

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 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 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, COVID exposure reduction practices and response expectations for all.

4.0 Travel Policy

If a CBGOC employee is travelling for business purposes or working remotely, they are expected to follow all local health authority COVID regulations and/or the requirements set out in this policy; whichever is more stringent

4.1 Guideline for Business Travel

There is a complete travel restriction on all international business travel and all non-essential domestic business travel outside of your home metro-area.

Definitions and Scope

The following business travel guidelines pertain to all CBGOC Staff employees and, specifically in the current condition, to essential business travel only. Essential Business Travel is needed when an employee cannot reasonably address an issue or perform a role essential to operations without being on site or in person interaction or visit to a specific location. Employees are strongly encouraged to use virtual platforms when possible even in place of travel that may be considered essential or, if possible, reach out to the local business unit for assistance (i.e. visiting a subcontractor to review materials). All essential travel must be approved by Operations VP/Director or HSE Director.

Non-Essential Business Travel is business that does not need to be conducted in person and can be managed remotely via virtual platforms. Non-Essential Business Travel is currently suspended until further notice. If for some reason travel is needed; it must be deemed essential travel by VP of Operations, their Department Director or HSE Director.

Prior to business travel employees should also take the following steps:

- Discuss potential business travel with current supervisor or HSE Director in advance of their trip.
- Pay attention to health conditions at the planned destination(s) (as noted above), as well as the safety of travel accommodations, transportation, and eating establishments.
 - Review potential quarantine and testing guidelines for the health region you may be traveling to.
- Inquire about the visitor policies for the BU/ project site location you plan to work/visit, and whether there are specific procedures/security requirements in place (i.e. rotation of staff in office) to be able to enter the building.

Approval Process

If business travel is determined to be essential the below questions should be answered in an email and sent to the identified approver, copying both HSE and HR Directors.

- Reason for travel (i.e. suitcase assignment, site visit, client visit, customer visit, training etc.)
- Travel Date: Leaving
- Travel Date: Returning
- Travel Destinations (all destinations, including connections and layovers)
- Mode of travel (Air, car, train, taxi, other.)
- Have you reviewed current Health Region travel guidelines? Does the Province or Territory you are traveling to have any restrictions? If so, what are they?
- Does your current health region have local laws in place that require quarantine upon return from another region or location?

Actions During Essential Business Travel

- Employees must follow all regional health authority restrictions and guidelines; of the region they are visiting.
- **If you become ill during your travels, contact your local Supervisor immediately**

4.2 Guideline for employees traveling in CBGOC provided vehicles

All COVID Exposure Reduction Policy Requirements outlined in this policy apply when traveling in CBGOC provided vehicles.

- Employees should travel in separate vehicles whenever possible.
- If separate vehicle travel accommodations cannot be made, the vehicle should only be shared by 2 occupants maintaining a minimum of 6' physical distancing as per Section 7.1 of this policy. Occupant #1: The Driver and Occupant #2: The Passenger located in the rear passenger side of the vehicle or in a 3rd row seat when available. The vehicle is considered an enclosed workspace so both occupants must be wearing a face covering at all times as per Section 7.2 of this policy.
- When it is deemed essential for 2 or more occupants to travel together in a vehicle where 6' physical distancing cannot be maintained, our essential close contact rules apply as per Section 7.3 of this policy. All occupants must wear the required Close Contact COVID PPE at all times.

4.3 Guideline for employees provided accommodations requiring to stay in CBGOC

Employees staying in CBGOC provided accommodations must have their own contained suite in which there are no shared bedrooms, bathrooms or kitchens.

If employees are registered to stay at a work camp, the camp must be following Regional Health Authority Camp specific protocols and all employees are expected to adhere to the camp protocols.

4.4 Guideline for employees required to self-isolate when away for remote work

If a CBGOC employee is away on remote work and is required to self-isolate due to local health authority requirements or in following the requirements set out in this policy:

- Employees shall follow local health authority testing and self-isolation guidelines, for the region they are working in or returning to.
- If the employee must self-isolate in the region they are working remotely in, accommodations and/or LOA may be extended for the required self-isolation period. Each situation must be approved by their manager and reported to HSE and HR.
- If approved by the regional health authority, if safe travel can be arranged via personal or company vehicle and if the employee is well enough to travel alone in a vehicle, the employee will be expected to drive directly home to self-isolate for the required duration.

4.5 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.

Special circumstances: The Government of Alberta and Government of Canada have agreed on a 26-week pilot project that will make YYC the exclusive airport for Canada's first quarantine reduction project that will allow testing to take place on arrival from all international destinations, to reduce quarantine to as little as 2 days from 14 days

Alberta residents and eligible international travelers arriving on a non-stop flight into Calgary can take a test for COVID-19 and possibly reduce their mandatory quarantine to as little as 2 days with a negative test. If a workers is participating in this pilot project, accommodations may be made based on the pilot projects parameters.

5.0 Visitor Policy**5.1 Guideline for hosting visitors 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.

5.2 Guideline for temporary workers on our worksites.

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

6.0 COVID Exposure Scenarios Policy

6.1 **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, initiate your emergency response plan.

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.

6.2 **Employees who 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 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 6.1.

As per our close contact definition, this includes close contact up to 48 hours before the individual in question was tested positive.

6.3 **Employee who have had close contact with someone who is exhibiting symptoms of COVID-19.**

As per our close contact definition, this includes close contact up to 48 hours before the individual in question was tested positive.

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 employee is working remotely, they can return to work.
- If the test of the person with symptoms is positive, refer to section 6.2.
- If the test of the person with symptoms is negative but the employee has begun exhibiting symptoms, refer to section 6.1.

6.4 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. 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.*

6.5 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.

7.0 COVID Exposure Reduction Policy

7.1 Physical Distancing Requirements

It is expected that all employees and visitors maintain, at a minimum, 6 feet of physical distance between each other at all times. If a work task requires 2 or more people to be in close contact with each other, our close contact work requirements must be followed. (See section 7.3)

All construction sites and office locations must limit the size of gatherings of people to no more than 15 people in a single indoor or enclosed space and no more than 50 people in an outdoor space. Physical Distancing must still be maintained amongst all attendees.

7.2 Face Covering Requirements

Face coverings are mandatory across all CBGOC construction sites and office locations. Face coverings include manufactured masks, homemade masks, neck gaiters and bandanas; 3-Ply masks are recommended by the Canadian Health Authority. All offices and constructions sites are expected to have a supply of face coverings available for CBGOC employees and visitors in order to be in compliance with this requirement.

When wearing a face covering, Physical Distancing is still a requirement at all CBGOC construction sites and office locations.

At all construction sites:

- Face coverings are required when working in an interior and/or enclosed environment
- A worker alone in an enclosed space (e.g. a separate room) can remove their face covering but they must be prepared to put on a face covering prior to another person entering the room.

- When wearing a face covering, anti-fog safety glasses are also required. Each construction site is expected to supply anti-fog safety glasses to all GBCOC employees and visitors.

In office settings or office trailers on site:

- Face coverings are required when entering or exiting the office or when moving about the office
- Face coverings can be removed when sitting at a desk that is more than 6' distanced from the neighboring desk.
- Face coverings are required in all boardrooms when 2 or more attendees are present and more than 6' physical distancing cannot be maintained at all times.
- Face coverings can be removed when in a boardroom or break out room alone but employee must be prepared to put on a face covering prior to another person entering the room.

There are specific guidelines for use and care of face coverings in the '**CBGOC Safe Work Practice – Safe Use of Masks (Face Coverings)**' v.2 reissued November 17, 2020.

If for medical reasons, an employee is unable to don a face covering then:

- The employee is banned from all essential close contact work
- The employee should work from home or remotely if possible. If not possible, then the employee must have an established work area isolated from others, both on a construction site and in an office setting.
- The employee must limit travel in interior and/or enclosed environments

7.3 Essential Close Contact Work Requirements

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 adhere to the following parameters:

You must first consider whether the task is truly **essential** at this time. Can the task be delayed? Can the task be safely done in another way that eliminates close contact?

If the task is deemed essential then, you must adhere to the following close contact work requirements:

- Ensure the workers who are going to be in close contact with each other have completed the CBGOC Health Check Questionnaire and have not selected yes to any of the questions. Ensuring our workforce is healthy is our first line of defense.
- Limit the number of workers who have to work in close contact and limit the amount of time the workers will be in close contact as much as possible.
- Avoid close contact with multiple different workers; consider defining work related cohorts and keep them that way.
- 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)
- Face shields and spoggles must be thoroughly disinfected after each use
- When the task is completed, ensure the tools and equipment that were used while in close contact are cleaned and disinfected.

For every task deemed essential close contact work, the above parameters must be included in existing JHAs, Safe Work Procedures & Practices and/or daily PTPs/PTAs/FLHAs.

Please note: Workers will still be classified as being in Close Contact with other workers in these situations if there is deemed to be a possible of exposure due to symptoms or being notified of a positive test. The donning of PPE is intended to reduce the likelihood of spread but is not considered effective in completely controlling the spread of the virus.

Please note, this information was originally communicate through the 'Close Contact Work During the COVID-19 Pandemic' Safety Bulletin (issued April 2, 2020). All information has been updated and moved into this policy.

7.4 COVID Health Check Questionnaire Requirements

Every person working at or visiting a CBGOC construction site or office must complete the **CBGOC COVID-19 Health Check Questionnaire** upon arrival.

This questionnaire asks relevant exposure and symptom related questions in an effort to prevent anyone who may be a source of transmission from entering our work locations. It is designed to ensure our Site Supervisors and Trade Partners are able to make informed and collaborative decisions that maintain the highest possible level of health and wellbeing for all people on our worksites.

If a worker or visitor answers "YES" to any of the questions they will be asked to leave the worksite and liaise with their Employer on next steps. Their Employer will advise them on what must happen next, as per this CBGOC COVID-19 Travel & Exposure Policy, and may include the recommendation to self-isolate and take the online COVID-19 self-assessment tool. Workers who are determined not to present a risk of COVID-19 transmission to others on site will be allowed to return to work.

Workers or visitors who refuse to complete the Health Check Questionnaire will be denied access to the site.

7.5 Cleaning of Commonly Touched Surfaces Requirements

Each construction site and office location is expected to develop 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>.

7.6 Personal Hygiene Requirements

Each construction site and office location is expected to provide access to hand washing and/or hand sanitizing facilities.

All workers and visitors are expected to follow good personal hygiene practices including:

- Frequently washing hands for 20 seconds or more with a thick lather of soap
- Use hand sanitizer appropriately by rubbing it into hands until dry to be most effective
- Avoid touching your face (namely eyes, nose and mouth) as much as possible
- Cover your coughs and sneezes
- Clean commonly touched surfaces after you have used them

7.7 Worksite Pandemic Preparedness Planning

CBGOC has developed a **COVID-19 Pandemic Preparedness Planning Guidance Document** that each construction site and office location is expected to use to develop a site specific plan in compliance with this policy. The plan must include:

- Limiting exposure to people potentially infected with the COVID-19 virus including physical distancing expectations and essential close contact work control requirements.
- Implementation of the **CBGOC COVID-19 Health Check Questionnaire**.
- Implementing a cleaning and disinfecting schedule

- Providing personal hygiene products such as wash stations and hand sanitizer
- Have adequate supply of face coverings, anti-fog safety glasses and COVID Close Contact PPE to support CBGOC employees and visitors.
- Communication strategy for keeping all employees and Trade Partners up to date on COVID specific information and CBGOC exposure response expectations.
- Exposure Emergency Response including maintaining a log of all potential and actual exposure scenarios and the response strategies implemented.
- Contractual and Supply Chain considerations
- Implement additional Client, building or municipality requirements

8.0 COVID-19 Employment Standard Updates

- All CBGOC employees are entitled to 3 hours paid leave to receive their COVID-19 Vaccination, in accordance with their local health authority vaccination schedule.
- Employees need to provide notice to their employer as soon as possible and reasonable in the circumstances when they are taking this leave.
- When possible, employees should discuss vaccination leave with their employers prior to booking their appointment.

Alberta:

[Providing paid COVID-19 vaccination leave | Alberta.ca](#)

British Columbia:

<https://news.gov.bc.ca/releases/2021LBR0018-000739>

NWT / Yukon

- The Northern Territories have not made any employment standard updates at this time, however CBGOC employees in those Territories are entitled to the 3-hour paid vaccination leave, as per this policy.

9.0 Questions and Inquiries

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

10.0 Effective Date

March 13, 2020

Updated April 27th, 2021