

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

Definitions and Scope

The following business travel guidelines pertain to all CBGOC Staff employees. Employees are still encouraged to use virtual platforms when possible in place of travel or, if possible, reach out to the local business unit for assistance (i.e. visiting a subcontractor to review materials). All business travel must continue to be approved by the Operations VP/Director or HSE Director, a requirement that will be revisited in September 2021.

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

- Pay attention to health conditions at the planned destination(s), 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 visit, and whether there are specific provincial/municipal requirements in place that may differ from your home region.

Approval Process

The below questions should be answered in an email and sent to the Operations VP/Director or HSE Director.

- 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 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

There are no COVID Exposure Reduction Policy requirements at this time when traveling in CBGOC provided vehicles.

4.3 Guideline for employees requiring to stay in CBGOC provided accommodations

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.

Employees returning to Canada from an international location are advised to review Federal Travel Requirements, to determine if they qualify for exemption of quarantine periods for fully vaccinated individuals who meet specific conditions.

5.0 Visitor Policy

5.1 **Guideline for hosting visitors to our worksites or offices.**

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 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. Symptoms of COVID-19 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.

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.

If these employees have been partially or fully vaccinated, they are also required to self-isolate, monitor for symptoms and arrange for testing.

Isolation periods may not be required or may be lessened for partially or fully vaccinated employees only if authorized by the local Public Health Authority, which may differ between provinces and territories.

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

These employees are asked to closely monitor for symptoms of COVID-19 until the person's test results come back.

- 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 for a confirmed outbreak or high-risk profiled project, 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 be 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

Unless there are specific provincial and/or municipal requirements for physical distancing, six-foot physical distancing is no longer required on CBGOC jobsites or offices.

7.2 Face Covering Requirements

Unless there are specific provincial, municipal, or project-specific requirements for face coverings, face covers are no longer required on CBGOC jobsites or offices.

If provincial, municipal or project-specific requirements mandate the use of face coverings, 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.

7.3 Essential Close Contact Work Requirements

There are no COVID Exposure Reduction Policy requirements at this time for close contact work.

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:

- Implementation of the **CBGOC COVID-19 Health Check Questionnaire**.
- Implementing a cleaning a disinfecting schedule
- Providing personal hygiene products such as wash stations and hand sanitizer
- 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 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

July 1, 2021

Updated June 28, 2021