

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: To have been in close contact you have been:

- i. within 6 feet (less than 2 meters) of an infected person for 15 minutes or more of cumulative contact 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 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 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.
- Northstar Equipment Rentals has established supply chain measures for all CBGOC construction sites and office locations. All COVID related supplies can be ordered through purchasing@northstar.rentals

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>
- Know and follow the directions of your disinfecting cleaning materials. There is a kill time number that needs to be followed, kill/let stand time refers to how long your disinfecting cleaner must sit before wiping it down. Spraying and wiping may not properly disinfect your areas.
- 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-19 Exposure reduction strategies for employees**

- Remind everyone is required 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**:
 - COVID Health Check Questionnaire must be completed by each worker every day.
 - IF any worker answers yes to any of the questions, they are not permitted on the site and are required to contact their Supervisor for further direction.
- Limit sizes of gatherings/meetings/huddles:
 - Stagger / separate stretch and flex, stand downs, and large group meetings. These should be conducted by individual crews.
 - Arrange lunch/break areas so that all workers are not joined together in same area. Stagger lunch/break times between trades.
 - Gatherings/meetings/huddles must be conducted in a space where you are able maintain a 6 ft. distance between each individual. These meetings must not exceed 15 people in an indoor /enclosed space and 50 people in an outdoor 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 Physical Distancing:
 - It is expected that all employees and visitors maintain, at a minimum, 6 feet of physical distance between each other at all times.
 - 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.

- 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 COVID-19 Travel and Exposure Policy** for specific requirements which includes:
 - Determining if a task can safely be done in another way that eliminates the need for close contact.
 - Limiting the number of workers and time in which they have to work in close contact
 - Each worker must wear the following Close Contact COVID PPE for the duration of the close contact work:
 - A KN95 mask, and
 - A face shield or a pair of spoggles (foam lined and sealed eye protection)
 - Construct engineering controls such as plexi-glass barricades to place between workers
 - Implement mandatory face coverings for interior and/or enclosed environments and provide anti-fog safety glasses to all CBGOC workers. Refer workers to 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 the 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.
 - All visitors must complete the COVID-19 Health Check Questionnaire and answer no to all questions before being permitted on any CBGOC construction site or office location.
- 4.5 **COVID-19 Exposure reduction strategies for work areas, tools & equipment**
- Define distinct work areas where possible and 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
 - 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 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 48 hours prior to the individual becoming symptomatic or getting tested.
- 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

4.9 **Client or Building Specific Requirements**

- Where applicable, each CBGOC construction site or office location must also adhere to building or client COVID prevention and response requirements. These requirements must be written into your site Pandemic Preparedness Plan, implemented on site and communicated to all affected personnel.

5.0 **Questions and Inquiries**

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