



200 Louth Street
St. Catharines, ON L2S 2R6
Tel: 905-684-2371
Fax: 905-684-8080

COVID-19

POLICIES AND PROCEDURES

SCOPE: Every employee, subcontractor, supplier, workplace and project shall ensure compliance with our Occupational Health Program as it applies to the COVID-19 virus. The program however, will not supersede any applicable federal, provincial or local plans, requirements pertaining to a pandemic situation.

COMMON SYMPTOMS: Fever, cough, shortness of breath, breathing difficulties, runny nose, sore throat.

HAZARDS: respiratory droplets generated from cough/sneeze, close/prolonged personal contact such as touching or shaking hands, touching something with the virus on it, then touching mouth, nose or eyes before washing hands.

REFERENCES: Pandemic Response Plan 001, CE 14.0 Occupational Health Program, CE 14.4 OCC. HEALTH - Personal Hygiene

MANAGEMENT RESPONSIBILITIES

1. Train employees on the minimum protective measures and procedures to reduce or eliminate unwanted exposure to COVID 19.
2. Ensure Supervisors perform daily toolbox talks to discuss & remind workers of their responsibilities as outlined below.
3. Ensure employees self-monitor for symptoms associated with COVID-19.
4. Do not allow any employee to perform any task or work near any person if they present with symptoms.
5. if an employee presents with symptoms advise them to complete the **online self-assessment** (<https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>) or call either:
 - Telehealth: 1-866-797-0000
 - their primary care provider (for example, family physician)
6. Ensure the following if an employee may have been exposed to the virus (i.e., first degree of separation level) or exhibiting symptoms:
 - i. Do not return to work until they receive medical clearance.
 - ii. Complete the Online Self-Assessment Test.
 - iii. Take a COVID-19 detection test.
 - iv. Self-isolated for 14 days if positive test result.

SUPERVISOR RESPONSIBILITIES

1. Ensure clear signage is posted at entry points on the construction site and facilities.
2. Post a Letter of Commitment that outlines the commitment of the Company to maintain health and safety measures during the COVID-19 crisis.
3. Use DHA & 3rd party web links to update any daily updates on the latest developments and guidelines from the relevant jurisdictions' public health authorities and self-identification screening tools.
4. Perform daily toolbox talks to discuss & remind workers of their responsibilities as outlined below. Toolbox talks shall be in larger areas where social distancing can be observed and maintained.
5. Visually monitor the workers for symptoms of COVID-19.
6. Monitor the project to ensure no member of the public has access to the project.
7. Do not allow a worker to perform any task or job if they are presenting with symptoms.
8. Ensure workers contact Telehealth Ontario if s/he presents with symptoms associated with COVID-19.
9. Ensure the following if an employee may have been exposed to the virus (i.e., first degree of separation level) or exhibiting symptoms:
 - i. Ask the employee to not return to work until they receive medical clearance.
 - ii. Instruct the employee to take the online self-assessment test & contact Telehealth Ontario.
 - iii. Instruct the employee to take a COVID-19 detection test and inform Supervisor/HR department of the results.
 - iv. Instruct the employee to Self-isolated for 14 days if positive test result.
10. Supervisor shall ensure the following if an employee has a positive Test:
 - i. Contact the Company OH&S / HR department of the positive test.
 - ii. Perform and investigation as per Section 52 of the OHSA.
 - iii. Perform toolbox talk to review the COVID-19 preventative measures and procedures with the employees to ensure they understand.
11. Use technology for communication as often as necessary to limit in person conversations/meetings.
12. Ensure housekeeping and sanitization schedules are maintained to reduce or eliminate unwanted exposures.
13. Ensure every tool, equipment or thing is sanitized or cleaned prior to every use.

WORKER RESPONSIBILITIES

1. Any worker who has travelled outside of Canada shall self-isolate for 14 days upon return.
2. Any worker who is self-isolating shall not return to work until approved by the Manager.
3. Workers must contact their primary care provider or Telehealth Ontario at 1-866-797-0000 if they experience symptoms.
4. Workers who have travelled and are part of workplaces that are essential to daily living are able to return to work as long as they do not have symptoms. However, they should self-monitor for a period of 14 days and identify themselves to their employer so that a plan can be put into place to ensure the protection of those workplaces.

5. Ensure the following if may have been exposed to the virus (i.e., first degree of separation level) or exhibiting symptoms:
 - i. Employee shall not return to work until they receive medical clearance.
 - ii. Employee shall take the online self-assessment test and contact Telehealth Ontario.
 - iii. Employee to take a COVID-19 detection test and inform Supervisor/HR department of the results.
 - iv. Self-isolated for 14 days if positive test result.
6. Use technology for communication as often as necessary to limit in person conversations/meetings.
7. Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc,.
8. Avoid common greetings, such as handshakes.
9. Wash hands often with soap and water for at least 20 seconds, and especially after using the washroom; and when preparing food, and after blowing nose, coughing, or sneezing. Use alcohol-based hand sanitizer if soap and water are not available.
10. Sanitize every tool prior to use.
11. Wash and/or sanitize your hands before and after using a tool, equipment or thing.
12. Take the following daily steps to reduce exposure to the virus' and to protect their health:
 - I. Wash hands often with soap and water for 20 seconds or if not available, use alcohol-based hand sanitizer;
 - II. Sneeze and cough into elbow;
 - III. Avoid touching eyes, nose or mouth;
 - IV. Avoid contact with people who are sick;
 - V. Avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters of another person; and
 - VI. Stay home if sick.

Document Revision & Approval History:					
Rev. #:	Created By:	Edit & Changes Made:	Date:	Approved By:	Date:
1	P. Masotti	NEW – Ontario – COVID - 19	March 31 2020	R. Grossi	March 31 2020