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## **PROVINCIAL BUILDING & CONSTRUCTION TRADES COUNCIL OF ONTARIO**

### **RECOMMENDED COVID-19 SAFETY PROTOCOL AND PREVENTION MEASURES**

### **WORKER CAMPS**

**June 1<sup>st</sup>, 2020**

## ➤ INTRODUCTION

This protocol applies to Ontario contractors, workers, working in work camps. The document is a joint initiative of:

- (Insert Local Union/s).
- (Insert Employer Organization).

Public Health Officials are unanimous in their recommendation that effective physical distancing is a key component of avoiding the transmission of COVID-19 infections. Maintaining a safe distance from all other individuals is of high importance. Change's to the way that the workplace is organized to make it possible for workers to work at a safe distance from each other, to the maximum extent possible, is therefore necessary.

Ontario's Occupational Health and Safety Act is based on the Internal Responsibility System (IRS). The IRS places the responsibility for workplace health and safety on everyone in the workplace. Employers are responsible for maintaining safe environments by providing adequate equipment and training about hazards and safe practices. In turn, workers are responsible to report safety hazards and to follow safe work practices.

The goal of the IRS is to reduce the incidence of workplace injury and illness. This system is effective when everyone works together. Therefore, it is imperative that all parties be guided by the IRS and the Occupational Health and Safety Act and all other applicable regulations.

This protocol cannot address all the circumstances that may put an employee, contractor, or client at risk of contracting COVID-19. It provides advice to workplace parties to prevent the risk and spread of COVID-19 on work sites, as well as into communities. However, employers are encouraged to conduct a workplace risk assessment for COVID-19 that is specific to the business and work camp environment.

## **SECTION 1: WHAT YOU NEED TO KNOW ABOUT COVID-19**

### **What is COVID-19 and how is it spread?**

- Coronaviruses are a large family of viruses found mostly in animals.
- In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).
- The disease caused by the new coronavirus has been named COVID-19. COVID-19 has been declared a global pandemic.
- COVID-19 is a reportable disease and the local Medical Health Officer must be notified if there is an outbreak or suspicion of an outbreak.
- Coronavirus is transmitted via liquid droplets when a person talks, coughs or sneezes.
- The virus can enter through these droplets through the eyes, nose or throat if you are in close contact.
- The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.
- It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That's why it is recommended to cough or sneeze into your elbow and wash your hands regularly.

## What are the symptoms of COVID-19?

- The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold.
- These symptoms include cough, sneezing, fever, sore throat and difficulty breathing.
- Additional symptoms may include muscle aches, fatigue, headache, loss of appetite, chills, runny nose, nausea and vomiting, diarrhea, loss of sense of smell or taste.
- People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.
- Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.

## SECTION 2: DAILY HEALTH REVIEW

- Every person, including visitors and union representatives who may arrive at a site must be subject to temperature screening upon arrival and are required to complete a self-assessment form.
- All employees must be provided with wearable thermometer patches and temperature readings must be reviewed three times per day – at the outset of the shift, at the mid-shift break, and before leaving.
- If wearable thermometer patches are not available, temperature screening shall be conducted by a qualified medical practitioner or an individual properly trained, as per manufacturer specifications and corresponding instructional manuals, to administer tests and shall include an initial forehead thermometer temperature check and a follow up confirmatory check five minutes later.
- Any employee with signs of a heightened temperature reading of **100.4 F or 38C, or higher**, once the confirmatory check has been performed, must be sent home immediately.
- The health of each worker under each foreperson's supervision will be reviewed at least three times daily for all employees and subcontractors: prior to entry, at lunch, and before leaving work.
- A foreperson must also be responsible for reviewing the health of all workers under his or her care during pre-shift meetings and will require forepersons to assess the health of each worker.
- If a foreperson or supervisor has reason to believe that a worker has signs of sickness/illness- prior taking any action- **must** notify the worker's union representative and must **immediately** call Public Health for guidance on how to assess the risk and response.
- Supervisors must also conduct self-assessments.
- The employer must provide appropriate training to foreperson's, supervisors and anyone else conducting the health review.
- Online training should be the preferred method of training and needs to be completed before travelling to the site and any updates need be to be done in the privacy of their rooms.

### 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. **They must immediately notify the employer.**
- **If an employee has symptoms, suspects that he or she has a COVID-19 exposure or has been removed from the worksite, he or she must immediately notify his or her union representative.**
- 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 a heightened risk of a life-threatening response to an infection (such as asthma, diabetes, or underlying 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.
- Employees with a heightened risk will provide supportive medical information to the employer who will ensure that the worker's privacy is protected.

- All workers experiencing symptoms **MUST** complete the self-assessment on the [Ontario COVID website](#) and follow instructions found there, or call Telehealth (1-866-797-0000), their local public health unit or their family physician.

## **SECTION 3: EMPLOYER OBLIGATION “DISCLOSURE OF POTENTIAL COVID-19 TRANSMISSION”**

Employers and Constructors have obligations under the *Occupational Health and Safety Act (OHSA)* and its regulations to protect workers from hazards in the workplace. This includes making sure workers and supervisors are aware of any hazard that they might encounter in the workplace, including infectious diseases.

Infectious diseases acquired from workplace exposures to biological agents are considered to be occupational illnesses. In cases of suspected COVID-19 due to the potential for spread within the workplace and community, the employer and constructors will immediately notify the union and all other workers onsite. The following protocol will be followed:

1. If a worker shows symptoms of a respiratory illness, he or she must be encouraged to remain at home and contact his or her health care provider, Telehealth Ontario at 1-866-797-0000 or the local Public Health unit.
2. The employer must **immediately** call Public Health for guidance on how to assess the risk and response.
3. Employers, along with representatives of the respective union(s), and or joint health and safety committee worker member/health & safety worker representative must then conduct a risk assessment (**contact tracing**) to determine such things as what parts of the jobsite and what other workers would have had contact with the infected worker.
4. Based on this risk assessment, the employer may be required to:
  - Send co-workers and or supervisors who were exposed to the worker home for 2 weeks; ask them to self-isolate and self-monitor and report any COVID-like illness to the employer;
  - Shut down the job site while disinfection of the affected workplace area and equipment is taking place;
  - Monitor workers as they return to the job site;
  - Implement other measures based on advice from public health officials.
  - Employers **in consultation with the union representative should notify all employees who have been subject to a credible transmission risk of COVID-19 in the workplace.**
5. **Under no circumstances should an employer transfer workers to other worksites in the event that there has been a suspected risk of COVID-19 exposure on a site. Nor should employers transfer employees if a site has been shut down due to COVID-19 exposure.**

### **The Joint Health Safety Committee**

At work sites when there is a joint health and safety committee it shall be advised of any worker who is suspected or has been diagnosed with COVID-19.

Under the Occupational Health & Safety Act the committee is granted the following powers:

- Sec. 9, Sub. 18(d)      The committee has the power to obtain information from the employer on any actual or potential hazard or any experiences, practices and standards of which the employer is aware.

- Sec. 9, Sub.18 (f)           The committee must be consulted about any health and safety testing being carried out, and has the right to have a worker member present at the beginning of such testing.
- Sec. 57, Sub. 10 (a) (b)    The committee or the health and safety representative must be given copies of any reports or orders issued to the employer by the MOL inspector. The employer must also post a copy or copies of the reports or orders in a conspicuous place in the workplace. The worker who made the health and safety complaint may request the report or order from the inspector.

**Collecting/Disclosing Personal Information**

- Employers may have to collect, use, and disclose personal information in order to prevent or manage the risk and/or reality of COVID-19's rapid spread.
  - (a) within 14 days of International travel;
  - (b) within 14 days of developing symptoms of COVID-19; or
  - (c) after testing positive for COVID-19,

Employers must appropriately balance that individual's right to privacy with the employer's obligation to maintain a safe workplace.

- Employers **in consultation with the union representative should notify employees who have been subject to a credible transmission risk of COVID-19 in the workplace.**
- In carrying out such notifications, employers and unions should make reasonable efforts not to disclose information that might (alone or together with publicly available information) identify the individual who may have caused the COVID-19 transmission risk.
- The objective, rather, is to provide potentially exposed employees with sufficient information to obtain medical advice and, if necessary, treatment. To that end, some guiding principles regarding notification are set out below:

**DO NOT PROVIDE INFORMATION REGARDING:**

- The name, date of birth, or other identifiers of the COVID-19 subject individual.

**DO PROVIDE INFORMATION REGARDING:**

- The fact that the individual was potentially exposed to COVID-19;
- If known:
  - ✓ date(s) of their potential exposure; and
  - ✓ the extent and circumstances of their potential exposure (i.e., incidental indirect contact versus prolonged direct contact).

**(b) Mandatory Public Health Reporting**

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 the Joint Health and Safety representative.
- c. to the Local union ; and
- d. to the Workplace Safety and Insurance Board (WSIB)

If any employee is confirmed to have tested positive for COVID-19, that employee's jobsite must be shut down immediately by the employer and/or the Ministry of Labour, Training and Skills Development (MLTSD) until a safety and risk assessment is completed. That assessment shall be completed in conjunction with MLTSD.

Work crews including supervisors who have been in contact with the infected employee must 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.

**Any recommendations of Public Health officials will be followed. 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.**

## **EMPLOYER RESPONSIBILITY WHEN WORKER TESTS POSITIVE**

- It will be important to isolate workers separately who are suspected to be COVID-19 positive.
- Extensive COVID- 19 tracking must be done immediately on site if/when a worker has become ill.
- This is important in order to stop further transmissions of the disease on site, and to keep other workers onsite engaged and confident that they are safe while being employed on camp.
- All workers who have been exposed to sick personnel or in the close proximity to the sick worker must be placed in separate isolation to eliminate further exposures in the camp.
- These workers should also be administered a Covid-19 test in order to target and control the disease and further outbreaks.
- All areas in the camp where the sick worker had been in contact must be thoroughly cleaned and disinfected.

## **SECTION 4: EMPLOYEE EDUCATION**

- On the first day of work and on a regular basis after that, all employees must participate in a COVID-19 training and education session provided by the employer.
- Online training should be the preferred method of training and needs to be completed before travelling to the site and any updates need be to be done in the privacy of their rooms.
- Training and education must also be provided to all contractors, service providers, visitors, or other parties that enter the worksite.
- Training should include safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.
- Training and education will be available in both English and the language best suited for the employees (.).
- Training will be offered by video or in-person and may include additional written materials.
- If training is done in person, ensure that people gather in small groups of 5 to 10, and that physical distancing of 2 meters between members can be maintained.

## **SECTION 5: WORKSITE PROTOCOLS**

Construction worksites often require two or more people to work in close proximity to each other. Maintaining recommended physical distancing may not be possible in certain workplace circumstances. Accordingly, to minimize risks, the following practices should be implemented.

### **Schedule Adjustments**

All worksites must structure their staffing policies to reduce the number of workers on site at any given time to levels that will enable effective physical distancing.

Preparing a jobsite 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 starts and work end-times to avoid gathering at entry and exit ways and other high traffic areas.
- Staggered break and lunch times to avoid physical gatherings.
- Building-in dedicated times to appropriately sanitize worksites and materials into the daily schedule.

### **Work Process Adjustments**

Fewer tasks requiring employees to work closely beside each other will also enable effective physical distancing. Preparing the job site by adjusting work processes may mean:

- Re-arranging the physical site to ensure proper ventilation in all workspaces.
- Imposing strict limits on the total number of workers **allowed in a particular area on a jobsite or in a hoist or Elevator** to enable physical distancing, and limits of one person to a vehicle, cab or other equipment.
- If limiting one person to a vehicle, cab or other equipment is not possible, then the employer must provide appropriate respiratory protection (N-95 masks, P-100 respirator masks or equivalent)

- Creation of designated work areas for certain tasks to reduce unnecessary gatherings.
- Creating one-way paths. Especially when multiple stairways exist, one should be dedicated for going up and the other for going down.
- Re-arrangement of the site to eliminate 'pinch points' such as narrow entry and exit ways, cramped site trailers, and narrow pathways.
- Elimination of unnecessary areas of gathering, such as food trucks or indoor cafeterias.
- Removal of objects likely to be shared from hand-to-hand by employees, such as commonly available reusable mugs or bottles.
- Elimination of all water coolers while supplying water bottles available onsite for workers and staff.

Tasks which require employees to work in close proximity to each other and which cannot be postponed must be stopped until a work plan is developed to find the safest way of performing those tasks.

A workplace plan must be developed and implemented with advice from the Joint Health and Safety Committee, where applicable, to identify the safest way of performing tasks.

Such a work plan may include:

- Alternative ways of completing tasks.
- Ways to complete tasks with fewer people.
- Ways to complete tasks in a shorter time.
- Creating one-way paths. Especially when multiple stairways exist, a one-way path should be dedicated for going up and the other for going down.
- Additional PPE to be worn and sanitation measures to be used while completing tasks.

## **Work Rule Adjustments**

New rules about on-site behavior will mean that individual employees are not solely responsible for making sure physical distancing is practiced by all workers. The employer must enforce the rules to ensure that workers maintain appropriate physical distancing and follow all other safe work practices.

### **Physical Distancing**

- All workers are required to maintain a minimum distance of **two metres** from each other and avoid person-to-person contact.
- Non-essential physical work that requires close contact between workers should not be carried out.
- If after appropriate planning and resource allocation, there are still certain tasks that workers must perform during which it is not possible to comply with the minimum distance as set out above, the employer must provide appropriate respiratory protection (N-95 masks, P-100 respirator masks or equivalent) and other PPE as required by this policy.
- **It is important to note that face shields being used as PPE for the purpose of reducing the chances of COVID-19 transmission are no substitute for use of PPE for grinding, cutting or welding, for which appropriate shields to that task must be used.**

### **On-Site Meetings**

- Where on-site meetings are necessary to share information and have discussions, worksites must limit the number of participants in a meeting to no more than five (5) people at a time.
- Meetings/discussions must be held in locations capable of allowing attendees to maintain their minimum distance from each other during meetings while being able to hear and take part in discussions.
- Alternative formats for the sharing and communication of information and for having discussions shall be used to ensure that all unnecessary contact is prevented.
- Spaces for breaks and lunch hours will be provided so that two meter physical distancing is maintained.



## **SECTION 6: USE OF PROTECTIVE EYEWEAR, GLOVES AND MASKS**

Employers have the obligation to provide their employees with Personal Protective Equipment (PPE) needed to keep them safe while performing their jobs.

The type of PPE required will be based on the risk of being infected or exposed to hazardous materials while working and the job tasks performed that could lead to exposure. In addition, the General Duty Clause, Section 25 of the Occupational Safety and Health Act (OHSA), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

### **1. Safety Eyewear**

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

PPE must be issued for individual use only and **cannot be shared**.

Employers must provide training on how to remove glasses and/or face shields without touching a worker's face. Sterilization wipes or disinfecting liquid must be readily available at convenient and accessible stations on sites to assist workers who are removing or cleaning protective glasses or face shields.

### **2. Work Gloves**

#### **Protective Work Gloves**

If employees are required to wear protective work gloves in the course of their work, such gloves will be provided by the employer and issued to that employee only. Gloves must not be shared and should be marked with the name of the individual to whom they are issued.

COVID-19 may adhere to gloves. Because the use of gloves may discourage regular hand washing, notices must be posted in the workplace confirming that gloves are not a substitute for regular hand washing, and hand washing stations must be made available to all employees using gloves.

#### **Disposable Gloves**

Additionally, if an employee is issued medical type disposable gloves for the purposes of reducing COVID-19 transmission, when a worker is removing gloves, he or she needs to ensure that proper hand washing procedures are followed after removal and disposal. Appropriate training needs to be provided by employers to employees in the appropriate wearing and disposing of gloves.

The workplace must also provide appropriate foot operated disposal bins. If foot operated disposal bins are not available appropriate cleaning measures need to be taken to ensure that all high touch areas on the bins are properly sanitized.

### 3. Masks

- Employer policies may require all employees to wear masks/respirators (N-95, P-100 respirator masks or equivalents) at all times on their job sites. The employer is required to supply the appropriate masks/respirators to ensure worker safety as per the risk assessment.
- All workplaces not able to physically distance are required to provide workers with appropriate respiratory protections (e.g. N-95 masks, P-100 mask respirators or equivalent respirators) based on a proper workplace risk assessment.
- Employees must be instructed on how to put on and wear the mask in order to make a proper seal. Employees must be instructed on how to put on and remove masks without touching their faces.
- **For masks to be effective, proper guidelines must be followed. Fit care and use testing guidelines must be observed.**

Lined disposal bins with closing lids should be made available on sites for discarded masks. Masks will be disposed of and replaced immediately if they become damp or otherwise damaged.

The workplace must also provide appropriate foot operated disposal bins. If foot operated disposal bins are not available appropriate cleaning measures need to be taken to ensure that all high touch areas on the bins are properly sanitized.

Employees must be instructed that mask/respirator use is ONLY effective in combination with regular hand washing. Handwashing stations and breaks to perform appropriate hand washing will be provided for all employees.

#### **Storage of PPE**

The storage should be adequate to protect the PPE from contamination, loss, damage or deterioration.

When fixed accommodation is not always necessary, for example safety glasses may be kept by the employee in a suitable carrying case and PPE used by employees can be stored in suitable containers in their vehicles or rooms.

**Contaminated PPE should be stored separately.** And where quantities of PPE are stored, equipment which is ready for use should be clearly segregated from that which is awaiting repair or maintenance.

## **SECTION 7: 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 posting the following directions:

## Handwashing

- Employers must provide a suitable number of handwashing stations (touchless or foot operated), with running water and soap, for the size of the work site and post signage that identifies their location or provide hand sanitizer with a minimum 60% alcohol.
- Touchless or foot operated handwashing stations are preferable to hand operated units to minimize contact spread of COVID-19 and other bio hazards.
- **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.
- **If no running water is available a worker must use hand cleaner first and then hand sanitizer.**
- Handwashing stations (touchless or foot operated), with soap and water must be made available to employees in the field, as well as immediately outside or inside all buildings that employees are working in or eating food.
- Handwashing stations (touchless or foot operated), may be either permanent or portable where there is a lack of pressurized water. Wash stations should be checked, cleaned, and restocked with supplies three times a shift.
- Handwashing periodically throughout the day and especially before and after break times or when work stations are changed or tools are switched must be encouraged as much as possible.
- Hand washing instructions and reminders will be posted in both English and the language appropriate for the employees at all handwashing stations.
- **Workers must be instructed to avoid touching eyes, nose, and mouth** with unwashed hands.
- **When coughing or sneezing: cough or sneeze into a tissue or the bend of the arm** and not the hand, and dispose of any tissues used as soon as possible in a lined waste basket and wash hands afterwards.
- **The workplace must also provide appropriate foot operated disposal bins. If foot operated disposal bins are not available appropriate cleaning measures need to be taken to ensure that all high touch areas on the bins are properly sanitized.**
- **Take outside shoes off before entering your home and do not allow them in your house.**

## SECTION 8: REGULAR CLEANING OF EQUIPMENT AND SURFACES

Please note that any worker assigned to any cleaning duties needs to be provided with the appropriate training and PPE to ensure all safety procedures are

### General Cleaning

- All 'high-touch' surfaces must be cleaned using soap and water or an alcohol-based rub at least **3 times per shift**.
- Employers are to provide a checklist of what is considered a "high touch surface" along with details on how the surface will be cleaned.
- This includes but is not limited to:
  - ✓ doorway entrances,
  - ✓ door handles,
  - ✓ light switches,
  - ✓ ladders,
  - ✓ elevator buttons,
  - ✓ keyboards,

- ✓ phones,
  - ✓ all construction equipment handles, consoles, controls, and seats, subject to any risk to damage to such equipment.
- **At least 3 times per shift** offices, trailers, containers, workshops, and other facilities will be thoroughly cleaned. 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 such as wood, rebar and pipes, temporary structures such as formwork and braces, and shared tools such as drills, crowbars, and fret saws are rarely touched with bare hands and require cleaning, but do not need to be disinfected.
  - If workers are handling the above-mentioned materials, they are required to wear gloves.

## 1. Disinfectants & Sanitizers

- Alcohol wipes or liquids to be used in thoroughly wiping down all gloves at the end of the workday must be provided. Alcohol content must be at a minimum of 70% for cleaning.
- Wash stations provided on site must be in easily accessible locations. There must be wash stations on every floor of a building.
- All workers must be required to wash their hands before entering an elevator or stairwell.
- Before exiting the jobsite, all workers must likewise wash their hands.
- All workers must be advised that their clothes must be washed upon returning home and that steering wheels and handles in their cars must be disinfected to prevent any potential community transmission.
- A supply of disinfectants and hand sanitizers must be provided throughout the site for general use and must be regularly replenished.

## 2. Additional Measures for Toilet Facilities

- Poor sanitation is a major cause of disease and can be a serious occupational health risk.
- It is the responsibility of employers, owners, builders, constructors, suppliers of equipment, and supervisors to ensure that all workplace parties comply with the provisions of the OHS Act and the regulations in order to protect workers from hazards in the workplace including the protection of workers from infectious diseases due to inadequate sanitation on construction projects.
- **Construction employers** have duties under the Occupational Health and Safety Act (OHS Act) to ensure that every reasonable precaution in the circumstance is taken for the protection of workers (section 25(2) (h)) of the OHS Act.
- **Workplaces need to provide (or make arrangements for) water flush toilets that are connected to a sanitary sewer.**
- **In the event that sanitary sewers are not available, facilities with flush toilets with an external tank may be used.**
- **Workplaces must ensure that the number of toilets reflects the number of workers regularly employed at the project.**
- **Gender appropriate facilities need to be provided, unless the facilities are intended to be used only by one worker at a time.**
- **It is important that toilet facilities at a minimum be cleaned prior to the start of a shift and at mid shift and kept clean during the shift, often enough to meet workers' health and sanitation needs.**
- Employers should regularly evaluate the condition of toilets at their worksites and set a routine servicing schedule for cleaning, waste removal, and replenishment of supplies such as toilet paper and hand-cleaning agents.
- Toilets should be well lit, ventilated, and in a secure area.
- Soap/paper towel dispensers, hand dryers and hand sanitizing stations on site must be checked frequently and replenished as needed.
- Garbage bins must be placed near toilets' exit doors to encourage people to use a paper towel to open/close the door.
- Paper towel dispensers must be placed near high-touch surfaces such as, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.

## Handling Tools and Equipment – Physical Distancing and Hygiene

- Where possible, each employee should utilize only their own tools throughout the duration of their employment to minimize contact spread of COVID-19.
- Where it is not possible to provide personal tools, the shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees.
- Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.
- Employees must receive training on cleaning tools and must be offered assistance to ensure compliance and understanding of handwashing and hygiene.
- Employees who use specialized personal protective equipment (PPE) and are properly trained in its use (e.g. employees certified and trained to use PPE because of their normal work role) should not share PPE with other employees.
- Employers must establish a labeling system to help with organization of this specialized equipment.
- Employees who wear leather gloves or other impermeable gloves as hand protection during work may share tools and equipment without disinfecting the tools between each user and must continue to clean and wash hands to break the chain of infection.
- Leather gloves may have droplets on them and could transmit infection to another worker.
- Assign and label leather gloves to ensure each pair remains with one employee.

## Physical Distancing

Employers, camp operators, employees, and contractors will practice physical distancing and other public health recommendations to prevent the spread of COVID-19.

Physical distancing of at **least 2 meters (m) should be maintained, at all times.**

Employers should take practical steps to ensure physical distancing is maintained in the following areas:

- while being transported from home to the workplace or between work locations;
- while working;
- during breaks or while in communal spaces, or at any other time where employees may gather;
- during off-duty hours, employees must continue to practice physical distancing; and
- during all group activities including site meetings shall be held in open spaces or outside.
- **In situations where maintaining physical distance of 2m is difficult, minimize workers' time in that situation and provide a physical barrier and wear masks.**

## Creating Work Pods or Crews

- Despite best efforts there will be situations on a day to day basis where physical distancing between workers is not practical or safe for periods of time (e.g. travel to site).
- Work pods can be thought of like a family unit, this pod will ensure close contact only occurs within a select small group.
- Designating employees to the same small working group or 'work pod' for as long as practical during the life of the construction project can help reduce the risk of COVID-19 spreading to employees and others in the operation.

# **SECTION 9: TRANSPORTATION FOR EMPLOYEES– HYGIENE, PHYSICAL DISTANCING, REDUCING SOCIAL INTERACTIONS**

- In situations where employees are required to travel together in vehicles to the work site, employees will travel in a designated vehicle for their work “pod” or crew.
- Proper precautions should be exercised when travelling to and from accommodation and work sites, including frequent handwashing and avoiding touching one’s own face, maintaining physical distancing, cleaning and disinfecting high touch points like door handles, and minimizing contact with crowds and public places.

### **Cleaning Vehicles**

At the start of each working day and throughout the day, drivers clean and disinfect frequently touched surfaces in the vehicles using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

**A log should be kept with check offs and times the vehicle was cleaned and by whom.**

High touch or key contact points include:

- door handles (inside and out);
- window buttons;
- steering wheel and controls;
- wiper and turn signal handle;
- shifter;
- dash controls + buttons;
- ventilation grilles and knobs;
- rear-view mirror;
- armrests;
- grab handles, seat adjusters; and
- seat belt buckles
- radio and communication devices

When more than one worker is traveling, physical distancing practices apply. **Shared travel with more than one person should be minimized. Employers may use the following options:**

### **Buses & Vans**

- Load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the bus.
- Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
- Create spacing between riders such as staggering where people sit (e.g. aisle to window, alternating per row).
- Consider installing physical barriers that can minimize spread of droplets.
- Handwashing facilities or sanitizer must be made available before and after the bus ride.

### **Truck & Car**

- Where possible limit a single driver in a conventional truck (i.e., single cab).
- A driver and one passenger may travel together in vehicles with two rows of seating. The passenger should sit in the back seat on the opposite side as the driver.
- The only exception to this is the work “pod” as described above
- Hands should be washed thoroughly before and after the truck ride and common surfaces should be wiped down before

### **Guidance for Employees While Working – Physical Distancing and Hygiene**

- Where possible, employees should be assigned to individual workstations or an area of the field that provides 2 meters of separation from other individuals.
- Where 2 meters separation is not possible, workers should wear masks, and a physical barrier may be constructed in collaboration with the occupational health and safety committee (where one exists).
- Workers should always ensure that hands are washed with plain soap and warm running water or a hand sanitizer with a minimum 60% alcohol before and after work activity.
- In situations where employees are required to work together in close proximity to complete tasks, the employer will utilize work pods as described previously.
- These work pods will also include camp and kitchen staff as well as field worker/transport.
- The number of staff in each work pod should be kept to a minimum and be six or less whenever possible.
- These pods should stay together for as long as possible during the project.
- The employer must keep a record of which individuals are working in work pods and should be maintained in the same quarters in cases where workers are communally housed in rental accommodations such as motels.
- Workers should NOT be reassigned between work pods.
- When there is an urgent and unavoidable need to reassign workers to another work pod, particularly when new workers entering the work camp, the Coordinator will undertake a risk analysis to determine the impact of the reassignment on the risk of transmission of COVID-19, prior to making the decision.
- A current list of all designated work pods, and their members shall be maintained in the workplace along with a record of any reassignment of members among those work pods.

## **SECTION 10: GUIDANCE FOR EMPLOYEES DURING BREAKS OR WHILE IN COMMUNAL SPACES – PHYSICAL DISTANCING AND HYGIENE**

Workplaces need to consider how to maintain physical distancing, decrease crowding, and reduce social interactions; maintaining small and consistent groupings of people will help prevent and control the potential transmission of COVID-19.

- Start/stop times, breaks should be staggered where possible to minimize employees congregating.
- Employers should reduce in-person meetings, other gatherings and hold site meetings in open spaces or outside.
- It is recommended that worker gatherings of any size be structured so that those present can maintain a physical distance of 2 meters from each other.
- Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food.
- If you are sick, do not prepare or handle food for others.
- Do not share food.
- Do not share unwashed plates, cups or utensils. Disposable dishware is NOT required for COVID-19.
- Encourage employees to practice respiratory etiquette:
  - ✓ Cough or sneeze into elbow sleeve.
  - ✓ Dispose tissues in garbage cans.
  - ✓ Wash hands with plain soap and water for at least 20-30 seconds or use an alcohol-based sanitizer with at least 60% alcohol content.

**It is important that toilet facilities at a minimum be cleaned prior to the start of a shift and at mid shift and kept clean during the shift, often enough to meet workers' health and sanitation needs.**

## **SECTION 11: COVID-19 AND EMPLOYEE ACCOMMODATION**

This safety protocol also applies to any accommodation that may be housing any employee.

Consider how to maintain physical distancing, decrease crowding, and reduce social interactions; maintaining small and consistent groupings of people will help prevent and control the potential transmission of COVID-19.

### **Camp Preparations and Camp Hygiene**

Physical distancing general guidance will require a variety of actions to decrease crowding and social interactions.

- Gatherings of any size be structured so that those present can maintain a distance of 2 meters from each other.
- Stagger mealtimes where practical and minimize people using the kitchen at one time, opening additional dining areas, and cancelling group activities. In accommodations where physical distancing is a challenge, it is recommended that masks are used in common areas like the kitchen.
- Reduce in-person indoor meetings and other gatherings and hold site meetings in open spaces or outside.
- **There shall only be 1 person (no shared accommodations) unless the employee chooses to stay with another person**
- **There shall only be 1 person in any shower and washroom facility**
- The employer shall ensure that reusable eating utensils and dishes (cups, plates, bowls, forks, knives, spoons) are provided for all employees
- All eating utensils and dishes shall be cleaned by designated kitchen or cleaning staff, that includes pre-rinsing, washing, soaking in a bleach solution, and air-drying.

### **General Living Space-Cleaning protocols**

- Cleaning protocols will be created and posted throughout all facilities.
- Employees are required to disinfect shared areas (kitchen & bathroom counters, handles and control switches) after each use.
- Cleaning products will be readily available, monitored daily and restocked daily as required.
- High touch surfaces such as counters, handles, control switches will be cleaned a minimum of twice per day with regular household cleaning products, disposable wipes or a diluted bleach solution.
- This includes food storage and preparation surfaces, serving areas, drinking stations, waste disposal facilities, tables, chairs, work surfaces, desktops and washroom facilities. Follow the directions on the product label.
- Training of all staff shall include all current COVID-19 measures and recommendations.
- Ensure daily cleaning and disinfection of all common areas and surfaces.
- Clean visibly dirty surfaces before disinfecting, unless stated otherwise on the product instructions.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Use a disinfectant that has a Drug Identification Number (DIN) and that it is effective against viruses. Follow the instructions on the product label.
- Floors and walls should be kept visibly clean and free of spills, dust and debris.
- Empty and clean garbage cans in public areas regularly.
- Adequate number of shower facilities and toilets must be provided to workers.
- Additional facilities should be provided to ensure the availability of dedicated facilities for workers in isolation without reducing the minimal number of facilities available to other workers.
- Items that cannot be easily cleaned and disinfected should be removed (e.g., magazines).
- Signs must be posted to encourage hand hygiene among all staff and guests.
- Put up signage in your facility promoting physical distancing.



- Health and safety coordinators shall be established in each camp and crew to oversee implementation of health and safety requirements related to COVID-19.
- Camp Hygiene practices and procedures must follow current Public Health procedures as outlined in the latest industrial camp guidelines.
- Camp food service and preparation practices and procedures must follow public health guidelines.
- **Buffet-style serving systems must not be utilized whenever such systems can practically be replaced with other systems such as kitchen staff serving food to workers.**
- All small food items and snacks should be individually wrapped whenever possible or made available with systems to prevent common touching of either food items or utensils.
- All employees must wash their hands immediately prior to entering any dining or food preparation area.
- Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas.
- Signs shall be posted to limit the number of people permitted in the dining area and any other common areas. A separated dining area shall be provided for any workers that are in isolation.
- Use a staggered meal schedule to support physical distancing and to limit the number of individuals in the dining area at any given time.

## **SECTION 12: WORKER QUARANTINE/ISOLATION**

- Any worker in quarantine or in isolation must stay in their room and refrain from leaving their dorm without first speaking with the company's medical support for direction on how to do so safely.
- **Food should be delivered to the employee in a sanitized container and then retrieved after use by a trained employee.**
- One person at a time will be allowed to exit their room into the corridor.
- To support the importance of physical distancing, a worker can only leave their room with permission from medical providers.
- When a worker is outside their room:
  - ✓ Must ensure they are wearing the required mask and gloves at all times.
  - ✓ Go to the prescribed/approved area (i.e., laundry room, to go for a walk, to go for a smoke break).
- When any delivery is made to a workers room **delay opening the door for 15 seconds**. This will ensure the lodge team member has time to sanitize the doorknob and leave the area.