

11. Appendix B: A Leader's Guide

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11.1. Checklist of Strategies for Safe Operations Amidst COVID-19

The Project Manager / Superintendent is responsible to ensure all COVID-19 requirements are implemented. Complete this checklist for every project.

Section 11.2 contains supporting documents for the checklist.

Project Name		Project #
Completed by Print Name	Signature	Date

Items for Consideration	Comments
<p>11.1.1. Dispatch</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fit for Duty requirements submitted to union with Manpower request (see 11.2.1) <input type="checkbox"/> Online orientation instructions (see Initiafy attachment) <input type="checkbox"/> Client online orientation instructions (provided by PM/SI) <input type="checkbox"/> Package sent to workers (provided by PM/SI), which includes: <ul style="list-style-type: none"> o instructions upon arriving to site, <input type="checkbox"/> Are there any restrictions on leaving the site/city etc. to reduce potential exposure? If so, people will need to bring enough supplies (medication, cigarettes, etc.) to last them the duration of the project. 	
<p>11.1.2. Fit for Duty: Daily Toolbox Talk</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify <u>Fit for Duty</u> at start of each shift using the (see 11.2.2). <input type="checkbox"/> Spitting (including sunflower seeds) and otherwise ejecting body fluids publicly needs to be explicitly prohibited (include signage). 	
<p>11.1.3. Social Distancing Requirements</p> <p>Physical distancing must <u>always</u> be maintained. Only when it is not possible/practical, can you implement protection strategies (i.e. PPE in conjunction with rules) – (see 11.2.3)</p> <p>Check off as completed / verified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lunch trailers and offices: <ul style="list-style-type: none"> o Plot plan or similar (i.e. layout per trailer, per table, per desk ensuring 6’ distance between people). Use tape on tables/ground to identify layout. o Identify & post max # people per trailer. o Ventilation. Mechanical or open windows & doors (bay/man) to increase ventilation. o Posting of phone numbers for local health authorities, COVID-19 info sheets, personal hygiene, hand sanitizer requirements, and table/desk plot plans 	

<p>lunchrooms and office trailer complexes, elevators, on staircases and along travel routes. See 11.2.2, 11.2.7</p> <ul style="list-style-type: none"><input type="checkbox"/> Washcars/Bathrooms:<ul style="list-style-type: none">○ Urinal distances – red tape “Out of Service” to ensure 6 feet distance.○ Sink distances – red tape “Out of Service” to ensure 6 feet distance.○ Max capacity signage on entry door.<input type="checkbox"/> Permitting:<ul style="list-style-type: none">○ is there a touchless process?○ is it segregated/partitioned/plexiglass?<input type="checkbox"/> Dry Rooms & coverall/PPE storage racks:<ul style="list-style-type: none">○ Must be large enough to accommodate social distancing. It may not be possible to put these immediately outside of/between lunchrooms, and may need to be larger than traditionally required. If these are not located immediately adjacent to the lunch trailers, "PPE Free" zones may need to be established.<input type="checkbox"/> Designated smoking areas:<ul style="list-style-type: none">○ Must be sized/restricted so that social distancing of 6 feet can be maintained. Given the elevated percentage of employees (on the maintenance turnaround circuit) that smoke, designated smoking areas may need to be larger than traditionally required, and/or additional designated smoking areas established.<input type="checkbox"/> Tool Crib:<ul style="list-style-type: none">○ Access to the tool crib to be restricted to the tool crib attendant. Shielding (ie plexiglass) or markings to be added to the tool crib distribution area. Personnel required to stay back from the counter 6 feet until such time as their requested items have been placed and the attendant provided with an opportunity to step back from the counter. Personnel must not be allowed to gather around the tool crib entrance and are to maintain 6 feet of social distancing at all times.<input type="checkbox"/> Meetings (Safety, TBT, Coordination). All in-person meetings will be kept short as possible. Meetings will be conducted by telephone, radio, or outside trailers in smaller groups, in the case of morning Toolbox meetings. Other considerations:<ul style="list-style-type: none">○ Must remain 6 feet apart○ Meet in outdoors, open air○ Space seating 6 feet apart○ Stagger timing○ Limit attendees to as few as possible○ Attendance will be collected verbally, and the Foreperson/Superintendent will sign-in each attendee.	
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<ul style="list-style-type: none"> ○ Limit number of meetings per day ○ Consider doing all meetings during TBT time. Weekly crew safety meetings may be suspended during outbreak periods, although safety inspections will continue, and senior site management and H&S Reps to communicate relevant information at toolbox talks. <input type="checkbox"/> Use alternative communication means where practical (radio, text message, email). 	
<p>11.1.4. Close Proximity Work (within 6')</p> <p>When assigned tasks make it impracticable (<i>if not impossible</i>) for social distancing of 6 feet to be maintained, the following precautions will be taken (see 11.2.4):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personnel involved in the work must confirm with each other and their supervisor that they have no COVID related concerns. <input type="checkbox"/> Only the personnel necessary to complete the task are permitted to work within the 6-foot boundary, and only for the duration of the specific tasks that require such. <input type="checkbox"/> When a 6' physical/social distance is not possible, "BARRIER(S)" & health precautions must be utilized. Options include: <ul style="list-style-type: none"> ○ Face shield and/or face covering ○ Seal-Fit Safety Glasses ○ Gloves (Work Gloves specified on work permit or other protective gloves) ○ These barriers help ensure the droplets do not spread. <input type="checkbox"/> Tools are not to be shared if at all possible and should be wiped down after use and/or before being used by another worker. 	
<p>11.1.5. Supplies</p> <p>Will you have enough PPE & Supplies needed to last you through the project:</p> <ul style="list-style-type: none"> <input type="checkbox"/> nitrile/latex gloves. These may be used when work gloves are not necessary (estimate 4/person/day for those who may need them ie cleaning staff) <input type="checkbox"/> seal-fit glasses <input type="checkbox"/> face shields (hard hat clip on) (estimate 1/person) <input type="checkbox"/> face shields (without hard hat). May be used in office settings only when 6' distancing cannot be maintained (estimate 1/office person) <input type="checkbox"/> Face coverings <ul style="list-style-type: none"> ○ Disposable cloth (estimate 4/person/day) or ○ Reusable cloth face coverings estimate 1/person/day) <input type="checkbox"/> Hand hygiene <ul style="list-style-type: none"> ○ hand washing stations (estimate 1/12 people hand sanitizer (estimate 1L/10 ppl/week)) 	

<ul style="list-style-type: none"> ○ soap & dispensers ○ paper towels <input type="checkbox"/> Warm water respiratory cleaning station 1/35ppl <input type="checkbox"/> cleaners / disinfectant (estimate #/person/day) <ul style="list-style-type: none"> ○ alcohol-based wipes (estimate #/person/day) ○ toilet paper ○ sanitization stations (estimate #/person/day) 	
<p>11.1.6. Cleaning/disinfecting (see 11.2.5)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement personal cleaning schedule i.e. self-Sanitize personal lunchroom space and hands upon arrival to work, before eating/drinking, and before leaving. <input type="checkbox"/> Increase frequency of cleaning of high touch surfaces and cleaning supplies. After each break and at end of shift <input type="checkbox"/> Frequency is stipulated and checklist developed (fridge, microwaves, radios). <input type="checkbox"/> If the company is providing any cleaning staff: <ul style="list-style-type: none"> ○ the cleaning schedule/checklist likely needs to be updated ○ additional PPE required includes Tyvek, full face, nitrile gloves, etc. ○ Ensure proper doffing to minimize cross contamination potential. <input type="checkbox"/> Radios, gas monitors and similar items to be assigned to individuals for their exclusive use whenever possible. When such assignments are not possible, then these items must be thoroughly cleaned and disinfected prior to re-assignment. <input type="checkbox"/> Tools/equipment should be wiped down at the end of the shift alcohol-based wipes to clean tools before and after use. <input type="checkbox"/> Increased garbage removal frequency. <input type="checkbox"/> Cleaning/disinfecting should occur when the lunchrooms/offices are not occupied. <input type="checkbox"/> Access to cleaning stations/supplies: <ul style="list-style-type: none"> <input type="checkbox"/> Hand washing/sanitizing stations to be positioned near lunchroom trailers. <input type="checkbox"/> Hot water and soap to be available in toilets/wash cars (which themselves should be as close to the lunchroom tables as possible). <input type="checkbox"/> A respirator cleaning station (i.e. with hot water and suitable supplies) must be established, and personnel required to clean their respirators daily. 	
<p>11.1.7. Transportation Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increased ventilation: mechanical or open window(s). <input type="checkbox"/> Company vehicles and buses are to be cleaned/disinfected regularly (based on the frequency of their use) 	

<ul style="list-style-type: none"> ○ Before & after each use for shared vehicle ○ with particular attention made to touched surfaces (i.e. door handles, steering wheels, instruments, etc.). <p>Light Vehicles</p> <ul style="list-style-type: none"> <input type="checkbox"/> Whenever possible, personnel should travel to/from site in their own vehicles and carpooling discouraged. <input type="checkbox"/> When utilizing site/company vehicles onsite, ensure proper spacing and no more than 2 people to a vehicle (11.2.6). <input type="checkbox"/> Do you have access to fuel? <p>Bussing</p> <ul style="list-style-type: none"> <input type="checkbox"/> When buses are utilized, seating should be limited to 1 worker in alternating rows (i.e. generally operate buses at 25% capacity). <input type="checkbox"/> Bus stop loading areas should be configured such that personnel can practice social distancing of 6 feet. 	
<p>11.1.8. Camp</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restrictions on leaving site to reduce potential exposure. Approval may be very difficult – people need to bring enough supplies (smokes, meds, etc.) to last them the duration of the project. <input type="checkbox"/> Dining area (plot plan, table removal, max per table, etc.) <input type="checkbox"/> Segregating client/contractors. <input type="checkbox"/> Utensils, condiments, etc. - prepackaged etc. – no common touching. 	
<p>11.1.9. Hotels (involve project coordinator)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the hotel have a Pandemic Response Plan? <input type="checkbox"/> Have they increased their ventilation system? <input type="checkbox"/> Are they using disinfectants to clean? <input type="checkbox"/> How are they reducing the potential contamination from room to room by cleaning staff? <input type="checkbox"/> Have they increased disinfecting schedule for high touch areas? <ul style="list-style-type: none"> ○ Doorknobs / handles ○ elevator buttons ○ stair handrails ○ toilet handle ○ phone ○ alarm clock ○ bedside table ○ T.V remote <input type="checkbox"/> Do they have any “no touch” processes? <ul style="list-style-type: none"> ○ Check in ○ Automatic doors, etc. <input type="checkbox"/> Is the hotel hosting any clients with Covid-19 that are isolating? <input type="checkbox"/> Do they use an isolation wing or segregated area? 	

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<ul style="list-style-type: none"><input type="checkbox"/> Does the hotel have any travelers that have been out of the country?<input type="checkbox"/> Kitchenette may be beneficial, so workers do not have to leave the room after work hours.<input type="checkbox"/> Do they have reduced seating / capacity etc. in restaurant to allow required social distancing?	
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For the Supervisor / Manager on Site

Ensure this process is followed for every person upon daily entry to site. It is the expectation that everyone will verify their fitness for duty.

Take the following action respective to the answers provided by the workforce.

- If a person answers NO to all of the questions, that person may access <<company's>> site.
- If the person answers YES to any of the screening questions, the person will not be granted access to the site at that time.
- If a person answers YES to Question 1 and NO to Questions 2, 3, 4:

-
- If a person answers YES to Question 1 and NO to the Questions 2,3,4:
- Provincial & Territorial telehealth numbers are listed:
 - Alberta, British Columbia, Newfoundland and Labrador, New Brunswick, Nova Scotia, Prince Edward Island, Québec, Saskatchewan, or the Yukon, call 811.
 - Note for Northern BC: 811 is experiencing a high volume of calls. Northern Health has asked that we phone 1-844-645-7811.
 - Manitoba: 1-888-315-9257
 - Ontario: 1-866-797-0000.
- Person should be prepared to self-isolate for 14 days.
- Person is only to return based on advice of medical professional.

If a person answers YES to Question 2, 3, or 4,

- The person is to self-isolate for 14 days.
- The person is to monitor health for fever, cough or difficulty breathing.
- If you develop a sign of illness, including fever, cough or difficulty breathing within 14 days:
 - Continue to isolate yourself from others.
 - Immediately call a health care professional or public health authority.

Person is to contact their <<company>> site contact or <<company>> supervisor to determine return to site plans **after** symptoms subside and clearance is provided by a health care professional.

If the person is a <<company>> worker, that worker and supervision are to remain in periodic contact to determine return to work plans, after symptoms subside.

Site supervision is to ensure senior management (Regional VP, Director H&S, Manager H&S Services) notification if they have any person report these circumstances.

Senior management will provide additional direction as per <<company>> Pandemic Plan.

11.2.3. Preventing the Spread of COVID19

The purpose of this document is to provide all <<company>> Leaders with information about <<company's>> ongoing actions to help protect employees and those impacted by <<company>> operations.

How is <<company>> managing critical information to stakeholders about the virus and our organizational response?

Given this unprecedented time, we are committed to protecting the well-being of all employees and operations; and to provide timely information to you. <<Company>> is sending updates to all personnel via email updates and bulletins, and live video conferences.

To assist with this, <<company>> has activated its Pandemic Response Team. This team meets daily to review developments on COVID-19 and potential impacts to workers and operations. Any updates are then communicated to our employees.

Who is at Risk?

According to Public Health Agency of Canada (PHAC), there is an increased risk of more severe outcomes for Canadian, with one in five Canadians, with underlying medical conditions.

In order to mitigate the impacts of COVID-19, **everyone has a role to play**. It takes more than governments and action from the health sector to protect the health and safety of Canadians.

How does COVID-19 spread?

COVID-19 can spread from person to person through small droplets from the nose or mouth of an infected person when they cough, sneeze or exhale. People can contract COVID-19 by breathing in the droplets.

- ✓ Therefore, it is important for people to maintain a distance of at least 2 meters (6 feet) whenever possible. This is called "social distancing".

Another way the virus spreads is when the droplets mentioned above land on objects or surfaces around the person. Other people then contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth.

- ✓ Since breathing it in is only one way that the virus enters our bodies, it is very important to wash your hands and avoid touching your face.

More on Social Distancing

Social distancing means minimizing human-to-human “contact” in peak phases of infectious disease activity.

[CDC - COVID-19: How to Protect Yourself](#)



Note: physical distance between workers will naturally improve as workforce and public areas scale back and the number of people in offices and sites decreases.

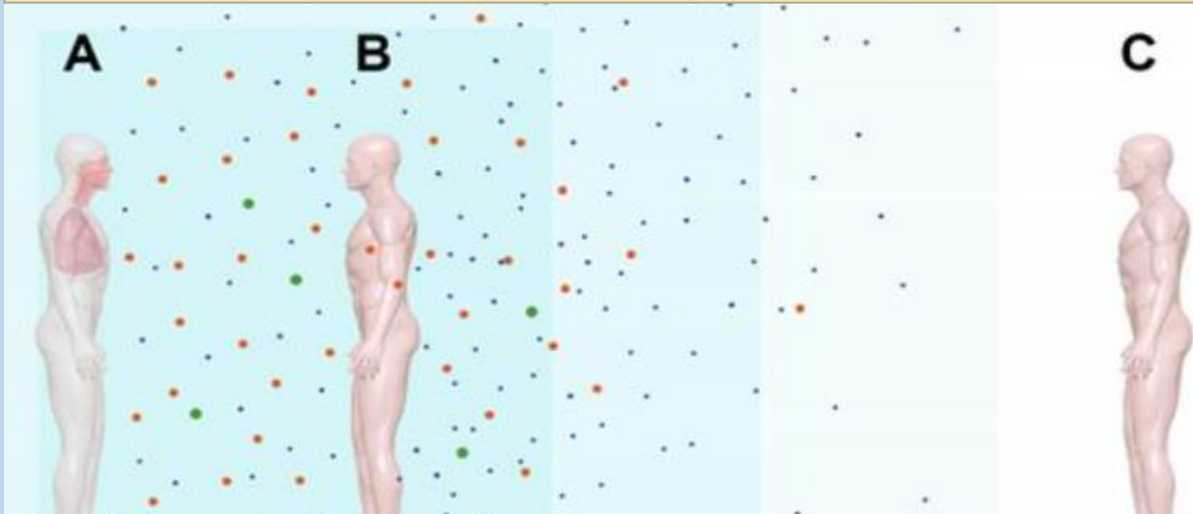
Suggestions on how to minimize close contact include:

- Protect your eyes, nose, and mouth. Spread the word “Don’t touch your face!”
 - Maintain a distance of at least 2 meters (6 feet) whenever possible.
 - Stop handshaking
 - Frequent hand washing and conducting self-sanitization of personal workspace
 - Avoid face-to-face meetings. Use things like
 - telephones
 - video conferences
 - text messaging
 - instant messaging.
 - When face-to-face meetings are required,
 - minimize meeting times
 - spread out seating in meetings, meet in large rooms/open air (outdoors)
 - consider incorporating Safety Meeting into the daily Toolbox Talk.
 - Add or stagger shifts, with fewer workers per shift, to increase the distance between employees.
 - Minimize access to common areas (lunchrooms, meeting rooms, copy rooms). Possibly, introduce staggered lunch and break times.
 - Consider adjustments to air flow/ventilation as required (request through facilities) to increase fresh air intake.
 - Avoid cafeterias and restaurants.
-

11.2.4. Droplet Transmission Hierarchy of Controls

#1 – Maintain 6’ Distance From Others

The virus is thought to spread mainly from person-to-person through respiratory droplets (produced when an infected person coughs, sneezes or talks).



With droplet transmission, the droplet is “big” and rapidly falls to the ground under gravity, and therefore is transmitted only over a limited distance. This is why keeping a minimum of 6-foot distance from others is critical.

This is also why a barrier (face shield, face covering, etc.) is an effective control measure.

#2 – When a 6’ physical/social distance is not possible, “BARRIER(S)” & health precautions must be utilized. Options include:



Face shield and/or face covering

+ Seal-Fit Safety Glasses

+ **Gloves** (Work Gloves specified on work permit or other protective gloves)
These barriers help ensure the droplets do not spread.

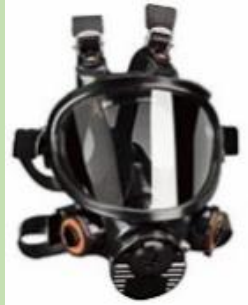
Whether or not masks or shields are used, maximum compliance with hand hygiene and other infection prevention and control measures is still required.

- Maintain as much distance as practically possible to perform the task.
- Workers not required for the task shall maintain a minimum 6’ distance.
- Frequent hand washing with soap and water

Risks:

- Self-contamination can occur by touching and reusing contaminated barriers. Proper use and doffing instructions must be followed.
- False sense of security. Remember, maintaining physical distance and hand washing are the primary methods of control / protection and must always be adhered to.
- Fit of face covering is still important to minimize potential exposure.

Why not a Respirator?



WHO and CDC indicate that respirators are not necessary. Physical distancing (barrier use when physical distancing is not possible) and hand washing are the best methods.

Additionally, the WHO stresses that it is critical that medical masks and respirators be prioritized for health care workers. Therefore, these supplies are now very limited.

Our work supplies are reserved for work environments where airborne transmission for a hazardous substance is likely/possible and hard barriers are not adequate (ie asbestos, hot work, CSE, etc)

Barrier use & care:

For any type of face covering or barrier, appropriate use and disposal are essential to ensure that they are effective and to avoid any increase in transmission.

The following information on the correct use of masks is to be followed:

- Place the barrier carefully; ensuring it covers the mouth and nose and secure it (if using a cloth face covering, minimize any gaps between the face and the cloth).
- Avoid touching the barrier while wearing it
- Remove PPE and barriers in the sequence of most contaminated to least contaminated
- Remove the barrier carefully; do not touch the front of it.
- After removal or whenever a used barrier is inadvertently touched, clean hands using soap and water or an alcohol-based hand rub.
- Replace a cloth face covering as soon as it becomes damp with a new clean, dry mask.

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

11.2.5. Workplace Cleaning

Supervisors, workers, and managers at every office and work site are to start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

Item	Comment / Person Responsible	Due Date	Done
1. Virus transmission can be reduced by cleaning the environment and hard surfaces (i.e. sinks, handles railings, objects, counters) with a disinfectant solution. Cleaning product must be labeled as a disinfectant <u>and contain chlorine as an active ingredient</u> .			
2. Respiratory illnesses can spread in inadequately ventilated internal spaces. These spaces should be well ventilated; HVAC systems should be maintained regularly according to standards and building codes.			
3. Respiratory illnesses can be spread by droplet transmission or our hands carrying bacteria and viruses to our faces where we breathe them into our lungs. This makes extensive cleaning of all commonly touched surfaces essential . During a pandemic, janitorial staff may be in short supply. <u>The solution will be a combination of well-informed janitorial staff, and employees cleaning their own areas.</u>			
4. Frequency of cleaning will depend on the location and risk of exposure. However, it is recommended that each person cleans their personal workspace once per shift.			
5. In addition: When <<company>> is notified that an employee has been sent home exhibiting flu like symptoms, <<company>> will schedule a facility clean up to wet wipe all horizontal surfaces, personal workspace, telephone, mouse, keyboard within the employee's work area using a disinfectant wipe. This should be done immediately.			
6. Listed below are additional recommended cleaning measures: <ul style="list-style-type: none"> • Wet wipe all surfaces listed below <u>daily</u> using the disinfectant and a clean cloth: <ul style="list-style-type: none"> ○ door handles entering the buildings, washroom, kitchens ○ handrails in the stairwells ○ elevator buttons, outside and inside 			

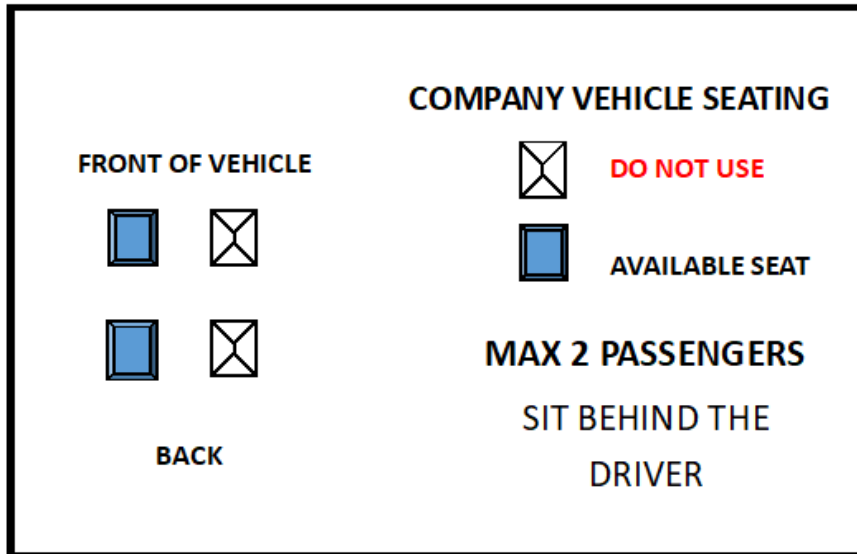
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<ul style="list-style-type: none"> ○ horizontal surfaces i.e. reception counters, desks, filing cabinets, exposable shelving ○ telephones especially the mouth and earpiece 			
<p>7. General Supplies</p> <ul style="list-style-type: none"> • Antiseptic cleansers (<u>contain chlorine as an active ingredient</u>) <ul style="list-style-type: none"> ○ Containers of cleaning products must be labeled as a disinfectant or poison and a copy of the SDS is readily available reference. ○ All cleaning products must be used according to manufacturer’s recommendations. ○ All cleaners are required to use chemical resistant gloves (neoprene, nitrile, vinyl or latex) when mixing disinfectants. • Alcohol-based hand sanitizer that contains at least 60% alcohol. • Non-sterile disposable gloves (impervious/nitrile) • N95 masks <ul style="list-style-type: none"> ○ N95 FFRs can filter out all types of particles, including bacteria and viruses. ○ Surgical Masks do NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection. These <u>may</u> only prevent the wearer from spreading their virus. • Instructions for Donning and Doffing gloves 			

11.2.6. Light Vehicle Seating

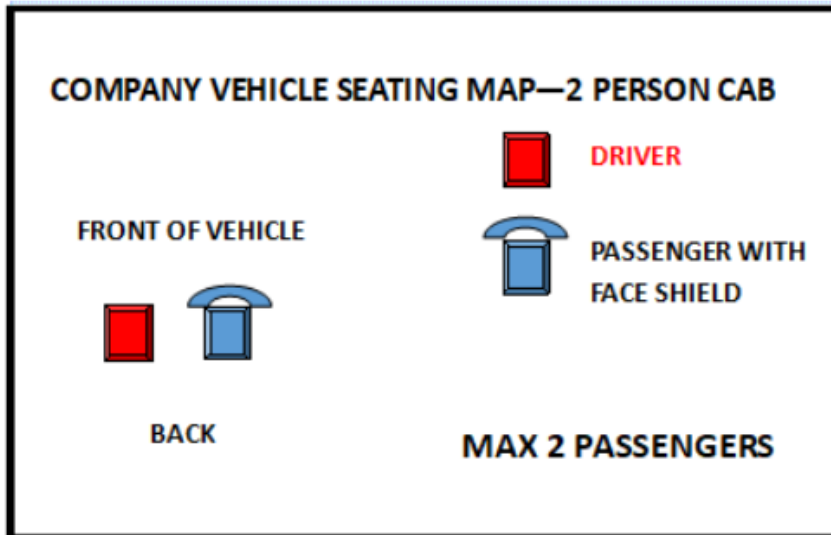
Light / Company Vehicle:

- Single ridership is preferred and to be sought as much as possible.
- 4-seat Vehicles: Max 2 people/vehicle (including the driver)
- The passenger is **required** to sit in the back seat.
- The passenger may choose to use an additional barrier.



Company Vehicle Passenger (2-person cab):

- Single ridership is preferred and to be sought as much as possible.
- Single cab vehicles: Max 2 people/vehicle (including the driver).
- The passenger **must** use a face shield.



11.2.7. Doffing PPE & Hand Hygiene

Face Cover Removal

Bend forward slightly and carefully remove the cover from your face by touching only the elastic bands.



First remove the bottom band, and then the top.



Do not touch any part of the front.



Throw the cover in the garbage.

1/2 Mask Removal

Gently loosen straps from top to bottom.



Grasp respirator on bottom. **Do not touch any part of the filter/cartridge.**



Remove upward over top of head.

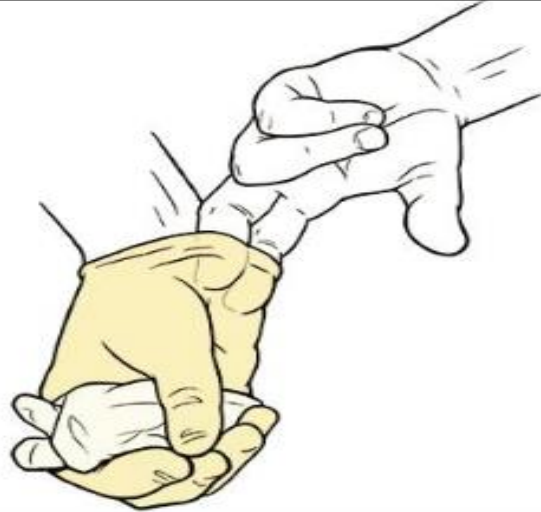


How-To-Safely-Remove-Your-Disposable-Gloves



Step 1.

- Grasp the palm of one glove near your wrist.
- Carefully pull the glove off, turning it inside out.



Step 2.

- Hold the glove in the palm of the still-gloved hand.
- Slip two fingers under the wrist of the remaining glove.



Step 3.

- Pull the glove until it comes off inside out.
- The first glove should end up inside the glove you just took off.
- Dispose of the gloves safely.



Step 4.

- Always wash your hands after removing gloves and before touching any objects or surfaces. Gloves can have holes in them that are too small to be seen.

Hand Hygiene



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**



**Either will clean your hands:
use soap and water if hands
are visibly soiled.**



Remove hand and wrist jewellery



1
Wet hands with warm
(not hot or cold)
running water



2
Apply liquid or foam soap



3
Lather soap covering
all surfaces of hands
for 20-30 seconds



4
Rinse thoroughly
under running water



5
Pat hands dry thoroughly
with paper towel



6
Use paper towel
to turn off the tap



1
Ensure hands are visibly
clean (if soiled, follow hand
washing steps)



2
Apply about a loonie-sized
amount to your hands



3
Rub all surfaces of your hand
and wrist until completely
dry (15-20 seconds)

11.3. COVID 19 Site Inspection Form

DATE:		JOB NAME				INSPECTION BY				
Note: All deficiencies must be recorded and corrective action indicated. If further notation or explanation is required, please use the back of this report or use additional notepaper. Indicate the deficiency as:										
ACCEPTABLE	v	NOT ACCEPTABLE	X	NOT APPLICABLE	N/A	RISK (CLASSIFY HAZARD)	Extremely High (EX) High (H) Moderate (M) Low (L)			
#	ITEM DESCRIPTION				v, X or N/A	RISK	CORRECTIVE ACTION/COMMENTS	ASSIGNED TO	DEADLINE	DATE COMPLETE SUPV. INITIALS
1.0	WORKER ASSESSMENT									
1.1	Have workers/visitors verified, daily, that they are Fit for Duty and deemed low risk for transmission?									
1.2	Has supervision reviewed COVID Prevention Requirements with workers? This information is found in "Notice to Stakeholders", Doffing PPE & Hand Hygiene. These items must be posted.									
1.3	Do workers appear well - i.e. not flushed, feverish, coughing, sneezing or having breathing difficulties?									
1.4	Have workers exhibiting any symptoms of COVID-19 been instructed to go home, call the provincial health authorities., and follow health authority instructions?									
1.5	Have all workers received training on how to report COVID-19 concerns/symptoms?									
1.6	Are workers trained to sanitize tools & equipment used by them per <<company>> COVID-19 "Workplace Cleaning" procedure?									
1.7	Are PPE or tools disinfected if shared between workers?									
1.8	Are workers reporting to their supervisor at end of day and reporting how they are feeling?									
1.9	Other									
1.10	Other									
2.0	WORKING CONDITIONS									
2.1	Are there designated personnel to monitor and conduct disinfection and inspect/refill sanitation stations?									
2.2	Are there hand washing stations and/or hand sanitizer readily available? (e.g. fire extinguisher locations, at bldg. entries,									

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	stairwell entrances & landings, elevators locations, bathrooms, porta-potties, lunchroom, etc.)						
2.3	Are disinfecting protocols being followed per <<company>> COVID-19 "Workplace Cleaning" procedure?						
2.4	Are breaks staggered or other measures taken to maintain 2-meter distancing during break times?						
2.5	Are workers and crews arranged to maintain 2-meter distancing - if necessary, stagger shifts, rotate crews, etc. while working?						
2.6	Are meetings of 2 or more people conducted outside or by video conference, etc while maintaining 2-meter physical distancing?						
2.7	Other						
3.0	WORKSITE CONDITIONS						
3.1	Are COVID-19 controls signage prominently posted?						
3.2	Are First Aid supplies, equipment & services available per OHS Regulation requirements?						
3.4	Are common surfaces clean & sanitized as per <<company>> COVID-19 "Workplace Cleaning" procedure						
3.5	Are hand washing stations available to both inside and outside crews?						
3.6	Is there sufficient inventory to maintain materials needed for washing stations readily available and identified? (i.e. water, soap, disinfectants/sanitizer)						
3.7	Is there good ventilation maintained in interior spaces?						
3.8	Is 2-meter distancing between workers maintained?						
3.9	Is there a communication plan established with subcontractors to address physical distancing and other safety requirements?						
3.10	Other						
3.11	Other						

11.4. Protocol in Event of a Confirmed Case of COVID-19

<<Company>> is notified by an employee and confirmed by Public Health that there is a confirmed case of COVID 19 in a worker at work or previously at the workplace.

- The worker is not permitted to return to the workplace until they are free of the COVID-19 virus
- <<Company>> is not required to report a confirmed case of COVID-19 to public health authorities. The medical professional responsible for the worker, is required to report the diagnosis.

The local Public Health authority will provide guidance to <<company>> on required steps to take. The COVID Response Team must be engaged and will provide support to site leadership in managing the response.

SITE LEADERSHIP DUTIES	NOTES
Information Gathering	
Once notified of a confirmed case, Site Leadership will need to gather the information from the public health authority, affected worker and/or supervisor below.	
i. Date/time of when the worker was at site	
ii. Source of COVID (close contact, travel, etc.)	
iii. Was the worker symptomatic at work	
iv. Primary work area and areas frequented at the site	
v. Contact Tracing potential close contacts of the worker (prolonged periods of contact within 6 feet) <ul style="list-style-type: none"> o Public Health authorities will provide direction on contact tracing requirements to <<company>> and their clients. 	
vi. What PPE was worn by the employee	
Client Notification & Work Assessment	
i. Once <<company>> is made aware of the confirmed case of COVID within the workforce, <<company>> will notify their client contact as soon as possible. <<Company>> will relay the information gathered above.	
ii. <<Company>> will work with the Client on the immediate response with respect to workforce notification, disinfection of work areas and continuation of work.	
iii. Reassess work scopes and determine actions required before work can resume <ul style="list-style-type: none"> a. <<Company>> will verify that COVID Protocols are adequate before work can resume. b. Any work scopes or activities that are not compliant with COVID Protocols will be stopped. 	

Immediate Cleaning	
<p>Immediate cleaning measures for the primary work area and any common high touch areas possibly frequented by the COVID 19 worker</p> <ul style="list-style-type: none"> i. All commercial disinfectants are effective against COVID 19 on possibly contaminated surfaces with no special cleaning precautions required 	
Workforce Notification & Education	
<p>Site Leadership is required to conduct a site stand down with the <<company>> workforce. Leadership will provide all relevant details to the work crews, while maintaining the affected worker's privacy.</p> <p>The information to be communicated to the workforce includes:</p> <ul style="list-style-type: none"> i. Confirmation of a Positive Test of a worker. Do not share the worker's identity. ii. If known, confirm whether the COVID was contracted in the workplace or not. iii. Worker's last working day onsite iv. If Contact Tracing is required as per Public Health Agency guidance <ul style="list-style-type: none"> a. Those who have been in contact with the affected worker, will be notified and will be instructed to self isolate at home for 14 days. v. Measures taken to ensure disinfection of common areas and areas where affected worker and close contacts may have been. <p>Actions required for Resuming Work</p> <ul style="list-style-type: none"> i. Detail any changes or additional measures required by the workforce ii. Reinforce existing COVID Protocols <p>Provide workforce with an opportunity to ask questions and express concerns.</p>	

Company Communication

The COVID Response Team will communicate their knowledge of the case and Public Health Recommendations.

Follow Up

Ongoing Monitoring and liaison with Public Health for any required follow up actions.

Contact History

If directed by Regional Public Health Authority, determine contact history prior to sending employee to medical professional.

For COVID-19, A close contact is someone who has been face to face for at least 15 minutes or been in the same closed space for at least 2 hours, as someone who has tested positive for the COVID-19 when that person was infectious. Contacts may include family members and/or other living companions, co-workers (if in close contact situations or confined airspace environments), and some recreational companions.

As part of that strategy, we may be required to notify employees if and when one of their co-workers becomes ill. Should any employee become ill and subject to quarantine, we may be required to review information regarding who the employee has had contact with over the preceding few days, and to this end the ill employee's work calendar will be reviewed for all meetings that the employee has attended. <<Company>> will also utilize force reports, FLHA cards and Tool Box Talks forms. In this manner, <<company>> will be able to identify others who have had contact so that they can be advised to take precautions. No identifying information about the ill employee will be provided in the notification process. Additionally, whenever possible efforts will give advance notice to the ill employee that their calendar will be reviewed. However, given the time-sensitive nature of the notification process, we cannot guarantee that all employees will be notified before access is made. Employees are reminded that their work calendars are for business purposes only and Outlook or other calendar programs on <company>> systems should not be used for scheduling personal and private meetings or events.

11.5. Non-Compliance : Incident Protocol & Disciplinary Action

Incident protocol

Is to be followed for any situation where:

- a worker is found within 6' of another person and are without adequate PPE, or
- any other COVID-19 protocol has been contravened.

The circumstances would dictate the extent of the investigation required.

Disciplinary Action

Those who blatantly put themselves, or others, at risk by not complying with the requirements, specifically any worker that is within six feet of another person without the required PPE, are subject to <<company's>> disciplinary protocol.

Avoid the risk through job planning & hazard ID

- Superintendents, General Foreman, Foreman are all responsible to ensure each job/task is planned to ensure COVID-19 protocols are followed.
- Workers are required to comply with the requirements.
 - o Before engaging in any work activity ensure the COVID-19 social distancing requirements of 2 meters (6 feet) can be followed, if not
 - Then the **Close Proximity Work** process must be followed
 - o Mitigate the risk before continuing
 - o Continue to report observations on VOW or Safety Reporting Card (Ontario)

11.6. Leaders Package Revision Log

Date	Section
May 5/20	Added Dispatch section & reorganized so checklist was first and referred to supporting documents
April 29/20	12 Confirmed Case Protocol Droplet Transmission Close Proximity Work - Controls
April 20/20	13. Non-Compliance
April 15/20	1.3.7 Addition of Hotel Considerations
April 8/20	1.3 Checklist of Strategies for Safe Operations Amidst COVID-19.