

## **Copperhill Group Ltd. Endorsed Safety Protocol for JOBSITE MEASURES to Protect Against COVID-19**

This policy has been developed because of the urgent need to ensure that construction workers on a project are able to go to work and come home again safely in this time of international health crisis.

The COVID-19 virus is highly contagious and, although symptoms are mild in the majority of cases, it is serious and can even cause death.

Construction employees moving from project to project or employer to employer have a right to a consistent, predictable, and very high level of care for their health and safety throughout the industry.

“Community transmission” is now a reality in Ontario and elsewhere. Because early stages of COVID-19 infection often have few to no symptoms, people who have no idea they may be infectious may well be present on a worksite. The only safe response to such a situation is to assume that infectious individuals do exist in the workforce and to create a plan that will protect workers even working on the same site as an unknowingly infectious person.

For that reason, this is a very stringent and necessary protocol. Every protective measure contained in this document is based on advice from national and international health experts.

### **STEP 1: PREPARATION**

1. Schedule Adjustments
2. Social Distancing on Site Rules

### **STEP 2: PREVENTION**

1. Restricted Site Access
2. Encouragement of Self-Reporting
3. Rules Regarding Off Site Conduct

### **STEP 3: PROTECTION**

1. Regular Cleaning of Equipment and Surfaces
2. Access to Protective Eyewear, Gloves and Masks
3. Water + Soap and Sanitizers
4. Toilet Facilities
5. Reinforcement of Basic Hygiene Rules

### **STEP 4: POLICING**

1. Enforcement

### **STEP 1 PREPARATION**

The Public Health Officials of Ontario and Canada are unanimous that effective social distancing is a key component to avoiding infection. Maintaining a safe distance from all other individuals is of high importance. Changes to the way the workplace is set up to make it possible for workers to work at a safe distance from each other as much as possible will be necessary.

#### **1. SCHEDULE ADJUSTMENTS**

Fewer people on site at the same time will mean fewer opportunities for too-close proximity. All worksites must reduce the number of workers on site at any given time to levels which will enable effective social distancing. Preparing the Job site by adjusting schedules may mean:

- Reducing the number of crews on site at any one time
- Extending work deadlines to allow tasks to take place at separate times rather than all at the same time
- Staggered work start and work end times to avoid gathering at entry and exit ways and other pinch points
- Staggered break and lunch times to avoid gatherings

## 2. WORK PROCESS ADJUSTMENTS

Fewer tasks requiring employees to work close beside each other will also enable effective social distancing

Preparing the job site by adjusting work processes may mean:

- Rearranging the physical site to ensure proper distance in tasks in all workspaces
- Imposing limits on the total number of workers allowed on site, in a trench, working side by side during work, etc., and to enable social distancing
- Creation of designated work areas for certain tasks to reduce unnecessary gatherings

Finally, tasks which require employees to work in close proximity to each other and which cannot be postponed must be stopped until a work plan can be developed to find the safe way of performing that task.

Such a work plan may include:

- Alternatives ways of completing the task
- Ways to complete the task with fewer people
- Ways to complete the task in shorter time
- Additional PPE and sanitation measures to be used while completing tasks

## 3. WORK RULE ADJUSTMENTS

New rules for on-site responsibility will make sure social distancing is practiced by all workers.

Rules must be implemented, communicated, and enforced that **all workers shall remain a minimum of two 2 meters apart from each other**. Unnecessary close contact shall be prohibited.

Where safety talk meetings are necessary to share information, worksites must limit the number of participants meeting to no more than five (5) people at a time. This includes at breaks and lunch hours. Meetings must be held in locations capable of allowing attendees to maintain their minimum distance from each other during meetings. Alternative formats for the sharing and communicating of information shall be used to ensure all unnecessary contact is prevented.

## **STEP 2: PREVENTION**

Once the site is set up and good practices and rules are in place, steps must be taken to ensure that to the maximum extent possible, no contagious persons or objects make their way into the worksite.

### **1. RESTRICT SITE ACCESS**

All employees must be required to complete a Coronavirus (COVID-19) questionnaire. Subcontractors, and visitors who enters Copperhill Groups jobsite, must complete a questionnaire before entering.

Anyone who answers “yes” to any of the three questions must not be permitted access to the worksite until that person has completed a 14-day self-isolation period with no symptoms manifesting at which time they will be entitled to be recalled to their original position with no loss of seniority, if applicable.

### **2. ENCOURAGE SELF-REPORTING**

Employees must self-monitor and must voluntarily leave the job site if they experience any signs of illness. The symptoms of COVID-19 are shared with many other illnesses including the cold and the flu. Any worker or visitor who begins experiencing symptoms of cold or flu while on site will be sent home.

No reprisals will be taken against any employee for doing so and doctor's notes will not be required from an employee who is sent home or experiences symptoms.

Employees with heightened risk of a life-threatening response to infection (such as asthma, diabetes, heart condition) will be offered a job-protected layoff for reasons of sickness and an ROE will be issued to enable that employee to access income replacement during the layoff. These individuals will be encouraged to identify themselves and not be on site for their safety.

In addition, all workers experiencing symptoms will be advised to complete the self assessment on the Ontario COVID website and follow instruction there, or call telehealth (1-866-797-0000), their local public health unit or their family physician.

Public Health is the leading authority for all issues related to COVID-19 and only they can provide detailed instructions to employees and employers.

Occupational illnesses among employees on site including COVID-19 will be reported:

- a. to the Ministry of Labour, Training and Skills Development (in writing) within four (4) days;
- b. to Health & Safety Coordinator
- c. to WSIB

If any employee is confirmed to have tested positive for COVID-19, the jobsite to which the employee reported will be shut down immediately until an investigation is completed. Work crews who have been in contact with the infected employee will be required to self-isolate away from the workplace for fourteen (14) days, among other measures which at a minimum shall include thorough cleaning and disinfecting of all common surfaces. Subject to any recommendations of Public Health Officials, employees who have completed a fourteen (14) day self-isolation period without experiencing any symptoms consistent with COVID-19 shall be entitled to be recalled immediately to their original position, with no loss of seniority, if applicable.

### **3. RULES REGARDING OFF SITE CONDUCT**

Certain off-duty and off-site behavior during the pandemic has the potential to bring serious health and safety concerns onto worksites. All individuals who will be working on active job sites, employees, supervisors, contractors, and visitors are expected to respect the advisories of Public Health Officials and must self-isolate and respect social distancing recommendations at all times, including when they are off work. Individuals will be removed from site if there is any reason to believe off-duty conduct is inconsistent with social distancing and self-isolation during off-duty hours as this has the potential to expose many other workers to risk of infection.

#### **STEP 3: PROTECTION**

Effective social distancing, site cleaning, PPE, and hygiene practices that ensure the virus is not transmitted through commonly touched objects are important to the protection of all workers.

The following practices must be undertaken to protect workers from cross contamination.

#### **1. REGULAR CLEANING OF EQUIPMENT AND SURFACES**

All 'high-touch' surfaces must be cleaned using soap and water or an alcohol-based rub on EVERY shift.

This includes, door handles, ladders, buttons, phones, equipment handles & controls, vehicle & equipment seats, subject to any risk to damage to such equipment.

The frequency of cleaning each work area and surface will depend on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands.

Materials and tools such as wood, rebar, pipes, shovels, rakes, and saws are commonly touched with bare hands and require cleaning and need to be disinfected.

## **2. USE OF PROTECTIVE EYEWEAR, GLOVES AND MASKS**

### **Safety Eyewear**

If employees are required to wear protective glasses in the course of their work, it shall be for the use of that employee only and shall be clearly identified as such.

PPE must be issued for individual use only.

Employers must give instruction on how to remove glasses and or face shields without touching a worker's face. Sanitizing disinfecting liquid must be readily available at worksites on site to assist workers removing or cleaning protective glasses or face shields.

### **Work Gloves**

employees are required to wear protective work gloves in the course of their work, such gloves will be issued to that employee only. Gloves must not be shared and are to be designated with the name of the individual to whom they are issued. Infection can adhere to gloves. Because the use of gloves can discourage regular handwashing, Employees must be aware that gloves are no substitute for handwashing and handwashing stations must be made available to all employees using gloves. High alcohol content cleanser must also be applied to all work gloves at regular intervals throughout the shift.

### **Masks**

Can be worn to prevent air born particles from leaving your body. Whenever possible Copperhill Group will supply masks. N95 masks are always to be used when saw cutting concrete.

Masks will be disposed of in proper disposable bins and replaced immediately if they become damp and otherwise after a maximum of three (3) days of use. Employees must be instructed that mask use is ONLY effective in combination with hand washing. Whenever possible Hand cleaning stations and breaks to perform appropriate hand washing will be provided for all employees.

#### 4. DISINFECTANTS AND SANITIZERS

Water and soap or sanitizing liquid to be used in wiping down thoroughly at end of workday will be provided. Alcohol content must be minimum 70% for cleaning.

Whenever possible wash stations will be provided on site and shall be in easily accessible locations. All workers will be required to wash their hands before entering and before exiting the jobsite. All workers will be advised that their clothes must be washed upon returning home and their steering wheels and handles in the car must be disinfected to prevent any potential community transmission.

When possible a supply of water, soap and hand sanitizer will be provided.

#### 4. REINFORCEMENT OF BASIC HYGIENE RULES FOR ALL WORKERS

All persons on a jobsite will be directed and reminded to take the following individual hygiene measures. Notices and recommendations will include:

- **Wash your hands often with soap and water for at least 20 seconds**, especially after using the washroom - **use alcohol-based hand sanitizer** if soap and water are not available.
- **Avoid touching your eyes, nose and mouth** with unwashed hands
- **When coughing or sneezing: cough or the bend of your arm**, not your hand, and wash hands afterwards



- Avoid handshakes
- Avoid commonly touched areas
- **Wash your clothes** as soon as you get home and shower
- **Take outside shoes off before entering your home and do not allow them in your house;** and
- **Notify your supervisor** immediately if you feel sick

## STEP 4 – POLICING

### 1. ENFORCEMENT

The final step is policing. Without adequate enforcement the best planned safety measures are ineffective. All employees must be engaged in the process of identifying and correcting unsafe workplace practices. The Government of Ontario, the Ministry of Labour, Training and Skills Development, and Employers all agree that these stringent standards must be adhered to in order to protect employee and community safety. All employers shall make clear to employees the process for reporting concerns or violations regarding this policy or COVID-19 risks at their workplace. No reprisal shall be taken against any individual for reporting concerns with respect to this policy or COVID-19 protections.



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## EMPLOYER ENDORSEMENT

### **Copperhill Group Ltd. Endorsed Safety Protocols for JOBSITE MEASURES to Protect Against COVID-19**

I, the undersigned employer, agree to abide by the minimum protocols outlined in the **Copperhill Group Ltd. Endorsed Safety Protocols for JOBSITE MEASURES to Protect Against COVID-19.**

I recognize that employees of Copperhill Group Ltd. have the right to refuse unsafe work and in accordance with that right, any failure to abide by any of the policies above may lead to employees of Copperhill Group Ltd. refusing to perform unsafe work. I agree that no employee of Copperhill Group Ltd. shall suffer any loss as a result of any employee of Copperhill Group Ltd. refusing unsafe work as a result of the employer's failure to abide by the above policy.

I further recognize that the failure to abide by any of the policies above may be considered a violation of this agreement between Copperhill Group Ltd. and the employee and may be enforceable as such.

Dated this \_\_\_ day of \_\_\_\_\_, 2020.

Employee Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Andrew Schiedel: \_\_\_\_\_  
President, Copperhill Group Ltd.

## Coronavirus (COVID-19) Preventative Measures

### Questionnaire to be completed by all personnel entering the site

All employees assigned to this site must complete this form and submit to their supervisor prior to entering the site.

#### Personal information

First and last name: \_\_\_\_\_

#### 1. Have you travelled outside Canada since March 12th?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes - Date of Return? \_\_\_\_\_ (must be 14 days minimum to stay on site)

#### 2. Do you currently have any symptoms consistent with COVID-19, including the following symptoms: fever, coughing and difficulty breathing, diarrhea, muscle aches/headaches?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### 3. Have you been in contact with a person showing the symptoms of COVID-19 within the past 14 days

Yes \_\_\_\_\_ No \_\_\_\_\_

#### 4. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### Declaration:

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine.

I undertake to inform Andrew Schiedel in writing of any changes to the information already provided and to update the information on this form whenever requested to do so.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_, 2020



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