



COVID-19 Action Plan

Policies

All employers/constructors need to post and communicate COVID-19 policies to employees and contractors or trades.

These policies should cover how the site will operate, including, but not limited to:

- the sanitization of sites
- how employees and contractors report illnesses
- how to ensure physical distancing
- how work will be scheduled

With that in mind the following policy is now mandated for our site.

Daily Site Sign-In

- Refer to attached sign-in sheet and screening.
- Daily sign-in will be in a designated space posted onsite.
- Each supervisor fills out the updated sign-in sheet for each employee and sends a photo of it to site office.

Personal Hygiene

- Designated hand wash station(s) with hot and cold running water will be provided on site.
- Wash your hands often with soap and water or alcohol wipes for at least 20 seconds, especially after using the washroom and when preparing food.
- Cough or sneeze into a tissue or the bend of your arm – not your hand.
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands immediately afterwards.
- Avoid touching your eyes, nose, or mouth.

Social Distancing

- Hold safety meetings outside or in large, open spaces maintaining 6 ft apart, or by text/email..
- Avoid sharing food, PPE or other items.
- Keep a recommended 6 feet of distance between you and another person.
- Do not shake hands; avoid person-to-person contact.
- Continue to wash hands regularly.
- Continuously wipe down common areas with disinfectant.
- Staggered lunch and coffee breaks in designated area.
- No trades accessing the site office!

Jobsite / Office Practices

- Do not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.
- Limit the exchange/sharing of paper documents by encouraging use of electronic communication whenever possible.
- Ensure used PPE is disposed of properly.
- Ensure workers are trained on donning, doffing and disposal of masks and gloves.
- Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- Disinfect reusable supplies and equipment.
- Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).



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- Do not use a common water cooler. Workers and anyone on site must supply their own drinking water.
- Avoid cleaning techniques, such as using pressurized air or water sprays that may result in the generation of aerosol hazards.
- Clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
- Avoid shuttling employees, ensure distancing and encourage workers to provide their own transportation where possible.



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Best Practices – Responding to a potential COVID-19 exposure in the Workplace Workplace responsibilities when dealing with a suspected case of COVID-19

Employee Responsibility

- If you are an employee who begins to feel unwell (fever, new cough or difficulty breathing etc.) you should immediately isolate yourself from other workers, wash or disinfect your hands, avoid touching common surfaces, cover your mouth and/or put on a facemask if one is available, and advise your supervisor of your concerns.
- You can be of great assistance to minimize the potential spread of the virus at your workplace and protect your co-workers by letting your supervisor know the details of whom you have been in contact with in your workplace (and when), what tools and/or equipment you were using and where you were on that day, and previous days if possible. Proper history is necessary to help prevent spreading of COVID-19.
- If you are not familiar with the COVID-19 protocol, ask your supervisor for the employer's health and safety protocols currently in place for responding to COVID-19 and follow the employer's guidance for leaving the workplace and returning home so that you can enter self-isolation at home immediately and or seek the appropriate medical advice.
- Before leaving the worksite, provide your contact information, and obtain the phone number for the supervisor and your employer so that you can call and provide an update on your status as well as inform them of any possible COVID-19 test results (providing you are able to get tested) as soon as you get the results. If the results are negative, it will allow any other workers that are in self isolation to learn they are not at risk and may allow them to return to work.

People who are self-isolating should use the self assessment web site. <https://covid-19.ontario.ca/self-assessment> or over the phone – either through Telehealth Ontario (1-866-797-0000) or by calling their primary care provider's office.

Supervisor Responsibility

- Ensure the potentially affected employee is reasonably isolated from other workers and protect yourself from possible contact or transmission by practicing social distancing by maintaining a minimum of 2 metres distance, wash or disinfect your hands and avoid touching common surfaces.
- If the employee does not already have one, supply them with a mask, or anything to cover their mouth such as a clean rag or scarf and ask them to wash their hands to limit transmission.
- With assistance of the potentially affected employee:
 - Create a list of people that this employee could have been in direct contact with that day and if possible, in previous days.
 - Create a list of locations where the employee was recently working.
 - Create a list of tools and equipment the employee was recently using.
 - Disinfect the area the worker was in, any tools/equipment and any common surfaces they may have been in contact with.
- Ask the potentially affected employee to leave the workplace immediately, return home and self-isolate or enter isolation as recommended by public health officials and seek proper medical advice.
- Since you may have potentially been exposed, request on behalf of all concerned including other potentially affected workers, that the employee share the COVID-19 test results as soon as possible, so those who had direct exposure and who are currently in voluntary self-isolation can be advised if they can end their self-isolation or not.



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- Report the suspected case of COVID-19 directly to the employer and the constructor/client/owner of the worksite so they may follow up with their health and safety protocols and responsibilities. As the supervisor, you may be responsible to assess the potentially contaminated areas, tools and equipment. You will want to ensure that appropriate cleaning and disinfecting processes are followed.
- Remember you must notify the Ministry of Labour of any positive cases within 4 days, in writing.
- The employer's and constructor's protocols don't identify who will clean and disinfect. It will be the supervisor's responsibility to arrange for any cleaning of tools and surfaces that the potentially affected worker came in contact with and how to clean work common areas under the control of the employer, such as a lunchroom. Keep other personnel from accessing the area(s) until deemed safe.
- The health and safety protocols of the employer and the constructor/client/owner of the work site may require further actions of the supervisor. For example, the supervisor may be asked to:
 - Reach out to all the other personnel that the potentially affected worker (the worker that is suspected to have COVID-19) had recently been in direct contact with. This may include co-workers, other employer's trade workers, coffee truck person and delivery people for example.
 - Identify locations where the potentially affected worker had recently been. These locations are potentially contaminated by the COVID-19 virus. Initiate immediate cleaning and disinfection.
- Maintain confidentiality where possible. The supervisor should consult with their employer to consider the extent to which the identity of the employee, must be disclosed to others in order to appropriately protect their identity. Before disclosing the identity of an employee, employers need to consider whether a generic communication will suffice. It may be enough to simply state that it is believed they were exposed to "someone" who had been working in close proximity to them, who has suspected COVID-19, and that they should protect themselves as appropriate, watch for symptoms, and possibly self-isolate. However, if the identity needs to be disclosed to ensure the safety of others, then judgement needs to be exercised.

Employer Responsibility

- Review your COVID-19 protocols before an incident happens. Make sure your procedures are clear that if employees are not well or experiencing any symptoms, they must stay at home and self-isolate and not risk other employees or the public at large. Ensure your policy has established appropriate response protocols that can be followed.
- Upon learning of a suspected case of COVID-19, you should implement the protocols for responding to the situation.
- As the employer, you and the constructor both share responsibilities to protect workers on a project and should work together to this end. The response can include the following measures:
- Ensure the supervisor has requested the potentially affected worker (the worker who is suspected to have COVID-19) to leave the workplace immediately, return home and to self-isolate or enter isolation as recommended by public health officials, and seek medical advice. Notify the employer immediately of results.
- Consider advising the worker as soon as possible, or any financial assistance available for workers in self-isolation. The Government of Canada has increased Employment Insurance (EI) benefits with no waiting time, extended coverages etc., as well as a new Emergency Care Benefit. Details are available on the government websites.
- In addition, the Ontario Provincial Government passed legislation that provides job-protected leave to employees in isolation or quarantine due to COVID-19, including when the employer directs the employee not to work.



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- Direct the supervisor to:
 - Reach out to all the other personnel that the potentially affected worker has recently been in direct contact with. This may include co-workers, coffee truck, and delivery people for example.
 - Maintain confidentiality. Review the recommendation on this subject provided to the supervisor above.
 - A risk assessment for workers that have worked closely with the potentially affected employee needs to be conducted in conjunction with the safety rep or JHSC, based on the circumstances (including exposure, validity of the potential exposure and symptoms). Those workers could also possibly be removed from the workplace for at least 14 days, or until COVID-19 is ruled out. Determining if these other workers were exposed is dependent on the circumstances of the work process and interactions with the potentially affected employee. When the exposed workers are not direct employees, this will require communicating with the constructor and other employers.
 - Identify locations where the potentially affected worker had recently been and determine how to address decontamination. Advise other potentially affected workplace parties and cordon off potentially infected areas. Inform the constructor of areas of common use. Take steps to ensure the cleanliness of the workplace where this worker was working.
 - Identify tools and equipment that the potentially affected worker had recently been using and how to address decontamination. Ensure other workers do not use these tools until they are determined to be clean. Isolate the tools and equipment until cleaned and disinfected.
- Your protocol for COVID-19 should identify who will be responsible to arrange and oversee any cleaning of tools, equipment or surfaces that the potentially affected worker came in contact with.

Constructor Responsibility

- As the constructor, we have control of the workplace and the personnel and are therefore in a position to ensure the protocols we establish are known by everyone on site and are followed.
- The constructor and the employers/contractors on the project share similar responsibilities to protect workers on the project and we will work together, initiating the following measures:
 - Reach out to the employer of the potentially affected worker to learn what measures are being taken and ensure they address your protocol requirements.
 - Maintain communication with respect to results and conditions of affected workers.
 - Ensure all potentially affected workers and visitors that may have been in direct contact with the potentially affected worker have been informed of the suspected case of COVID-19 and asked to stay home and self-isolate if appropriate. The constructor has oversight of all workers on a project and would be responsible to address this with potentially affected visitors and other trade workers that are not under the direct control of the potentially affected worker's employer.
 - Maintain confidentiality. Review the recommendations of the safety rep or JHSC on this subject provided to the supervisor above.
 - Ensure the locations where the potentially affected worker had recently been, are cleaned and disinfected as appropriate for the circumstances. These locations are potentially contaminated by the COVID-19 virus.
- Communicate with personnel on site that a suspected case of COVID-19 was identified.
- Advise workers to be cautious, and if they display symptoms over the next 14 days to stay home and self isolate.



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- Post updated notices regarding financial assistance for workers who might be directed to self-isolate for reason of COVID-19. This may encourage workers to be more forthcoming with their symptoms if they know there is some help to deal with the isolation and lost income.
- Post and communicate policies and protocols the site is following for the protection from COVID-19.

It is essential that all workplace parties co-ordinate with each other, communicate their policies/protocols and expectations to each other. All workers and all contractors should be following similar protocols to be proactive for prevention of transmission and for the actions to be taken for suspected COVID-19 cases.

It is important that all document the process, the steps taken, those involved (with contact information) and decisions made to ensure that a record is maintained for further investigation and follow-up.

It is also important to relay to workers, any financial assistance that is available to help affected workers that declare symptoms and the others that may also be asked to leave to self-isolate. Consider providing an information package to help workers who are sent home to self-isolate.

The expectations for reaction and resources available, and the protective measures are subject to change often in this dynamic environment. Good communication will avoid misinformation, misunderstanding, and help the workplace minimize the effect of COVID-19.

For the most up-to-date information on how individuals and employers can protect themselves as well as what to do if they suspect they may be at risk, **[please visit Ontario.ca/coronavirus](https://www.ontario.ca/coronavirus)**

These are certainly uncharted waters. Things are evolving very quickly as government agencies make new statements and policies every single day. It is imperative that we all work together to keep everyone safe!

Communication and cooperation is the key!