospital.

If the individual has been outside the country in the last 14 days or exposed to someone who has recently tested positive for COVID-19, then they **MUST** leave the worksite.

#### **4.4 Guideline for employees who cohabitate or have had close contact with someone who has tested positive.**

All individuals are required to disclose if they have been exposed to persons who have tested positive for COVID-19. These individuals will be required to self-isolate for 14 days from last exposure. These individuals should contact Health Link and follow health authority recommendations.

#### **4.5 Guideline for employees who have tested Positive for COVID-19.**

All individuals are required to disclose that they have tested positive for the virus. They are to notify, by email and phone, the site supervisor and HR.

Your organization will notify all workers on that site of a positive test and a temporary stop work order will be issued, until a further site assessment can be carried out and an effective control plan implemented.

All workers will be asked to self-quarantine and follow local exposure protocols as dictated by the governing health authority in their region. In Alberta currently, individuals who test positive are not permitted to return to a jobsite or office until they have two confirmed negative COVID-19 tests and have their isolation orders lifted by a medical professional.

Your employer will work with our leaders and clients to determine next steps when work will resume.

#### **4.6 Guideline for Compensation during Quarantine Periods**

Each organization will likely establish its own policy within the requirements of employment law and regulations.

## APPENDIX D – SURFACE CLEANING SAFE WORK PROCEDURES

Shared with permission – Strictly for information purposes only



**VanDriel OHS Consulting**

Building A Healthy Workplace

### Surface Cleaning for Potential Virus Contamination Safe Work Procedures

Client		Date	2020-03-17
Location	Various Construction Sites throughout Canada		

#### Scope of Work

Precautionary thorough cleaning (of heavily soiled surfaces) and/or followed by disinfection of surfaces.

- Cleaning: removes visible dirt and contamination from surfaces using mechanical means.
- Disinfection: kills germs on surfaces or objects.

NOTE: in the event a confirmed case of COVID-19 was present on site, a specialized biohazard remediation, abatement company is to be contacted for professional disinfection.

#### Site Tasks and Cleaning Products

Routine daily cleaning of hard non-porous surfaces throughout construction sites including in site office trailers, lunchrooms, stair railings and scaffold stair railings, portable toilets, common tools, elevator/hoist and equipment controls, door handles and door surfaces around handles, light switches, printers, phones, keyboards, mouse, and other shared office equipment.

These Safe Work Procedures have been specifically developed for the use of Spray Nine® disinfectant manufactured by Permatex and Clorox Commercial Solutions® Clorox® Disinfecting Bleach.

#### Specific Notes about COVID-19

- These Safe Work Procedures specify requirements for the removal of viruses such as those that cause COVID-19. The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid such as respiratory droplets present, surface material type (i.e. plastic, stainless steel, copper, and cardboard) and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.
- The structure of these viruses includes a lipid envelope, which is easily compromised by most disinfectants. Once the lipid envelope is damaged, the integrity of the virus is compromised, thereby neutralizing its capacity to infect. Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them.
- New studies have shown that the virus can remain viable and infectious in aerosols for hours and on surfaces up to days.



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

Personal Protective Equipment (PPE)			
<input checked="" type="checkbox"/>	Long sleeved shirts and pants	<input checked="" type="checkbox"/>	High visibility vest
<input checked="" type="checkbox"/>	Hard Hat	<input type="checkbox"/>	Cut 2 Gloves
<input checked="" type="checkbox"/>	Chemical Goggles, Splash Guard or Safety Glasses with Side Shields	<input type="checkbox"/>	Cut 3 Gloves
<input checked="" type="checkbox"/>	Steel Toed Leather Boots	<input checked="" type="checkbox"/>	Chemical resistant gloves - nitrile or neoprene
<input checked="" type="checkbox"/>	½ face respirator	<input type="checkbox"/>	Full face respirator
<input type="checkbox"/>	P100 filters	<input type="checkbox"/>	PAPR
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Airline with full face
		<input checked="" type="checkbox"/>	Combination P100/organic filters
		<input type="checkbox"/>	Other:

Other Equipment and Items Required	
<input checked="" type="checkbox"/>	Warm running water and soap to ensure workers are able to wash hands for at least 20 seconds.
<input checked="" type="checkbox"/>	Alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available to ensure all workers are able to wash hands for at least 20 seconds.
<input checked="" type="checkbox"/>	Disposable paper or single-use cloth towels
<input checked="" type="checkbox"/>	Safety Data Sheets
<input checked="" type="checkbox"/>	Eyewash unit capable of providing 15-minute rinse (when using Clorox® Disinfecting Bleach).
<input checked="" type="checkbox"/>	Eyewash unit capable of providing a rinse of several minutes (when using Spray Nine® Disinfectant).
<input checked="" type="checkbox"/>	Means to flush any affected skin for a minimum of 15-minutes (when using Clorox® Disinfecting Bleach).
<input checked="" type="checkbox"/>	Means to flush any affected skin for several minutes (when using Spray Nine® Disinfectant).
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

First Aid	
Inhalation	<ul style="list-style-type: none"> <li>Remove victim to fresh air and keep at rest in a position comfortable for breathing.</li> <li>If symptoms persist, call a physician.</li> </ul>



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

First Aid	
Ingestion	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"> <li>• Seek medical aid immediately.</li> <li>• Do not induce vomiting.</li> <li>• Give water if person is conscious.</li> </ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"> <li>• Have person sip a glassful of water if able to swallow.</li> <li>• Do not induce vomiting unless told to do so by a poison control center or doctor.</li> <li>• Do not give anything by mouth to an unconscious person.</li> <li>• Call a poison control center or doctor immediately for treatment advice.</li> </ul>
Eye contact	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"> <li>• Rinse cautiously with water for several minutes.</li> <li>• Remove contact lenses, if present and easy to do. Continue rinsing.</li> <li>• If eye irritation persists, get medical advice/attention.</li> </ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"> <li>• Hold eye open and rinse slowly and gently with water for 15 - 20 minutes.</li> <li>• Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye.</li> <li>• Call a poison control center or doctor for treatment advice.</li> </ul>
Skin contact	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"> <li>• Wash skin with soap and water.</li> <li>• If skin irritation persists, call a physician.</li> <li>• Wash contaminated clothing before reuse.</li> </ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"> <li>• Take off contaminated clothing.</li> <li>• Rinse skin immediately with plenty of water for 15-20 minutes.</li> <li>• Call a poison control center or doctor for treatment advice.</li> </ul>

These Safe Work Procedures are meant to be used in conjunction with Ledcor's WHMIS Program. Work is to be carried out by appropriately instructed and knowledgeable workers.

Safe Work Procedures
<p><b>a. Pre-Job Work Tasks</b></p> <ul style="list-style-type: none"> <li>• Tool-box meeting and conduct all Ledcor pre-job safety reviews.</li> <li>• Review these safe work procedures.</li> <li>• Obtain all necessary cleaning supplies, equipment and PPE needed for the task.</li> <li>• Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based</li> </ul>





## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.

- Cleaning staff are to be reminded to avoid touching their face, especially their mouth, nose, and eyes at all times, including while wearing gloves.

### b. Perform Cleaning (If required due to excess dirt)

- Don PPE.
- If required, pre-clean any surfaces prior to disinfecting to remove any excess dirt or grime.
- If surfaces are dirty, they can be cleaned using a detergent or soap and water.
- Follow the manufacturer's instructions for appropriate dilution if using a detergent.
- Place the detergent or soap and water into a spray bottle or bucket.
- Using sponges, rags, mops or disposable paper towels, wipe off the detergent or soap and water after misting the surfaces.
- If using a bucket of detergent or soap and water, apply the solution to all surfaces and wipe off using sponges, rags, mops or disposable paper towels.
- Mechanical cleaning can also be done using a HEPA filtered vacuum, if dry dust is observed on surfaces.
- Once any visible dirt or grime is removed, move on to disinfection of surfaces.
- Proceed to decontamination procedures at the end of each shift and prior to breaks.

### c. Perform Disinfection

When using Clorox® Disinfecting Bleach:

**NOTE:** Do not use bleach on electronics such as computer displays or keyboards. It is safe to gently wipe keyboards and displays with a 70% isopropyl alcohol wipe or Clorox Disinfecting Wipes.

- Don PPE if not already donned.
- Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon (~ 4 L) of water. This is equal to 1 parts bleach to 49 parts water or 200 mL in a 10 L bucket.
- The solution will be required to be made daily and is not to be re-used except on the shift that it was prepared for.
- Place the bleach solution into a spray bottle or use the solution from a bucket.
- If applying the solution using a spray bottle, apply the solution to all surfaces and allow to remain wet for 10 minutes.
- If using the solution in a bucket, using sponges, rags or mops, apply the solution to all surfaces and allow to remain wet for 10 minutes.
- After 10 minutes, dry surfaces using sponges, rags, mops or disposable paper towels.
- Change the sponge, rag or mop being used often.



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

- Once complete, put **all** rags, sponges, mops, disposable towels into a leak proof waste bag and seal for disposal.

When using Spray Nine® Disinfectant:

**NOTE:** Some surfaces, such as aluminum alloys, are inherently sensitive to alkaline cleaners. Always test on a small area of surface to be cleaned and air dry completely to determine colorfastness and surface integrity. Do not use on wool, leather, glass, untreated wood, treated fabrics or weathered surfaces. Do not use this product in combination with caustics, acids or bleach.

- Don PPE if not already donned.
- Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.
- Apply the solution to all surfaces and allow to remain wet for 30 seconds.
- Using sponges, rags, mops or disposable paper towels, wipe thoroughly.
- Change the sponge, rag or mop being used often.
- When used on food contact surfaces such as counters and tables, rinse the solutions off with potable water prior to wiping thoroughly.
- Once complete, put **all** rags, sponges, mops, disposable towels into a leak proof waste bag and seal for disposal.

### d. Decontamination Procedures

- Re-useable supplies such as mop handles and vacuums must be thoroughly cleaned before removing from the work area. These items are to be wiped using the same products used for disinfection of surfaces as per the cleaning and disinfection procedures before leaving the work area.
- Cleaned supplies can now be placed outside the work area.
- Any materials that can not be properly decontaminated at the end of the project, such as sponges, rags, mop heads, must be disposed of as non-hazardous waste in leak proof garbage bags and sealed for disposal.
- **DO NOT REMOVE GLOVES OR RESPIRATOR AT THIS TIME.**
- Proceed to the wash facilities provided.
- Remove gloves, and thoroughly clean hands using soap and water and dry with disposable paper or single-use cloth towel or alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled. Use a nail brush if necessary.
- Remove the respirator.
- Thoroughly wash hands again, using soap and water and dry with disposable paper or single-use cloth towel or an alcohol-based hand rub if no water is available and hands are not visibly soiled for at least 20 seconds. Use a nail brush if necessary.
- Wash and rinse the inside of the respirator.
- Inspect respirator and, if in good condition, place in designated respirator storage location/bag. If it is the last use of the filter cartridges, they must be disposed of with the rest of the waste.



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Building A Healthy Workplace

## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

FOR INFORMATION ONLY

## APPENDIX D – SURFACE CLEANING SAFE WORK PROCEDURES

Shared with permission – Strictly for information purposes only



March 27, 2020

# SAFETY BULLETIN

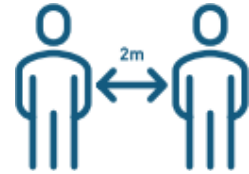
### BEST PRACTICES FOR DELIVERING CONCRETE DURING COVID-19

The construction industry is the foundation of a strong and prosperous Alberta economy and concrete, as the most used construction material in the world, remains the cornerstone building material of the Alberta construction industry.

With the continuing spreading of COVID-19, around the world, it is critical that the construction industry implement new safety measures on Alberta's construction sites to ensure the long-term economical success of our province and country.

Concrete Alberta is asking all members of the construction team to consider the following safety issues in regard to the use of ready mixed concrete on your projects:

- **Social Distancing** – One of the key government recommendations for limiting the spread of this virus remains maintaining a safe working distance between employees of 2 metres. What this means for the ready mixed industry is the following:
  - Ready mix drivers will remain in their truck until they are required to discharge the concrete.
  - While discharging the concrete, other site workers are to remain a safe **physical** distance from the drivers.
  - The only person to touch the controls, add or remove chutes or to use the water system of the ready-mix truck is the driver.
  - Pump operators, swampers, third-party testing companies or other project site personnel, are not to come in direct contact with the concrete truck.
- **Communicating Confirmed COVID-19 Test Results of Jobsite Workers** – One of the major challenges for all employers is ensuring worker safety. In order for the concrete producer to be able to ensure the safety of their workers, it is critical that our customers communicate information as soon as they are aware regarding any confirmed cases their staff may have, and if the impacted site worker may have interacted with our drivers, QC personnel or any other concrete producer employees.
- **Ordering Concrete** – Scheduling for efficient concrete delivery has always been a challenging task. To minimize ready-mix truck driver's exposure and overall wait-time onsite, we encourage contractors to communicate with the order desk and/or dispatch 48 hours prior to the placement for more efficient concrete delivery as well as communicating any order changes before, and during concrete placement that may impact pour rates and truck spacing.



- **Electronic Ticketing** – Significant progress has been made in the move towards electronic ticketing for concrete delivery. Given the potential for increased transmission from the handling of paper tickets, the industry will be requesting the support of Contractors, Consultants and Owners in the rapid expansion of electronic communications and avoiding the use of hard copy tickets when possible. Where electronic ticketing isn't available, utilizing a secure and weatherproof storage container for the collection of jobsite records should be considered, along with a system that minimizes employee contact with the records. Some owners have also accepted bulk emailing of delivery tickets for the project at the end of the day or moved to the taking pictures of delivery tickets with smartphones, to avoid paper tickets being handled by construction workers.
- **Driver Support Roles** – Ready-mix drivers will continue to supply sufficient amounts of water to contractors, placers/finishers and testing companies that need to wash the cement paste off their tools or equipment. The tools or equipment must be placed in a containment area near the truck and the driver will wash the equipment without directly touching the materials and keeping a safe distance away from other workers. Please note that the water tank on a ready-mix truck is sized to concrete slump adjustment and chute washdown activities only. If large amounts of water are required on the jobsite, other water sources should be found.
- **Chute Scrapers** – While it was a common practice in the past to allow the contractor to utilize the drivers chute scraper or shovel, while this practice is not recommended since tools should not be shared unnecessarily between any workers, if the tools are shared they should be cleaned between workers use. It is preferred that contractors provide their own chute scraping devices.
- **Concrete Pump Water Tanks** – While it is a common practice for concrete pumps to request water from the ready-mix truck for their own water tank, the pump operator is to make the request to the driver and is not to touch the water dispensing system on the concrete truck. After making the request for water, the driver will confirm the amount of water that can be provided and if it can be done by following social distancing guidelines.
- **Site Meetings** – Our industry will continue to participate in these critical events, but the organizers must ensure that the minimum social separation distances are maintained for all participants and that the appropriate safety protocols are utilized. The industry preference remains conference calls and video meeting services wherever possible.
- **Implementation of Effective Concrete Field Testing** – The quality of concrete field testing activities remains the single largest concern of all Concrete Alberta members, and with the challenges of social distancing there needs to be a concerted effort by all construction team members to ensure that the concrete evaluation is conducted in an appropriate manner to avoid unnecessary project delays. Accurate field testing and the prompt distribution of all concrete test results to the full project team will be even more critical in the coming months.
- **On Site Technical Support** – While our members are still working very hard to provide technical support on site, the need for social distancing for these workers is critical. Please leave 2 metres of space around our member's technicians while they are performing their job tasks.
- **Spotters for Back-up Operations** – While we realize that there are many labour challenges on construction sites, ready mixed concrete trucks still require a signaller or flag-person in order to back into concrete delivers. These safety requirements are critical for every jobsite and cannot be overlooked.

During these very challenging times we encourage everyone to remember the **Golden Rule** and to treat others as you would like to be treated. If we are respectful of the challenges that everyone is facing, and we work together to implement new and innovative methods to address our shared safety concerns we can improve work processes while ensuring a safe work environment.

If you would like to provide feedback on this document or propose additional safety considerations and/or procedures related to ready mixed concrete operations, please contact the association directly.

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ALBERTA

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Concrete Alberta

[Contact Us](#)



# WASH YOUR HANDS

IT'S THE SINGLE MOST EFFECTIVE WAY TO KEEP FROM CATCHING A COLD/FLU OR SPREADING ONE TO SOMEONE ELSE.

Prevent colds and flu this season. Wash your hands and fingers with regular soap and water for at least 20 seconds. If soap and water is not available, use enough hand sanitizer to cover your hands and fingers. If you feel the signs of flu/cold, please stay at home and call your supervisor.

**FORWARD.  
TOGETHER.**



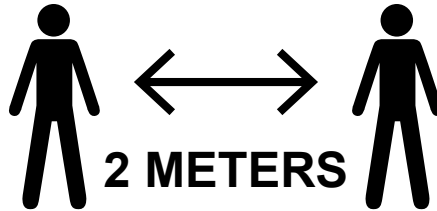
**IF YOU ARE SICK**



**INFORM YOUR  
SUPERVISOR**



# MAINTAIN YOUR SOCIAL DISTANCE



## STOP COVID-19

**IF YOU ANSWER YES TO ANY OF THESE QUESTIONS,  
DO NOT ENTER THE SITE  
AND COMMUNICATE WITH:** \_\_\_\_\_

( ) - \_\_\_\_\_

1. HAVE YOU RETURNED FROM OUTSIDE CANADA IN THE LAST 14 DAYS?
2. DO YOU CURRENTLY HAVE ANY THE FOLLOWING SYMPTOMS (OR A COMBINATION OF THESE): FEVER (OVER 38°C), COUGHING AND DIFFICULTY BREATHING?
3. HAVE YOU BEEN EXPOSED TO A PROBABLE OR CONFIRMED CASE OF COVID-19?

**IF YOU HAVE ANY QUESTIONS,  
CONTACT THE NUMBER ABOVE.**

**All contents intended as a guide**

**This is a living document**

***Please direct all questions or comments on this document to:***

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President & COO  
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