

1.0 General

As the coronavirus (COVID-19) outbreak continues, we are providing policy updates on how to protect yourself and prepare for potential outcomes. This is a dynamic situation and our guidance is likely to evolve. We encourage you to continue to access the most up to date information from Workday Home Page under Announcements – COVID-19 Updates. All future COVID related email communications will now be sent from COVID19@GBGOC.com

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>)

Travel Impact Chart:

- Level 4: High Impact - Significant Financial Risk if not present. Interruption making a critical operational functionality unavailable or severe impact on service availability. No alternative solution or workaround. Significant number of employees or teams impacted.
- Level 3: Medium Impact - Critical functionality temporarily interrupted or unusable; Operational Impact on projects. Temporary workaround and alternative solutions cumbersome, costly and not timely. Potential financial risk. Some teams and employees negatively impacted.
- Level 2: Low Impact - Operational impact but no direct impact on functionality or service availability; Workaround is available. Alternative solution available, but may not be most desired. Minimal number of teams and employees impacted.
- Level 1: No Impact - No operational impact. System, application or process functions; maintain current state. Feasible workaround available. No Impact to team or employees.

3.0 Scope

This policy is intended for all Clark Builders Group of Companies (CBGOC) employees and Trade Partner employees. It is intended to provide guidelines for travel restrictions, potential exposure scenarios and response expectations for all employees.

4.0 Policy

4.1 Guideline for Business Travel

There is a complete travel restriction on all international business travel.

In addition, until further notice, all non-essential domestic business travel outside of your home metro-area should be suspended. Only **essential, Level 4: High Impact, domestic business travel** will be considered and must be pre-approved by your supervisor and your Business Unit Vice President.

4.2 Guideline for employees returning from an international location

Federal and provincial public health leaders have recommended that all travelers returning to Canada self-isolate for 14 days. These individuals will be required to self-isolate and complete the online health assessment tool provided by local health authorities' for further advice.

As of March 24, 2020, the online health authority assessment tools for [Alberta](#) and [British Columbia](#) mandates a 14-day self-isolation from the date they returned to Canada. In response to this, CBGOC is **requiring** that all employees only return to work after the required 14 days of self-isolation. If the employee begins to exhibit symptoms of COVID-19 please refer to section 4.4.

4.3 **Guideline for hosting visitors and temporary workers to our worksites or offices.**

Visitors must be limited to only those essential for project continuity.

Clearly communicate to all expected visitors that they are not allowed to visit a Clark Builders worksite or office until they have been in Canada for 14 days and are symptom free for a minimum of 24 hours.

No temporary workers are allowed on any CBGOC worksite until further notice.

4.4 **Guideline for employees exhibiting symptoms of COVID-19.**

If you are sick, stay home. This is our expectation.

All individuals are **required to disclose** if they are experiencing symptoms consistent with COVID-19.

As of May 4, 2020, symptoms include:

- A new cough or worsening of a chronic cough (found in 62% of cases)
- Sore throat or painful swallowing (found in 33% of cases)
- Fever or chills (found in 28% of cases)
- New or worsening shortness of breath or difficulty breathing
- Stuffy or runny nose
- Loss of sense of smell or taste
- Headache
- Muscle or joint aches
- Feeling unwell in general, or new fatigue (tiredness) or severe exhaustion
- Gastrointestinal symptoms including nausea, vomiting, diarrhea or unexplained loss of appetite
- Conjunctivitis, commonly known as pink eye

If someone is **exhibiting symptoms of COVID-19, they must leave the worksite**. Advise them to self-isolate and complete the online health assessment tool provided by local health authorities' for further advice. If they are exhibiting respiratory distress requiring emergency care, they should go to the hospital.

As new findings related to COVID-19 are constantly being discovered, health authority recommendations and requirements are continuously being updated. For the most current information on symptoms, isolation requirements and testing protocols please refer to the on-line health assessment for your region. CBGOC has also developed a **CBGOC COVID-19 Online Self-Assessment Tool Flowchart** that we will continue to update as protocols change.

4.5 **Guideline for employees who cohabitate or have had close contact with someone who has tested positive for COVID-19 or who have returned from an international location in the past 14 days.**

These individuals must self-isolate for 14 days. If the employee begins to exhibit symptoms of COVID-19 please refer to section 4.4.

4.6 **Guideline for employees who have tested Positive for COVID-19.**

All individuals are **required to disclose** that they have tested positive for the COVID-19 virus. They are to notify, by email and phone, their site supervisor and HR professional.

CBGOC will implement the **COVID-19 Exposure Emergency Response Plan**. A temporary stop work order will be issued until a further site assessment can be completed and an effective control plan implemented.

All workers who have tested positive will be **required to self-isolate** and follow local exposure protocols as dictated by the governing health authority in their region. **Individuals who test positive are not permitted to return to a CBGOC worksite or office until they have written approval from the governing health authority in their region.**

* CBGOC has developed a **COVID-19 Exposure Scenario and Response Expectation Chart** to offer more guidance on the various exposure scenarios described above.

4.7 **Guideline for Compensation during Quarantine Periods**

- There continues to be updates from the federal and provincial governments on financial support options so we have developed the **CBGOC COVID-19 Guide to Government Support** document that summarizes the most current support options. It will continuously updated and available on Workday.
- Please reach out to one of our HR Professionals to help you manage these processes.

4.8 **Guideline for Worksite Pandemic Preparedness Planning**

CBGOC has developed a **COVID-19 Pandemic Preparedness Planning Guidance Document** that each worksite and office location is expected to use to develop a site specific plan on:

- Providing access to hand washing and/or hand sanitizing facilities
- Cleaning and disinfecting procedures for frequently touched objects and surfaces. 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>.
- Communication strategy for keeping all employees up to date on COVID specific information and CBGOC exposure response expectations. This includes the implementation of the **COVID-19 Health Check Questionnaire**.
- Limiting the size of gatherings of people to no more than 15 people in a single space.
- **Limiting exposure to people potentially infected with the COVID-19 virus including social distancing expectations and essential close contact work control requirements.**
- Exposure Emergency Response
- Contractual and Supply Chain considerations

5.0 **Questions and Inquiries**

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

6.0 **Effective Date**

March 13, 2020

Updated May 7, 2020