

COVID-19

Health and Safety Protocol for Construction Site Response Plan



Updated: May 4, 2020



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MESSAGE FROM STERIC DESIGN & GENERAL CONTRACTING

At Steric Design and General Contracting Inc. (SDGC), the health and safety of our team, customers, partners, and community is our top priority. Like you, we are concerned as the unprecedented COVID-19 pandemic evolves. We are monitoring the situation and will communicate transparently with you so you can continue to 'Build With Confidence' with SDGC.

As an essential business, it is our responsibility to help reduce the spread of COVID-19 while continuing to serve our community. We are taking preventative measures to protect the health and safety of our stakeholders.

We remain committed to the protocols and guidelines of our public health officials while meeting the needs of our customers and partners who depend on us. We stand by our people throughout these challenging times. We commend our team for their ability to adapt to adversity and for staying on the path of solidarity.

We appreciate your understanding and support as we work to protect the health and safety of our team, customers, partners, and community while ensuring business continuity. We are learning every day and we welcome your feedback to help guide us through this dynamic situation. Thank you for your ongoing dedication. Please take care of yourselves and each other. We will get through this together.

Sincerely,

Mathew J. Ilott

Mathew J. Ilott

President



1. Health and Safety Protocol

This is an executive summary of the official SDGC COVID-19 Health and Safety Protocol.

Purpose:

- To protect the health and safety of SDGC employees, customers, partners, and the community.
- To help reduce the spread of the COVID-19 pandemic.
- To comply with requirements under the Occupational Health and Safety Act and associated regulations, and public health officials

Scope:

- This protocol applies to all SDGC workplaces (i.e. worksites, offices and facilities).
- All SDGC employees, customers, partners, visitors and delivery personnel are required to participate in this protocol.

Workplace Access:

- No person who falls into one or more of these three categories will be allowed in any SDGC workplace:
 1. If you have travelled outside Canada in the past 14 days.
 2. If you are experiencing one or more of the following COVID-19 symptoms:
 - Fever (over 38°C);
 - Coughing; or
 - Difficulty breathing.
 3. If you have been exposed to a person who has a confirmed or probable case of COVID-19.
- As always, employees have the right to refuse work that he/she believes is unsafe to himself/herself or another worker.



Reporting Illness:

Any person experiencing COVID-19 symptoms listed above should:

- Complete the Government of Ontario online self-assessment;
- Contact Telehealth Ontario or your primary healthcare provider; and
- Follow their directions and self-isolate for 14 days.
- Any SDGC employee developing symptoms while at work must leave the workplace immediately and notify your supervisor of your departure.
- Any SDGC employee unable to work due to failure to pass the screening conditions should contact the Office Manager to determine next steps and support programs available.

Protective Measures:

- Wash your hands frequently with soap and water.
- Use an alcohol-based hand sanitizer frequently if soap and water are not available.
- Practice physical distancing of at least six feet (two meters).
- Stay home if you are sick.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and clean your hands afterward.
- Avoid touching your eyes, nose, and mouth.
- Avoid contact with people who are sick.
- Avoid high-touch surfaces, when possible, and clean your hands afterward.
- Wear gloves when interacting with high-touch surfaces, when possible, and clean your hands afterward.
- Disinfect high-touch surfaces frequently and clean your hands afterward.

Mitigation Measures:

- Utilize remote work arrangements when appropriate.
- Replace in-person meetings with virtual communication when appropriate.
- Cancel all work-related travel.
- Disinfect incoming and outgoing paper documents.
- Ensure that work is planned and executed with consideration to physical distancing.
- Ensure the SDGC COVID-19 Health and Safety Protocol is available at all SDGC workplaces.



- Train and support SDGC employees in working in accordance with the SDGC COVID-19 Health and Safety Protocol.
- Disciplinary action may be taken against SDGC employees not working in accordance with the SDGC COVID-19 Health and Safety Protocol.
- Ensure that if additional measures are required or recommended by the Occupational Health and Safety Act and associated regulations, and public health officials that the SDGC COVID-19 Health and Safety Protocol is updated and resources are made available.

Personal Protective Equipment & Safety Supplies

The following PPE and safety supplies are available to our team (we may experience shortages due to the COVID-19 pandemic):

- Hand washing stations
- Hand sanitizer
- Disinfectant spray/wipes
- Gloves
- Face masks
- Face shields

3. State of Operations

As a critical component of our provincial supply chain and economy, our operations have been deemed essential by the Government of Ontario during the COVID-19 pandemic. Our worksites, office and shop remain open.

We are operating in compliance with the advice, recommendations, and instructions of public health officials to protect the health and safety of our team, customers, partners, and community. Our fully integrated business continues to provide timely, cost-effective, quality solutions for all construction projects under enhanced health and safety protocols.

Essential Businesses

SDGC remains operational in accordance with Ontario Regulation 82/20: Order under Subsection 7.0.2 (4) - Closure of Places of Non-Essential Businesses under the

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.
<https://www.ontario.ca/page/list-essential-workplaces>

List of essential workplaces:

- Supply chains
- Food
- Consumer products
- Services
- Services to the public that are restricted to alternative methods of sale
- Financial services
- Telecommunications and IT infrastructure/service providers
- Maintenance
- Transportation services
- Manufacturing
- Agriculture and food production
- Construction
- Resources and energy
- Community services
- Research
- Health care and social services
- Requirements that apply to businesses

4. Helpful Resources

Public Health Officials:

- Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
- Ministry of Health: <https://covid-19.ontario.ca/>
- Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

COVID-19 Assessment

- Government of Ontario online COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>
- Telehealth Ontario COVID-19 assessment: 1-866-797-0000



- Brewer Park Arena COVID-19 assessment center: 151 Brewer Way, Ottawa
- The Government of Ontario asks that you do not visit an assessment center unless you have been referred by a healthcare professional

Government Support Programs

- Canada's COVID-19 Economic Response Plan:
<https://www.canada.ca/en/department-finance/economic-response-plan.html#individuals>
- Support for individuals: individuals and families, people facing loss of income, Indigenous peoples, people who need it most, seniors, and youth, post-secondary students and recent graduates
- Support for businesses: avoiding layoffs and rehiring employees, access to credit, creating new jobs and opportunities for youth, deferred payments, support for self-employed individuals, Indigenous businesses, and supporting financial stability
- Support for sectors: agriculture, agri-food, aquaculture, fisheries, cultural, heritage and sports, air transportation, tourism, energy, and non-profit and charitable

5. Useful Documents

Please find attached the following useful documents:

1. Worksite Access Questionnaire (Appendix A)
2. High-Touch Surfaces Cleaning Checklist (Appendix B)
3. Physical Distancing Poster (Appendix C)
4. Hand Washing and Hand Sanitizing Poster (Appendix D)



APENDEX A

SDGC Worksite Access Questionnaire

All employees, Site Foreman or Superintendent, subcontractors, union site representatives and visitors assigned to this worksite must complete this questionnaire prior to entering.

The questionnaire should be comprised of these three main questions.

1. Have you travelled outside Canada in the last 14 days?

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 or difficulty breathing?

Yes _____ No _____

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

Yes _____ No _____

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.



APPENDIX B

High-Touch Surfaces Cleaning Checklist

High-Touch surfaces should be cleaned and disinfected every work shift, or more frequently as needed. High-Touch surfaces include:

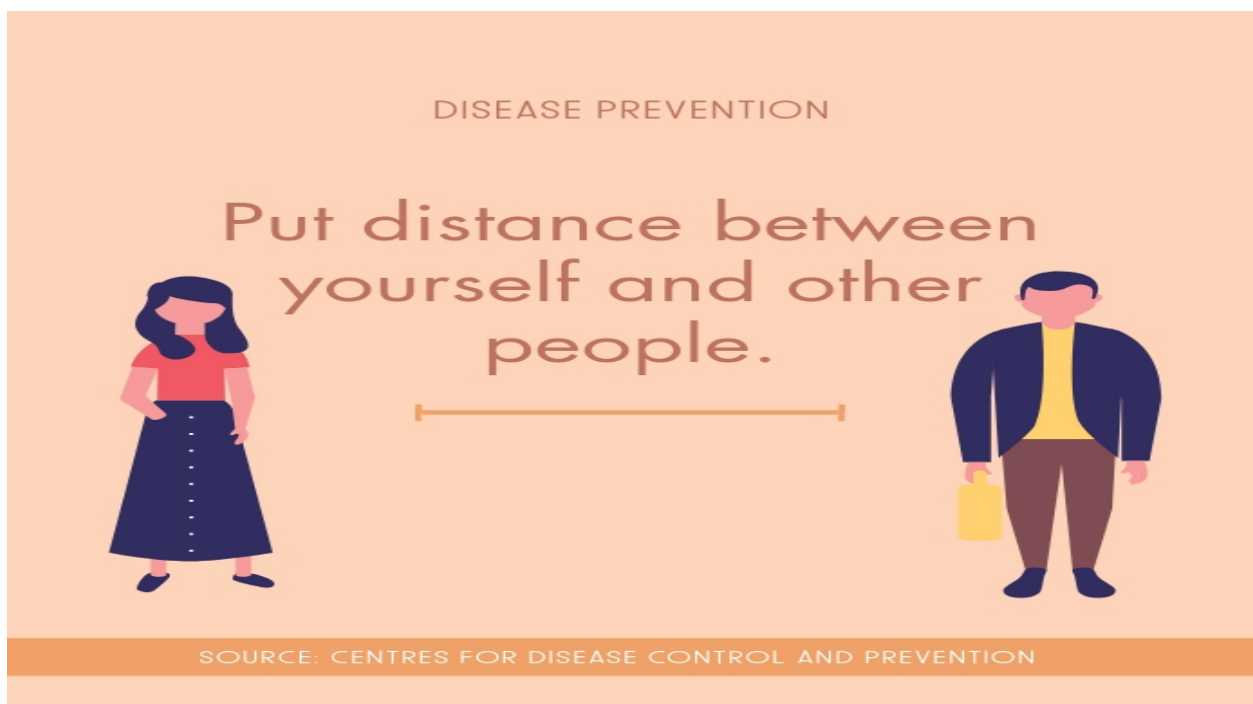
- Door Handles
- Handrails
- Light Switches
- Elevator Buttons
- Toilet Flush Handles
- Countertops
- Cabinet and Drawer Handles Coffee Machines
- Water Dispensers
- Refrigerator Door Handles
- Phones
- Keyboards
- Tablets
- Remotes
- Battery Chargers
- Printers, Scanners and Fax Machines Paper Documents
- Writing Utensils
- Planning Boards
- Tools & Equipment
- Construction Materials
- Heavy Equipment Controls Steering Wheels
- Vehicle Door Handles

WE'RE ALL IN THIS TOGETHER

APPENDIX C

Physical Distancing Poster

Physical distancing means keeping a distance of at least six feet (two meters) from others at all times. This is the best way to keep you and the people around you safe.



APPENDIX D

Hand Washing and Hand Sanitizing Poster

DO YOUR PART TO HELP REDUCE THE SPREAD OF COVID-19.

