



## **Kawartha Lakes Construction**

### **COVID-19 Protocol for Employees, Sub-Trades & Suppliers**

The purpose of this plan is to outline the steps every employer and employee must take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures taken on the jobsite, personal protective equipment and work practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

#### **Know the Symptoms of COVID-19**

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK**. Call Telehealth (1-866-797-0000) or your health-care provider immediately.
- If you come into close contact with someone showing symptoms, notify your employer and contact Telehealth or your primary care provider.

#### **Employer Responsibilities**

All managers and supervisors must be familiar with this plan and ready to answer questions from employees. Managers and supervisors must always set a good example by following this plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

- Conduct daily video conference safety meetings.
- Instruct employees to maintain 6 ft. distance between each other.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the jobsite and return home if they are showing symptoms.
- Provide hand sanitizer.
- Provide personal protective equipment (PPE).

## **Employee Responsibilities**

We ask every one of our employees, subtrades and any vendors on KLC jobsites to help with prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, we all must play our part. As set forth below, the Company has instituted various housekeeping, physical distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

- Wash hands often with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your face, eyes, mouth, etc.
- Maintain 6 ft. physical distance between yourself and others. Don't let anyone come into your personal "bubble" and respect the 6 ft "bubble" for others.
- Hold meetings in an outside or large space to enable physical distancing.
- Employees are encouraged to eliminate ridesharing. If riding in shared vehicle is unavoidable, employees must ensure adequate ventilation and wear a mask.
- If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK. Call Telehealth or your health care provider right away. Likewise, if you come into close contact with someone showing these symptoms, follow the same measures as above.

## **Cleaning/Disinfecting Job Sites and Other Protective Measures**

- Avoid the sharing of hand tools and power tools. If sharing tools is required, sanitize equipment before and after use and wear gloves when operating.
- Plan for independent workspaces to be set up on the site for individuals to maximize social distancing.
- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. Employees should regularly clean & disinfect their assigned work areas.
- Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.

- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside. When arranging for a portable toilet, ask for one with a sink.
- Portable toilets require signage to instruct users to disinfect handles and surfaces after using. Disinfectant spray or wipes must be provided for this.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.
- When and where applicable, use plastic containment tenting to cordon off work areas

**Working with others within 6 ft Rule: Special Precautions**

**Certain construction situations will require individuals to work within a 6 ft. distance of each other. In these circumstances, extra precautions must be taken.**

- Plan any work to be done with people in the 6 ft zone to be as efficient as possible
- Wash hands before and after each interaction with someone in your 6 ft zone
- Workers must wear protective gear: eye protection, gloves and mask

**I have read, understand and agree to follow the guidelines listed above.**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	