

**COVID-19
CODE OF PRACTICE**

COVID-19 - CODE OF PRACTICE

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TAB 1

POLICY

Documents
COVID-19 Policy

POLICY - COVID19

Simpson is committed to:


- Providing a safe workplace that encourages and/or adopts practices protecting the health and safety of employees, family, clients, visitors or others, as it relates to the COVID19 crisis, to the best of our knowledge and ability.
- Following directives and recommendations from local authorities while closely monitoring the situation for updates to the best of our knowledge and ability.
- Doing our best to stay abreast of the fast changing directives and recommendations by local and federal authorities.

The purpose of this policy is to ensure that all individuals entering site are properly informed, orientated and trained on the new COVID-19 SPECIFIC SAFETY PLAN

As it relates to COVID-19, all individuals entering site must:

- Be orientated prior to commencing work and sign off that they understand and agree
- Agree to follow the Government Regulations, Mandatory Rules & Restrictions, Enhanced Safety Rules, and Enhanced Safe Work Practices
- Agree to Participate in Tool Box Talks and Safety Meetings
- Agree to report unsafe work or conditions
- Agree to maintain good hygiene and housekeeping as it relates to their work
- Accept the disciplinary procedures outlined
- Study and familiarize themselves with the educational material reviewed and provided
- Sign the Commitment Agreement

Signature


Kirk White, President (Safety Officer)

Date:

March 22, 2020

TAB 2

MANDATORY REQUIREMENTS (ZERO TOLERANCE)

Documents

Government Regulations
General Rules and Restriction

GOVERNMENT REGULATIONS

As declared by the Government of New Brunswick on March 19, 2020

“Declaration of a State of Emergency and Mandatory Order”

- Owners and operators of all other premises on which person may gather in large numbers will take all reasonable steps to prevent social or recreational gatherings of **more than 10 persons**.
- Owners and managers of all workplaces and organizers of all activities will take every reasonable step to **ensure minimal interaction of people within 2 metres of each other**, and carry out advice to minimize risk as issued by the Chief Medical Officer of Health.
- All owners and managers of all workplaces will reduce to critical functions and will take every reasonable step required to **prevent persons who exhibit symptoms of COVID-19 from entering the workplace**, in accordance with advice issued by the Chief Medical Officer of Health or Worksafe New Brunswick. They will also take every reasonable step required to **prevent persons from entering workplaces who have travelled internationally in the previous 14 days**.
- Every person who has returned from outside of Canada on/or after **March 13, 2020 must self-isolate within their home for 14 days after their return to Canada** and if they experience symptoms of COVID-19 during that period, will remain self-isolated until symptom-free. This requirement does not apply to persons exempted by the Chief Medical Officer of Health.

As of March 24, 2020 the Government of New Brunswick implemented the following restrictions:

- All individuals entering New Brunswick on/or after **March 24, 2020 from interprovincial/territorial and international travel must self-isolate** and stay at home for 14 days. This includes ALL travellers who are arrive from outside the province, with few exemptions for essential service workers.

Updated As of : March 29, 2020

MANDATORY RULES & RESTRICTIONS

Workers or Visitors who fall under any of the following classifications are NOT permitted on site:

- 1. Anyone who has returned from any of the High Risk Countries or Cruises as listed by authorities within the last 14 days**
- 2. Anyone who has returned from any International Travel on/or after March 13 (including USA)**
- 3. Anyone who has been in contact with someone who has returned from any International Travel on/or after March 13 (including USA)**
- 4. Anyone who has returned from any International Travel prior to March 13 and showing signs or symptoms of the *Flu***
- 5. Anyone who has a family member who has returned from any International Travel prior to March 13 and showing signs or symptoms of the *Flu***
- 6. Anyone who has been notified that they may have been exposed to someone who has tested positive for COVID-19**
- 7. Anyone who has entered New Brunswick from interprovincial/territorial travel on/or after March 24**
- 8. Anyone exhibiting signs or symptoms of the Flu ****
 - YOU ARE NOT PERMITTED ON SITE OR PREMISES**
 - MUST LEAVE IMMEDIATELY**
 - NOTIFY SIMPSON MANAGEMENT**
 - SELF-ISOLATE IN ACCORDANCE WITH GOVERNMENT REGULATIONS**
 - OBTAIN APPROVAL BY SIMPSON MANAGEMENT PRIOR TO RETURN**

**** Any individual exhibiting signs or symptoms of the *flu* must leave site immediately, complete the online ‘Symptom Self Assessment tool’ found on the Government of Canada’s website, and provide a copy of the results and recommended actions.
<https://ca.thrive.health/covid19/en>**

Anybody who knowingly violates these rules and regulations may be subject to incurred costs and claims or penalties in accordance with local authorities.

Please contact Simpson management at 506-450-3013 if you have any questions.

TAB 3

ENHANCED SITE RULES

Documents
Enhanced Site Rules

COVID-19 ENHANCED SAFETY RULES

- All individuals shall strictly adhere to the Mandatory Rules and Restrictions.
- Any individual exhibiting signs or symptoms of the *flu*, must leave site immediately, complete the online GOC Symptom Self Assessment tool and provide a copy of the results and recommended actions. <https://ca.thrive.health/covid19/en>
- All individuals entering site MUST be screened and orientated.
- Every individual entering the work site MUST wash their hands upon entering. If a wash station is not available, use hand sanitizer.
- All individuals MUST wash their hands before and after restroom breaks and eating/drinking.
- There shall be hand sanitizer dispensers and/or handwashing stations at the entrances or specified areas.
- Handwashing and hand sanitizing technique must meet or exceed posted procedures.
- Porto potties to be cleaned and disinfected daily.
- Common touch points on site to be cleaned daily (see checklist).
- Depending on circumstances, the site may require individuals to have their temperature checked upon entering or re-entering site or at any other time as requested by the site supervisor or other workers.
- Water coolers are no longer permitted on site. Workers are encouraged to bring their own personal water coolers.
- Site safety meetings to be held on a weekly basis.
- Safety boards at the entry of each site shall include the most up to date information available, policies and procedures required to keep that site operational.
- All site workers are given additional authority and responsibility to follow and enforce the new COVID-19 policies and procedures.
- All individuals shall follow social distancing requirements.

- All individuals on site must wear safety glasses at all times, except for specific tasks.
- Meetings or social gatherings should be adjusted so that there are less than 10 people.
- Wash, wash, wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you cough or sneeze, and discard used tissues in the trash. If a tissue is not available, cough or sneeze into your elbow.
- Do not shake hands and avoid physical contact with others.
- Use hand sanitizer when washing is not available.
- Be vigilant and report any concerns regarding other individuals.

TAB 4

ENHANCED SAFE WORK PRACTICES

Documents

Enhanced Site Work Practices

COVID-19

ENHANCED SAFE WORK PRACTICES

- All individuals on site are recommended to take hourly handwashing breaks or more often as needed.
- It is recommended that all individuals on site wear gloves.
- Workers should not share PPE.
- Trades should not share tools if others are available. Otherwise, tools should be cleaned and wiped down between users.
- Workers should be separated on site as best possible if the work permits.
- If the site permits, negative air units should be installed to keep a negative pressure within the areas of work.
- Shifts should be scheduled under the new guidelines in an effort to control the number of working tradesmen on site to maintain the safe working distances now enforced.
- When possible, reduce travel to and from site during shifts. Increased planning is required to limit trips to building supply stores, grocery stores, back to your shops, etc.
- Avoid touching your face (eyes, nose, and mouth).
- Avoid people who are sick, especially with respiratory symptoms.
- Clean frequently touched surfaces.
- Stay home when you are sick.
- Avoid congregating in break areas, lunchrooms, or seacans.
- Avoid sharing rides to/from work.
- Avoid sharing food, drinks, cigarettes, and other personal items.
- All trades shall discuss with SBCL superintendent on a daily basis to coordinate their schedule, areas of work, and deliveries.
- All trades are encouraged to have daily safety toolbox talks with their workers.

TAB 5

ENHANCED CLEANING PRACTICES

Documents

Cleaning and Disinfecting Checklist

CLEANING & DISINFECTING

It is important to keep surfaces properly cleaned and disinfected to prevent the spread of COVID-19. At this time, it is not exactly known how long the virus can live on surfaces so we must do our best to remove or kill the germs by cleaning and disinfecting regularly.

Simpson will be cleaning and disinfecting common touch points, such as door handles, handrails, light switches, etc... on a daily basis (see checklist).

Although Simpson will make every effort to clean most common touch surfaces, we will not be able to clean everything. Therefore, every individual on site must take responsibility and ownership of cleaning as well, especially their own tools, equipment, and work spaces/areas.

You are responsible to clean and disinfect objects that you have been in contact with during your shift that Simpson is not scheduled to clean or aware of, including, but not limited to:

- ☐ Tools
- ☐ Equipment
- ☐ Work Surfaces
- ☐ Phones
- ☐ Pens
- ☐ Electronics
- ☐ Personal items and tools
- ☐ Etc...

It is recommended to wear gloves while cleaning and disinfecting surfaces, and to wash your hands immediately after removing the gloves. Do not touch your face while cleaning.

For more information, see the Cleaning and Disinfecting Public Spaces fact sheet.

Thank you for your cooperation

Daily Hygiene & Housekeeping Checklist

Project: _____

Dates: _____ to _____

[illegible]

TAB 6

DISCIPLINARY PROCEDURES

Documents

Disciplinary Procedures
Verbal, Written, Gone Policy
Verbal Warning
Written Warning

COVID-19 DISCIPLINARY PROCEDURES

Mandatory Rules and Restrictions

- The Mandatory Rules and Restrictions are zero tolerance
- Non-compliance of the Mandatory Rules and Restrictions is prohibited
- Any individual who knowingly violates the Mandatory Rules and Restrictions may be subject to incurred costs and claims or penalties in accordance with local authorities

All other Rules, Government Regulations, and Safe Work Practices

- Non-compliance for any of the rules, regulations and Safe Work Practices will follow the Verbal, Written, Gone Policy
- Negligence will not be tolerated and subject to termination

VERBAL / WRITTEN / GONE POLICY

The following disciplinary actions will be followed for any individual who does not comply with the safety rules and regulations when on a Simpson Building Contractors work-site or property.

1st Offence: VERBAL WARNING

2nd Offence: WRITTEN WARNING

3rd & Subsequent Offence: SUSPENDED FROM SITE WITHOUT PAY

SUB-CONTRACTORS NOTE:

Third offence is deemed breach of COVID-19 Site Specific Policy and may result in termination of the sub-contract, employment or access to site.

Signature: _____

Kirk White, President

Date: _____

VERBAL WARNING

PROJECT: _____

DATE: _____

WEATHER: _____

TIME: _____

VIOLATION BY: _____

INCIDENT DESCRIPTION:

CORRECTIVE ACTIONS TAKEN:

SUPERVISOR NOTES:

SUPERINTENDENT

WRITTEN WARNING

PROJECT: _____

DATE: _____

WEATHER: _____

TIME: _____

VIOLATION BY: _____

INCIDENT DESCRIPTION:

CORRECTIVE ACTIONS TAKEN:

SUPERVISOR NOTES:

ISSUED TO: _____

SUPERINTENDENT

TAB 7

HAZARD ASSESSMENT TOOLS

Documents

PPE Risk Assessment
Hazard Assessment

RISK IDENTIFICATION AND ASSESSMENT

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled.

1. Contact
2. Droplet, and
3. Airborne transmission.

Breathing in droplets in the air

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 table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

Risk Assessment

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 people in small, poorly ventilated workspaces

Risk Assessment Table

	Low risk	Moderate risk	High risk
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 materials that others have handled on a regular basis, in an area where you multiple people are working, etc.	Yes
Eye protection - Safety Glasses, Goggles or Face shield	Not required	Not required	Yes
Airway Protection - Respirators	Not required	Not required (Unless likely to be exposed to coughing and sneezing), (Minimum N95)	Yes (Minimum N95)

COVID-19 JOBSITE HAZARD ASSESSMENT

PRIORITY CLASSIFICATION

- A A condition or practice likely to cause permanent disability, death, or extensive property losses;
 B A condition or practice likely to cause serious injury or illness, resulting in temporary disability or moderate property damage;
 C A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage;
 D A condition or practice that probably would not affect personnel safety or health. Could result in a lost workday, and is still in violation of specific criteria.

PRIORITY	TASK	HAZARD	CONTROLS
B	Working in a small, poorly ventilated area, unable to social distance because of the task, and/or who could potentially come in contact with a person infected with COVID-19.	Exposure to COVID-19	<ul style="list-style-type: none"> -Cough into elbow -Do not share tools, equipment, etc. -Proper hand hygiene -Use proper social distancing protocol when possible -Use appropriate cleaning and disinfecting measures -Wear gloves -Wear an N95 mask -Self monitor your own condition and report any concerns -Wear safety glasses
C	Working in relatively large, well ventilated workspaces but with restricted social distancing from time to time	Exposure to COVID-19	<ul style="list-style-type: none"> -Cough into elbow -Try not to share tools, equipment, etc. -Proper hand hygiene -Use proper social distancing protocol when possible -Use appropriate cleaning and disinfecting measures -Wear gloves if there is restricted social distancing -Wear an N95 mask if there is restricted social distancing -Self monitor your own condition and report any concerns -Wear safety glasses
D	Working in a well ventilated area with social distance in place and no known risk of exposure to COVID-19.	Unknown exposure to COVID-19 because of contact with a surface that has the virus on it	<ul style="list-style-type: none"> -Cough into elbow -Try not to share tools, equipment, etc. -Proper hand hygiene -Use proper social distancing protocol -Use appropriate cleaning and disinfecting measures -Wear gloves if unsure of the risk -Wear an N95 mask if unsure of the risk -Self monitor your own condition and report any concerns -Wear safety glasses

Management Signature: _____

TAB 8

INSPECTIONS

Documents
Inspection Form

COVID-19 Site Inspection



Project:	
Name:	
Date:	
Time:	

Inspection Item	Yes	No	N/A
All individuals on site completed orientation?			
Daily cleaning and sanitizing performed?			
All individuals on site wearing safety glasses?			
Any individuals exhibiting symptoms of the flu or coughing?			
Maintaining 6 ft social distancing between workers?			
Handwashing stations and hand sanitizer dispensers readily available?			
All individuals washing their hands or using hand sanitizer before entering site?			
Handwashing before and after restroom breaks and eating/drinking?			
Tools cleaned and wiped down between users?			
Less than 10 people on site?			
Negative air unit installed and properly working?			
Safety board has current information?			
Site safety meetings held once per week?			
All trades checking in with site superintendent in the morning?			

Deficiencies

Comments

Recommendations

Signature: _____

TAB 9

SITE WORKER/ VISITOR LOGS

Documents

Site Visitors

Site Visitor Rules

Log Sheet

SITE VISITORS

Site visitors are defined as someone who has not received site orientation and has not been cleared to work on site for any period of time. This may include delivery drivers, inspectors, engineers, managers, customers, sub-trade employees not assigned to this project, etc.

The following guidelines are to be followed by all visitors:

1. All visitors must report to the site superintendent at the site office or entrance to the site.
2. Site visitors must answer all screening questions.
3. Site visitors are required to adhere to all hygiene, virus control, and social distancing practices as outlined by the Site Superintendent when arriving on site.
4. If any site employee feels that a person is in an area they are not authorized to be, they shall ask them to identify themselves and direct them back to the point of entry until the Site Superintendent or the authorized Receiver can meet them there and give further directions.
5. Site visitors shall conduct themselves in a manner that minimizes their time on site and distances themselves from areas occupied by working employees.

RULES FOR SITE VISITORS

- You must answer all screening questions before entering the work site.
- You must wash your hands thoroughly before entering the work site. If a handwashing station is not available, use hand sanitizer.
- You must follow social distancing requirements and maintain 2 m between individuals at all times.
- You agree to be truthful and transparent regarding your answers to the screening questions, especially your current medical condition and whether you are experiencing any symptoms of COVID-19, or have knowingly come into contact with someone who is experiencing symptoms of COVID-19. Failure to do so may result in termination, fines, penalties or claims against you.
(Symptoms include: Fever, Cough, Difficulty Breathing)
- You must wear safety glasses while on site.
- Meetings or social gatherings should be adjusted so that there are less than 10 people.
- Wash, wash, wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you cough or sneeze, and discard used tissues in the trash. If a tissue is not available, cough or sneeze into your elbow.
- Do not shake hands and avoid physical contact with others.
- Be vigilant and report any concerns regarding other individuals.

Worker & Visitor Tracking

Project: _____

Date: _____

[illegible]

TAB 10

MATERIAL DELIVERIES

Documents
Material Deliveries

MATERIAL DELIVERIES

Material storage space and delivery vehicle access is limited on site and not readily available. Therefore, all deliveries of material to site shall be scheduled and coordinated with the Site Superintendent. Please adhere to the following guidelines to ensure safe and efficient delivery:

1. Subcontractors shall coordinate all deliveries with the Site Superintendent.
2. Delivery drivers shall proceed to the designated drop off area and remain there to receive direction from the Receiver or Site Superintendent. Drivers are to remain in their vehicles unless directed otherwise. If drivers are required to exit their vehicle to assist with unloading, they shall follow the guidelines for site visitors.
3. For small deliveries from two axle trucks and vans, please inform your Site Superintendent at the morning toolbox meeting before the day begins. Please receive your delivery at your designated storage area efficiently and maintain good housekeeping practices in your area.
4. For deliveries requiring multi axle trucks, flat decks, trailers of any size or deliveries that require the use of equipment to unload, please schedule with Site Superintendent 24 hours in advance.
5. For large deliveries of materials that require storage space greater than your designated staging area, coordinate with the Site Superintendent a minimum of 36 hours prior to arrival on site.
6. SBCL reserves the right to deny delivery of materials to site that have not been properly coordinated.
7. Security of materials stored on site is the responsibility of the responsible trade until such time as it has been installed, tested, and accepted by the Site Superintendent.

TAB 11

EMERGENCY PREPAREDNESS

Documents

Emergency Preparedness

EMERGENCY PLAN IN THE EVENT OF EXPOSURE

In the event that an individual who had been on site discovers that they tested positive for the COVID-19 virus, the entire site is to be shut down until further direction from New Brunswick Public Health and all workers are to self-isolate until directed otherwise by Public Health.

As per the Government of Canada website, self-isolation is required if you have no symptoms and may have been exposed to COVID-19 as a result of coming in close contact with someone diagnosed with COVID-19.

Self-isolation means staying at home, monitoring yourself for symptoms for 14 days, and avoiding contact with others. Anyone who is exhibiting symptoms can use the online self-assessment tool <https://ca.thrive.health/covid19/en> or call 811 to speak to a registered nurse. It is critical that you stay at home in self-isolation until directed otherwise by a health professional.

After 14 days, the situation will be reassessed as to whether the site can resume work and how to proceed safely. Simpson management is to contact WorkSafeNB and New Brunswick Public Health upon discovering that there was exposure of the virus on site to determine how to best proceed.

The designated site quality control personnel is to keep a detailed list of all individuals on site each day. In the case of COVID-19 exposure, the site quality control is to submit all worker and visitor tracking logs, and individuals who had been on site recently will be contacted accordingly.

TAB 12

TRAINING/ ORIENTATIONS

Documents

Screening Questionnaire
Additional Resources for High Risk Ind.
Individual Commitment Agreement
Orientation
Education and Resources
Resource Documents

SCREENING QUESTIONS

To be answered by ALL individuals entering the work site:

Please answer the following questions:	Yes	No
Have you returned from international travel (including USA) since March 13?		
Have you been in contact with someone who has returned from international travel (including USA) since March 13?		
Have you returned from interprovincial/territorial travel since March 24?		
Have you been in contact with someone who has returned from interprovincial/territorial travel since March 24?		
Are you exhibiting symptoms of the flu (fever, cough, difficulty breathing)?		
Have you been in contact with someone who is exhibiting symptoms of the flu?		
Have you been notified that you or anyone in your home may have been exposed to someone who has tested positive for COVID-19?		
Have you or anyone in your home had contact with someone who is being tested for COVID-19?		
Do you have an underlying medical condition (e.g. heart disease, hypertension, diabetes, chronic respiratory disease, cancer) or a compromised immune system from a medical condition or treatment (e.g. chemotherapy) and feel uncomfortable working?		
Are there any other reasons you would feel uncomfortable reporting to work?		

If the answer is YES to ANY of the questions above, please notify the Simpson site supervisor immediately. You may be asked to leave site.

It is a mandatory obligation that if at any time any of your answers change to YES, you must contact the Simpson site supervisor immediately directly to discuss.

Name:	Date:
Employer:	Phone number:
Signature:	

Additional Information for Individuals at Higher Risk

WHO IS AT HIGH RISK?

People with medical conditions including:

- Heart disease
- Hypertension (high blood pressure)
- Lung disease
- Diabetes
- Cancer
- People with weakened immune systems from a medical condition or treatment, such as chemotherapy
- Older adults

If you have any of the above conditions, we want to make sure that you are well informed of the additional risks.

Please be advised that if you have one of the above named conditions, you are at higher risk if you contract COVID-19. As such, you are not obligated to work on our site and by no means should feel pressured to work.

However, you are still welcome to report to work as long as you understand that you are at higher risk. If you do report to work, please be aware that you should heighten your awareness and take additional precautions and measures to protect yourself.

Enclosed you will find some educational materials with recommendations on how you can protect yourself. Please let us know if you have any questions or concerns. We will do our best to accommodate you.

You may also request alternate tasks that are less exposed if they are available.
Please coordinate with your site supervisor.

If you choose not to work on this site, please let your supervisor know so they can work out other arrangements.

I, _____, acknowledge and agree that I have read and fully understand the above information.

Date: _____ Signature: _____

COVID-19

INDIVIDUAL COMMITMENT AGREEMENT

I, _____ (print), acknowledge, agree and accept the following terms and conditions:

- I agree to follow ALL COVID-19 Policy and procedures as outlined in the orientation documents, or explained to me, and as updated from time to time.
- I agree to follow all Rules, Regulations, Safe Work Practices, other conditions and any additional rules and regulations as announced by Simpson or authorities in the future.
- I agree to consistently follow social distancing rules and practice good hygiene including hand washing and cleaning.
- I acknowledge that this crisis is new and unprecedented, and will work as a team player to offer any suggestions and recommendations to help maintain and improve the health and safety at work by reducing the risks of exposure.
- I acknowledge the risks involved in working in this current health crisis, which includes the possibility that I could contract COVID-19 while at work, and hold Simpson harmless in any event.
- I understand that I am not obligated to work if I am not comfortable doing so, and can request to be moved to a different work space, task or location, or request to be laid off.
- I understand that I have the right to raise questions or concerns directly to upper management and that WorkSafeNB will be consulted if necessary.
- I understand that I have the right to refuse work, right to know, and right to participate in safety related meetings and discussions.
- I acknowledge that I have a duty to immediately report unsafe work, unsafe conditions, or unsafe people to management, which will be investigated in a timely manner. Simpson will not hesitate contacting WorksafeNB for consultation if necessary.
- I acknowledge and understand that I am participating voluntarily, that all risks have been made clear to me, and that I understand the information being presented to me.
- I consent to having my temperature taken if requested or as required.

I agree to be truthful and transparent regarding my answers to the screening questions, especially my current medical condition and whether I am experiencing any symptoms of COVID-19, or have knowingly come into contact with someone who is experiencing symptoms of COVID-19. Failure to do so may result in termination, fines, penalties or claims against me.

By signing below, I accept the terms and conditions of this document.

Date: _____

Signature: _____

Witness: _____

Please be reminded of your Legal Responsibilities:

Under Local Jurisdictional Law and The New Brunswick Occupational Health and Safety Act, You Have Specific Responsibilities Related to Safety as an Employee.

Your Responsibilities Include:

- 1. Comply with the OHS Act and Regulations**
- 2. Conduct Yourself in a Safe Manner and Not Put Yourself or Others at Risk**
- 3. Report Any Workplace Hazards to Your Employer Immediately**
- 4. Wear or Use Appropriate Personal Protective Equipment**
- 5. Co-operate with the Joint Health and Safety Committee or Safety Representatives at Your Place of Employment**
- 6. Co-operate with WorkSafeNB and Their Health and Safety Officers**

IT'S THE LAW!

If you fail to comply with these responsibilities, a WorkSafeNB health and safety officer may write an order requiring you to do so. Failure to comply with an order of this nature could result in prosecution and fines.

COVID-19 - WORKER ORIENTATION

IMPORTANT! For your safety and the safety of others, it is important that if you do not understand or are unfamiliar with any of the items mentioned, you ask to have it explained to you. Please read carefully each item listed. If you have any questions or concerns, please consult with your supervisor. When you are finished, sign the bottom to acknowledge that you understand and accept all items listed and hand it in to your supervisor.

- ✓ Screening Questions
- ✓ Additional Information for Individuals at Higher Risk
- ✓ Commitment Agreement
- ✓ Policy
- ✓ Government Regulations
- ✓ Mandatory Rules & Restrictions
- ✓ Education & Resources
 - ✓ Know the Facts About Coronavirus Disease (COVID-19)
 - ✓ Safety Notice for Workers
 - ✓ Handwashing and Hand Sanitizer Use
 - ✓ Social Distancing
 - ✓ Reduce the Spread of COVID-19: Wash Your Hands
 - ✓ People Who Are at High Risk for Severe Illness from COVID-19
 - ✓ Managing Anxiety and Worry During COVID-19
 - ✓ Know the difference: Self-Monitoring, Self-Isolation, and Isolation for COVID-19
 - ✓ Working Safely from Home
- ✓ Enhanced Safety Rules
- ✓ Enhanced Safe Work Practices
- ✓ Disciplinary Procedures
- ✓ Cleaning & Disinfecting
 - ✓ Daily Hygiene and Housekeeping Checklist
 - ✓ Cleaning and Disinfecting Public Spaces
- ✓ Jobsite Hazard Assessment
- ✓ Risk Identification and Assessment
- ✓ Site Visitors
 - ✓ Rules for Site Visitors
 - ✓ Worker & Visitor Tracking
- ✓ Material Deliveries
- ✓ Emergency Plan in the Event of Exposure

COMPANY NAME:	JOBSITE:
SUPERVISOR (<i>print</i>):	DATE:
<p>I, _____ (<i>print</i>) have read, fully understand and accept the “COVID-19 Worker Orientation for Simpson Workplaces” as provided, and have brought any of my questions or concerns to my supervisor’s attention.</p> <p style="text-align: center;">SIGNATURE: _____</p>	

EDUCATION & RESOURCES

The following documents must be reviewed with all workers on site:

- Know the Facts About Coronavirus Disease (COVID-19)
- Safety Notice for Workers
- Handwashing and Hand Sanitizer Use
- Social Distancing
- Reduce the Spread of COVID-19: Wash Your Hands
- People Who Are at High Risk for Severe Illness from COVID-19
- Managing Anxiety and Worry During COVID-19
- Know the Difference: Self-Monitoring, Self-Isolation, and Isolation for COVID-19
- Working Safely from Home

VIDEOS

How to wash your hands using the WHO technique:

<https://www.youtube.com/watch?v=IisgnbMfKvI>

How to use hand sanitizer using the WHO technique:

<https://www.youtube.com/watch?v=B3eq5fLzAOo>

The key is to be VERY THOROUGH when washing your hands or using hand sanitizer to make sure that you are covering ALL areas of your hands.

MORE INFORMATION

More information can be found on the following websites:

Government of Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Government of New Brunswick:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html

World Health Organization:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

KNOW THE FACTS

ABOUT CORONAVIRUS DISEASE (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

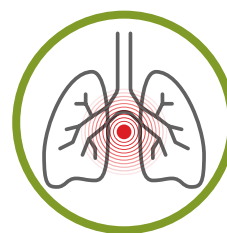
Symptoms of human coronaviruses may be very mild or more serious, such as:



FEVER



COUGH



DIFFICULTY BREATHING

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds;
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands;
- ▶ avoid close contact with people who are sick;
- ▶ cough and sneeze into your sleeve and not your hands; and
- ▶ stay home if you are sick to avoid spreading illness to others.

For more information on coronavirus:

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health
Agency of Canada

Agence de la santé
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Canada

SAFETY NOTICE FOR WORKERS

CORONAVIRUS (COVID – 19)

The following document was put together in collaboration between the BCCSA and the Prime Contractors Technical Advisory Committee (PCTAC). It provides the most up to date recommendations for worker's entering construction sites in B.C. amidst the COVID-19 pandemic. This document will be updated regularly as new information arises.

WHAT IS CORONAVIRUS (COVID-19)

- COVID-19 is a virus that can cause illness ranging from a cold-like illness to a severe lung infection. In some cases it can cause hospitalization and death.
- Symptoms may appear between 2 days to 14 days after being exposed.
- People can spread the disease even before they start showing symptoms.

Key Prevention Steps:

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



2. KEEP YOUR MIND ON YOUR 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.

Things are changing daily. You should expect daily communications from your employer and to be prepared that you may be expected to change your routines.

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

3. FOLLOW THESE TIPS:



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose and mouth with unwashed hands.



Cover your cough or sneeze with your elbow or a tissue. Throw tissue in the trash.



Avoid close contact with people who are sick.



Clean and disinfect objects and surfaces that are frequently touched.



✓ **RIGHT**



✗ **WRONG**

Stay home when you are sick!
Stay home when someone you live with is sick!

WHAT ARE THE SYMPTOMS

Fever

Cough

Sneezing

Sore Throat

Difficulty
Breathing

How does COVID-19 Spread?

- Breathing in droplets in the air that are created when people cough or sneeze
- Close contact with other people (e.g. shaking hands or hugging)
- Touching contaminated surfaces and then touching the face, mouth, or food.



Jane is unwell. When she sneezes, coughs or talks, droplets go into the air. These droplets can enter the eyes, nose and mouth of people nearby.



Jane coughs into her hand, then touches a door handle. Now the virus is on the handle.



George opens the door handle that Jane touched. The virus moves to his hand. He touches his nose, and it enters his body. A few days later, George is sick with the virus.



George passes the virus to his daughter Sonia. A few days later, Sonia feels unwell. She may have spread the virus to her classmates if she attended school with the virus.

What should you do if you have symptoms or have been exposed?

Use the BCCDC Self Assessment Tool: <https://covid19.thrive.health>

If you have any symptoms, isolate yourself from others as quickly as possible.

If you have been in close contact with someone who is being tested for COVID-19 or has tested positive, stay home and monitor yourself for symptoms and take your temperature every day.



BC COVID-19 Symptom Self-Assessment
Tool

Handwashing and Hand Sanitizer Use

at Home, at Play, and Out and About



GermS are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

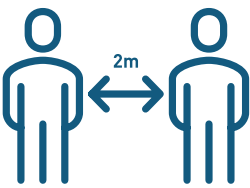
Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.

SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Here's how you can practice social distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often



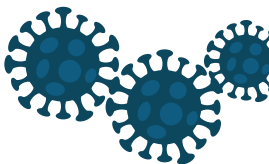
If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ canada.ca/coronavirus

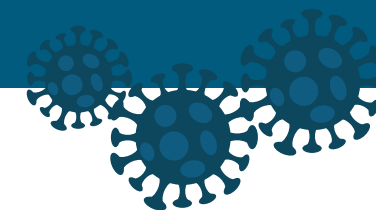
1-833-784-4397



Public Health
Agency of Canada

Agence de la santé
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Canada



REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



palm and back
of each hand



between fingers



under nails



thumbs

📞 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



Public Health
Agency of Canada

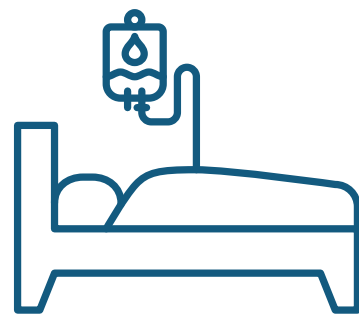
Agence de la santé
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CORONAVIRUS DISEASE (COVID-19)

PEOPLE WHO ARE AT HIGH RISK FOR SEVERE ILLNESS FROM COVID-19

While diseases can make anyone sick, some Canadians are more at risk of developing severe complications from an illness due to underlying medical conditions and age. If you are at risk for complications, you can take action to reduce your risk of getting sick from COVID-19.



WHO IS AT HIGH RISK?

- ▶ People with medical conditions including:
 - Heart disease
 - Hypertension (high blood pressure)
 - Lung disease
 - Diabetes
 - Cancer
- ▶ People with weakened immune systems from a medical condition or treatment, such as chemotherapy
- ▶ Older adults

BE PREPARED

- ▶ Learn about COVID-19 and stay informed by visiting www.canada.ca/coronavirus
- ▶ Visit your **provincial/territorial** and municipal health websites to keep up-to-date about COVID-19 in your community
- ▶ Stock up on the supplies you would need if you were to have to stay home for a few weeks, such as groceries, pet food and cleaning products
- ▶ Talk with your health care provider about how to protect yourself and ensure you have enough of your prescribed medications and medical supplies

- ▶ Prepare to stay connected with others by phone or email
- ▶ Identify who you can ask for support with chores, home maintenance and errands if you get sick
- ▶ Identify which services are available to deliver food or medications to your home
- ▶ Monitor yourself for symptoms

HOW TO REDUCE YOUR RISK OF COVID-19

- ▶ If possible, stay home while there is a COVID-19 outbreak in your community and limit the number of visitors to your home
- ▶ Clean hands frequently with soap and water for at least 20 seconds or, if not available, use alcohol-based hand sanitizer
- ▶ Carry alcohol-based hand sanitizer when you are outside of your home
- ▶ Frequently clean and disinfect high-touch surfaces in your environment with regular household cleaners
- ▶ Clean touch screens with 70% alcohol wipes
- ▶ Avoid touching your mouth, nose, and eyes and/or food with your hands



- ▶ Avoid touching high-touch surfaces such as doorknobs, handrails and elevator buttons in public places
- ▶ If you need to touch surfaces in public places, use a tissue or your sleeve to cover your hand
- ▶ Give a friendly wave or elbow bump instead of a handshake, kiss or hug
- ▶ Stay away from people who are sick
- ▶ Remind others who are sick, or may have been exposed to the virus, to stay away
- ▶ Change your routine to avoid crowded places, such as grocery shopping at off-peak hours, commuting by public transit outside of rush hour and exercising outdoors instead of in an indoor fitness centre
- ▶ Avoid crowds and large gatherings
- ▶ Increase social distance with others to two arm lengths (or approximately two metres)
- ▶ Avoid cruises and non-essential travel outside of Canada

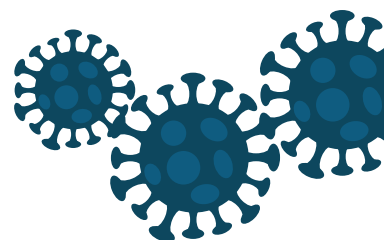


What to do if you get a symptom of COVID-19

- ▶ Symptoms of COVID-19 include:
 - a new cough or a chronic cough that gets worse, or
 - a fever (greater or equal to 38°C or signs of a fever like shivering, flushed skin, excessive sweating), or
 - difficulty breathing
- ▶ If you develop a symptom, stay home and call your health care provider or local public health unit and tell them about your symptoms
- ▶ Always call ahead before going to see a health provider or health care facility so that they can keep others from being exposed
- ▶ The following symptoms should be considered urgent:
 - significant difficulty breathing (e.g., can't catch breath, gasping)
 - chest pain or pressure
 - new confusion or difficulty waking up
- ▶ If you develop these urgent symptoms, call 911 and inform them that you may have COVID-19 and are at high risk for complications.

**WE CAN ALL DO OUR
PART IN PREVENTING
THE SPREAD OF
COVID-19. FOR MORE
INFORMATION, VISIT**

Canada.ca/coronavirus
or contact
1-833-784-4397

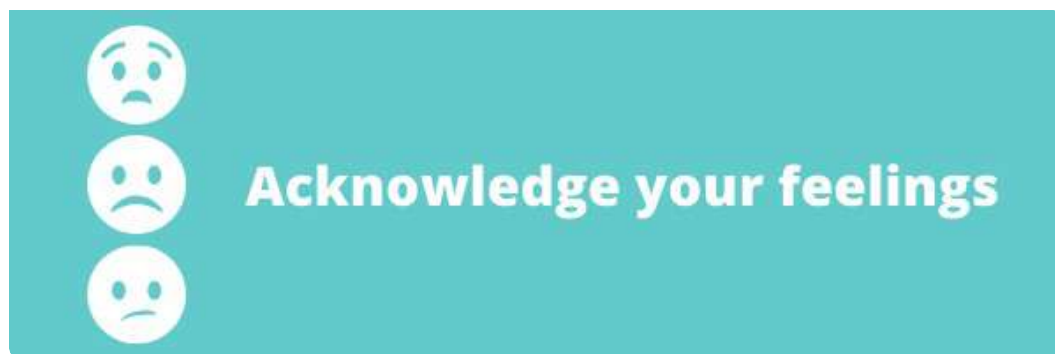


Announcement

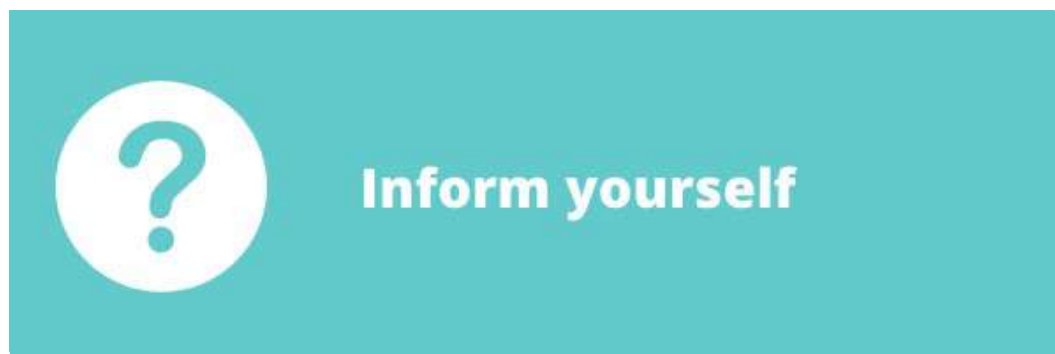
Managing anxiety and worry during COVID-19

March 23, 2020

We are currently experiencing unprecedented times. Virtually every part of daily life is being upended or disrupted in some way.



The emotions of anxiety and fear in confronting a threat like COVID-19 are part of the survival instinct. Anxiety might become problematic when it becomes persistent or impairs day-to-day tasks, rational decision-making, and maintaining healthy relationships. To assist you in managing anxiety and worry about COVID-19, we share the following tips and resources:



Inform yourself. On what the virus is, what the signs and symptoms are and the preventative measures. Visit the New Brunswick Public Health website (https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html) for regular updates.



Keep perspective

Keep perspective. Though it is important to stay informed it is also important to keep perspective. Do not spend too much time checking the news channels. Remember to also spend time on other important and positive things in your life



Understand the risk & take precautions

Understand the risk. When something's new and there are unknowns about it, it can seem very scary. This is our brain's normal reaction to a threat (our fight or flight response). Take the time to consider the risk to you.

Take precautions. Once you've determined what the recommended precautions are, incorporate those into your regular routine. Right now, the recommendations are: wash your hands regularly with soap and water; stay home if you feel sick; avoid those who are sick, practice the 2-metre social distancing guideline if possible; and maintain regular health routines like sleeping enough, eating healthy and exercising.



Stay connected

Stay connected. Having a support network of people to talk to when you're feeling anxious can help to keep you grounded and remind you to keep the perspective you need. Use social media, telephone, texts and email.



Use coping skills & seek extra help

If you experience anxiety in other areas of your life remember to engage in the practices that help manage your anxiety levels, for example, engaging in regular mindfulness practice.

If you're still struggling with your anxiety or experiencing panic that is affecting your ability to maintain your regular activities, you may consider seeking additional support. The Canadian Mental Health Association (<https://cmha.ca/documents/mindfulness>) has free resources to help and help line: 1 800 667-5005.

KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

SYMPTOMS OF COVID-19



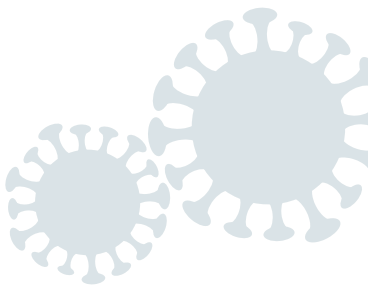
FEVER




COUGH



DIFFICULTY BREATHING



SELF-MONITORING	SELF-ISOLATION	ISOLATION
 <p>You have:</p> <ul style="list-style-type: none">▶ no symptoms <p>AND</p> <ul style="list-style-type: none">▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days	<p>You have:</p> <ul style="list-style-type: none">▶ no symptoms <p>AND</p> <ul style="list-style-type: none">▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19	<p>You have:</p> <ul style="list-style-type: none">▶ symptoms, even if mild <p>AND</p> <ul style="list-style-type: none">▶ you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19
 <p>SELF-MONITOR means to:</p> <ul style="list-style-type: none">▶ monitor yourself for 14 days for one or more symptoms of COVID-19▶ go about your day but avoid crowded places and increase your personal space from others, whenever possible	<p>SELF-ISOLATE means to:</p> <ul style="list-style-type: none">▶ stay at home and monitor yourself for symptoms, even if mild, for 14 days▶ avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic	<p>To be ISOLATED means to:</p> <ul style="list-style-type: none">▶ stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others▶ avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people
  <p>You need to self-monitor if:</p> <ul style="list-style-type: none">▶ you have reason to believe you have been exposed to a person with COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you are in close contact with older adults or medically vulnerable people <p>OR</p> <ul style="list-style-type: none">▶ you have been advised to self-monitor for any other reason by your Public Health Authority	<p>Self-isolate if:</p> <ul style="list-style-type: none">▶ you have travelled outside of Canada within the last 14 days <p>OR</p> <ul style="list-style-type: none">▶ your Public Health Authority has identified you as a close contact of someone diagnosed with COVID-19	<p>You need to isolate if:</p> <ul style="list-style-type: none">▶ you have been diagnosed with COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you are waiting to hear the results of a laboratory test for COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you have been advised to isolate at home for any other reason by your Public Health Authority
 <p>If you develop symptoms, isolate yourself from others immediately and contact your Public Health Authority as soon as possible</p>	<p>If you develop symptoms, even if mild, stay home, avoid other people and contact your Public Health Authority as soon as possible</p>	<p>If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions</p>

WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca

Working safely from home



Working safely from home as we navigate COVID-19

As workplaces try to prevent the spread of COVID-19, employees may find themselves unconventionally working from home. While working from home has clear advantages, it's important to remember that new work spaces can pose concerns. *Where* you work and *how* your work is important to your health and safety. WorkSafeNB offers this advice:

1) Check your posture regularly.

Maintain proper posture, paying careful attention to positioning of head, neck, spine, arms, wrists, hips, thighs and feet. Basically, ensure the small of your back is supported, your shoulders are relaxed (not slumped and not elevated), and that there is no pressure under your thighs. Sure, you can do everything from your laptop while sitting on the wooden chair at your kitchen table, but you can't do it without putting yourself at risk.

2) Don't ignore discomfort!

There are many reasons why computer users experience discomfort. At best, discomfort is an annoyance and can inhibit productivity. At worst, it can lead to injuries and/or disabilities. It's important to address discomfort and the possible causes of it as soon as possible.

3) Take your breaks in full.

Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover. (Adjust your RSIGuard settings as necessary). Your body wants you to move! Also be sure to take breaks in their entirety. Don't short-change yourself, especially during your lunch hour. You can use a simple clock or timer on the screen when you take a break. If you return to your desk after only 40 minutes, walk for another 20.

4) Avoid distractions.

If possible, work in a quiet room with the door closed. If there are distracting noises, try headphones, ear plugs, soft music or a quiet fan to reduce or mask the sounds.

5) Avoid glare.

Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.

6) Continue to socialize.

Don't forget that not all stress is physical. To help fill the socializing gap while working remotely, find a colleague you can call when you're feeling the need to chat. Alternatively, buddy up with a friend who works elsewhere and is going through the same experience. Hopping on a social video call instead isn't a bad idea, either.

7) Exercise.

We all know that exercise is essential for overall health. You might be getting less of it when working at home. You may be walking less because you are not commuting to and from an office, going to meetings, and so on. Make sure that you make time to exercise when working at home.

With a little planning, we can ensure our health and wellness when working away from the office. Check the links at top right to learn more and follow us on Twitter, Facebook and LinkedIn for more information on workplace health and safety.

TAB 13

TOOL BOX TALKS

Documents

Tool Box Talk Resources

COVID-19 (Coronavirus) Precautions

Fact Sheet/Toolbox Talk

Coronavirus (COVID-19)

A new type of coronavirus, abbreviated COVID-19, is causing an outbreak of respiratory (lung) disease. The severity of this illness can vary from person to person. There are, however, steps you can take to prevent the spread of infection.

What are the symptoms of COVID-19?

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease.

Coronaviruses can cause a range of symptoms including:

- Fever
- Cough
- Sore throat, and
- Difficulty breathing

For some people, the symptoms are like having a cold; for others, they are quite severe or even life-threatening. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

An online self assessment is available to all individuals at <https://ca.thrive.health/covid19/en>. This assessment is meant to lower the burden of calls on 811.

How does the coronavirus spread?

The virus typically spreads through:

- Droplets when you cough and sneeze
- Close contact, such as touching or shaking hands
- Touching an infected surface and then the mouth, nose, or eyes.

Controls

Stay home when feeling ill

If you detect symptoms, you should immediately distance yourself from others and go home—without using public transit, if possible.

Ensure supervisors are notified so that they are aware of the situation and can notify others who may have been exposed.

Anyone who suspects that they have contracted COVID-19 should use the online assessment tool or call 811 (NOT 911) instead of going to the hospital or a family doctor.

Practise good hygiene

Health Canada recommends following basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
- Cough or sneeze into your sleeve or a tissue, then discard
- If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective. Apply, rub hands together until they feel dry

Maintain social distancing

COVID-19 is spread through contact. Whenever possible, keep a safe distance between co-workers and customers to prevent exposure, ideally a distance of 2 metres (6 feet).

News Release

Staying Safe At Work & Personal Protective Equipment (COVID-19)

March 20, 2020



We all have a role to play in stopping the spread of infection and simple measures can help prevent the spread of COVID-19 at your workplace and in your community:

- Clean shared workstations and equipment.
- When possible, encourage workers to work from home.
- Wash your hands frequently with soap and water for at least 20 seconds.
- Cough or sneeze into a tissue or the elbow and wash hands afterward. If you use a tissue, throw it away.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practise social distancing as much as possible.

Other health and safety measures your workplace can implement are outlined below.

Workplace Screening Tool

It is recommended that workplaces adopt an employee screening process for staff and visitors before they enter the workplace. A sample self-screening tool for employers with recommendations for implementation is available here (</media/60871/covid-19-workplace-screening-tool.pdf>).

WorkSafeNB also recommends that workers who must enter homes or offices, other than their own, to perform their work such as contractors, plumbers, appliance repair etc. should use a screening process to ensure their safety. Ideally, the screening would take place when the homeowner or business requests a service call. A sample self-screening tool for these workers is available here (</media/60893/screening-questionnaire-for-contractorse.pdf>).

Social distancing

Social distancing requires us to make changes to our everyday routines and to minimize close contact with others. This means keeping 1-2 arms' length distance between ourselves and others. You may need to limit the number of workers on site, to ensure these distances are kept.

Here are some tips for implementing social distancing measures in your workplace:

- Evaluate your work tasks and workspace.
- Can you reduce or suspend non-essential work, to allow some workers to stay home?
- Can any of your workers perform work tasks remotely (e.g. work from home)?
- Can you alternate and/or add additional shifts to reduce the risk of exposure and improve social distancing?
- Can you position the workers who are performing your essential business tasks further apart and still get the tasks done?
- Can any of your workers perform work tasks in a location that allows them to put more distance between themselves and their co-workers or customers?

Involve your joint health and safety committee

Get your joint health and safety committee (or worker representative) involved in brainstorming social distancing measures that could work in the spaces they work in.

Have your joint committee consider the interactions they have with others.

Get your joint committee involved in promoting approved social distancing measures.

Change the way space is used and shared at your workplace

Minimize sharing of office space, including work vehicles. When you do share, clean and disinfect (<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/CDnonInstitutional.pdf>) frequently touched surfaces before you leave the space (like you do at the gym). For vehicles, this includes the steering wheel, gear shift, and radio. For desks this includes the computer keyboard and mouse, desk surface, and phone.

Schedule rotating coffee and meal breaks to allow for 1-2 metres distance between workers in all break rooms, and do not share food or drink (no buffets).

Cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

Use work vehicles as satellite offices, for workers who can download work on their phone or portable computer.

Field workers should muster from home, rather than from an office, where feasible.

Communicate broadly

Make the message clear that the friendliest thing your workers can do for their co-workers and customers is to keep a distance of 1-2 metres between themselves and the people they work with.

Encourage workers to use a standard greeting with each other that is positive but reminds others to keep a safe distance.

PPE: Respiratory Protection

Respirators are currently only required for certain tasks.

Surgical/procedure masks should be used by sick people to prevent transmission to other people. A mask will help keep a person's droplets in.

It may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask).

Workers in the health care sector may have a higher potential risk of coming into contact with infected persons. Health care workers should wear surgical masks, eye protection, gloves, and gowns in order to protect themselves and patients. During health care procedures in which aerosol sprays may be generated (for example, when giving certain inhaled medications), health care workers must wear specialized masks (e.g., N95s) that have been fit-tested.

Protecting mental health

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

Coronavirus: Managing Stress & Anxiety (Canadian Mental Health Association) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak (<https://cmha.ca/news/covid-19-and-mental-health>).

Need more information?

For information and assistance with health and safety issues in the workplace, including COVID-19, please contact our Prevention Team at prevention@ws-ts.nb.ca (<mailto:prevention@ws-ts.nb.ca>).

COVID-19 PREVENTION PROCEDURES WHILE WORKING ON A CONSTRUCTION SITE

Hygiene Practices

Clean your hands with soap and water for 20 seconds – before you eat and at the end of the workday, during the workshift 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 (i.e., smoking, drinking water, eating, etc.)
- 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.

Project Orientations

- Limit the number of persons in the orientation – a chair spacing between workers. This may require hosting the video orientation sessions more often. 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 Visitors Prior to site Access

- Question all site visitors on the current status of their health – use PHA Health Assessment tool questions. Questionnaire in development.

Health Verification of Workers

- At start of shift, Supervisor to confirm the health status of contractor workers through discussion with Contractor supervisor and notify HSE Manager of any issues. Document issues.
- Supervisor, each day, to ask 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 contractor workers through discussion with Contractor supervisor and notify HSE Manager of any issues.
- Use the regional PHA Health Assessment tool. Document Issues.

Receive and Review Contractor COVID-19 Plan

- How is their plan being applied to their Subcontractors?

Hoist Operations

- Outside the hoist: Post signage and 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 at any one time.
- Passengers to face the outside of the hoist to avoid being inside each other's breathing zone.
- The Operator has the option to wear an N95 mask.
- Provide the operator with disinfectant to routinely disinfect commonly touched items – call buttons, door handles, etc.

Project Radios

- Disinfect radios at start of shift and regularly throughout the shift.

Stairwells

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.

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.

Project Offices/Trailers

- Restrict Access. Place contact information (phone #) outside on door.
- Limit the number of workers or restrict who is allowed to enter these offices.
- Maintain the social distance requirements.
- Do not touch items – “keep your hands to yourself”.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, etc.
- Handrails leading up to the trailer or office: Do not slide your hand down them. Routinely disinfect.

Lunchroom

- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Maintain social distancing by staggering seating arrangement, or don't eat in the lunchroom
- Remove garbage often.
- Routinely disinfect the tables and other commonly handled items.
- Ensure sufficient fresh air supply to reduce “recirculating” the air inside the lunchroom. Set-up neg air if required.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- If you have to take your spare work clothing home, place it in a plastic bag and do not take 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 N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.
- If conscious and capable of answering, ask the worker the PHA Health Assessment tool questions to verify current status of their health.

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

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 table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

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
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).

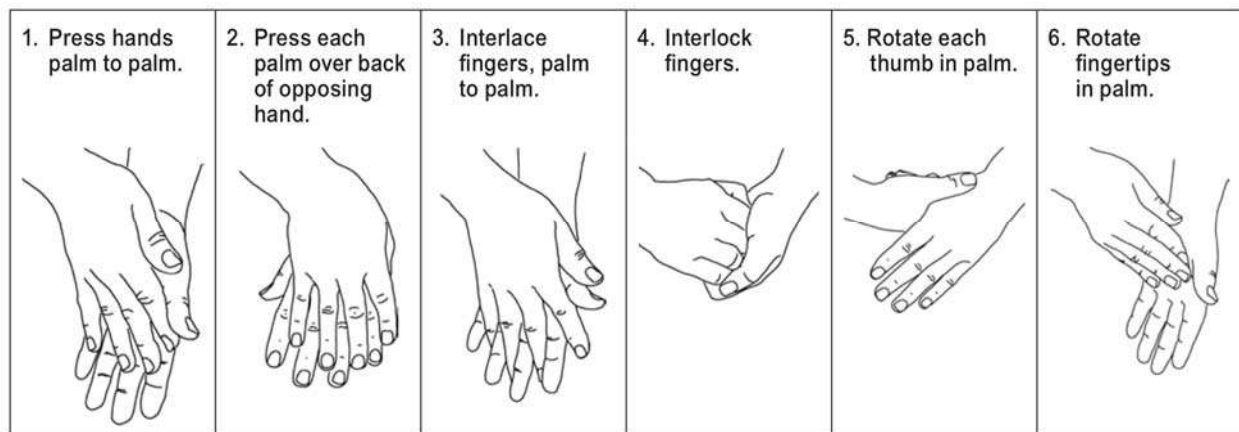
Hand washing

Hand washing is one of the best ways to minimize 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:

- Before leaving a work area
- After handling materials that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Hand washing procedure



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 and kitchen area.

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.

If workers show symptoms of COVID-19

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.

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 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.

Annual review

We will review the exposure control plan every year and update it as necessary, in consultation with our joint health and safety committee or worker health and safety representative.

Social Distancing

What is Social Distancing?

Wikipedia defines Social Distancing as: a set of nonpharmaceutical infection control actions intended to stop or slow down the spread of a contagious disease.

You can help protect yourself by changing your daily routines in order to minimize close contact with others. Self-isolating in your home is the best control for avoiding exposure to a contagious disease. As this is not always possible, following the guidelines listed below can help to minimize your risks.

Practice social distancing by:

- Ensure you stay at least 2 metres (6 feet) away from one another
- Avoid personal contact such as touching or shaking hands
- Avoid large groups, keep gatherings at a minimal (50 people max). If needed, break it up into smaller groups for job planning, toolbox talks or safety meetings.

To help reduce your risk of infection:

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, use hand sanitizer that contains at **least 60% alcohol**.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough. Dispose of tissue immediately and wash or sanitize your hands
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.

Protect Yourself On Site by:

- Know the practices/procedures your employer has put in place to access the jobsite safely.
- Discuss strategies to ensure social distancing and proper hand hygiene at toolbox talks and in orientations
- Ensure that hand washing stations and alcohol base hand sanitizers are on site and available for all workers. Supply all company and personal vehicles with hand sanitizer.
- Put up posters of proper hand washing techniques.
- Ensure all offices and non-porous tools are sanitized and cleaned regularly.
- Perform environmental routine cleanings.
- Disinfect PPE daily after use by washing thoroughly with antibacterial soap.
- Post informative posters telling people what to do if they get sick.
- If you suspect you have contracted a virus, stay home and self-isolate until health has improved, if needed contact your family doctor or go to the nearest hospital for severe/life threatening symptoms. For Pandemic Viruses contact 811 for further instructions on testing and treatment.

The Occupational Health and Safety Act in your jurisdiction entitles all workers to three rights:

The right to know about health and safety matters.

The right to participate in decisions that could affect their health and safety.

The right to refuse work that could affect their health and safety and that of others.

General duties of employers

302(1) An employer shall, at a place of employment:

(a) monitor the use or presence of, or a worker's exposure to, any chemical substance or any biological substance that may be hazardous or harmful to the health or safety of a worker;

(b) where reasonably practicable, substitute a less hazardous or harmful chemical substance or biological substance for a hazardous or harmful chemical substance or biological substance;

(c) subject to subsection 307(1), to the extent that is reasonably practicable, reduce any contamination of the place of employment by a chemical substance or biological substance; and

(d) develop and implement work procedures and processes that are as safe as is reasonably practicable for the handling, use, storage, production and disposal of chemical substances and biological substances.

COVID-19 (Coronavirus) precautions

List the hazards on site:

Explain dangers

A new type of coronavirus, abbreviated COVID-19, is causing an outbreak of respiratory (lung) disease. While the immediate health risk in Ontario is low, it is important to plan for any possible outbreaks.

Although it is not known where, and to what extent, the disease may spread in Ontario, it is highly contagious. The severity of this illness can vary from person to person. There are, however, steps you can take to prevent the spread of infection.

What are the symptoms of COVID-19?

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease. Coronaviruses can cause a range of symptoms including fever, cough, sore throat, and shortness of breath.

For some people, the symptoms are like having a cold; for others, they are quite severe or even life-threatening. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

How does the coronavirus spread?

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Identify controls

Stay home when feeling ill

If you detect symptoms, you should immediately distance yourself from others and go home—without using public transit, if possible.

Ensure supervisors are notified so that they are aware of the situation and can notify others who may have been exposed.

For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Once connected, a healthcare professional will provide essential information. They may arrange for a medical specialist to do a home visit and inspection. Direct phone numbers for Ontario residents are: Toll-free: 1-866-797-0000 or Toll-free TTY: 1-866-797-0007.

Practise good hygiene

Health Canada recommends following basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.
- If using hand sanitizers, they must be alcohol-based (with greater than 60% alcohol) to be effective.
- Sneeze or cough into a tissue and discard it.
- Use a clean tissue or your knuckle to touch light switches, doors, elevator buttons, etc.

Maintain social distancing

COVID-19 is spread through contact. Instead of a handshake, a kiss, or a hug, greet people with a friendly wave. It is less likely to expose you to a respiratory virus. Whenever possible, keep a safe distance between co-workers and customers to prevent exposure, ideally a distance of 2 metres (6 feet).

COVID-19 (Coronavirus) precautions con't

Be prepared for an emergency situation

Stock up on essentials, but avoid panic buying. To prepare for emergency situation, you should have the following on hand:

- Soap, facial tissues, paper towels, alcohol-based hand sanitizer, household cleaning products, and regular detergents for washing dishes and doing laundry
- Fever-reducing medications, such as acetaminophen or ibuprofen
- Plastic garbage bags for containing soiled tissues and other waste
- Bleach to create a solution of 1-part bleach to 9-parts water for disinfecting surfaces.

Remember to refill your prescriptions and consider renewing them ahead of time.

Demonstrate

With your crew:

- Demonstrate proper hand-washing procedures with soap and water.
- Evaluate areas where people have frequent contact with each other and shared objects to make sure that proper hygiene can be maintained.
- Review emergency risks in your region and discuss how to prepare for different situations.
- Discuss methods of social distancing that can be applied in various scenarios.

For addition information, refer to Health Canada's website on COVID-19: **www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html**



COVID-19 (Coronavirus – Precautions for Shippers and Receivers)

List the hazards on site:

Explain dangers

A new type of coronavirus (abbreviated COVID-19) is causing an outbreak of respiratory (lung) disease. While the immediate health risk in Ontario is uncertain, it is important to plan for any possible outbreaks.

Although it is not known where, and to what extent, the disease may spread in Ontario, it is highly contagious. The severity of this illness can vary from person to person. There are, however, steps you can take to prevent the spread of infection.

What are the symptoms of COVID-19?

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease. Coronaviruses can cause a range of symptoms including fever, cough, sore throat, and shortness of breath.

For some people, the symptoms are like having a cold; for others, they are quite severe or even life-threatening. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

How does the coronavirus spread?

The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Shipper/Receiver potential exposures

In order to maintain and service our country's economy, trucking has been deemed an essential service. This will now result in potentially more deliveries of necessary goods at non-regular or scheduled times. As a shipper or receiver of transport trucks, you should be aware of some of the precautions you should take when dealing with truck shipments, related personnel, and common logistical equipment frequently shared (e.g., lift trucks and pallet pumps).

Identify controls

1. Maintain social distancing. Social distancing generally means maintaining a distance of at least 2 metres (6 feet) or more between persons. By maintaining social distancing you are less likely to be exposed to a respiratory virus.

2. Stay home if you are feeling ill. If you detect symptoms, you should immediately distance yourself from others and go home—without using public transit, if possible. Ensure you notify your supervisor so that they are aware of the situation and can notify others who may have been exposed.

3. Demonstrate the following precautionary measures while shipping or receiving packages:

- Do not report to work if you are exhibiting any of the COVID-19 symptoms.
- Practise social distancing inside the warehouse at all times.
- Limit the amount of face-to-face contact with drivers and always avoid physical contact with people who have flu-like symptoms.
- If possible, ask drivers to remain in the truck cab while the trailer is being loaded or unloaded, or request that drivers wait in a designated area to limit contact.
- Use technology for communication (text messaging and mobile phones rather than in-person conversations) as much as possible.

COVID-19 (Coronavirus – Precautions for Shippers and Receivers) con't

- Where possible, keep all loads on pallets to reduce exposure to loose cargo.
- Limit any casual interactions that normally occur with others.
- Do not share pens. Request that the driver use their own pen or stylus when signing.
- Wear gloves and ask drivers to wear gloves if handling of paperwork is required.
- Where possible, use technology (scanning equipment) for proof of delivery.
- Provide drivers with disposable cups rather than allowing them to use refillable containers.
- Regularly disinfect any equipment used to receive or ship packages.
- Have sanitizer and soap present and visible for all staff to use and refill regularly.
- Wear work gloves when handling and/or moving freight.

4. Clean the facility frequently. Cleaning methods should be employed with special attention to certain areas as specified below:

- Educate all staff about COVID-19 and share resources on how to keep the workplace clean.
- Encourage and remind staff to use good hygiene practices. This should include frequent handwashing.
- Reinforce education and hygiene with regular workplace communications and reminders.
- Regularly wipe down and disinfect common pieces of equipment, such as lift trucks and pallet pumps, using disinfectant wipes.
- Regularly clean door handles, breakrooms, meeting rooms, restrooms, and all high-traffic areas.
- Use appropriate personal protective equipment (PPE) when cleaning potentially contaminated surfaces.
- Dispose of gloves and soiled materials as soon as possible.
- Remove garbage from the facility regularly.
- Avoid touching your eyes, nose, and mouth as much as possible.
- Once any cleaning is complete, remove gloves and ensure you wash your hands.

For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor.

Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or
TTY: 1-866-797-0007

Practise good hygiene

Health Canada recommends following basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.
- If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- Sneeze or cough into a tissue and discard it.
- Use a clean tissue or your knuckle to touch light switches, doors, elevator buttons, etc.

Demonstrate

With your staff and co-workers:

- Demonstrate proper hand-washing procedures with soap and water.
- Evaluate and discuss inbound and outgoing delivery situations where people have frequent contact with each other or share objects to make sure that proper hygiene can be maintained.
- Review emergency risks in your region and discuss how to prepare for different situations.
- Discuss methods of social distancing that can be applied in various real-life work scenarios.



For additional information, refer to Health Canada's website on COVID-19: www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/being-prepared.html

CORONAVIRUS DISEASE (COVID-19) CLEANING AND DISINFECTING PUBLIC SPACES

This document provides guidance on cleaning and disinfecting of public settings, including schools, universities, public libraries, museums, public transit, communal residences and workplaces.



WHAT YOU SHOULD KNOW

- ▶ Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- ▶ It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

CHOOSE A PRODUCT THAT CLEANS AND DISINFECTS

- ▶ When cleaning public spaces, choose products that clean **and** disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - **Cleaning products** remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting products** kill germs on surfaces using chemicals.

- ▶ Use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

CREATE A CLEANING PROCEDURE

- ▶ Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- ▶ Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- ▶ Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.



- ▶ Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- ▶ Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often
- ▶ In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- ▶ Shared spaces such as kitchens and bathrooms should also be cleaned more often.

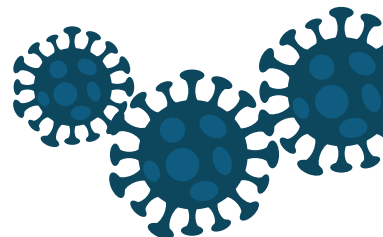


**WE CAN ALL DO OUR
PART IN PREVENTING
THE SPREAD OF
COVID-19. FOR MORE
INFORMATION, VISIT**

Canada.ca/coronavirus

or contact

1-833-784-4397



COVID-19 ENHANCED SURFACE CLEANING AND DISINFECTION

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.

NOTE: in the event a confirmed case of COVID-19 was present on site, a specialized biohazard remediation, abatement company should be contacted for professional disinfection.

Clean and disinfect all frequently touched surfaces. This includes but is not limited to:

- table tops
- control panels
- computer/keyboard/mouse
- door knobs
- light switches
- handles
- bathrooms
- steering wheels
- eating areas
- pens
- hoist gates
- stair railings
- first aid equipment

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.

Avoid sharing tools and pens. 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. All visibly soiled surfaces should be cleaned before disinfection.

Most cleaning can be done using regular housekeeping best practices.

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.

Housekeeping:

- Regular housekeeping practices should be maintained in addition to enhanced surface cleaning/disinfection.
- Do not sweep dust, use a vacuum.

TAB 14

SITE SIGNAGE

Documents
Signage Requirements

STOP

PLEASE DO NOT ENTER THE BUILDING

If you answer YES to any of the following questions

- ☐ Have you returned from international travel (including USA) since March 13?
- ☐ Have you been in contact with someone who has returned from international travel (including USA) since March 13?
- ☐ Have you returned from interprovincial/territorial travel since March 24?
- ☐ Have you been in contact with someone who has returned from interprovincial/territorial travel since March 24?
- ☐ Are you exhibiting symptoms of the flu (fever, cough, difficulty breathing)?
- ☐ Have you been in contact with someone who is exhibiting symptoms of the flu?
- ☐ Have you been notified that you or anyone in your home may have been exposed to someone who has tested positive for COVID-19?
- ☐ Have you or anyone in your home had contact with someone who is being tested for COVID-19?
- ☐ Do you have an underlying medical condition (e.g. heart disease, hypertension, diabetes, chronic respiratory disease, cancer) or a compromised immune system from a medical condition or treatment (e.g. chemotherapy) and feel uncomfortable working?
- ☐ Are there any other reasons you would feel uncomfortable reporting to work?

If you answer YES to any of the following questions,

PLEASE CALL

MAINTAIN YOUR SOCIAL DISTANCE



PRACTICE GOOD HYGIENE

Everyone can help prevent the spread of infections by practicing good hygiene and is encouraged to implement the following measures:



Washing your hands often with soap and water for at least 20 seconds.



Avoiding touching your eyes, nose or mouth.



Avoiding close contact with people.



Coughing or sneezing into your sleeve or elbow and not your hands.



Reporting flu-like symptoms to your supervisor.

PRACTICE THE '6' SOCIAL DISTANCING



- Please limit meetings/gatherings to a max. of 6 people.
- Maintain a 2 meter distance from each other.
- On site you will need to find ways to maintain an adequate working distance from each other, including limiting the number of people in hoists and orientations.

COVID-19

Anyone experiencing flu-like symptoms associated with COVID-19 (eg. coughing, fever, difficulty breathing), should immediately contact their supervisor and consult a healthcare professional.

If you have any of these symptoms, you should NOT be at work and should consult with your healthcare provider before returning to work.