

## Introduction

This policy has been developed by Innovior Construction Inc. (Innovior) using, with permission, elements and guidelines from the Vancouver Island Construction Association's document "PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY – A GUIDE."

It is aimed to serve as a guide for Innovior's employees when continuing to work as a contractor on active jobsites. Given the ever-changing nature of the current pandemic situation, this policy is subject to change, and Innovior's activities are subject to change based on new guidance provided by the Government and Health Authorities. As this is not standard operating practice, Innovior encourages anyone with questions to elevate them to their supervisor or management to ensure that we get it right.

## General

Innovior Construction is committed to maintaining the health and safety of all employees, trade partners, and the communities surrounding Innovior worksites and activities as a priority.

In response to the current pandemic situation, Innovior requires all worksites with Innovior employees to put in place measures based on the criteria below to reduce the risk of contracting or spreading Coronavirus (COVID-19). Innovior also expects that all Innovior employees will act in accordance with the provided guidelines and procedures.

## Definitions

**COVID-19:** Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

**Self-Quarantine/Self-Isolation:** To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

**COVID-19 Transmission** (general overview for background and to inform actions):

- The virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.
- These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the Public Health Authority provide further guidance and recommend that individuals should avoid working less than six feet from others for prolonged periods.
- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

## Guidelines

The following guidelines are general best practices to reduce the risk of spreading COVID-19. It is Innovior's expectation that all employees act in accordance with the general guidelines below.

### Social Distancing

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Provincial Health Officer recommends keeping a distance of 2 meters (6 ft.) from each other.

All Innovior employees are expected to observe social distancing, whenever possible. Social distancing measures include:

- limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- preventing workers from congregating at the entrance to the: project, hoist, stair wells, scaffolding, washroom facilities, etc.
- restricting access to occupied work areas like trailer offices, etc.
- controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.

Innovior supervisors are expected to:

- communicate and reinforce self-distancing practices with all employees
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify management and/or the prime contractor of any concerns they have for social distancing practices or work procedures on a specific worksite

### Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

All Innovior employees are required to wash or sanitize their hands:

- at the start of their shift and before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- after handling any tools or materials that may be contaminated
- at the end of the shift before they leave work

All worksites that Innovior is active on should have hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

### Cough / Sneeze Etiquette

All Innovior employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.

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- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### Self-Awareness

If you, or someone in your home, are exhibiting flu-like symptoms such as fever, coughing or congestion:

**Do not come to work.** The following steps should be taken:

- Contact Alfonso and Karen to let them know that you, or someone in your home, are exhibiting the symptoms; and
- Consult with Health Link BC '8-1-1' and/or a healthcare professional on next steps before returning to work.

### Prevention Procedures

Innovior's employees are expected to follow the rules, guidelines, and procedures surrounding COVID-19 as set out by the prime contractor on each specific worksite. Innovior's internal procedures should supplement those set out by the prime contractor and should be followed in the absence of the former.

### Health Verification of Workers

To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor supervisors to be vigilant and that includes monitoring for symptoms of COVID-19. Innovior employees who are exhibiting symptoms of COVID-19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on worksites.

1. Innovior supervisors are expected to maintain daily an internal list of who is present on each worksite.
2. Innovior supervisors are expected to verify, at the start of each shift, that workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the recommendations of the Public Health Authority.
3. Innovior supervisors are expected to provide attendance lists and communicate verification of health to the worksite's prime contractor.

### Site Meetings and Gatherings

- Job toolbox meetings to be held outside, with appropriate social distancing or have people call in. No signatures or transfer of documents. Site Supervisor signs on their behalf.
- When arranging necessary inspections from consultants or authorities having jurisdiction, indicate to them they will not be allowed to visit our site if they are showing any signs of being sick.
- Employees working in teams to do work must know each other well enough to be sure of the proximity risk of working together.
- Workers at sites should avoid working less than six feet from others for prolonged periods unless their role requires prolonged closer proximity. Risks and solutions for those cases are to be assessed on a case-by-case basis.
- For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Provincial Health Officer, Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

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## Sanitation Measures

- All worksites Innovior is active on should have measures in place for handwashing and/or sanitization.
- All employees are expected to follow Handwashing and Sanitization best practices.
- Tool-sharing should be minimized as much as possible. Where sharing is necessary, disinfection should take place between uses.

## Potential Virus Contamination

In the event there is a presumptive case for COVID-19 present on site, Innovior employees should remove themselves from site and inform Alfonso and Karen immediately. It is the expectation that site will be shut down and a full disinfection will take place before work is resumed.

## Wearing Gloves

All workers must wear gloves in accordance with the usual safety rules and requirements. Wearing gloves, besides being a safety requirement reduces the likelihood of workers touching their eyes, nose or ears reducing the potential of transmission from contaminated surfaces. Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

## First Aid Treatment

Report workplace injuries to the First Aid Attendant. Innovior First Aid attendants, where possible, should wear a mask or respirator, eye protection, and medical gloves when treating workers. As part of the injury assessment, the attendant should reconfirm that workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the recommendations of the Public Health Authority..

If workers are feeling unwell or exhibiting symptoms of COVID-19 They need to inform their Supervisor ASAP. If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self-isolating and treatment.

## Other Considerations

- Only one driver per vehicle or sanitize between drivers.
- Use only your own tools or sanitize between operators.
- Eat lunch alone, where possible in your vehicle, respecting social distance.

## Office Considerations

### Work from Home

The work of office staff should be done from home, wherever possible, under Karen's direction.

Working from home brings risks to the organization. Employees must respect strict security rules to ensure they don't introduce viruses to the system. With many homes having children/teenagers it is imperative that workers logout from their system **every time** they leave their computer.

The risk of phishing or other attacks is on the increase as the hackers are literally seeking to exploit the situation. Employees should be even more diligent than usual and report any suspicious activity immediately.

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### Office Access

Anyone remaining in the office must have Karen's permission and follow the social distancing and sanitation practices outlined above.

It should be verified with all delivery people and visitors that they are in good health before allowing access to the office. Social distancing measures should still be followed in interactions with accepted visitors.