


Title:	COVID-19 WORKPLACE SAFETY PLAN	Page:	1 of 4
Dated:	April 1, 2020	Revision Date:	20 Jan 2022

Occupational Health Risk Assessment	<p>High risk for transmission of COVID-19 Virus. The World Health Organization (WHO) announced COVID-19 as a pandemic on March 11 2020. This coronavirus can cause illness, and it is spread mainly through respiratory droplets, from person-to-person in close contact (2 metres/ 6 feet) and possibly transmitted by touching surfaces. Infected persons may be symptomatic or asymptomatic.</p> <ul style="list-style-type: none"> ➤ High Risk Factors for transmission: <ul style="list-style-type: none"> ➤ Close Contact is the highest risk (being within 2 m/6 feet of infected person) ➤ Closed spaces (indoors; enclosed workspaces) ➤ Crowded Places ➤ Prolonged Exposure ➤ Forceful Exhalation (ie. coughing, sneezing) 		
Legislation	<p><i>Occupational Health and Safety Act, s.25(1)(2d)(2h);27(1)(2); 28(1)(2); 31</i> <i>Construction Regulation 213/91, s. 21</i> Reopening Ontario (A Flexible Response to COVID-19) Act, 2020; O. Reg. 82/20 Rules for Areas in Stage 1; O. Reg. 488/21 Rules for Areas in Stage 2; O. Reg 364/20 Rules for Areas in Step 3</p>		
Related Doc.	<p><i>COVID-19 Procedures for Self-Isolation, Testing, and Return to Work</i> <i>COVID-19 Self-Isolation vs Self-Monitoring</i> <i>Use and Care of Face Masks (COVID-19)</i> <i>COVID-19 Site Screening Questionnaire; Sign-Pandemic Response Questions</i></p>		
PPE Required *As required			<ul style="list-style-type: none"> • Hard Hat • Hi Vis Vest • Safety Boots • Safety Glasses • Mask/Face Covering • Gloves*
Training Required	➤ Task specific training	➤ COVID-19 Safety Plan & Best Practices	
Equipment Required	<ul style="list-style-type: none"> • Hand-washing facility with running water, soap and individual paper towels • Hand Sanitizer 	<ul style="list-style-type: none"> • Garbage bags • Cleaning and disinfectant solution 	

SAFE WORK PROCEDURE:

Daily Screening - Screening Questions will be prominently displayed in the workplace
- Daily workers and/or visitors will be screened for symptoms associated with COVID-19, before work or upon entry
Notify the Safety Manager of any absences, failed screening, and/or issues. Follow up measures will be implemented.

Symptoms – We continue to implement a zero tolerance policy on any individual being on site that shows any of the common symptoms of COVID-19, and the individual **will be removed from site**, and advised to isolate and follow Public Health guidelines.

Follow up Assessment Measures: The Safety Department will conduct a follow up intake interview with the individual who is absent, ill, or failed the daily screening. This follow up will record: symptoms experienced and when they began; any travel information, and any close contact with COVID-19 cases. The [Ontario COVID-19 Self-Assessment](#) will be conducted, and individuals are expected to follow Public Health guidelines and recommendations for testing, self-isolation, and return to work protocols. Information is recorded and tracked, and worker’s progress is monitored. Compliance with Public Health guidelines must be followed and no worker is permitted to return to work to any work location until compliance has been validated. This includes confirmation that required self-isolation timelines have

been completed and the individual has had a full recovery of symptoms. Return to work interviews are conducted prior to return, to ensure compliance.

Hygiene Requirements:

Hand Hygiene

- Workers are required to **wash hands or use hand sanitizer** before starting work, wash frequently and/or use sanitizer during the day, and before/after eating.
- Best practice for hand washing: Wash hands for 20 seconds with soap and warm water
- Washing facilities have been provided onsite, which includes running water, soap, and individual paper towels.

Avoid touching your face

- Avoid touching your eyes, nose and mouth to prevent the spread of germs (even with gloved hands and when wearing a respirator)

Cough or sneeze into your arm

- Cover your mouth with your folded elbow, even if you are alone, as you can contaminate surfaces, items or equipment that other people can then use.
- Any used tissues are to be disposed properly in the garbage, and immediately wash your hands for 20 seconds or use a hand sanitizer.

Cleaning and Sanitizing of Commonly Used Spaces:

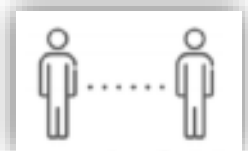
- Frequently touched surfaces, and commonly used areas will be cleaned and sanitized. Surfaces that are frequently touched by hands will be cleaned and disinfected at least twice daily
- Sanitation kits have been delivered to the worksites, to be used by personnel onsite to clean and sanitize frequently touched surfaces and company equipment.

Disposal of face masks, disposable gloves, personal garbage:

- Dispose all personal garbage, including disposable gloves and face masks directly into garbage bins, to avoid others from handling potentially contaminated materials

Physical Distancing of 6 feet / 2 meters in Indoor workspaces:

- Workers are to make every attempt to maintain 6 foot (2m) distancing from others.
- This applies to regular work activities and during breaks.
- Do not enter hoists, trailers, or offices if distancing requirements cannot be maintained
- Additional trailers or arrangements for indoor space will be arranged, where needed
- **Seating arrangements for lunch/break time will be arranged to allow for 6' distance.**
- **Pre-plan work to minimize risks and allow distancing from others wherever possible**
- Workstations for prep-work such as pre-tying steel or making common boxes will be arranged so workers can maintain 6' distancing from one another. Separate work areas are to be created, where needed.
- Large groups are to be avoided. Toolbox talks can be arranged in separate smaller groups. Attendance at meetings via teleconferencing is recommended where possible.
- Crowding during line-ups are to be avoided, workers are to maintain 6 foot distancing
- Arrangements for staggering start times or breaks times may be considered, where required
- We encourage that when socializing both inside and outside of work, you adhere to Public Health guidelines.



Face Masks / Face Coverings

The wearing of cloth facial covers reduces the risk of transmission of COVID-19.

- *Workers who may be exposed to respiratory hazards must follow the Respiratory Protection Program and wear the appropriate respirator*.*
- Face masks/coverings are required in indoor workspaces if within 6 feet of another individual who is not part of their household.
- Additional measures are required in areas where a worker is expected to come within 2 m /6 ft of another person not wearing a face covering (ie. safety glasses, face shield, or plexiglass)



Face masks and face coverings must cover the nose, mouth, and chin; fit against the face without gaping; and be made of fabric which allows for easy breathing. Face masks for the purpose of preventing the spread of virus are to comply with Public Health standards and must not have exhalation valves.

Limitations: **The cloth face covering is not intended to replace required respiratory protection in accordance with the Personal Protective Use and Care Policy**, or where required by task, legislation, code or regulation. The use of a cloth face covering does not alleviate the requirements regarding physical distancing or good hygiene practices. Maintaining a 6 foot or 2 meter physical distancing remains critical in slowing the spread of the virus.

*Workers who may be exposed to respiratory hazards in the workplace must follow the **Respiratory Protection Program** for appropriate respirator selection and filter requirements. Respiratory protection is required for concrete grinding, cutting, drilling, sand blasting, and applying traffic topping. Conduct seal check on respirator before use.

NOTE: Tight fitting respirators protect the wearer, however exhaust ports do not filter exhaled air, so keep in mind to be vigilant in maintaining physical distancing

Handling of Used PPE:

- Assume any exposed (touched) surface is contaminated. **NEVER** share PPE
- Dispose non-washable masks or wash cloth face coverings if they become damp or soiled
- Keep mask or face covering clean when not in use, or when eating or drinking. Store it in a clean paper bag, cloth bag or envelope or something that does not hold moisture
- **Wash hands immediately after removing gloves and other PPE**

Sharing Company Tools, Equipment and Materials:

- Where possible, tools and equipment will be assigned to one individual for use.
- Equipment should be sanitized at the end of the work day
- Where tools or equipment will be used by another worker, the surface should be sanitized before and after use (before passed to another individual).
- While wearing gloves creates a barrier between you and the surface, it does not eliminate the need to avoid touching your face. Washing your hands regularly is the best preventative measure.
- PSI's, Tool Box Talks, Sign-offs: The foreman or designate will document the attendees and sign in acknowledgement (individual signatures are not presently required).
- Avoid sharing pens, bring your own pen, otherwise wash your hands or use hand sanitizer after pen use

Personal Tools/Equipment:

- Where possible, workers are to provide their own tools so that the need of borrowing others' tools is eliminated.
- Carry your own pen/pencil for signatures or markings.
- Do not pass around cell phones, electronics or other devices.
- Disinfect items before passing tools or equipment to another person.

Disposal of Garbage:

- All garbage including tissues, wrappers and bottles are put in the appropriate garbage so that additional handling by another individual is prevented.
- Anyone handling potentially biohazardous material such as used tissues will be provided with appropriate PPE such as disposable gloves. They will place material in a plastic bag, and must wash their hands for 20 seconds with soap and water immediately after performing the task.

Travel:

- All personnel must comply with travel restrictions placed by the Province of Ontario and Government of Canada.
- Management must be notified of any planned travel that falls under the travel restrictions in place
- All required testing and quarantine protocols must be followed.

Visitors

- Added precautions will be taken in allowing visitors to enter the workplace, to limit exposure to COVID-19
- Only essential visitors will be permitted to enter a workplace, and all visitors must comply with the screening process and safe work procedures in place. Contact information will be collected for tracing purposes

CONFIDENTIALITY NOTICE, STRUCTURAL GROUP'S COVID-19 POLICY:

Personal information may be collected, used, and disclosed in order to prevent or manage the risk and spread of COVID-19. Every attempt will be made to minimize the disclosure of personal information, and the worker's right to privacy. However, noting the obligation to maintain a safe workplace, and for public health and safety considerations, information will be collected in the event that an individual attends the workplace (a) within 14 days of cruise or travelling to an area of high-risk for COVID-19 transmission; (b) within 14 days of developing symptoms associated with COVID-19; (c) after testing positive for the COVID-19, or (d) after being identified as being a close contact with a positive case.

The Structural Group recognizes an employee's right to privacy and will not disclose the reason for an employee's leave, or remote working arrangements, except to those employees that require that information to carry out their employment duties.

The Structural Group will notify employees who have been subject to a validated or credible transmission risk of COVID-19 in the workplace. Examples of credible transmission risk involves a report of positive COVID-19 test result, note from a medical practitioner, or notification from government official. In carrying out such notifications, reasonable efforts will be made not to disclose information that might (alone or together with publicly available information) identify the individual who may have caused the COVID-19 transmission risk. The objective is to provide potentially exposed employees with sufficient information to obtain medical advice.

Procedure Reviewed /
Revised by:

E. Bishop, S. Porco; Reviewed Apr 3 2020: M Adams, S Tolfo, T Abbruzzese; Revised Apr 7 2020 M Adams; E Bishop. Revised April 13 2020 M Adams. *Reference: Mar 30 2020 COVID-19 Best Practices for Worksites, D Fragiskatos, R Volpe, M Adams; Rev 21DEC2020 M. Adams, Document title updated; added risk assessment and legislation references 20r17; 82/20; 263/20; 364/20; Add reference to associated documents, updated screening list, revised procedure sequence, added disposal of personal garbage under hygiene, updated face coverings section, added note on tight fitting respirators. 12Jan2021 Update Face Coverings section; Added Travel and Visitors 06Apr2021 added confidentiality notice as per company COVID-19 policy M Adams 07May2021 Rev M Adams: Handling of used PPE, keep mask clean when not in use, store in something that does not hold moisture; remove reference to plastic bag; July 21 2021 M Adams: Updated legislation listing; Daily screening updated, screening questions will be prominently displayed in workplace (Screening questions updated July 14 2021 to reflect federal and provincial updates); Mask requirements updated to reflect Ontario stage 3 regulations (6 foot distancing in indoor spaces unless masks worn). Jan 20 2022 Rev M Adams: Updated screening Symptoms: any individual that shows any of the common symptoms of COVID-19, will be "advised to isolate and follow Public Health guidelines."*