

# COVID-19 Protocols

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Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, Adine Builders Limited has a duty to keep workers and worksites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to keep job sites open. Adine Builders Limited has an obligation to protect workers from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to Adine Builders Limited to help ensure that all reasonable precautions have been taken. All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives issued by the Chief Medical Officer of Health.

## **PHYSICAL DISTANCING**

As advised by the Chief Medical Officer, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19. Rules will be implemented, communicated, and enforced that all workers shall remain a minimum of two 2 metres apart from each other. All unnecessary close contact shall be prohibited.

### **Schedule Adjustments**

Fewer people on site will mean fewer opportunities for close proximity. Adine Builders Limited will review subtrade scheduling to reduce the number of workers on site at any given time in order to maintain physical distancing. This may include any of the following:

- Reducing the number of crews on site at any one time;
- Staggered workday start and end times;
- Staggered break and lunch times.

### **Work Plans**

Adine Builders Limited will review a work plan when multiple trades are required to work in close proximity to one another. These plans may include:

- Alternatives ways of completing the task;
- Additional PPE and sanitation measures to be used while completing the task;
- Imposing limits on the total number of workers allowed within an area.

### **Worksite Meetings**

Where on-site meetings are necessary to share information, Adine Builders Limited will require the following:

- Minimal number of participants;
- Gather outside or in a large enough spaces to enable physical distancing.

## **SITE ACCESS**

### **Daily Questionnaire**

Due to the latency period of COVID-19, it is important to track where employees have worked. If an individual tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Adine Builders Limited has developed a daily questionnaire to monitor and track all individuals that enter a worksite.

*“The Daily Worksite Coronavirus (COVID-19) Preventative Measures Questionnaire”* is located at [www.adine.ca](http://www.adine.ca) and **must be completed prior to any individual entering the worksite.**

Anyone who answers “yes” to any of the questions will not be permitted access to the worksite until that person has completed a 14-day self-isolation period with no symptoms manifesting.

### **Daily Health Review**

All subcontractors are expected to monitor their own workforce and ensure they are fit for duty. This will require a morning review of the health of each worker under each foreman’s supervision.

### **Self-Reporting**

Employees are encouraged to self-monitor and must voluntarily leave the worksite 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 while on site should voluntarily leave after reporting to their supervisor.

In addition, all workers experiencing symptoms will be advised to either:

- complete the self-assessment on the <https://covid-19.ontario.ca/self-assessment>, or
- call Telehealth Ontario (1-866-797-0000), or
- contact their local public health unit or family physician.

### **Mandatory Public Health Reporting**

If Adine Builders Limited is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), Adine Builders Limited is required to notify:

- 1) the Ministry of Labour, Training and Skills Development (in writing) within 4 days;
- 2) the workplace joint health and safety committee or a health and safety representative;
- 3) the worker’s trade union (if applicable).

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 a safety and risk assessment is completed. That assessment shall be completed in conjunction with the Ministry of Labour, Training and Skills Development. Workers who have been in contact with the infected employee will be required to self-isolate away from the workplace for 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.

## **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.

### **Regular Cleaning of Equipment and Surfaces**

All 'high-touch' surfaces must be cleaned using soap and water or an alcohol-based rub. 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 shared tools are rarely touched with bare hands and require cleaning but do not need to be disinfected.

### **Use of Protective Eyewear, Gloves and Masks**

PPE must be issued for individual use only. Products will be made available for cleaning protective glasses or face shields .

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

Employees are encouraged 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 should be marked with the name of the individual to whom they are issued. Infection can adhere to gloves therefore; clean gloves should be worn each day. Workers are required to wash their hands with soap and water or hand sanitizer each time their gloves are removed.

### **Disinfectants and Sanitizers**

A supply of disinfectants and hand sanitizers will be provided on site for general use and will be replenished as needed.

### **Reinforcement of Basic Hygiene Rules for All Workers**

All persons on a worksite 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 or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.

## **Enforcement**

Without adequate enforcement the best planned safety measures are ineffective. The Covid-19 is a new hazard in the workplace and must be identified on all hazard risk assessments with controls measures put in place. All employers, managers, supervisors, and employees must be engaged in the process of identifying and correcting unsafe workplace practices.

No reprisal shall be taken against any individual for reporting concerns with respect to this policy or COVID-19 protections.