



## LCL SITE COVID-19 PREVENTION PROCEDURES

The situation with COVID – 19 changes daily. These procedures will be updated regularly as we improve our understanding about COVID – 19 and as we improve the safety precautions for workers on Ledcor Projects.

Your participation is critical. Please share any ideas for things that we can do to make it safer, contact your supervisor or Ledcor HSE Manager promptly. If you have questions or concerns, please direct them to your supervisor. Our goal is to provide a safe workplace, if you have a concern for your safety at work share those concerns it's important to Ledcor.

Adherence to safety procedures is necessary, your safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave the site and not permitted to return until the current situation is less acute. One person's risky behavior puts all of us in jeopardy.

Ledcor' prevention procedures are based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting and contractor and project specific procedures to prevent the transmission of COVID-19 to workers on this project.

### COVID Safety Coordinator

At each worksite Ledcor will appoint one or more Ledcor employees responsible to be Ledcor's COVID Safety Coordinator (CSC). Ledcor CSC will:

- Review and assess Contractor COVID Prevention Procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings in *Prolog category: COVID-19*.
- Review and store Health Questionnaires in accordance with privacy considerations.
- Document Contractor attendance issues in *Contractor Tracker*.
- Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Post and inspect other signage to verify that it is located in correct location and in good order.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating any reports of workers that are not complying with procedures or concerns for workers health. Coordinate with Ledcor Superintendent and Contractors Supervisor / Contractors CSC.
- Refer any issues or concerns to Project Superintendent and HSE Manager.
- Immediate report and investigate presumed and confirmed cases of COVID – 19 in accordance with *Presumptive / Confirmed Case COVID-19 Response* and with the assistance of Superintendent and HSE Manger.
- Review and instruct Ledcor project staff in this procedure and other Ledcor COVID-19 documentation.



- Monitor this procedure and other documents for updates and assist Project Supervision in disseminating that information to Contractors and workers.

Contractors are required to appoint someone at each site responsible for monitoring their workers for compliance with their COVID prevention procedures and Ledcor's COVID Prevention Procedures. The Contractors CSC must spend a significant amount of their time monitoring workers by greeting and organizing them when they arrive to work, inspecting their work areas, monitoring their health, informing their workers of any changes to procedures and liaising with Ledcor and their companies management responsible for COVID prevention. Contractors will provide the name and cell phone of their CSC to Ledcor's on site CSC.

### **Contractor COVID – 19 Prevention Procedures**

Contractors are required to forward to Ledcor copies of their procedures to prevent the transmission of COVID – 19.

Contractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. for example:

- site orientations
- training
- tasks that involve two or more workers to work in close proximity. i.e. Carrying pipe or drywall
- restricted work locations where there is insufficient space to maintain social distancing i.e. cab of a vehicle or small room

Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:

- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
- tools – hand saws, chop saws, grinders, vacuums, etc.
- equipment – aerial work platforms, forklifts, power trowels, etc.

Where Contractors are responsible for cleaning and disinfecting, they are required to provide to Ledcor copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID – 19.

### **Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID -19 for the subtrades working for them.**

Contractors are required to appoint a CSC at each work location.

If Contractors have not provided Ledcor with COVID – 19 Prevention Procedures, they will not be allowed to work on this project.

### **Health Verification of Workers and Visitors**

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor



supervisors and Ledcor supervisors to be vigilant and that includes monitoring for symptoms of COVID-19. Workers and visitors 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 Ledcor projects.

1. Any workers or visitors intending to access the site must complete a Ledcor Health Questionnaire. The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
2. Contractors supervisors must provide each day an attendance list of workers by name and phone contact – electronically. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. Attendance lists to be stored in accordance with privacy considerations.
3. Contractor supervisors are required to verify, **at start of shift**, that their 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 Health Questionnaire and recommendations of the Public Health Authority.
4. Contractors must provide an update on their workers' health to Ledcor CSC **at start of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.
5. Contractor supervisors are required to verify, **at end of shift**, that their workers 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 Health Questionnaire and recommendations of the Public Health Authority.
6. Contractors must provide an update on their workers' health to Ledcor CSC **at end of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.

### Social Distancing

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other. Ledcor requires that all workers observe social distancing. 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.



Contractors are required to:

- communicate and reinforce **self-distancing** practices with their workers
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify Ledcor of any concerns they have for social distancing practices or work procedures

Informational signage, warning workers of the importance of **self-distancing** will be installed at locations on the project where there is a potential for workers to congregate. Ledcor will conduct regular inspections of the project to verify that workers are observing social distancing.

### 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.

Workers 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

Ledcor will provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Informational signage, describing proper hand washing and hand sanitization techniques will be posted at hand washing and hand sanitization facilities.

### Cough / Sneeze Etiquette

Workers 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.
- 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.

### Cleaning and Disinfecting

Ledcor will conduct routine daily cleaning of hard non-porous surfaces throughout construction sites including: Ledcor site office trailers, Ledcor lunchrooms, Ledcor orientation and meeting rooms, Ledcor first aid rooms, stair railings, scaffold stair railings, portable toilets, elevator/hoist



and equipment controls. Ledcor routine cleaning will be completed according to Ledcor's **Safe Work Procedure: Surface Cleaning for Potential Virus Contamination**

In the event there is a presumptive case for COVID – 19, present on site Ledcor will isolate and clean work areas / surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, Ledcor will close the site and a specialized biohazard remediation, abatement company will professionally disinfect the contaminated areas.

**All cleaning products and procedures from Contractor and Cleaning Services used on Ledcor Projects must be vetted by Ledcor's Industrial Hygienist Consultant to verify that they are sufficient for disinfecting COVID-19.** If products or procedures are deemed unreliable, they must be discontinued. *Forward product documentation to Barry McCarty / Kirk Chen for review by Ledcor Industrial Hygienist.*

### **Wearing Gloves**

All workers must wear gloves in accordance with their SWP and Ledcor rules. 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.

### **Project Orientation**

The current concerns for COVID -19 makes orientations especially important as a means of communicating with new workers the safety precautions that they must comply with for them to work on this site.

It is also a point for screening workers and asking them questions about their travels and health to verify that they are healthy and not in contravention of any Public Health Authority recommendations.

It is also a moment when we can reassure workers that our project is being managed for their safety, that we are taking COVID – 19 seriously and that the most important thing to us is their health and safety.

The following are changes to the orientation routine:

- **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.**
- If orientations are conducted in a room keep the door secure and post social distancing signage on the door to the orientation room to prevent workers from grouping outside or in the room and waiting. Disinfect used pens, tables, chairs and table after each use.
- Host multiple orientation sessions to avoid violating social distancing.



Before providing an orientation have workers and visitors complete the Health Questionnaire COVID-19 to verify that they are healthy and fit for work. Workers that are not permitted access according to the questionnaire must be turned away.

As part of the verbal orientation, review:

- what is social distancing of 2 M (6 ½ ft.)
- location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- location of Ledcor posters and other communications
- site specific procedures for hoists, stairwells, etc.
- what Ledcor is doing at the site to promote a safe workplace and remind them that their health is important to us.
- the importance of reporting to their supervisor if they are feeling unwell and leaving the project.

### Hoist Operation

Hoists must be operated in accordance with social distancing requirements. Projects must operate the hoist in accordance with the following:

- Outside the hoist: Post signage and remind the workers to maintain social distancing 2 M (6 ½ ft) while they are waiting to enter the hoist.
- Inside the hoist: Maintain social distancing and reduce the number of passengers at any one time. If necessary, mark a space on the deck of the hoist where each worker is expected to stand.
- Load the passengers in order so that they don't need to pass each other in the hoist as they are exiting – this requires organization.
- Passengers to face the outside of the hoist to avoid being inside each other's breathing zone.
- Hoist Operator is permitted to wear an respiratory protection.
- Hoist surfaces (call buttons, door handles, etc.) that are routinely touched will be disinfected regularly.

### Project Radio / Cellphone

**Do not share communication devices.** Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.

- Disinfect radios and cell phones at start of shift and regularly throughout the shift.

### Stairwells / Scaffold Stair Towers

If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:



- Calling out and communicating that they have entered the stair and are proceeding up / down and thus warn people to prevent them from entering the stairwell until they have passed.
- Staging outside stair entrances until it is clear for them to enter.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.

### **Project Offices/Trailers**

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain social distancing. Hold discussion outside where practicable. Make use of vacant offices / trailers to redistribute staff to limit contact. The following applies:

- Post “Restricted Access” signage on door with contact information (phone #).
- Keep the door locked to prevent access.
- Restrict the number of people who are allowed to enter these offices to social distancing allowances.
- If you are a visitor in an office or trailer - do not touch things - If possible keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

### **Lunchrooms**

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers/ lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.



### First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the *Health Questionnaire* questions.

**If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor and Leducor 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. If workers are travelling on public transit or in close contact with others to get to their homes and if available, Leducor will provide sick workers with N95 masks to be worn by them to help prevent any transmission from the sick worker.