

1.0 General

The health and safety of all Clark Builders employees, trade partners and other workers on our worksites continues to be our top priority. In response to the current pandemic situation, we require all worksites and offices to develop a Site Specific Pandemic Preparedness Plan based on the criteria below in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

2.0 Definitions

COVID-19: Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is the disease caused by a coronavirus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

Close Contact: The Centers for Disease Control (CDC) defines close contact as:

- i. being within approximately 6 feet of a COVID-19 case for an extended period of time;
- ii. caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; or
- iii. having direct contact with infectious secretions of a COVID-19 infected person (e.g., being coughed on).

Self-Isolation: To separate yourself from others and stay home, with the purpose of preventing the spread of the virus in your community, including those within your home. Stay at home and monitor yourself for symptoms in the event you become symptomatic or because you are exhibiting symptoms, and avoid contact with other people. If you are ill, you should be separated from others in your household to the greatest extent possible. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

Social Distancing: Taking steps to limit the number of people who come in close contact with each other to help limit the spread of COVID-19. Social distancing includes, but is not limited to:

- Working from home where possible.
- Avoiding non-essential trips in the community.
- Limiting or consider cancelling group gatherings.
- Consider hosting meetings virtually instead of in person.
- Whenever possible, spend time in settings where people can maintain a 6 foot distance from each other.

3.0 Scope

This Guidance Document is intended to provide worksite Operational Supervisors and HSE Professionals clear expectations on the measures to be taken in reducing the risk of contracting or spreading COVID-19.

4.0 Site Specific Pandemic Preparedness Planning

4.1 All projects must provide access to hand washing or hand sanitizing stations

- Where running water is available, additional sinks with hot and cold running water, soap, paper towels and trash bins should be available outside of breakrooms, trailers, and bathrooms.
- It is recommended to have two Hand Wash Stations per project and additional stations when the workforce exceeds 100 (Ratio 1:40, adjust if necessary based on usage).
- Permanent plumbed sinks should be the first choice. Note: If you have access to permanent facilities on the project, then no additional hand-wash stations are required but please keep this area stocked with hand soap and one-time use paper towels. Also, maintain a regular cleaning of these facilities.
- Temporary portable wash stations are a secondary choice only when plumbed running hot and cold water are not available.
- If hand washing stations are not available, hand sanitizer is the next best option. Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer should also be available in common areas.
- Note: If you are unable to source supplies yourself, Clark Builders is working on finding adequate supplies of Hand Sanitizer to support our projects. Please contact your Business Unit Leader for latest supply updates.

- 4.2 **Cleaning and disinfecting requirements for frequently touched objects and surfaces**
- Increase the cleaning frequency of common areas on the project. Surfaces can be cleaned using a regular household cleaning spray or wipe. A formal procedure and a responsibility matrix to accomplish and maintain these practices should be determined.
 - All cleaning plans must meet the cleaning and disinfecting of public spaces recommendations of the PHAC which can be found here: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
 - Areas to consider include: break/lunch areas, lunch tables, microwaves, coffee machines, turnstiles, handrails, doorknobs, bathrooms, commonly used equipment such as hoist, telephones, computer equipment, coffee machines and vending machines, and all common areas.
 - Consider adding foot push/pull devices to doors for hand-free access/egress especially for bathrooms.
 - Increase cleanings of temporary restroom(s) and ensure that these restrooms also have hand sanitizer available.
 - Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
 - While not sustainable, for now we recommend using disposable utensils, plates, and cups. Maintain a good supply on hand. Require anyone bringing a container to rinse it themselves and take home for thorough cleaning.
- 4.3 **COVID-19 Communication requirements**
- Projects must post signage and poster on basic respiratory prevention hygiene:
 - Post signs encouraging proper hand hygiene and stopping the spread of germs.
 - Post information at project entry points, break and lunchrooms, restroom facilities, on huddle/safety boards, etc.
 - There are many resources available on Workday and online.
 - Projects must develop a communication strategy for notifying all CBGOC and Trade Partner employees of the requirements within the Site Specific Pandemic Preparedness Plan
- 4.4 **COVID Exposure reduction strategies for employees**
- Remind everyone to stay home when they are sick. The **CBGOC COVID-19 Travel and Exposure Policy** covers additional information around travel, potential exposures and confirmed case expectations.
 - Implement the **COVID-19 Health Check Questionnaire**:
 - All current workers onsite to complete as soon as possible, including Supervision
 - All New workers to complete before orientation
 - These questions are to be asked to everyone daily. We encourage sites to look for different opportunities to ask these questions, such as PTPs or morning huddles, instead of printing new forms for everyone every day. The goal is to flush out yes answers as soon as possible so we can react appropriately
 - At the beginning of the week or the start of a new rotation/shift, the Questionnaire must be completed again by each worker.
 - Limit sizes of gatherings/meetings/huddles:
 - Stagger / separate stretch and flex, stand downs, and large group meetings. These should be conducted by individual crews.
 - Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 6 ft. distance from each other while gathering. These meetings must not exceed 15 people in a single space.
 - Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
 - Implement strategies to support Social Distancing where possible
 - Reduce density of worker in work areas where possible
 - Stagger trade arrival times.
 - **Consider one-way traffic hallways and stairwells**
 - Limit the total number of persons riding in hoists/elevators; encourage the use of stairs for travel any less than 3 floors.

- Arrange lunch/break areas so that all workers are not joined together in same area. Stagger lunch/break times between trades.
- Implement controls for tasks that require workers to work in close contact with each other in order to safely execute that task. Refer to the **CBGOC Safety Bulletin – Close Contact Work During COVID-19 Pandemic** (issued Apr 2, 2020) for specific requirements which includes:
 - Determining if a task is essential or if it can safely be done in another way that eliminates the need for close contact.
 - Limiting the number of workers that have to work in close contact & the amount of time they are working in close contact.
 - Using an additional protective barrier such as a CBGOC approved medical grade face mask or face shield
 - Construct engineering controls such as plexi-glass barricades to place between workers
- Implement the guidelines for non-medical grade face coverings as outlined in the **CBGOC Safety Bulletin – Using Face Coverings To Prevent The Spread of COVID-19** (issued Apr 7, 2020) which includes:
 - Maintaining Social Distancing requirements of at least 6' when wearing a non-medical grade and/or non-site issued face covering
 - Proper handling of face coverings to avoid the spread of infection
- Limit visitors and non-essential personnel on the worksite
 - Have people work from home or other off-site locations where possible.
 - Only visitors essential for project continuity are to be permitted on site. If the individual has been outside the country in the last 14 days, exposed to someone who has recently tested positive for COVID-19, or exhibiting symptoms of COVID-19 then they **MUST** leave the worksite.
 - No temporary workers are allowed on any CBGOC worksite until further notice.

4.5 **COVID Exposure reduction strategies for work areas, tools & equipment**

- Define distinct work areas where possible
- Limit the number of people in each distinct work areas
- Add additional tools & equipment to ensure they do not need to transfer between distinct work areas
- Divide crews between distinct work areas to reduce exposure potential and business continuity
- Provide alternate common areas such as lunch rooms, washrooms, smoke pits, and huddles areas to limit cross contamination between divided work crews.

4.6 **Contractual Considerations**

- It is imperative that we manage our rights as well as those of our Clients and Trade Partners as outlined in Prime Contracts and Subcontract Agreements.
- Ensure all project management staff does a review of all delay provisions outlined in their Contracts and immediately prepare for the appropriate next steps such as formal notice to our Clients.
- Our standard Subcontracts allow for provisions to our Trade Partners. As such, if we receive a notification from a Trade Partner it also needs to trigger the notification noted above as a flow through.

4.7 **Supply Chain Audit**

- Complete a supply chain audit to identify potential risk, determine the impact and identify mitigation strategies for supply chain interruption including but not limited to the following:
 - Possible shortages of raw materials
 - Possible shortages of finished products
 - Cost escalation of products or materials
 - Any vulnerabilities to the supply chain
 - Changes to delivery services or procedures
- Timely notification of potential disruptions are typically defined in our Contracts so please become familiar with notification periods as soon as possible.

4.8 Exposure Emergency Response Planning

- Determine specific response requirements for the worksite according to the **CBGOC COVID-19 Exposure Emergency Response Plan** in the event we receive notification that a person who was present at the worksite in the past 14 days has tested positive for COVID-19. This includes:
 - Name the Incident Command Team (ICT) members for the worksite
 - Have a worksite map developed with distinct work areas identified
 - Be prepared to provide the ICT with a list of people, including CBGOC employees, Trade Partner employees and visitors, who had close contact with a positively infected person, or suspected positive, as far back as 72 hours prior to the individual becoming symptomatic.
 - Be prepared to provide the ICT with a list of work areas, tools & equipment, and common areas exposed to a positively infected, or suspected positive as far back as 72 hours prior to the individual becoming symptomatic.
 - Provide a current cleaning and disinfecting plan for the worksite

5.0 Questions and Inquiries

Please direct all questions and inquiries to COVID19@CBGOC.com