

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@CBGOC.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: To have been in close contact you have been:

- i. within 6 feet (less than 2 meters) of an infected person for more than 2 minutes starting from 2 days (48 hours) before illness/symptom onset or 2 days (48 hours) prior to a positive specimen collection;
- ii. having direct contact with infectious secretions of a COVID-19 infected person (e.g., cough or sneeze); or
- iii. caring for or living with a COVID-19 positive case.

Physical Distancing: Keep at a minimum 6 feet (2 meters) separation between yourself and others.

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>)

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.

All non-essential domestic business travel outside of your home metro-area should be limited.

4.2 Guideline for employees returning from an international location

All travelers returning to Canada from an international destination are legally required to self-isolate for 14 days. It is recommended they complete the online health assessment tool provided by local health authorities' for further advice.

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

Visitors must be limited to only those essential for project or business continuity. All visitors must complete the health check questionnaire and are not allowed to enter a CBGOC construction site or office location if they answer yes to any of the questions therein.

Temporary workers are currently allowed on CBGOC construction sites and office locations and are required to follow all of the COVID prevention measures as outline in the Site Specific Pandemic Preparedness Plan.

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

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

All employees 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
- Sore throat or painful swallowing
- Fever or chills
- 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, regardless of severity, of COVID-19, they must not enter a CBGOC Construction site or in an office location.** If they begin exhibiting symptoms, regardless of severity, while on a CBGOC site, have them leave immediately. 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.

Anyone exhibiting symptoms related to COVID-19 are required to self-isolate for a minimum of 10 days after symptoms appear and until symptoms are gone for a minimum 24 hours, whichever is longer. If a person exhibiting symptoms gets a confirmed negative COVID-19 test, they must still stay home until 24 hours after symptoms have gone.

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.

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. This includes close contact up to 48 hours before the individual in question was tested positive.**

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

4.6 **Guideline for employees who have had close contact with someone who is exhibiting symptoms of COVID-19. This includes close contact up to 48 hours before the individual in question began exhibiting symptoms.**

These employees are asked to closely monitor for symptoms of COVID-19 and if possible, work remotely until the person's test results come back.

- If the test of the person with symptoms is negative, and the worker is working remotely, they can return to work.
- If the test of the person with symptoms is positive, refer to section 4.5.
- If the test of the person with symptoms is negative but the worker has begun exhibiting symptoms, refer to section 4.4

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

An employee who has tested positive for COVID-19 is **required to self-isolate** for 10 days from the date of test, even if asymptomatic. If the employee is or begins to exhibit symptoms, isolation must extend 10 days from the onset of symptoms, and until symptoms are gone for a minimum 24 hours, whichever is longer (see section 4.4).

All employees 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.

The employee is also required to follow any additional measures as dictated by the governing health authority in which the work and/or reside.

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

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

4.8 **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.

4.9 **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
- Limiting exposure to people potentially infected with the COVID-19 virus including physical distancing expectations and essential close contact work control requirements.
- 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 **CBGOC COVID-19 Health Check Questionnaire**.
- Limiting the size of gatherings of people to no more than 50 people in a single indoor space where physical distancing can still be maintained amongst all attendees. No more than 200 people in an outdoor space where physical distancing can still be maintained amongst all attendees.
- Exposure Emergency Response
- Contractual and Supply Chain considerations
- Implement additional Client, building or municipality requirements

4.10 **Guideline for Face Coverings**

- **When wearing a face covering, Physical Distancing is still a requirement at all CBGOC construction sites and office locations.**
- Face coverings are not mandatory across all CBGOC construction sites and office locations. As of August 1, 2020, bylaws passed in Calgary and Edmonton mandate the use of face coverings in public spaces. Affected sites and offices must implement adequate control zones and proved signage to clearly identify public access areas and require face coverings to be worn in these areas.

- If individuals choose to wear a face covering for personal reasons, there are guidelines for use and care in the 'Using Face Coverings to Prevent the Spread of COVID-19' Safety Bulletin (issued April 7, 2020).
- Essential close contact work, defined as work that can only be executed safely with 2 or more individuals working in close proximity of each other, must follow the parameters as set out in the 'Close Contact Work During the COVID-19 Pandemic' Safety Bulletin (issued April 2, 2020). Each worker is to wear a face shield, respirator or a medical grade mask for the duration of the close contact. Other face coverings are not deemed an acceptable control for close contact work.

5.0 Questions and Inquiries

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

6.0 Effective Date

March 13, 2020

Updated September 16, 2020