



COVID-19 Prevention Procedure & Protocol

STATEMENT OF PURPOSE

Our company is committed to providing a safe and healthy workplace for all of our staff. A combination of measures will be used to minimize worker exposure to COVID-19, including the most effective control technologies available. Our work procedures will protect our workers who enter the work sites and fleet vehicles. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

RESPONSIBILITIES

Employer responsibilities

Our company will:

- Ensure workers have received training materials and resources on COVID-19 prevention and precautions provided by the BC Province, CDC and Federal Government and our clients. Workers are to discuss COVID-19 on a daily basis via Toolbox meetings, and/or the Field Level Hazard Assessment.
- Ensure that workers where possible are able to maintain social distancing (2 meters apart) while completing their work safely. This includes lunch breaks.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are communicating in their native language to ensure all employees are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment (PPE) — medical masks, gloves, eye protection, and respirators (upon availability). In situations where social distancing cannot be met, workers shall wear full PPE until able to distance themselves by 2 meters.
- Maintain records of training and inspections.
- Ensure that a copy of the exposure control plan is available to workers.

Supervisor responsibilities

Our supervisors will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers have a supply of medical mask due to the retail shortage of respirators or N95 masks.
- Ensure that social distancing is maintained.
- Direct work where possible that eliminates or minimizes the risk to workers.



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Worker responsibilities

Our workers will:

- Maintain social distance (2 meters) at all times where possible.
- Will increase hand washing on sites where wash basins have been installed. Hand washing includes; access to sites, upon leaving washrooms and prior to eating.
- Will use a method of hand sanitizing and 2-meter distancing when entering and exiting fleet vehicles.
- Will report any COVID-19 related symptoms immediately to Supervisor and self-isolate for 14 days before returning to the workforce. Workers are directed to call 8-1-1 for further instruction.
- Will report if they have been exposed to someone whose has been tested positive for COVID-19 and will self-isolate for minimum 14 days.
- Any worker who has travelled internationally and returned to Canada must self-isolate for minimum of 14 days.
- Know the hazards of workplace.
- Follow established work procedures and Use any required PPE as instructed.

RISK IDENTIFICATION AND ASSESSMENT

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

Breathing in droplets in the air

British Columbia Center for Disease Control (BCCDC) advises that coronavirus is not transmitted through airborne transmission, however, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Social distancing (maintaining 2 meters of distance from other people at all time) will reduce the risk of this occurring.

Close contact

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

Surface contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a handrail, doorknob, telephone, hand held radios or tools, and then touching the eyes,



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nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

Because the transmission of COVID-19 from contaminated environmental surfaces and objects is not fully understood, we cannot comment on how long the virus lives on hard surfaces, However, employees should carefully evaluate whether or not work areas occupied by people suspected to have virus may have been contaminated and whether or not they need to be decontaminated in response.

The following risk assessment table is adapted from Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined that the risk level of our workers is low when they maintain social distancing. Our workers work on a construction work site and have little contact with the general public.

RISK ASSESSMENT FOR COVID-19	LOW RISK Workers who typically have no contact with people infected with COVID-19	MODERATE RISK Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces	HIGH RISK Workers who may have contact with infected patients, or with infected people in small, poorly ventilated workspaces
HAND HYGIENE	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
DISPOSABLE GLOVES	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (for example, when working directly with COVID-19 patients)
APRONS, GOWNS, OR SIMILAR BODY PROTECTION	Not required	Not required	Yes, in some cases (for example, when working directly COVID-19 patients)
EYE PROTECTION - GOGGLES OR FACE SHIELD	Not required	Not required	Yes, in some cases (for example, when working directly with COVID-19 patients)
AIRWAY PROTECTION - RESPIRATORS	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)

RISK CONTROL

The Regulation requires employers to implement infectious disease controls in the following order of preference:

1. Engineering controls.

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2. Administrative controls.
3. Personal protective equipment (PPE).

It is not necessary to implement engineering controls in our workplace because the risk of exposure can be controlled using administrative controls (for example, social distancing, hand washing, surface cleaning and cough sneeze etiquette) and PPE (respirators).

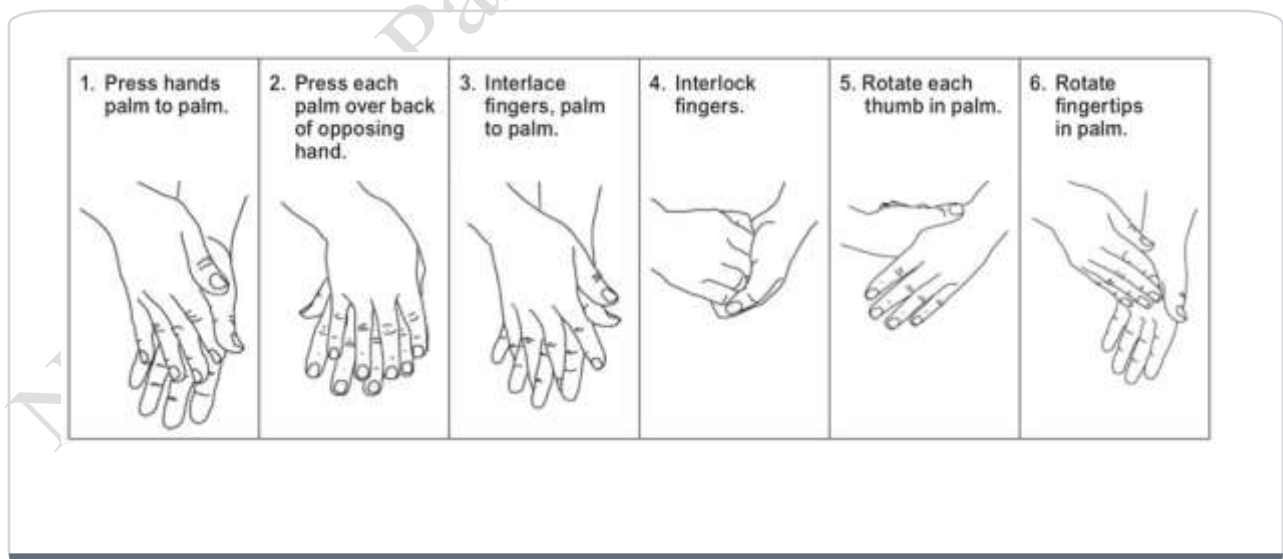
Hand washing

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.

Wash your hands immediately:

- At start of shift and end of shift
- After using the toilet facilities.
- Before eating, drinking, smoking, handling contact lenses.
- After handling tools or materials that may have been contaminated.

Use soap and warm running water. (It doesn't have to be hot to do the job.) If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand rub dispensers are located adjacent to the washrooms.





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Cough/sneeze etiquette

Our 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 components:

- Educate workers in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- 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.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

WORKER TRAINING

Our workers will receive training in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing, social distancing and cough/sneeze etiquette.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- How to seek first aid.
- How to report an exposure to or symptoms of COVID-19.

HEALTH MONITORING

Our workers will comply with BC Covid construction site procedures and health screening. Our workers will promptly report any symptoms of COVID-19 to their manager or supervisor and the first aid attendant.

RECORD KEEPING

Our company will keep records of instruction and training provided to workers regarding COVID-19, as well as exposure reports and first aid records.

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1. Social Distancing: Stay 2 meters away from other people on-site

Keep your mind on task!



This is very important for all workers to remember during this pandemic. Keeping your mind on your task is critical to prevent any incidents from happening.

Health Information is broadcasted daily. You should expect daily communications from your Employer and prepare to change your routines if required.

Some examples of that are:

- Enforcing social distancing.
- Cleaning and disinfecting your tools and work surfaces after every use.
- Temperature checks from First Aid Attendants.
- Wellness questions being asked to ensure you are not sick before entering sites or random checks.

TASK IDENTIFICATION

Tasks that may be impacted by social distancing restrictions would be site orientations, training, work that involves workers to be in close proximity and company vehicles.

Prevention Measures are as follows:

Site Orientations will be conducted as per site Safety Protocols.

Specialized Training is on a case by case basis.

Only 2-4 workers to be in suites at any given time. Site will assign floors to individual trades to mitigate multiple trades working over each other.

Workers are to report to site any trades not following the social distancing protocol and/or not being able to maintain social distancing due to scheduling.



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Workers have been instructed to not wear or share other workers basic and specialized PPE.

Workers who share multiple tools are to wear gloves all day as a prevention to transmission.

Workers on elevated Ariel platforms are to wear gloves at all times.

Company vehicles are carrying only four passengers and one driver. Larger crews can assign team members to bring their own vehicles and abide by site parking rules. Company vehicles are provided with hand sanitizers. Our workers who cannot maintain 6 feet distance while travelling are expected to wear face mask and sanitize upon entering vehicle.

COVID-19 PREVENTION PROCEDURES WHILE WORKING IN CONSTRUCTION

Social Distancing

The Public Health Authority recommends keeping a distance of 2 meters (6 feet) from each other. We require all workers to observe social distancing while on site. Supervisors shall communicate the practice of self-distancing to the workers. Conduct site inspections to ensure crew is maintaining social distances of 2 meters.

If physical distancing is not possible while doing work tasks, we must control the potential exposure of COVID-19 by doing the following:

- Consider if the task can be delayed.
- Can it be done safely another way?
- Can the number of workers be reduced?

If the task is considered essential and cannot be delayed, then use the following Procedures

Workers who are considered to be at a lower risk of transmitting COVID-19 should only complete this work. Do not permit workers on to a worksite if they meet the following criteria:

- Have or had symptoms of COVID-19 in the past 10 days (cough, sneeze, sore throat, fever, difficulty breathing).
- Have travelled outside of Canada within the previous 14 days.
- Have been exposed to someone with COVID-19.
- Share a home with someone who has been exposed to COVID-19.

Personal Protective Equipment

All workers who cannot maintain physical distance (2 meters, 6.5 feet) should use PPE including:



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- N95 or 3M half-face respirator with P95 or P100 filters
 - 1) they are more protective and;
 - 2) 3M & N95 are used by health care workers and are in short supply.
- Disposable nitrile gloves.
- Paper Medical masks
- Coveralls.
- Safety glasses.
- Workers must be trained on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE.
- Fit testing must be completed for workers wearing half mask respirator and/or N95 masks.

Hygiene Practices

During the COVID 19 Public Health Emergency, enhanced cleaning and disinfection should be used on worksites to reduce the risk of disease transmission.

Clean your hands with soap and water for 20 seconds – promptly after using bathroom, before you eat and at the end of the workday, during the work shift whenever possible, and when you get home from work.

- Do not shake hands; avoid physical contact.
- Do not share food, drinks, cigarettes, personal hands tools.
- Do not touch your face, eyes, nose, mouth with unwashed hands.
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect commonly touched surfaces and tools.

Cleaning and disinfection should be done as often as possible and at a minimum at the beginning of shift, before eating, between crew changes, end of shift.

When sharing tools wear gloves. If possible, use your own tools throughout the day. Disinfect any shared items before sharing.

CLEANING: Removes visible soiling (e.g., dust, soil). Cleaning removes rather than kills viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

DISINFECTING: Kills viruses and bacteria. A disinfectant is only applied to objects, never on the human body. Most cleaning can be done using regular housekeeping best practices.



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What products should be used for disinfection:

- Household or commercial disinfection products (follow manufacturer's instructions for disinfection), or a bleach solution (1-part bleach and 9-parts water)
- Do not mix bleach with ammonia or any other cleaning product

During cleaning/disinfection:

- If the surface is dirty remove visible dust and debris and clean using detergent or soap prior to disinfection.
- Follow disinfection product manufacturer's instructions for disinfection.
- Wear nitrile or neoprene gloves while working with disinfectant products.

After cleaning/disinfection:

- Wash hands with soap and water using proper handwashing procedures immediately after gloves are removed.
- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

Project Orientations

- Limit the number of persons in the orientation –Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.
- Use the Public Health Authority Health Assessment tool questions to verify that workers are not feeling sick and so they are aware of what the symptoms are so they can self-monitor.
- Disinfect used pens, tables, chairs and table after each orientation.
- As part of the verbal orientation, discuss:
 - Social distancing of 2 meters.
 - Hygiene, and location of hand washing and hand sanitization stations.
 - What the company is doing at the site to promote a safe workplace and remind them that their health is important to us.
 - Where the Safety posters are located.
 - The importance of reporting to their supervisor if they are feeling unwell and leaving the project.

Health Verification of Workers

- At start of shift, Supervisor to confirm the health status of workers through discussion and observation. Notify Main office and site Construction Safety Officer of any issues.



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Document issues.

- Supervisor can ask HR in Main Office for updates of workers that have left the site for self-isolation. Document changes.
- At end of shift, Supervisor to confirm the health status of workers through discussion and observation of the workers and notify HR in Main Office of any issues.

Receive and Review Contractor COVID-19 Plan

- All employees and Subcontractors are to review this procedure and communicate the contents to their crews.

Hoist Operations

- Outside the hoist: Posted signage is to remind the workers to maintain social distancing 1.8 M (6ft) while they are waiting to enter the hoist.
- Inside the hoist: Maintain social distancing (as best as possible) and reduce the number of passengers to the sites covid prevention policy.
- Passengers should face the outside of the hoist to avoid being in other riders breathing zone.

Stairwells

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs. Observe signage on stairs indicating and “up only” or “down only” for traffic control

When wearing gloves

- Do not touch your face, eyes, or mouth
- Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

Meetings at Site

- Hold outside in open areas

Lunchroom

- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Maintain social distancing by staggering seating arrangement, or don't eat in the lunchroom
- Remove garbage often.
- Routinely disinfect your lunch bags and other commonly handled items.
- Separate PPE to avoid touching.
- If you have to take your spare work clothing home, place it in a plastic bag and do not take



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it out of the plastic bag until it goes into the laundry to be washed – ideally separately.

Work locations

- Maintain social distancing between workers.
- Stagger work crews to reduce the number of people on site, if possible
- Where possible, reduce the number of partner workers.
- Don't mix workers on crews.

Tools

- Avoid sharing tools or equipment.
- If you have to share equipment, clean and disinfect points of contact on the equipment.

Example: on a shared extended work platform, before use wipe down controls, gate, guardrails and any other parts touched by hands. Disinfect it when you are done.

First Aid Treatment

- First Aid Attendants to wear protective devices as per their Covid Prevention and exposure policy
- If conscious and capable of answering, ask the worker the PHA Health Assessment tool questions to verify current status of their health.

COVID-19 Return to Work guidelines

If workers are ill with COVID-19, they should stay home. If they develop symptoms of COVID-19 while at work, they should leave the workplace. Workers should only return to the workplace once they have recovered from COVID-19. Workers should inform their manager or supervisor if they are ill with COVID-19.

Workers who suspect they may have COVID-19 should use the BC Self-Assessment Tool:

<https://covid19.thrive.health> or call 811 for assistance.

There are two main categories for workers returning to work from self-isolation: workers with symptoms of a cold or flu and those without.

Basic symptoms include:

- Fever
- Cough
- Sneezing
- Sore throat



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Workers without symptoms

Severe symptoms are:

- Severe difficulty breathing
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

Workers without symptoms are required to self-isolate for 14 days and monitor for symptoms if they:

- Have arrived in B.C. from outside Canada.
- Are contacts of a confirmed case, meaning they have been (or could have been) exposed to the virus but do not have symptoms.

Self-isolation may end 14 days after the last contact or return to Canada if the worker has not developed symptoms.¹ Once a worker has completed their 14 day self-isolation they may return to work.

Workers with symptoms

With or without a history of travel or contact, if a worker has respiratory symptoms that can be managed at home, they must self-isolate at home for at least 10 days after the onset of symptoms².

If a worker has self-isolated due to having symptoms, they may return to work after 10 days, provided their temperature is normal and they feel better (able to return to their full level of activity)³. The 10-day requirement is the minimum for a worker with symptoms so it is possible that a worker may need to self-isolate for longer depending on their recovery. Some examples are as follows;

Example #1

Worker develops symptoms, goes into self-isolation, after 10 days the worker still has a sore throat but their fever is gone so they continue to self-isolate, after a total of 12 days the worker has no symptoms. They may now return to work. Total self-isolation = 12 days

Example #2

Worker goes into self-isolation voluntarily, after 5 days the worker develops symptoms, the worker must then self-isolate for another 10 days, after 15 days of self-isolation the worker is symptom free and can return to work. Total self-isolation = 15 days

Example #3

Worker develops symptoms, after 5 days the worker feels better, the worker must continue to self-isolate, after 10 days of self-isolation the worker is symptom free and can return to work.

Total self-isolation = 10 days



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This document outlines general best practices.

Follow the directions of the public health professionals when available.

Workers with presumptive cases

Procedures presumed to covid-19 Procedures

- Has been tested for Covid-19 in the past 10 days and the results of the test are not yet available.
- Has tested positive for Covid-19 within the past 10 days.
- Has developed symptoms of Covid-19 within the past 10 days and has not yet been tested for Covid-19

When can the presumptive case return to site?

Until COVID-19 testing results are available, the presumptive case should not be permitted back on site until they are no longer experiencing symptoms of Covid-19 **AND** 10 days have passed since they developed symptoms.

Individuals experiencing symptoms of COVID-19 must seek testing for COVID-19. If the test result is negative, they may be able to return to work before the end of the 10-day isolation period if they are no longer experiencing symptoms. Follow the guidance from medical professionals when available. If needed, NYP will be providing clearance letters after the completion of self-isolation as Health Authority is no more providing any letters.

The presumptive case can use the BC COVID-19 Self-Assessment Tool

(<https://bc.thrive.health/covid10/en> or call 8-1-1 for more information about testing.

If the presumptive case is hospitalized or otherwise under the care of a medical professional, they should not return to work until the medical professionals determine that it is appropriate.

How should NYP clean the Work Space?

Clean and disinfect all touch surfaces in the area where the presumptive case was present.

Follow the BCCSA procedures for Enhanced Cleaning and Disinfection

If the presumptive case has tested positive for Covid-19 consider using a specialized biohazard remediation abatement company for professional disinfection.

Should other teams be isolated

Identify any individuals who have been in **CLOSE CONTACT** with the presumptive case. According to provincial Health Guidelines, individual should self-isolate for 14 days.



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CLOSE CONTACT means:

- Provided **care** for the presumptive case without consistent and appropriate use of PPE.
- **Lives** with the presumptive case
- Had **direct contact** with infectious body fluids of the presumptive case. (coughed or sneezed on)
- Had **close contact** (within 2 meters) with the presumptive for more than 15 minutes while the presumptive case was exhibiting symptoms or up to 48 hours before the presumptive case developed symptoms.

While awaiting testing results for the presumptive case, those contacts may continue to work unless they develop symptoms. During this time, they should maintain physical distance (2 meters) from other workers, wear masks, wash hands often and self-monitor for symptoms.

If the presumptive case tests positive for Covid-19 close contacts should self-isolate and monitor for symptoms for 14 days since their last contact with the case. Public health can provide further information on what to do in the event of a positive test result.

1. Wherever possible, the presumptive case's work crew should work separately from other work crews (in different rooms) until test results are available or, in the case of a positive test result, for 14 days after the presumptive case developed symptoms.

2. If any workers who had close or non-close contact with the presumptive case develop symptoms, then they should also be considered as a presumptive case and the steps should be repeated.

Contact tracing and Communication

If the presumptive case tests positive for Covid-19, Public Health officials will conduct a public health investigation to determine if that person was at work during the time, they were infectious. Follow any guidance provided by the Public Health officials at this time.

Notify all staff and any other people who were on site at the time as the presumptive case so they can self-monitor for symptoms.

Confidentiality matters. Keep in mind

that a positive COVID-19 diagnosis is a medical diagnosis and is to be treated as having confidential medical information. Ensure that the infected employee is not identified by name as having contracted the virus.

Ensure that your employees and other people on site are aware of what has been done to protect them. Communicate what steps have been taken to disinfect the workplace to your team, along with what to do they are having concerns.

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Follow these tips



Wash hands often with soap and water



Avoid touching eyes, nose and mouth with uncleaned hands



Avoid close contact with sick people



Clean and disinfect frequently touched surfaces



Cover your cough or sneeze with elbow or tissue. Throw tissue away.



Wrong



Correct

STAY HOME IF YOU ARE SICK!

STAY HOME IF SOMEONE YOU LIVE WITH IS SICK!