

PURPOSE

The purpose of this procedure is to provide guidance for hygiene procedures, practices, tools and equipment to ensure subcontractor and visitor safety from contracting COVID-19 while at this work site.

SCOPE

This procedure applies to all employees, subcontractors and visitors and all areas of the site including but not limited to Offices, trailers, buildings construction areas, vehicles, laydown, lunch and rest rooms with no exceptions.

The procedure sets out a template for procedures consistent with legislative requirements and guidelines that will need to be applied after consideration to the configuration and number of workers at each individual site.

It is a supervisor/manager's responsibility to ensure that all employees, subcontractors and visitors are aware of both the COVID-19 policy and this procedure prior to entering a site and that all requirements contained in this procedure are implemented and followed.

DEFINITIONS

Sanitizing Station	Source of running water, soap or alcohol based sanitizer or wipes containing at a minimum of 70% alcohol.
Orientation	Ensuring familiarity with the COVID-19 policy and site specific procedures.

RESPONSIBILITIES

Senior Management	<ul style="list-style-type: none"> • Provide resources for the development, application and revision of this procedure. • Support managers and supervisors with carrying our progressive discipline. • Keep current with public health and regulatory requirements • Review and revise this procedure as required • Report all known positive test results for COVID-19, to the ministry JHSC, safety representative or trade union. (In writing) within four days.
Project Management	<ul style="list-style-type: none"> • Post and communicate COVID-19 policies to employee's contractors or trades. • Ensure physical distancing on site. <p>Employers should focus on:</p> <ul style="list-style-type: none"> • Ensure access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer, • Increased washroom sanitization • Provide methods for sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment), • Avoiding the sharing of hand tools and power tools, • Posting signage on hygiene in English and the majority workplace language so everyone can understand their part.

Supervision	<ul style="list-style-type: none"> • Conduct or facilitate worker answering screen questions daily. • Do not allow anyone on site who fails the screening • on site or appropriate protection when physical distancing cannot Anyone with symptoms consistent with cold, flu or COVID-19 should be Sent home and public health contacted. • Ensure that work planning includes physical distancing be maintained • Ensure workers are trained on the COVID-19 policy and procedures • Ensure PPE including masks, respirators and gloves are available and used as required • Ensure workers wearing respirators are trained (fit care and use) • Track of workers activities and assignments • Ensure cleaning protocols are adequate, implemented and maintained
Workers	<ul style="list-style-type: none"> • Do not report to work if feeling unwell • Complete the online government self-assessment if showing any symptoms of COVID-19 • If experiencing any cold, flu or COVID-19 like symptoms after screening report to the supervisor immediately • Wash hands often with soap and water or alcohol-based hand sanitizer • Practice physical distancing where possible. • Wear and use PPE where physical distancing is not possible. • Wash or sanitize tools and equipment as required. • Workers should raise any concerns to their supervisor, joint health and safety committee, or health and safety representative. • Wash hands often with soap and water or alcohol-based hand sanitizer • Report any cold, flu or COVID-19 like symptoms to the supervisor immediately
Visitors	<ul style="list-style-type: none"> • To adhere to this procedure at all times.
Subcontractors	<ul style="list-style-type: none"> • To adhere to this procedure at all times.

REQUIREMENTS	
Training	<p>All employees, subcontractors and visitors must be given orientation on:</p> <ul style="list-style-type: none"> • The COVID-19 policy, procedure • Site specific training including the sanitizing of sites, how to report illnesses, how to ensure physical distancing, and work scheduling.
Sanitization Stations	<ul style="list-style-type: none"> • Washing station with soap, running water and/or alcohol based sanitizer with a minimum of 70% alcohol and drying towels. • Sanitizing towels or solution to disinfect tools.
Personal Protective Equipment	<ul style="list-style-type: none"> • Respirators where physical distancing cannot be maintained • Nitrile gloves as required. • Face shields as required. • Aprons as required
Documentation	<ul style="list-style-type: none"> • All workers orientation records for this procedure. • Records of daily screening questions. • COVID-19 Policy to be posted in a conspicuous place.

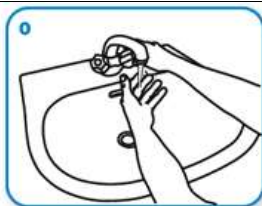
PROCEDURE	
Develop and post COVID-19 Policy	<ul style="list-style-type: none"> • Develop the policy for COVID-19. • Post the policy in a conspicuous place.
Develop site specific procedures	<p>Develop procedures specific to the site including:</p> <ul style="list-style-type: none"> • The sanitization of sites, • How employees and contractors report illnesses, • How to ensure physical distancing,

<p>Physical distancing (two metres)</p>	<ul style="list-style-type: none"> • How work will be scheduled. <p>To maintain physical distancing consider:</p> <ul style="list-style-type: none"> • Staggering start times, breaks and lunches • Restricting the number of people on-site and assignments to work, • Controlling site movement (limiting the potential for workers to gather) including personnel, in material hoists, and site trailers), • Limiting the number of people using elevators and hoists at one time • Holding meetings outside or large space enabling physical distancing • Limiting unnecessary on-site contact between workers, and between workers and outside service providers (for example, by removing coffee trucks from site).
<p>Where physical Distancing cannot be achieved</p> <p>Develop procedures</p> <p>Prevent access</p> <p>Selection Care Use of PPE</p>	<p>Where physical distancing cannot be maintained consider:</p> <ul style="list-style-type: none"> • Is the task truly essential at this time? • Can the task be delayed? • Can it be safely done in another way? • Can the number of workers involved be reduced? <p>If the task is considered essential, cannot be delayed and physical distancing cannot be achieved safe work procedures must be developed.</p> <p>When developing procedures consider:</p> <ul style="list-style-type: none"> • Work should not be completed by workers who are at higher risk of complications including: • Workers who are over the age of 60, • Workers with chronic health conditions including diabetes, heart disease and lung disease, • Workers who are immunocompromised, • Only workers who are considered to be at a lower risk of transmitting COVID-19 should complete this work • Availability and training on required PPE • Fit test and medical clearance for respirators <p>Do not permit workers on to a worksite if they:</p> <ul style="list-style-type: none"> • 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. <p>Ensure proper selection care and use of PPE where physical distancing cannot be achieved considering:</p> <ul style="list-style-type: none"> • Workers must be trained on the fit, care and use and limitations of PPE • How to properly dispose of, disinfect, inspect, and maintain PPE • Fit testing must be completed for workers respirators • Workers must be clean-shaven when using respirators • For further information on respirator use, see CSA Standard CAN/CSA-Z94.4-18, Selection, use, and care of respirators, • Provide a plastic disposal bag for disposal of consumables (N95 masks, nitrile gloves, cleaning wipes), • Seal the disposal bag and store it with other garbage, • Dispose of N95 masks and Nitrile gloves in the disposal bag, • Sanitize glasses and half mask respirators using disposable wipes, • Dispose of disposable wipes in the disposal bag, • Store reusable PPE and coveralls in a storage room

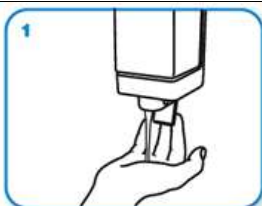
	<ul style="list-style-type: none"> • Ensure no cross contamination between PPE belonging to different workers (do not share unless disinfected) • Do not wear fabric coveralls home and wash them regularly, • If fabric coveralls are not used, change before going home, • Bring work clothing home in a plastic bag and wash daily.
On-site sanitation	<p>Focus on:</p> <ul style="list-style-type: none"> • Access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer (sanitizer not effective on soiled hands) • Washroom facilities, • Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units), • Avoiding the sharing of hand tools and power tools. If sharing is necessary, enable sanitization of shared equipment, • Posting signage on hygiene in English and the majority workplace language so everyone can understand their part.
Adjust site and production schedules	<p>Physical distancing will result in lower staffing on job sites. In order to keep sites open, adjust production schedules as the impacts of physical distancing become clear. Owners and trades will need to collaborate to ensure there is a clear understanding of how production will be impacted.</p> <p>Schedules should consider:</p> <ul style="list-style-type: none"> • Limiting number of workers to critical number by staggering work schedules including start times, lunch, breaks • Sanitation of sites and workspaces, • Site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift, • Work-site mobility and transportation, including hoist operations.
Track and monitor your workforce	<p>Keep records of:</p> <ul style="list-style-type: none"> • Worker with symptoms consistent with COVID-19 (should be sent home) • Information on where the employees have worked • Contact Information of other employee who may have been exposed • Crews working together
Reporting illness	<ul style="list-style-type: none"> • Workers must report any symptoms of COVID-19 to their supervisor Immediately • The Ministry of Labour, Training and Skills Development, The JHSC and Trade Union must be notified in writing of any confirmed case of COVID-19 within 48 hours (section 52(2) and 52(3) of the OHS Act) • All on site and prior employees with in a two week time frame must be notified of confirmed cases of Covid-19
On Site Screening procedure example	<p>Greet everyone coming to site with a friendly, calm, and reassuring manner. Tell them that to protect the safety of all we are conducting active screening for potential risks of COVID-19 with everyone entering accessing the site.</p> <p>Ask the following questions</p> <ol style="list-style-type: none"> 1. Do you have any of the following symptoms: <ol style="list-style-type: none"> a. Fever, new or existing cough, or difficulty breathing b. Muscle aches, fatigue, headache, sore throat, runny nose 2. Have you traveled internationally within the last 14 days (outside Canada) 3. Have you had contact with a confirmed or probable COVID-19 case? 4. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?

	<p>Passed Screening: If the person has passed the screening (answered NO to all questions), they will be allowed to enter and will be instructed on the appropriate use of washing stations, hand and tool sanitizer and personal protective equipment if required.</p> <p>Failed Screening: If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the site. Communicate that, based on these answers and safety criteria, they are not cleared to enter the site. Advise them to:</p> <ul style="list-style-type: none"> • Complete the online government self-assessment, • Contact their primary care provider for further instruction, • Give them the Telehealth Ontario number: 1-866-797-0000.
	<p>General procedures for all on site staff:</p> <ul style="list-style-type: none"> • Wash hands often with soap and water or alcohol-based hand sanitizer, • Sneeze and cough into your sleeve, • If you use a tissue, discard immediately and wash your hands, • Avoid touching your eyes, nose or mouth, • Avoid contact with people who are sick, • Stay home if you are sick, • Avoid high-touch areas or ensure you clean your hands after, • Where possible, wear gloves when interacting with high-touch areas, • Do not touch your face with gloved hands. Take care when removing gloves and wash your hands after removing them, • Wash your clothes as soon as you get home, • If you are ill, notify your supervisor immediately.

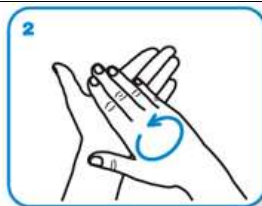
Hand Washing with soap and water



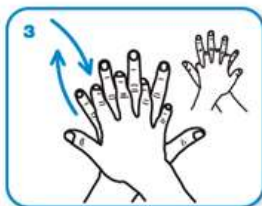
Wet hands with water



apply enough soap to cover all hand surfaces.



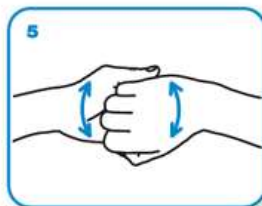
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



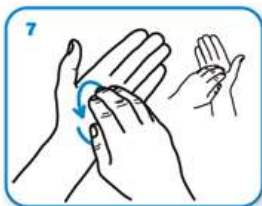
palm to palm with fingers interlaced



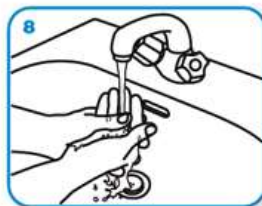
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



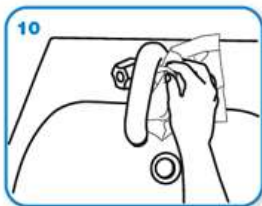
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



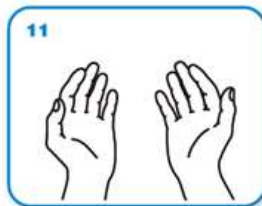
Rinse hands with water










dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

<p>Hand Washing with Sanitizer</p>	<h2 style="text-align: center;">7 Steps of Handwashing with Hand Sanitizer</h2> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p>Step 1 Squeeze a small amount of sanitiser gel/soap over left palm and dip all fingers of right hand into left palm, and vice versa</p>  </div> <div style="width: 50%;"> <p>Step 2 Palm to palm</p>  </div> <div style="width: 50%;"> <p>Step 3 Right palm over left dorsum and left palm over right dorsum</p>  </div> <div style="width: 50%;"> <p>Step 4 Palm to palm, fingers interlaced</p>  </div> <div style="width: 50%;"> <p>Step 5 Backs of fingers to opposing palms with fingers interlocked</p>  </div> <div style="width: 50%;"> <p>Step 6 Rotational rubbing of right thumb clasped in left palm and vice versa</p>  </div> <div style="width: 50%;"> <p>Step 7 Rotational rubbing of right wrist and vice versa. Rinse and dry thoroughly.</p>  </div> </div>
<p>Write Site Specific Plan</p>	<p>Use this procedure guide to write a site specific plan for each site or facility taking into account the particular circumstances and workforce requirements of the project. Ensure workers are updated on any changes to the procedure or work plan</p>
<p>Review</p>	<p>COVID-19 information is being updated daily therefore information contained in this guide may change without notice and policies and procedures must be reviewed and revised as required and as information becomes available, requirements, protocols and regulatory requirements develop. This guide should not be used or construed as legal advice but rather a guide to develop your own policy and procedure.</p>

<p>APPROVAL</p>	
<p><i>Name of approver</i></p>	