



WESTRADE
CONSTRUCTION

**COVID-19 Practices, Procedures
and Information**



Table of Contents

1. Policy Letter & Update Information
2. Westrade Site Practices
3. Additional Information (Provided by the City of Ottawa, Ontario Government and IHSA sites)
 1. Procedures for handling paperwork
 2. Worker responsibilities
 3. Supervisor responsibilities
 4. Construction facility hygiene
 5. Sharing tools (hand tools)
 6. Personal protective equipment (PPE)
 7. Handling and receiving packages
 8. Lunchroom practices
 9. COVID-19 screening (checklist)
 10. Construction site trailers/site management areas
 11. End of shift best practices
 12. On site sanitation
 13. Responding to a suspected COVID-19 exposure if you are:
 - An employer
 - A constructor
 14. Canadian Construction Association Standardized Practices



WESTRADE
CONSTRUCTION

**Policy Letter & Update
Information**



Westrade Construction Limited
6 Holland Ave. Ottawa, Ontario. K1Y 0X4
613-820-1770 fax: 613-820-1779
www.westradeconstruction.com

COVID -19 Response Plan

March 31st, 2020

To: All Personnel on Westrade Sites

Re: COVID-19 Plan and Procedures

To All Workers & Visitors,

Due to the ongoing COVID-19 pandemic, we have added these required practices at all of our sites until further notice:

- Any workers with signs of fever, new cough and/or respiratory difficulties are to report to their supervisor and Westrade Construction immediately and are to leave our site with the recommendation to seek medical advice
- Before any worker is to go onto our site until further notice, they must first fill out our online form available at: www.westradeconstruction.com/covid-19-questionnaire
- All workers are to maintain a social distance of 2m/6' at all times and maintain personal and site cleanliness to do everything reasonably possible to stop the potential spread of any illness as per posters and directions on site
- Any and all personnel found to have COVID-19 symptoms will be barred from Westrade Construction's sites for a period of 14 days, or 24 hours after symptoms end (whichever is longer) and we recommend they stay in isolation as per the current Ontario Guidelines
- Anyone on site who fails to follow these rules, the current guidelines or any other health related recommendations will be barred from our sites until further notice

We appreciate everyone's cooperation with these requirements. As has been noted on a daily basis throughout the media, it is everyone's responsibility to do their part to stop the spread of this virus and hopefully reduce the overall impact. Additional information has been posted on our website and is readily available through the Ottawa and Ontario Public health sites.

Sincerely,

Westrade Construction Limited



Westrade Construction Limited
6 Holland Ave. Ottawa, Ontario. K1Y 0X4
613-820-1770 fax: 613-820-1779
www.westradeconstruction.com

UPDATE: COVID-19 Information

On May 14th, 2020, the Government of Ontario announced that all construction can resume effective May 19th, 2020. As each of our construction sites is presently being individually evaluated at this time, we want to make sure all necessary safety measures are in place prior to the return of the workplace and continue to be observed moving forward.

We remain dedicated to meeting the safety and health needs of everyone involved with Westrade Construction. Working alongside the provincial government's regulations and suggestions, we will continue to:

- Reinforce rigorous on-site hygiene practices,
- Reinforce our mandatory online assessment questionnaire for construction workers and all visitors prior to entering our job sites,
- Physically distance workers by limiting the number of people allowed on a site,
- Physically distancing of at least 2 metres (6 feet) at all times, including during breaks, lunch and meetings,
- In the event that physical distancing is not possible, masks or face shields and gloves are mandatory,
- Replace in-person communication with digital teleconferencing when applicable,
- Offer daily general meetings with staff and subcontractors to review COVID-19 precautions and protocols as per the government guidelines and have a COVID-19 specific prevention plan accessible on each site and
- Provide adequate washroom facilities with regular daily maintenance.

We are doing everything we can to make smart decisions to maintain the health and safety for all involved at Westrade Construction's sites. We hope everyone stays safe and healthy.

Sincerely,

Paul Boileau
President



WESTRADE
CONSTRUCTION

Site Practices



1. Procedures for handling paperwork

- Supervisors are to fill out paperwork on behalf of their team as much as possible to maintain physical distancing
- Alternate forms of communication and form submittal are to be used as much as possible (email, text messages, phone conversations)
- Do not share pens, note pads, etc. as much as possible. When required devices are to be disinfected thoroughly after each use

2. Worker responsibilities

- Anyone who begins to display symptoms or is feeling unwell is to stay home and/or leave the site and report their condition to their supervisor
- If possible, acquire COVID-19 testing as soon as possible and report findings to their supervisor
- Follow all physical distancing (2m/6'), PPE requirements and hygiene practices outlined in this plan
- Familiarize themselves with these practices and procedures and report any concerns regarding co-workers who are not following these practices to their Supervisor
- Refer to the following documents, site posters and directions from their Supervisor as well as Westrade Construction's Site Supervisor

3. Supervisor responsibilities

- Support workers to comply with these practices and procedures
- Report any illness and testing results to their Employer and Westrade Construction
- Remove any workers displaying symptoms from site and follow up to ensure their and other worker's health
- Follow the same requirements as regular workers on site
- Refer to the following documents, site posters and directions from their employer as well as Westrade Construction's Site Supervisor

4. Construction facility hygiene

- Hand washing stations are to be well maintained
 - Washrooms are to be kept clean and tidy
 - Garbage cans are to be nearby washroom doors to maintain practice of using paper towels to wipe down fixture surfaces after use and to exit the washroom. Garbage to be removed on a regular basis
 - Hand sanitizer stock to be maintained at site entry points (by Westrade) and at break/lunch areas (by each trade)
- Gloves and masks are to be made available by each Employer/Supervisor to their workers
- All shared areas are to be disinfected on a regular basis (each trade is responsible for their own break, lunch and storage areas)

- Proper hand washing and cough/sneeze etiquette are to be followed at all times
- Physical distancing to be maintained as much as possible and proper PPE to be used when it isn't possible
- PPE to be provided by Employers for their employees and is not to be shared as much as possible. Any equipment that has to be shared is to be disinfected after each use

5. Sharing tools (hand tools)

- All tools are to be isolated per person as much as possible
- All tools that are required to be shared are to be used with gloves and cleaned after each use and before use by any other worker
- Any further site specific direction from Supervisors and/or Westrade Construction's Site Supervisor are to be followed

6. Personal protective equipment (PPE)

- All standard required PPE is to be used at all times as usual
- Disposable gloves and masks to be provided by Supervisors/Employers for their employees with a regular stock maintained
- Respirators and other safety equipment is to be cleaned regularly following proper procedures based on type of equipment and directions from their Supervisor and Westrade Construction's Site Supervisor
- Any concerns should be brought to your Supervisor and addressed immediately

7. Handling and receiving packages

- Maintain physical distancing as much as possible during deliveries. Request contactless deliveries when possible
- Use PPE (gloves and mask) when receiving and handling packages
- Open packages outside and dispose of packaging immediately as much as possible
- Follow proper hand washing and disinfection procedures before and after handling packages

8. Lunchroom practices

- Physical distancing is to be maintained during all breaks including lunch
- Lunch areas should restrict number of workers based on the size of the area to accommodate physical distancing including staggered breaks if necessary
- Shared devices (such as coffee makers, microwaves, small ovens, etc.) should have limited users and should be disinfected after each use
- Proper hand washing should be done before and after eating
- Garbage cans should be stationed at all break/lunch areas and garbage is to be removed often. All trades are responsible for garbage in their break/lunch areas
- Touch points such as chairs, tables, shared water sources etc. should have paper towel available to avoid direct contact and should be disinfected after each break
- General cleaning for the area should be performed after each break
- When possible we recommend breaks and lunch be taken outside to further reduce possibility of contamination

9. COVID-19 screening (checklist)

- Before entering any Westrade site all workers, Supervisors, Visitors, etc. are required to complete the Westrade Construction COVID-19 Questionnaire available online at:
 - www.westradeconstruction.com/covid-19-questionnaire
- All workers are to follow direction from their Supervisor and Westrade Construction Staff based on the Questionnaire

10. Construction site trailers/site management areas

- Site Trailers and Site Management areas are to follow the same practices as lunch/break areas

11. End of shift best practices

- Introduce staggered start and finish times when possible to reduce congestion at entry/exit points to reduce contact with other workers
- Supervisors are to ensure physical distancing is maintained at the start and end of each shift
- Supervisors should enquire to their workers if they have been experiencing any flu-like symptoms or fever and make any proper notifications to their Employer and Westrade Construction as needed
- All workers should wash/sanitize their hands before leaving site
- Contact surfaces should be cleaned regularly during high traffic times and last person to leave should also complete a final cleaning
- Recommend that workers avoid public transit and ride shares as much as possible and wear gloves and mask when it is unavoidable
- All disposable PPE to be properly disposed of at the end of the shift any all reusable PPE is to be properly cleaned before storage
- Advise workers to maintain off site practices including:
 - Hand washing before or shortly after entering their home and continued regular hand washing while off site
 - Remove work clothes shortly after entering their home and keep them separate to be properly washed before reuse
 - Reduce face to face contact and avoid physical contact with others while off site, especially those with flu-like symptoms
 - Remind workers that any contact with others with flu-like symptoms should be reported to their Supervisor

12. On site sanitation

- Continuous cleansing and disinfecting of work surfaces to be maintained to reduce the spread of disease
- Disinfectants and cleaners are to be used following the directions of the product being used. SDS information for these products is to be available to all workers on site
- Gloves and masks are to be used when disinfecting surfaces and surfaces are to be wiped with clean, dry cloths/towels
- Proper hand washing is to be performed after cleaning and disinfecting
- All trades are responsible for maintaining the cleanliness of their areas and should

remove all of their garbage on a regular basis

13. Other Information:

- Attached posters and documents should be reviewed for additional information
- Ottawa Public Health:
 - www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx
- Ontario Government Information:
 - www.ontario.ca/page/resources-prevent-covid-19-workplace?_ga=2.240927619.100472060.1588269998-2022397050.1556651811#construction
- IHSA Information:
 - www.ihsa.ca/Urgent-Notices/COVID-19-Main.aspx

Cover Your Cough



1. Cover your mouth and nose when you cough, sneeze or blow your nose.



2. Put used tissue in the garbage.



3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.



4. Clean your hands with soap and water or hand sanitizer (minimum 70% alcohol-based).

Stop the Spread of Germs

Always Cover Your Cough

- Covering your cough or sneeze can stop the spread of germs
- If you don't have a tissue, cough or sneeze into your sleeve
- Keep your distance (more than 2 metres/6 feet) from people who are coughing or sneezing

Remember! **Practise physical (social) distancing**



N'oubliez pas! **Pratiquez la distanciation physique (sociale)**

Ensure that you keep a 2 metre (6 feet) distance from others, including in line-ups at the register and outside, if necessary.

For the continued health and safety of customers and staff, Ottawa Public Health also recommends the following precautions:

- Wash your hands often with soap and water, or use hand sanitizer.
- Avoid touching your eyes, nose, and mouth unless you have just cleaned your hands.
- Cover your cough and sneeze with a tissue or into your arm, not your hand.
- Limit the number of items that you touch.

Take care of yourself

- It's OK to NOT be Ok. Please know that help is available, and we encourage you to reach out to Distress Centre of Ottawa to connect with someone at 613-238-3311.

For more information, visit
OttawaPublicHealth.ca/Coronavirus

Assurez-vous de maintenir une distance de 2 mètres (6 pieds) entre les personnes y compris aux lignes d'attentes aux caisses et à l'extérieur, si nécessaire.

Pour assurer la santé et la sécurité des clients, des employées et des bénévoles, Santé Publique Ottawa vous recommande les précautions suivantes :

- Lavez-vous souvent les mains avec du savon et de l'eau ou utilisez un désinfectant pour les mains.
- Évitez de vous toucher les yeux, le nez et la bouche, à moins d'avoir nettoyé vos mains.
- Couvrez votre toux et vos éternuements avec un mouchoir ou avec votre bras, et non avec votre main.
- Limitez le nombre d'articles que vous touchez.

Prenez-soin de vous

C'est normal de ne pas vous sentir bien. Sachez que vous pouvez obtenir de l'aide. Nous vous invitons donc à faire appel à la Ligne de crise au 613-722-6914.

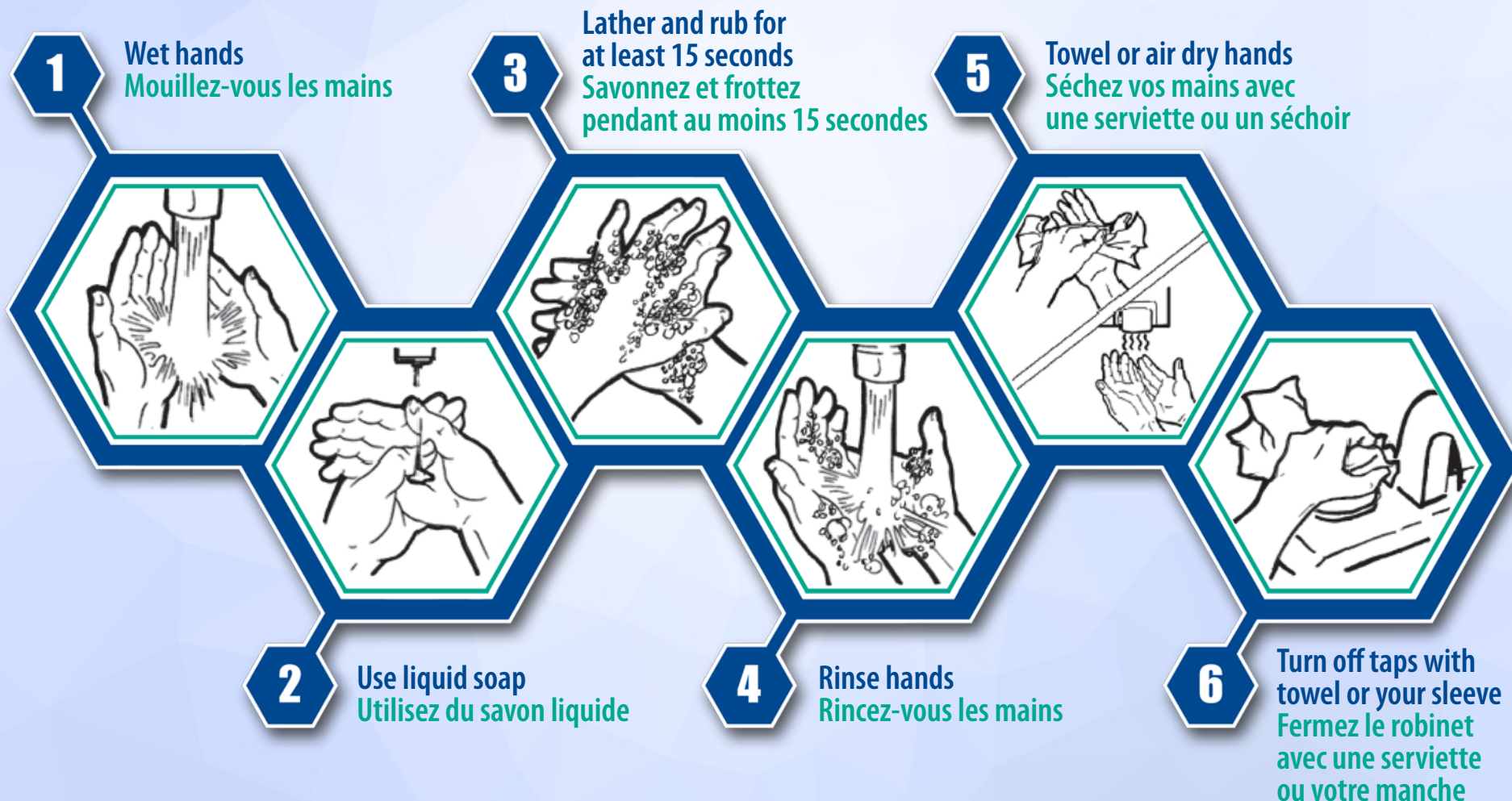
Pour plus de renseignements, visiter le site
SantePubliqueOttawa.ca/CoronavirusFR

Ottawa's health is in **your hands**

Proper **hand washing** helps prevent the spread of germs!

La santé d'Ottawa est entre **VOS mains**

Bien **se laver les mains** aide à prévenir la propagation des germes!

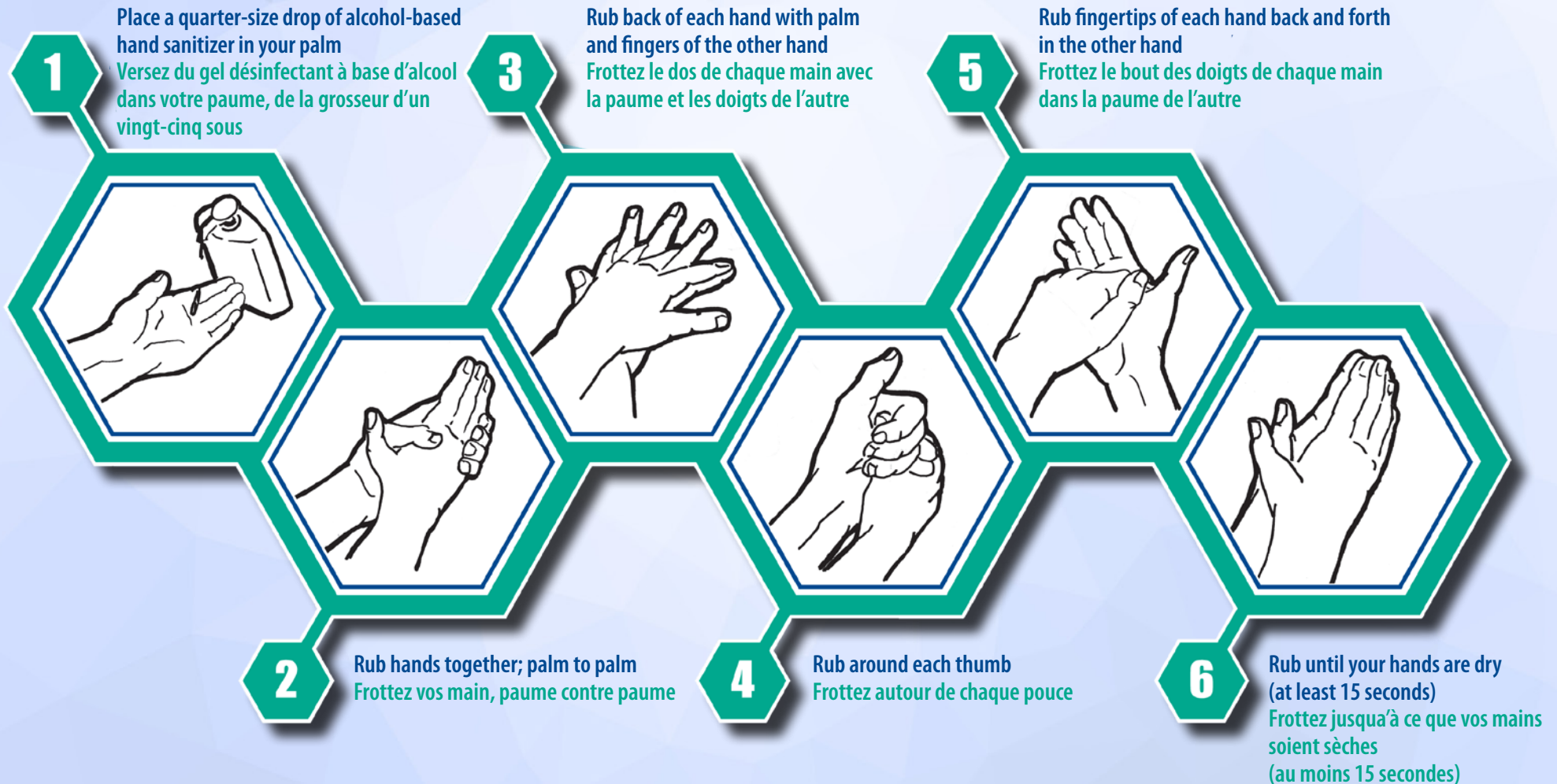


Ottawa's health is in **your hands**

Proper **hand sanitizing** helps prevent the spread of germs!

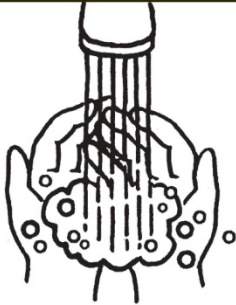
La santé d'Ottawa est entre **VOS mains**

Bien se **désinfecter les mains** aide à prévenir la propagation des germes!





Hand Washing



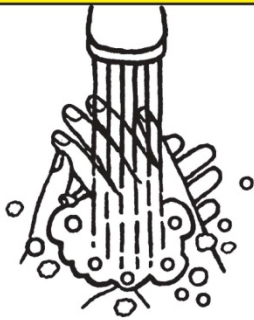
1. Wet hands.



2. Apply soap.



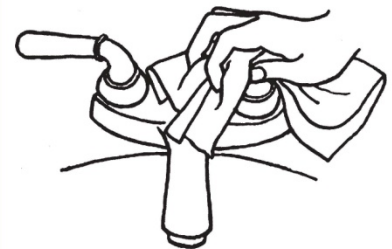
3. Lather for 15 seconds.
Rub between fingers,
back of hands,
fingertips, under nails.



4. Rinse well under
running water.



5. Dry hands well with
paper towel or hot air
blower.



6. Turn taps off with
paper towel, if
available.

Stop the Spread of Germs

Always Wash Your Hands

After you:

- Sneeze, cough or blow your nose
- Use the washroom or change diapers
- Handle garbage
- Play outdoors

Before and after you:

- Prepare or eat food
- Touch a cut or open sore

PH1301GB011

Stop the Spread of Germs: Keep Your Hands Clean

Why is it important to keep hands clean?

Hands carry and spread germs. Touching your eyes, nose or mouth without first cleaning your hands may let germs into your body. Germs can also spread if a person sneezes or coughs into their hands and then touches an object such as a door handle, bus pole or telephone. The next person who touches these objects may pick up germs and get sick if they do not clean their hands before touching their eyes, nose or mouth.

When should I clean my hands?

When hands are visibly dirty.

After:

- sneezing, coughing, blowing your nose
- using the washroom
- handling garbage
- changing diapers
- handling raw foods
- outdoor play

Before and after:

- preparing and eating food
- touching a cut or open sore
- touching eyes, nose or mouth

What's the best way to wash hands with soap and water?

Wet hands with warm water and apply soap. Lather for 15 seconds. Scrub entire hand, including back of hands, between fingers and under nails. Rinse well under running water. Dry hands well with paper towel or hot air blower. Turn taps off with paper towel, if available.

When can I use hand sanitizers instead of soap and water?

Hand sanitizers are very useful when soap and water are not available. If your hands are not visibly dirty, then alcohol-based (minimum 70%-90%) hand sanitizers, gels or rinses will reduce germs. If hands are visibly dirty, wash with soap and water. People who are preparing food should wash their hands using soap and water rather than using hand sanitizers.

What's the best way to use hand sanitizer?

Choose a sanitizer containing at least 70% alcohol. Apply a small amount and rub hands together, spreading the sanitizer over the hands to include fingertips and under fingernails. Rub hands together for at least 15 seconds until dry.

Is hand sanitizer safe for children?

Yes. Young children should be supervised to make sure the sanitizer is used properly.

Should I use hand lotion after cleaning my hands?

Yes. Dry skin is not uncommon when you clean your hands often, especially during the winter. Dry skin can crack, which may provide an opening for germs to enter your body. To prevent dry skin, you may use soap or an alcohol-based hand sanitizer with lotion already added or use lotion (water-based is preferred) after cleaning your hands.

Where can I get more information?

Call Ottawa Public Health: 613-580-6744; TTY: 613-580-9656 or visit our website at www.OttawaPublicHealth.ca.

Reprinted with the permission of Toronto Public Health



WESTRADE
CONSTRUCTION

Additional Information

Guidance on worker procedures (handling paperwork) during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? Coronaviruses are spread mainly from person to person through close contact. For example, in a household, workplace, or health care centre. Some human coronaviruses spread easily between people, while others do not.

During the course of the day, your hands touch many surfaces. Once contaminated, your hands can transfer the virus to your eyes, nose, or mouth. From there, the virus can enter your body and make you sick.

In most commercial environments, handling paperwork (e.g., signing for deliveries, issuing work orders) is a normal part of business. This may require being in close contact with other people to exchange documents.

As a truck driver, shipper, or receiver you should be aware of some of the precautions to take when handling shipment-related paperwork (e.g., shipping documents, bills of lading).



Guidance on worker procedures (handling paperwork) during COVID-19 con't

Controls

1. Maintain physical distancing

Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.

2. Use alternative forms of communication

- Use technology for communication (e.g., text messaging and mobile phones) rather than having in-person conversations as much as possible.
- Where possible, use technology to send and receive paperwork (e.g., scanning equipment and electronic proof of delivery).
- Do not share pens. Request that others use their own pen or stylus when signing. If required to share, use disinfectant wipes to clean pens and styluses.

3. Clean and disinfect regularly

- Regularly disinfect any areas that you are frequently in contact with or are used by other people (e.g., tables, desks, tablets, pens, door handles).
- Have sanitizer or soap present and visible for all staff to use.
- Monitor your supplies and refill them regularly.
- Wash your hands frequently before and after transferring paperwork.
- Use appropriate PPE when cleaning potentially contaminated surfaces.
- Dispose of gloves and soiled materials in regular garbage.
- Remove garbage from the facility regularly, and wash hands after disposal.
- Avoid touching your eyes, nose, and mouth.

If you start to feel symptoms of COVID-19. Anyone who begins to feel unwell (fever, new cough, or difficulty breathing) should return home and self-isolate immediately.

People who are self-isolating should seek clinical assessment over the phone; either by calling their primary care provider's office or Telehealth Ontario (1-866-797-0000). If you need additional assessment, your primary care provider or Telehealth Ontario will direct you. If you need immediate medical attention you should call 911 and mention your travel history and symptoms.

If you need immediate medical attention you should call 911 and mention your travel history and symptoms.

Evaluate

Review procedures with your supervisor or employer. If the procedures are not working, communicate with your supervisor/employer to modify. Also, notify your supervisor/employer if more resources are needed – pens, clipboards, sanitizing resources and other.

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. You should also determine the following:

For more information visit ihsa.ca/COVID-19



Guidance on worker procedures (handling paperwork) during COVID-19 con't

- Has the hazard been eliminated or the risk minimized appropriately?
- Is there a better way to control the risk?
- Is the control being used consistently and as planned? Monitor behaviour and practices, and your improvement over time.
- Continuously engage your workers, and communicate recommendations and adjustments with supervisors.

Stay home if you are feeling ill. If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure you notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed.

For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007. Visit the Ontario Ministry of Health's website and taking their [self-assessment](#).

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on workers' responsibilities with COVID-19 (symptoms or exposure) on construction sites

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? Coronaviruses are spread mainly from person to person through close contact. For example, in a household, workplace, or health care centre. Some human coronaviruses spread easily between people, while others do not.

During the course of the day, your hands touch many surfaces. Once contaminated, your hands can transfer the virus to your eyes, nose, or mouth. From there, the virus can enter your body and make you sick.

What are the symptoms? Symptoms range from mild, like the flu and other common respiratory infections, to severe. The most common symptoms include:

- fever
- cough
- difficulty breathing
- fatigue

Complications from the 2019 novel coronavirus (COVID-19) can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

For more information visit ihsa.ca/COVID-19



Guidance on workers' responsibilities with COVID-19 (symptoms or exposure) on construction sites con't

Controls

- 1. Maintain physical distancing.** Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.
- 2. If you become ill.** There is no specific treatment for COVID-19, and there is no vaccine that protects against this coronavirus. Most people with common human coronavirus illnesses will recover on their own. To aid in recovery, you should do the following:
 - Drink plenty of fluids.
 - Get rest and sleep as much as possible.
 - Try a humidifier or a hot shower to help with a sore throat or cough.

If you start to feel symptoms of COVID-19. Anyone who begins to feel unwell (fever, new cough, or difficulty breathing) should return home and self-isolate immediately.

People who are self-isolating should seek clinical assessment over the phone; either by calling their primary care provider's office or Telehealth Ontario (1-866-797-0000). If you need additional assessment, your primary care provider or Telehealth Ontario will direct you. If you need immediate medical attention you should call 911 and mention your travel history and symptoms.

Steps to take:

- Immediately isolate yourself from other workers.
 - Immediately advise your supervisor of your concerns.
 - Report to your supervisor a list of where and who you have been in contact with on the project.
 - Wash or disinfect your hands, avoid touching surfaces, and put on a facemask if one is available.
 - Maintain physical distancing. Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) between persons. By maintaining physical distancing, you are less likely to expose others or be exposed to a respiratory virus.
 - Provide your contact information and obtain the phone number for the supervisor and your employer so that you can inform them of your COVID-19 test results. If the results are negative, this information may allow any other workers who are in self-isolation to learn they are not at risk from exposure to you, and may allow them to return to work.
 - Be aware of the risk of transmission while travelling home and keep your face protection in place. This will help to keep your uninfected and protect others if you are using shared or public transportation.
- 3. How to self-isolate.** Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

Visit the Government of Ontario's coronavirus website and see Section 11 for "How to self-isolate":
<https://www.ontario.ca/page/2019-novel-coronavirus#section-10>.

It is also strongly advised that all persons over 70 years of age and individuals with comprised immune systems self-isolate. This means that you should only leave your home or see other people for essential reasons. Where possible, you should seek services over the phone or internet or ask for help with essential errands from friends, family, or neighbours.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)
[Government of Canada](#)
[Public Health Ontario](#)

For more information visit ihsa.ca/COVID-19



Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure)

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? Coronaviruses are spread mainly from person to person through close contact. For example, in a household, workplace or health care centre. Some human coronaviruses spread easily between people, while others do not.

During the course of the day, your hands touch many surfaces. Once contaminated, your hands can transfer the virus to your eyes, nose, or mouth. From there, the virus can enter your body and make you sick.

What are the symptoms? Symptoms range from mild, like the flu and other common respiratory infections, to severe. The most common symptoms include:

- fever
- cough
- difficulty breathing
- fatigue

Complications from the 2019 novel coronavirus (COVID-19) can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

For more information visit ihsa.ca/COVID-19



Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure) con't

Controls

1. **Maintain physical distancing.** Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.
2. **Reporting illness.** At this time it is recommended that any worker who has any symptoms related to cold, flu, or COVID-19 be sent home.
 - Employers should advise anyone who begins to feel unwell (fever, new cough, or difficulty breathing) to return home and self-isolate immediately.
 - People who are self-isolating should seek clinical assessment over the phone; either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000. If you need additional assessment, your primary care provider or Telehealth Ontario will direct you.
 - If you need immediate medical attention you should call 911 and mention your travel history and symptoms.
 - Supervisors are to post contact information in a prominent location for all workers. Advise workers to call you if they or a family member is experiencing any of the symptoms linked to COVID-19. You can then let them know whether they should self-isolate instead of coming into work.
 - When a worker has tested positive and has removed themselves from the site, the supervisor shall remotely communicate with the worker to:
 - o Create a list of people that this worker could have been in direct contact with that day and, if possible, in previous days.
 - o Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms.
 - o Initiate immediate cleaning and disinfection of these locations, since they are potentially contaminated with the COVID-19 virus.
 - o Identify and create a list of tools and equipment that the worker was recently using. These are also potentially contaminated by the COVID-19 virus and need to be immediately cleaned and disinfected.
 - You may seek guidance on this matter from your local public health unit.
 - Remind the worker to minimize the risk of transmitting the virus by maintaining physical distancing practices and using proper coughing/sneezing etiquette while travelling home. This will help to keep areas they visit, as well as their vehicle, uninfected. It will also protect others if they use shared or public transportation.
 - Initiate and arrange for cleaning contaminated areas, tools, and equipment to ensure the appropriate isolation, cleaning, and disinfecting processes are followed.
 - Keep other personnel from accessing these areas until the cleaning and disinfectant products have achieved their contact time, as stated on the manufacturer's instructions.



Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure) con't

- **Ministry of Labour, Training and Skills Development reporting requirements.** Employers must [report all](#) known positive test results for COVID-19, to:
 - The Ministry (in writing) within four days
 - The joint health and safety representative
 - A trade union (if applicable)

How to self-isolate. Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

Visit the Government of Ontario's coronavirus website and see Section 11 for "How to self-isolate":
<https://www.ontario.ca/page/2019-novel-coronavirus#section-10>.

It is also strongly advised that all persons over 70 years of age and individuals with compromised immune systems self-isolate. This means that you should only leave your home or see other people for essential reasons. Where possible, you should seek services over the phone or internet or ask for help with essential errands from friends, family, or neighbours.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on construction facility hygiene during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? Coronaviruses are spread mainly from person to person through close contact. For example, in a household, workplace, or health care centre. Some human coronaviruses spread easily between people, while others do not.

Potential exposures for construction workers: On construction sites, workers could be exposed to infectious diseases through the following activities.

- Working in close proximity to others.
- Close contact with others during delivery of material and equipment.
- Exposure to contaminated areas in the cab when using a shared vehicle or piece of operating equipment.
- Touching possibly contaminated items during the course of the work, for example:
 - Tools and equipment
 - Construction materials and supplies
 - Pens when signing for pickups or deliveries
 - Electronic screens on devices like cell phones
 - Common surfaces such as handles on the entry door at facilities

For more information visit ihsa.ca/COVID-19



Guidance on construction facility hygiene during COVID-19 con't

Controls

1. **Maintain physical distancing.** Everyone in Ontario should be practicing physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.
2. **Clean-up facilities.** A well-maintained hand-washing facility helps eliminate infectious diseases and keeps workers safe from some of the toxic dusts and chemicals often found on construction sites. The constructor must provide the following:
 - Clean-up facilities equipped with no fewer wash basins than half the number of toilets.
 - Hot and cold running water where reasonably possible.
 - Either paper towels and waste receptacles or a hand dryer.
 - Soap and water or hand sanitizer that can be used without water and paper towels.

Note: Although this is a fact-specific determination to be made by an inspector at a workplace, it is the position of the Ministry of Labour, Training and Skills Development that clean-up facilities complete with hot and cold water (or warm water) are, as a general matter, reasonable to be provided by constructors in almost all construction projects, with the exception of long “mobile” projects, short-duration projects (less than one month), or very geographically remote projects where road access is not possible.

3. **Regular hand washing.** Hand washing helps remove viruses and toxic materials from the skin. This prevents workers from spreading infectious diseases, developing skin reactions and ingesting hazardous chemicals.
 - Workers must wash their hands after using the toilet; before eating, drinking, handling food or smoking; after coughing or blowing their nose; after contact with chemical agents.
 - If soap and water are not available, apply alcohol-based hand sanitizer and remove visible soiling with paper towel, then reapply alcohol-based hand sanitizer.
4. **Toilets.** An essential requirement to preventing the spread of germs on construction projects is access to toilets and clean-up facilities.
 - Provide (or arrange for) water-flush toilets that are connected to a sanitary sewer, or chemical-flush toilets that are not connected to a sanitary sewer.
 - Ensure that minimum numbers of toilets, as prescribed per number of workers regularly employed at the project, are provided. Also, ensure that separate facilities for female workers are provided, unless the facilities are intended to be used by only one worker at a time. (See Tables 1 and 2 for the number of toilets.)
 - Ensure that facilities are serviced as often as required.

Table 1: Determining the number of water-flush or non-recirculating chemical-flush toilets.

Number of workers regularly employed at the project	Minimum number of toilets
1-15	1
16-30	2
31-45	3
46-60	4
61 or more	4, plus 1 additional toilet for each additional group of 15 or fewer workers

Table 2: Determining the number of toilets that are other than water-flush or non-recirculating chemical-flush toilets.

Number of workers regularly employed at the project	Minimum number of toilets
1-10	1
11-20	2
21-30	3
31-40	4
41 or more	4, plus 1 additional toilet for each additional group of 15 or fewer workers

Resource: Section 28 - 30 of Ontario Regulation 213/91 prescribes the requirements for hygiene on construction projects.



Guidance on construction facility hygiene during COVID-19 con't

- 4. Stay home if you are feeling ill.** If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure you notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed.

There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illnesses will recover on their own. You should:

- Drink plenty of fluids.
- Get rest and sleep as much as possible.
- Try a humidifier or a hot shower to help with a sore throat or cough.

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement.

You should determine the following:

- Has the hazard been eliminated or the risk minimized appropriately?
- Is there a better way to control the risk?
- Is the control being used consistently and as planned? Monitor behaviour and practices, and your improvement over time.
- Continuously engage your workers, and communicate recommendations and adjustments with supervisors.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Also ensure sufficient supplies are readily available, adequate, and accessible.

For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007. Visit the Ontario Ministry of Health's website and taking their [self-assessment](#).

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on Tool Sharing (Hand Tools) Constructor/ Employer Procedure during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

The coronavirus disease (COVID-19) typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Each person touching a tool is a potential carrier. They may have picked up the virus from somewhere else, or may have early onset of the virus themselves and are not aware.

"Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days." — Public Health Agency of Canada



Guidance on Tool Sharing (Hand Tools) Constructor/Employer Procedure during COVID-19 con't

Controls

Proper hand washing helps prevent the transfer of the COVID-19 virus from surface to surface, and from the infected surface or material to the hands and then to other parts of the body—particularly the eyes, nose, and mouth. Hands that are visibly soiled or dirty should be washed with soap and water first. Sanitizing is less effective on soiled or dirty hands. Always cleanse your hands before touching your face or eating, or getting into your vehicle to go home, regardless of other precautions taken.

Cleansing the hand tools that workers will be touching will add another layer of protection. This is particularly important when tools are shared. The site's constructor should consider taking the lead and work with contractors to encourage consistent hygiene practices. The following are options to consider for minimizing exposure from using shared hand tools.

- Communicate worksite protocols for proper hygiene expected to be practiced to ensure all contractors and workers are aware of expectations.
- Plan for enough tools to be on site (as is practical) so each worker does not need to share.
- Identify commonly shared tools in some fashion, and store these in a separate toolbox.
- Provide a label with cleansing instructions at the toolboxes where hand tools are stored, and have washing supplies available for that toolbox.
- Recommend daily cleansing of unshared tools and regular cleansing of shared tools immediately after use throughout the day, and at the start of the day before use.
- Recommend use of gloves as practical.
- Personal clothing worn at work should also be treated as a potential source of exposure. Place work clothes into a bag before taking home to launder. Ideally, wash suspected clothing separately.

Regular tool cleansing when there is no suspected case of COVID-19 can be accomplished using a soap and water solution, or a commercially available disinfecting hand towel wipe, or by a disinfecting wash. Refer to the below recommendations on how to clean and disinfect tools and equipment. Read the manufacturer's instructions to prevent possible damage to the equipment and any required personal protective equipment (PPE) for the worker. Consider escalating the cleansing protocol in both the frequency and the disinfecting method when more people are expected to touch the tool.

When a worker has been discovered to have symptoms of COVID-19, the tools and equipment that the worker recently used should be isolated from further use, cleaned, and disinfected.

Isolate tools and equipment

- Identify tools and equipment that the worker was recently using.
- Isolate these tools and equipment for cleansing and disinfecting.
- Use PPE such as gloves and coveralls to move the tools and equipment, and wash or dispose of the PPE after use.

Cleansing and disinfecting

- The employer and constructor's protocols should identify who will clean and disinfect tools and equipment.
- As more is learned about the COVID-19 virus, new disinfection guidelines may become available that can specify how long the virus can live on surfaces, and if it is appropriate to set equipment aside for a period as a disinfectant procedure.



Guidance on construction facility hygiene during COVID-19 con't

How to clean and disinfect tools and equipment

1. Protect from the possible transfer of germs to yourself by wearing PPE. Wear PPE such as waterproof gloves for your hands and face shield and mask to protect your eyes, face, and mouth. Wear coveralls to protect your clothing.
2. Make sure all power is off and disconnected on power tools and equipment. Read the manufacturer's directions for cleaning to avoid possible damage from liquids and chemicals.
3. Clean surface with soap and water to remove all visible debris and stains, and some of the germs.
4. Follow labeled instructions and safety data sheets on all containers of cleansing products you use.
5. Many disinfecting products are available to buy; however, they may be difficult to obtain under extreme demand. You can make your own by mixing a water and bleach solution. Check the bleach manufacturer's recommendation for mixing ratios. To disinfect, typical recommendation is to allow surface to remain wet for 5-10 minutes. Rinse thoroughly, and air dry.
6. Remove disposable PPE and discard. Remove coveralls and place in a bag for washing in a bleach wash as per the bleach manufacturer's guidance.
7. Wash your hands after removing all PPE.

In addition to isolating and cleansing tools and equipment, inform new contractors and new workers of the protocols, and which tools and equipment are in isolation. Store enough cleaning and disinfecting solutions on site to deal with expected demand. Also, identify a number of workers that are competent to perform disinfecting protocols. If a worker unexpectedly does not show up for work, contact the worker to learn if they are self-isolating, and if so, enact your control measures to isolate and cleanse areas that may be affected.

Evaluate

- Verify that the controls are being followed consistently and as planned. Monitor behaviour and practices.
- Continuously monitor the necessary supplies and equipment needed to meet your control measures. Ensure sufficient supplies are readily available, adequate, and accessible.
- Review your process and identify any opportunities for improvements. Make revisions if new information becomes available that requires a change in process.
- Monitor your health for symptoms such as cough, fever, or difficulty breathing.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

Anyone who is concerned they may have been exposed to, or is experiencing symptoms of COVID-19, should start by visiting the Ministry of Health website and take their [self-assessment](#). They should contact their primary care provider or Telehealth Ontario at 1-866-797-0000. Do not call 911 unless it is an emergency.



Guidance on PPE (cleaning respirators) during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus COVID-19 spread? The virus typically spreads from person to person through coughing and sneezing, close contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes with unwashed hands.

Personal protective equipment (PPE) such as a respirator can help prevent the spread of this virus. Workers may be required to wear a respirator as part of the company's policy and procedures or as part of the controls from a job safety analysis (JSA) for the jobsite. Proper cleaning procedures must be followed to maintain the effectiveness of respirators.

If an employer requires workers to wear a respirator, the employer must have a respiratory protection program in place (O. Reg. 833, s. 9). This program must include instruction and training for cleaning and disinfecting the respirator.



Guidance on PPE (cleaning respirators) during COVID-19 con't

Controls

Proper cleaning, sanitizing, and/or disinfecting

It may be necessary to re-use elastomeric half-facepiece respirators or full-facepiece respirators to prevent transmission of microorganisms/coronaviruses to personnel. It is imperative you start with washing/sanitizing your hands prior to donning/doffing as well as during cleaning your respirator to avoid anything being transferred to your face or respirator.

Ensure that all workers have been trained on the proper procedures for cleaning and disinfecting respirators. An adequate supply of cleaning and disinfecting products should be made available for the sanitization of respirators.

Consider using the following general cleaning tips, which are included in the 3M Technical Bulletin referenced below:

- Cleaning is recommended after each use. Nitrile or vinyl gloves, as well as other PPE as indicated, should be worn during cleaning.
- Remove any filters or cartridges and discard them if applicable. Some respirators have a hard plastic case surrounding the filter media. These hard surfaces should be wiped down with a disinfectant. Facepieces may be further disassembled as necessary.
- As per the manufacturer's instructions, inspect facepieces to identify any damage or excessive wear. Repair or replace facepieces as necessary.
- Clean facepieces (excluding filters or cartridges) by immersing them in a warm cleaning solution and scrubbing them with a soft brush. Water temperature is not to exceed 120°F (49°C). Add neutral detergent if necessary. Do not use cleaners containing lanolin or other oils.
- Disinfect facepieces by soaking them according to the user instructions for the disinfectant being used.
- Rinse facepieces thoroughly with fresh, warm water.
- Air-dry facepieces in a non-contaminated area.
- Inspect and reassemble respirators as described in the user instructions.
- Wash or use disinfectant wipes to clean hands before putting respirator back on when returning from break or lunch.

NOTE: Respirator components may become damaged over time with prolonged or extended use of disinfecting products.

Proper use and application

- Follow the limitations of the respirator as per the manufacturer's instructions.
- Ensure proper fitting of the respirator as per the manufacturer's instructions.
- Ensure workers are following the proper policies and procedures for cleaning, maintenance, and use.
- Perform regular inspection and maintenance of the respirator. In the case of an air-purifying respirator, check for end-of-service-life indicators and establish change-out schedules for cartridges, canisters, or filters (pre- and post-use).



Guidance on PPE (cleaning respirators) during COVID-19 con't

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions that have been implemented.

- Use knowledge-based questions to confirm that workers understand the use, care, and cleaning procedures.
- Review your process regularly to identify any opportunities for improvement and to determine if:
 - All workers have been trained on cleaning and disinfection procedures.
 - Workers are donning/doffing and wearing their respirator correctly.
 - Workers have the opportunity to express any questions or concerns about the use of their respirator, and that their questions are answered.
 - Cleaning and disinfection supplies are adequate and available.
- Monitor the workers to ensure they are following the procedure to clean and disinfect the respirator.
- Continuously engage with your workers by communicating recommendations and adjustments with supervisors.
- Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures and ensure that sufficient supplies are readily available, adequate, and accessible.
- Monitor your health and the health of your workers for symptoms such as for cough, fever, or difficulty breathing. Refer to the Government of Canada Guidelines for more info.

If you are concerned that you may have been exposed to COVID-19, visit the Ministry of Health website and take the [self-assessment](#). If you are experiencing symptoms, contact your primary care provider or Telehealth Ontario at 1-866-797-0000. Do not visit a COVID-19 assessment centre unless you have been referred by a health care professional. Do not call 911 unless it is an emergency.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

References:

- [Cleaning and disinfecting 3M reusable elastomeric half and full facepiece respirators following potential exposure to coronaviruses](#) (3M Technical Bulletin, January 2020)
- [Respiratory protection](#) (Ch. 15 in IHSA's Construction Health and Safety Manual)



Guidance on handling and receiving packages (all persons at work or at home) during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Potential exposures to coronavirus while handling and receiving packages from couriers include:

- Receiving a physical package and being in close contact with the delivery person.
- Handling delivered packages and the cardboard or plastic packaging without personal protective equipment (PPE).
- Exchanging paperwork during delivery, as well as clipboards and pens.
- Sharing the scanning equipment keypad and stylus pen.



Guidance on handling and receiving packages (all persons at work or at home) **during COVID-19** con't

Controls

- 1. Maintain physical distancing.** Physical distancing means maintaining a distance of at least 2 metres (6 feet) or more between persons. By practicing physical distancing, you are less likely to be exposed to a respiratory virus.
- 2. Request a contactless delivery.** Contactless deliveries involve the delivery driver leaving the package on your doorstep.
 - When placing the delivery, select the contactless delivery option (if available) or include the request in the notes section of your order. This will indicate/request that no signing or proof of receipt is required.
 - Request the driver place the package down rather than handing the item directly to you to maintain physical distancing.
- 3. Avoid the use of shared materials.** Canada Post and many other delivery services have implemented policies where they no longer request signatures. However, there may be instances where proof of receipt (signature) is still needed. In these cases:
 - Use your own pen when signing for the delivery and avoid the use of shared pens.
 - If you are required to use a stylus or your finger to sign for receipt of the delivery, wipe down the keypad before use.
 - Wash your hands immediately after receipt of the package.
- 4. Open the package outside.** Studies have shown that the COVID-19 virus can live on cardboard, however, it does disintegrate quickly. To limit any potential contamination from the package:
 - Open the package outside of the delivery location.
 - Wear personal protective equipment (PPE) such as gloves when handling or opening the package.
 - Upon opening the delivery immediately dispose of the packaging and the used gloves.
 - Wash your hands immediately after cleaning and sanitizing the potentially exposed areas.
- 5. Clean and sanitize exposed areas.** If the package was brought into your home or place of employment:
 - Clean and sanitize any areas the package came into contact with such as table tops, counters, or floor area (where it was placed), etc.
 - Wear personal protective equipment such as gloves when cleaning and dispose of gloves afterward.
 - Wash your hands immediately after cleaning and sanitizing the potentially exposed areas.
- 6. Practise good hygiene.** Health Canada recommends following basic hygiene practices:
 - Wash your hands frequently with soap and water for at least 20 seconds.
 - If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
 - Sneeze or cough into a tissue and discard it or your elbow or sleeve.



Guidance on handling and receiving packages (all persons at work or at home) **during COVID-19** con't

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement.

Determine the following:

- Has the hazard been eliminated or the risk minimized appropriately?
- Is there a better way to control the risk?
- Is the control being used consistently and as planned (monitor behavior and practices)?
- Can improvements be made to your control procedures and changes implemented as required?

Continuously engage your workers, communicate recommendations and adjustments with supervisors.

Also, continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures, ensure sufficient supplies are readily available, adequate and accessible.

Stay home if you are feeling ill. If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure you notify your supervisor so that they are aware of the situation and can also notify others who may have been exposed.

For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007. Visit the Ontario Ministry of Health's website and taking their [self-assessment](#).

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on lunchroom practices during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

How does the coronavirus spread? The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Potential exposures on site lunchrooms: Lunchrooms are places where there is a potential for infected people to come into contact with others or contaminate surfaces.

Controls

The following controls should be considered:

- Maintain physical distancing. Physical distancing means maintaining a distance of at least 2 metres (6 feet) or more between persons.
- Restrict eating to clearly identified and dedicated eating areas. These areas should have handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Post physical distancing signage to remind workers to keep their distance.

For more information visit ihsa.ca/COVID-19



SCAN ME

Guidance on lunchroom practices during COVID-19 con't

- Ensure enclosed lunchrooms are well ventilated or only made available during inclement weather, if they are not well ventilated.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Ensure maximum limits are put on the number of people allowed in eating areas.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, etc.
- Clean and disinfect tables, microwaves, and other commonly handled items between workers' lunch shifts. Also, ensure that the means to clean and disinfect these devices between uses is provided.
- Where there are touch points such as door handles and water coolers, etc., paper towels should be provided to allow users to avoid skin contact.
- Organize chairs and stagger seating arrangement to maintain physical distancing, or have workers take lunch and coffee breaks outside.
- Remove garbage often.
- If air circulation is a concern, install negative air units and vents outside the lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid potential cross-contamination.
- Workers intending to take work clothing home should place the clothing in a plastic bag and not remove the clothing until it goes into the laundry to be washed (ideally separately).

Practice good hygiene. Health Canada recommends following these basic hygiene practices:

- Wash hands frequently with soap and water for at least 20 seconds.
- If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
- Sneeze or cough into a tissue and discard it, or into sleeve or shirt.

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement and continuously engage with your workplace parties to identify recommendations.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures, and ensure sufficient supplies are readily available, adequate, and accessible.

Ensure workers are monitoring their health for symptoms such as for cough, fever, or difficulty breathing. Refer to these [Government of Canada Guidelines](#).

If you are concerned that you or any worker may have been exposed to, COVID-19, please start by visiting the Ministry of Health website and taking their [self-assessment](#). Contact your primary care provider or Telehealth Ontario at 1-866-797-0000 if you are experiencing symptoms of COVID-19. Please do not visit an assessment centre unless you have been referred by a health care professional. Do not call 911 unless it is an emergency.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

For more information visit ihsa.ca/COVID-19



SCAN ME

Guidance on COVID-19 screening (checklist)

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

The coronavirus disease (COVID-19) typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

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 workplace parties to be vigilant, and that includes monitoring for symptoms of COVID-19 or risk factors people are bringing with them to contribute to the possible spread of the virus on a project.

In accordance with Public Health Ontario recommendations, workers and visitors who are exhibiting symptoms of COVID-19 are required to be in:

- [Self-Isolation](#)
- [Self-monitoring](#)

For more information visit ihsa.ca/COVID-19



Guidance on COVID-19 screening (checklist) con't

Controls

1. Before entering the site, any workers or visitors accessing the site should complete a health questionnaire. The purpose of the questionnaire is to verify that workers are free (to the best of their knowledge) of COVID-19 symptoms, as well as other related restrictions in accordance with Public Health Ontario recommendations.

Create an area to conduct the screening process. Include the following items:

- Prepare script with questions to ask
- proper signage informing workers of the process
- make alcohol-based hand sanitizers available at the screening table

Health Questionnaire: (Yes or No)

- a) Have you travelled outside of Canada in the last 14 days?
- b) Are you experiencing any symptoms of COVID-19 (e.g., shortness of breath, cough, sore throat, or fever)?
- c) Have you been in close contact with a person showing symptoms or tested positive for COVID-19?
- d) Have you been in close contact with a person with acute respiratory illness who has been outside of Canada in the last 14 days?

If a worker answers “YES” to any of the screening questions or refuses to answer, then they have failed the screening and cannot enter the site. It should be explained to the worker on the next steps, which include either contacting the local public health or telephoning Telehealth Ontario for further instructions at (866) 797-0000.

2. Workers who do not present a risk of COVID-19 transmission to others on-site will be allowed to enter the site after they have sanitized their hands.
3. Each day supervisors should prepare an electronic attendance list of workers by name and phone contact. In the event that there is a COVID-19 infection later, this information will be especially helpful in identifying potential exposures. Attendance lists are to be stored in accordance with privacy considerations.
4. Supervisors should monitor at the **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, using the Public Health Ontario [self-assessment](#).
5. Supervisors should provide an update on their workers' health to the constructor at the start of shifts. Any significant changes in attendance or health concerns should be immediately reported.
6. Supervisors should verify at **end 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 Public Health Ontario. The supervisor, through asking questions or observation, can do this.
7. Supervisors should provide an update on their workers' health to the constructor at end of shift. Any significant changes in attendance or health concerns should be immediately reported.



Guidance on COVID-19 screening (checklist) con't

Evaluate

1. Follow-up and evaluation are essential to ensure the effectiveness of the controls and solutions being implemented. Review your process and identify any opportunities for improvement:
 - Determine if the hazard has been eliminated or the risk minimized appropriately.
 - Determine if there is a better way to control the risk.
 - Monitor behaviour and practices to assess if the control is being used consistently and as planned.
 - Monitor improvement over time.
 - Continuously engage your workers and communicate recommendations and adjustments with management.
2. Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Ensure sufficient supplies are readily available, adequate, and accessible.
3. Monitor your health for symptoms such as cough, fever, or difficulty breathing.
4. If you are concerned that you may have been exposed to COVID-19, please start by visiting the Ontario Ministry of Health's website and taking their [self-assessment](#). Contact your primary health care provider or Telehealth Ontario at 1-866-797-0000 if you're experiencing symptoms. Please do not visit a COVID-19 assessment centre unless you have been referred by your healthcare provider. Do not call 911 unless it is an emergency.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on construction site trailers during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

The COVID-19 coronavirus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes. The amount of time the virus can survive on a surface varies by the surface type.

Office trailers on construction sites are typically places with high traffic volumes and gatherings, with many visitors entering and exiting throughout a shift. As such, surfaces in these office trailers can become potential sources of infection.

Controls

- **Keep touch surfaces clean.**
 - Identify and make a list of surfaces that are commonly touched by more than one person, such as tabletops, handrails, light switches, radios, etc. These surfaces will require regular cleaning and disinfecting. Be sure to identify surfaces that may require higher frequency cleaning, such as door handles and faucets.

For more information visit ihsa.ca/COVID-19



Guidance on construction site trailers during COVID-19 con't

- Conduct daily cleaning of hard, non-porous surfaces. Frequently disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc. Clean all touched surfaces as often as required throughout the day.
- Post the list of commonly touched surfaces (with their cleaning frequency identified) near the entrance to the trailer. The posting will raise awareness of potentially contaminated surfaces and it will serve as a cleaning guide for the trailer.
- **Control entry into the trailer. Consider creating a clean zone for your trailer's workspace with the following example measures:**
 - Keep the door locked to prevent access.
 - Put an upper limit on the number of personnel in the trailer to maintain physical distancing.
 - Open windows if practical to create air exchange.
 - Hold discussions outside the trailer, as practical.
- **Control contact inside the trailer.**
 - Have hand washing and disinfecting means just outside (preferable), or just inside the entry to the trailer to limit the transfer of germs by touch inside the trailer.
 - If possible, create a change zone at one end of the trailer for removal of overcoats, hard hats, gloves, etc. in this area, before proceeding further into the trailer.
 - Do not share keyboards, mouse, pens, or similar items.
 - Limit the sharing of documents. Consider using gloves to turn pages and/or creating individual copies for personal use.
 - Use PPE such as safety glasses and non-medical masks if more than one person must use the same trailer and physical distancing may be difficult.
 - Turn your head away from others when coughing or sneezing, and cover your mouth and nose with a sleeve or tissue.
 - Visitors in an office or trailer should not touch anything. Request they keep their hands in their pockets to help inadvertent touching. Disinfect anything touched by the visitor.
- **If the office trailer is also the lunchroom:**
 - Control eating times to maintain physical distancing. Stagger who and how many use the trailer at one time.
 - Individuals should follow hygiene practices and cleaning protocols created for the lunchroom. Post this in the lunchroom area. Co-workers should monitor each other and help ensure protocols are followed completely.
 - Ensure there is running water and cleaning material available in the eating area.
 - When cleaning the lunch table, choose products that both clean and disinfect (e.g., premixed store-bought disinfectant cleaning solutions and/or wipes).
- **Practice good hygiene. Health Canada recommends following these basic hygiene practices:**
 - Wash hands frequently with soap and water for at least 20 seconds.
 - If using hand sanitizers, they must be alcohol based (with greater than 60% alcohol) to be effective.
 - Sneeze or cough into a tissue and discard it, or sleeve or shirt.



Guidance on construction site trailers during COVID-19 con't

Evaluate

Follow-up and evaluation are essential to ensuring the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement and continuously engage with your workplace parties to identify recommendations.

Continuously monitor the necessary tools, supplies, and equipment needed to meet your control measures. Ensure sufficient supplies are readily available, adequate, and accessible:

- PPE (gloves and safety glasses)
- Access to soap and water or hand sanitizer
- Disinfectant wipes

Monitor your health and the health of your workers for symptoms such as for cough, fever or difficulty breathing. Refer to these [Government of Canada Guidelines](#).

If you are concerned that you may have been exposed to COVID-19, please start by visiting the Ministry of Health website and taking their [self-assessment](#). Contact your primary care provider or Telehealth Ontario at 1-866-797-0000 if you are experiencing symptoms of COVID-19. Please do not visit an assessment centre unless you have been referred by a health care professional. Do not call 911 unless it is an emergency.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)



Guidance on end of shift best practices during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

The coronavirus disease (COVID-19) typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

The virus could exist on surfaces such as hands and clothes, as well as personal items like lunch boxes, thermoses, safety glasses, etc. There is the potential of viral particles transferring from the workplace to your vehicle to your home. For example, viral particles could transfer from a surface at work to the steering wheel of your vehicle to the door handle of your home.

Advise workers not to report to work if they are exhibiting any of the COVID-19 symptoms.



Guidance on end of shift best practices during COVID-19 con't

Controls

Tips for ending the shift:

- Introduce staggered finish times to reduce congestion exiting the workplace and contact at all times.
- Monitor site access/exit points to enable physical distancing – you may need to change the number of access/exit points, either increase to reduce congestion or decrease to enable monitoring.
- At the conclusion of the work shift before workers leave the worksite, be sure to inquire if they have been experiencing any flu-like symptoms (cough, sore throat, nasal congestion) or have a fever.
- Remove or disable exit systems that require skin contact e.g. fingerprint scanners.
- Require all workers to wash their hands before leaving the site.
- Allow plenty of space (two metres) between people waiting to exit the site.
- Regularly clean common contact surfaces in reception, office, access control, and delivery areas (e.g. scanners, turnstiles, screens, telephone handsets, and desks), particularly during peak flow times like the start and end of shifts.
- Recommend all workers drive to and from work individually to avoid close contact in a shared vehicle.
- Recommend all workers source other means of transportation to avoid public transit (e.g. cycle, walk).
- Make sure all workers have appropriately removed and stored or disposed of any used PPE.
 - Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
 - Single use PPE should be disposed of so that it cannot be reused.
- Recommend all workers change clothes in the same location at home each day to avoid exposure of work apparel to multiple areas within your home (bedding, furniture, couch etc.).
- Advise workers to remove work clothes and place them in a bag to keep separate then wash with detergent prior to re-use.
- Remind workers to wash their hands before entering the home or as soon as they enter the home.
- Advise workers to continue to maintain physical distancing even while off-duty – this means maintaining a distance of at least 2 metres (6 feet) or more between persons. By practicing physical distancing, you are less likely to be exposed to a respiratory virus.
- Remind workers to limit the amount of face-to-face contact with others while off-duty and always avoid physical contact with people who have flu-like symptoms.
- Promote the continued regular and thorough hand-washing at home.

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement.

Determine:

- If the hazard has been eliminated or the risk minimized appropriately
- If there is a better way to control the risk
- If the control procedures are being used consistently and as intended – monitor worker behaviour and practices
- How improvements can to be made to your control procedures and implement changes as required



Guidance on end of shift best practices during COVID-19 con't

Monitor: Continuously engage with your workers, communicate recommendations, and make adjustments with supervisors.

- Monitor the tools, supplies and equipment required to meet your control measures, and ensure sufficient supplies are readily available, adequate, and accessible.

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

Anyone who is concerned they may have been exposed to, or is experiencing symptoms of COVID-19, should start by visiting the Ministry of Health website and take their [self-assessment](#).

They should contact their primary care provider or Telehealth Ontario at 1-866-797-0000. Please do not visit a COVID-19 assessment centre unless symptoms are present. Do not call 911 unless it is an emergency.



Guidance on on-site sanitation during COVID-19

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize hazards and assess risks

The coronavirus disease (COVID-19) typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Knowing how communicable diseases spread in the workplace is a key for prevention and control. The spread of infectious diseases can occur when:

- **An infected person coughs or sneezes within 2 metres (6 feet):** Many viruses transfer from person-to-person when droplets are inhaled into the lungs or land in the mouths or noses of people who are nearby.
- **Sharing objects such as work tools:** Many viruses are spread when an infected person touches a surface or an object, which is then used by another person. The virus is transferred to the second worker when they touch their mouth, nose, or eyes.
- **Personal hygiene supplies are inadequate:** This can include the lack of soap, water, and tissues in the workplace.
- **Sanitary conditions are poor:** This can include inadequate or poorly maintained washroom facilities.
- **Individuals have a compromised health status:** People are most contagious when they are symptomatic (i.e., experiencing a fever, cough, and/or shortness of breath). However, some spread might be possible before people show symptoms.

For more information visit ihsa.ca/COVID-19



SCAN ME

Guidance on on-site sanitation during COVID-19 con't

Controls

Clean and sanitize the jobsite. Continuous cleaning and disinfecting of workplace surfaces and providing adequate cleaning facilities are critical for reducing the spreading of infectious diseases.

Cleaning surfaces or objects with detergent, soap, and water is the first step. Cleaning does not necessarily kill germs but it can remove them and it lowers their numbers.

Sanitizing reduces germs on surfaces through a chemical process. Cleaning the surfaces or objects should occur before sanitizing.

Disinfecting destroys most germs on surfaces or objects by using chemicals. Disinfecting is recommended for spills of blood or bodily fluids. A simple disinfectant agent is a bleach solution, which is made by adding 1 cup (240 ml) of bleach to 5 gallons (18.9 l) of water.

How to clean surfaces and objects

To clean hard surfaces (such as stainless steel, floors, railings, light-switch plates, and doorknobs):

1. Follow the instructions on the label of the container and the safety data sheet (SDS) for any hazardous cleaning products.
2. Use chemicals in a well-ventilated area and NEVER mix cleaning chemicals.
3. Clean surfaces with soap and water to remove all visible debris and stains.
4. Rinse surfaces with clean water and wipe with a clean towel.
5. Sanitize surfaces or objects with sanitizing spray. You can make your own by mixing 5 ml of bleach with 750 ml of water.
6. Apply the disinfectant. To kill the virus, make sure the surface stays wet with the disinfectant for at least 10 minutes before wiping with a clean towel.
7. Rinse with water and allow surface to air dry.
8. Remove gloves, place in a trash bag, and discard.
9. Wash hands after removing gloves.

Evaluate

Follow-up and evaluation are essential to ensure the effectiveness of controls and solutions implemented. Review your process and identify any opportunities for improvement.

Evaluate your health

Stay home if you are feeling ill. If you detect symptoms, you should immediately distance yourself from others and go home. If possible, avoid using public transit. Ensure that you notify your supervisor so they are aware of the situation and can also notify others who may have been exposed.

Monitor your cleaning

- Monitor your supplies
- As you increase your frequency of cleaning and disinfecting, monitor your supply of disinfectant wipes, cleaning products, and PPE (i.e., gloves) to ensure that you have enough.
- Monitor the frequency and location of cleaning. This will ensure that all areas get cleaned and sanitized on a regular basis. Look for any overlooked areas.



Guidance on on-site sanitation during COVID-19 con't

Resources

Stay updated with daily government updates on COVID-19:

[Government of Ontario](#)

[Government of Canada](#)

[Public Health Ontario](#)

Anyone who is concerned they may have been exposed to, or is experiencing symptoms of COVID-19, should start by visiting the Ministry of Health website and take their [self-assessment](#).

They should contact their primary care provider or Telehealth Ontario at 1-866-797-0000. Please do not visit a COVID-19 assessment centre unless symptoms are present. Do not call 911 unless it is an emergency.



Best practices - Responding to a suspected COVID-19 exposure

Workplace responsibilities for the employer in the construction industry

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize and assess hazards

Review your COVID-19 protocols before an incident happens. Make sure your procedures clearly state that if employees are not well or experiencing any symptoms, they must stay at home and self-isolate to prevent exposure or risk to other employees and the general public. Ensure your policy has established appropriate response protocols that can be followed.

Identify controls

Plan ahead to prevent the potential transmission of the virus between workers. Have washroom facilities available for all workers to wash their hands. Plan work and work crews to facilitate physical distancing where possible and use PPE where distancing might not be practical.

Upon learning of a suspected case of COVID-19, you should ensure the supervisor has implemented the protocols for responding to the situation.



Best practices - Responding to a suspected COVID-19 exposure

Workplace responsibilities for the employer in the construction industry con't

As the employer, you and the constructor both share responsibilities to protect workers on a project and should work together. To this end, the response should include the following measures:

- Ensure that the supervisor is aware of and understands workplace policy and protocols that should be implemented on-site regarding COVID-19.
 - Ensure the supervisor has requested that the worker with suspected COVID-19 leave the workplace immediately, return home, self-isolate as recommended by public health officials, and seek medical advice.
 - Advise the worker of any assistance available for workers in self-isolation.
 - Advise your supervisor about how and what they may say to workers who may have come into contact with the suspected case, taking into consideration confidentiality issues. You may seek guidance on this matter from independent legal counsel and your local public health unit.
 - Have the supervisor conduct a risk assessment for workers who have worked closely with the potentially affected employee. Supervisors should be encouraged to enable workers who may have been exposed to take precautions to protect themselves as appropriate by watching for symptoms and possibly by removing themselves from the workplace for at least 14 days or until COVID-19 is ruled out. Determining if these other workers were exposed is dependent on the circumstances of the work process and interactions with the potentially affected employee. When the exposed workers are not direct employees, this will require communicating with the constructor and other employers.
 - Ask that the supervisor identify locations where the potentially affected worker had recently been and determine how to address decontamination. Advise other potentially affected workplace parties, and close off potentially infected areas. Inform the constructor of areas of common use. Take steps to ensure the cleanliness of the workplace where this worker was working.
 - Identify tools and equipment that the potentially affected worker had recently been using and determine how to address decontamination. Ensure other workers do not use these tools until they have been sanitized. Isolate the tools until cleaned.
- Your protocol for COVID-19 should identify who will be responsible to arrange and oversee any cleaning of tools or surfaces with which the affected worker came in contact.
- If you are notified by public health of a positive COVID result, support and provide information to public health officials to enable the contact tracing process.
- Fulfill Ministry of Labour, Training and Skills Development reporting requirements for infectious disease.



Best practices - Responding to a suspected COVID-19 exposure

Workplace responsibilities for the employer in the construction industry con't

Evaluate

Review your protocols on a regular basis. Ensure your supervisor and the workers are aware of their responsibilities to identify, report, and manage suspected cases of exposure to COVID-19. Reinforce your protocols if you find knowledge is lacking on the processes you have put into place.

Look for opportunities to improve your policies or procedures/protocols by continuing to follow advice of Public Health officials in your area.

Ensure the worker is aware of their responsibility to self-isolate and seek clinical assessment, either through Telehealth Ontario (1-866-797-0000) or by calling their primary care provider. If additional assessment is needed, their primary care provider or Telehealth may direct them to receive in-person care options. For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007.

Keep in contact with the worker about their health and ask to share any test results they have regarding confirmation of COVID-19. You may need to share the confirmation of COVID-19 with other workers that were sent home due to this exposure or, if permitted by health officials, inform the other workers they can end their self-isolation.



Best practices and workplace responsibilities for the constructor in the construction industry responding to a potential COVID-19 exposure

Overview

This is not a legal document and employers are advised to seek legal advice.

Employers and constructors have obligations 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 their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

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, employers have the duty to keep workers and work sites 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 of the employer or constructor 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.

Recognize and assess hazards

As the constructor of a project, you have responsibilities for the health and safety of not only your direct employees but to all workers on the project. As such, an absence of clear and concise protocols regarding COVID-19 leaves you and your project at significant risk of infection and total shut down.

Your risk associated with COVID-19 as the constructor extends through your various employers, sub-contractors, sole-proprietors, suppliers and inspectors, whether they are directly working, delivering materials, or visiting the project.



Best practices and workplace responsibilities for the constructor in the construction industry responding to a potential COVID-19 exposure con't

Identify controls

Create and communicate policies addressing the following:

- Signs and symptoms of COVID-19
- Communicating the reporting of signs and symptoms to the constructor
- Assessment of workers entering the project (implementation of worker questionnaires)
- How social/physical distancing will be accomplished
- Special work scheduling requirements
- Site sanitization and hygiene

Plan ahead to prevent the potential transfer of the virus between workers.

- Survey all workers entering the site if they have travelled within last 14 days, been exposed to COVID-19 or have symptoms of COVID-19 exposure. Ensure any worker with a positive response immediately leaves site and recommend the worker self-isolates, as noted below.
- Have washroom facilities available for all workers to wash their hands.
- Plan work and work crews to facilitate social distancing where possible, and use PPE where distancing might not be practical.
- Ensure sanitizing protocols are in place and implemented as required (based on size of workforce, use of an area, etc.)

Upon learning of a suspected case of COVID-19, you should ensure that all supervisory personnel on the project have implemented the protocols for responding to the situation.

- You and the employers or sub-contractors on your project share similar responsibilities to protect workers on a project and you should work together. The response can include the following measures:
 - Reach out to the employer of the potentially affected worker to learn what measures are being taken and ensure they address your protocol requirements.
 - Ensure all potentially affected workers and visitors who may have been in direct contact with the worker with suspected COVID-19 have been informed and asked to stay home and self-isolate if appropriate. The constructor has oversight of all workers on a project, and is responsible to address this with visitors and other trade workers that are not under the direct control of the potentially affected worker's employer.
 - Advise your supervisor about how and what they may say to workers who may have come into contact with the suspected case, taking into consideration confidentiality issues. You may seek guidance on this matter from independent legal counsel and your local public health unit.
 - Ensure the locations where the potentially affected worker had been are cleaned and disinfected as appropriate for the circumstances. The COVID-19 virus could potentially contaminate these locations.
- Additional measures the constructor should consider taking include:
 - Communicate with onsite personnel that a suspected case of COVID-19 has been identified and post this information for all workers to see, in case they are not present for the initial communication.
 - Advise workers to be cautious and to stay home and self-isolate if they begin to experience symptoms.
 - Post updated notices regarding financial assistance for workers who might be directed to self-isolate due to COVID-19. This may encourage workers to be more forthcoming with their symptoms if they know there is some help to deal with the isolation and lost income.
 - Post and communicate any policies and protocols the jobsite is following for the protection from COVID-19.



Best practices and workplace responsibilities for the constructor in the construction industry responding to a potential COVID-19 exposure con't

Evaluate

Review effectiveness of policies, procedures, or project protocols on a regular basis – adjust when gaps are identified or conditions change. Communicate any changes to workplace parties throughout project and ensure suppliers and inspectors are included in the communication.

Look for opportunities to improve workplace procedures and requirements – assess if there are any bottlenecks with respect to workers congregating in areas (around personnel hoists and elevators, or at break times). Continue to monitor Public Health advisories or other changes to protocols that must be implemented given new information.

Ensure all workers are clear in their responsibility to self-isolate and seek clinical assessment over the phone – either through Telehealth Ontario or by calling their primary care provider's office. If additional assessment is needed, their primary care provider or Telehealth may direct them to receive in-person care options. For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007.

Keep in contact with the employer about the worker's health and ask to share any test results they have regarding confirmation of COVID-19. You may need to share the confirmation of COVID-19 with other workers or employers that were sent home due to this exposure or, if permitted by health officials, inform the other workers they can end their self-isolation.





Canadian
Construction
Association

COVID-19 - Standardized Protocols for All Canadian Construction Sites

Version 4
April 16, 2020

For inquiries: Contact Zack Mullins
at zmullins@cca-acc.com

TABLE OF CONTENTS

<u>Standardized Protocols for All Canadian Construction Sites</u>	<u>1</u>
<u>Prevention measures</u>	<u>1</u>
<u>Communication and awareness</u>	<u>1</u>
<u>Business-related travel</u>	<u>2</u>
<u>Working remotely</u>	<u>2</u>
<u>Access and movement to/from construction site</u>	<u>2</u>
<u>Monitoring the status of workers</u>	<u>2</u>
<u>Construction site and site trailer cleaning protocols</u>	<u>2</u>
<u>Limiting and removing internal touch point areas</u>	<u>3</u>
<u>Compartmentalization</u>	<u>3</u>
<u>Site operation</u>	<u>3</u>
<u>Deliveries</u>	<u>4</u>
<u>Work in occupied spaces</u>	<u>4</u>
<u>Protocol auditing</u>	<u>4</u>
<u>Other</u>	<u>4</u>
<u>Detection measures</u>	<u>4</u>
<u>Screening at entry of construction site</u>	<u>4</u>
<u>Response measures</u>	<u>5</u>
<u>Possible cases of COVID-19</u>	<u>5</u>
<u>Response plans</u>	<u>5</u>
<u>Other</u>	<u>5</u>

COVID-19 - STANDARDIZED PROTOCOLS FOR ALL CANADIAN CONSTRUCTION SITES

The Standardized Protocols for All Canadian Construction Sites outlines the best practices for construction sites in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection and response measures, will minimize the impacts of the crisis and ensure business continuity in the construction industry. This is not a legal document. Some provinces and municipalities have implemented stricter measures than those found in this document, and contractors are responsible for compliance with the rules, regulations and practices required by the applicable authorities. At the end of this document, there are links to information from some of our partner associations and other industry stakeholders that are further tailored to province specific requirements.

The objectives of the Standardized Protocols are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from federal, provincial, and municipal public health authorities to construction site procedures;
- Establish and maintain a common COVID-19 Pandemic Response Plan across construction sites; and
- Foster open communication amongst stakeholders and ensure a respectful work environment.

Standardized Protocols for All Canadian Construction Sites

Prevention measures

Communication and awareness

- Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities and self-identification screening tools.
- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease Control and Prevention:
 - o Avoid touching eyes, nose and mouth with unwashed hands;
 - o When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
 - o Non-medical face-coverings (such as homemade cloth masks) should be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with



the guidelines provided by PHAC, found here: canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html;

- o Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE);
- o Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.;
- o Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
- o Avoid common physical greetings, such as handshakes;
- o Maintain a minimum physical distance of two metres from others; and
- o Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

Business-related travel

- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- All individuals returning from out of country must undergo a 14-day self-isolation period, as mandated by the federal government and outlined here: canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html.
- As some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

Working remotely

- Where practical, all office employees supporting a project work remotely. Meetings are held through teleconferencing or videoconferencing.

Access and movement to/from construction site

- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Additional parking arrangements are made as required.
- Entry and exiting of the worksite is monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end.
- All non-essential individuals are not permitted access to the site.

Monitoring the status of workers

- Detailed tracking of worker's status on-site and off-site are kept at all time (e.g. fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily, with their privacy maintained.
- Records are kept of which individuals work together and when.

Construction site and site trailer cleaning protocols

- All offices and jobsites implement additional cleaning measures of common areas. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations.



- Additional sanitary measures are implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per PHAC's recommendations here: canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html.

Limiting and removing internal touch point areas

- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar. Means to clean and disinfect such devices between uses is provided.
- Limit use of common pens for sign-in sheet to construction site.
- Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- Remove doors/door handles - Look at all reasonable opportunities to remove them.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

Compartmentalization

- The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact.
- Freight elevators are operated/occupied by only one individual at a time or where feasible, by respecting the minimum physical distancing guidelines.

Site operation

- The number of in person meetings is minimized. If required, meetings should involve only necessary individuals and include six people or fewer. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.



- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close-proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.
- Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another. Enclosed lunchrooms are only made available during inclement weather.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Deliveries

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

Work in occupied spaces

- When working in spaces currently occupied (e.g. private residences), the minimum physical distancing with any occupants is strictly enforced. Where possible, workers and occupants are segregated in different rooms.
- Non-emergency work should not be done in any occupied spaces where an occupant is suspected to have contracted COVID-19 or is under self-isolation (per the directions of the applicable authorities). Emergency work can be carried out provided workers are equipped with nitrile gloves, Tyvek suits or coveralls, and facial/respiratory protection.
- Hands and tools are thoroughly cleaned before entering the workplace and after leaving, and any surfaces or equipment in the occupied space are disinfected before work is done on them.

Protocol auditing

- Contractors are to conduct periodic audits (frequency to be determined based on a project scale and scope) to verify that the appropriate measures have been implemented and are maintained.

Other

- Any other measures deemed to increase the safety or limit the propagation of the virus.

Detection measures

Screening at entry of construction site

- Before entering the site, individuals must confirm that:
 - They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
 - They have not returned from outside of Canada within the past 14 days;
 - To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and



- o They have not been working on a site that was shut down due to the virus.

Responses are to be kept private and treated as sensitive medical information.

- Individuals who are at increased risk of serious illness (due to age, pregnancy or other medical condition) are not to be permitted on site.
- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.

Response measures

Possible cases of COVID-19

- Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:
 - o Not come to work;
 - o Contact their supervisor and/or human resources department;
 - o Stay at home and self-isolate; and
 - o Contact local health authorities for further direction.

Such individuals are required to follow the directions of the local health authority and may not return to work until given approval by the proper health authorities.

- Individuals who begin to display flu-like symptoms on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo self-isolation as directed by the local health authority..
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

Response plans

- All contractors are to complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.

Other

- Refer to canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html for the latest information.

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures.



For province specific guidance, please review the resources linked below. Questions on province-specific health and safety matters can be directed to the listed contacts.

British Columbia

British Columbia Construction Association

bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf

BC Construction Safety Alliance

Mike Mckenna, Executive Director mmckenna@bccsa.ca

Tammy Oliver, Senior Director toliver@bccsa.ca

Alberta

Alberta Construction Association

albertaconstruction.net/wp-content/uploads/2020/04/PANDEMIC-PLANNING-FOR-THE-CONSTRUCTION-INDUSTRY.pdf

Alberta Roadbuilders and Heavy Construction Association

279e5ecb-ae4a-4a97-bda5-1b2fe77f0894.filesusr.com/ugd/77f1bc_683524748e3c482aac8a8f59e5a86218.pdf?index=true

Alberta Construction Safety Association

Dan MacLennan, CEO dmaclennan@youracsa.ca

Tammy Hawkins, COO thawkins@youracsa.ca

Saskatchewan

Saskatchewan Construction Association

scaonline.ca/third-party-information-bulletins.html

Saskatchewan Construction Safety Association

Thomas Archer, VP of Operations thomasa@scsaonline.ca

Collin Pullar, President collinp@scsaonline.ca

Heavy Construction Safety Association of Saskatchewan

Al Goldstone, Safety Director alg@hcsas.sk.ca



Manitoba

Winnipeg Construction Association
togetherwebuild.ca/

Construction Safety Association of Manitoba

Sean Scott, Executive Director sean@constructionsafety.ca
Derek Pott, Director of Operations derek@constructionsafety.ca

Manitoba Heavy Construction Association

Don Hurst, Director don@mhca.mb.ca

Ontario

ORBA / OGCA / RESCON / OSPE / OHBA

orba.org/wp-content/uploads/2020/03/ORBA-branded-COVID19-resource-and-best-management-practices-document-Final.pdf

Infrastructure Health & Safety Association

Enzo Garritano, President egarritano@ihsa.ca
Paul Casey, Vice President pcasey@ihsa.ca

Quebec

L'Association de la construction du Québec

acq.org/coronavirus/sante-securite-du-travail/

ASP Construction

Sylvie L'Heureux, Executive Director slheureux@asp-construction.org

New Brunswick

New Brunswick Construction Association

nbcsa.ca/wp-content/uploads/2020/04/Construction-Site-COVID-19-Prevention-Procedures.pdf

New Brunswick Construction Safety Association

Roy Silliker, CEO rsilliker@nbcsa.ca
Shelley Poirier, Senior Safety Advisor spoirier@nbcsa.ca



Nova Scotia*Construction Association of Nova Scotia*cans.ns.ca/covid-19-managing-covid-19-on-the-worksite/*Construction Safety Association of Nova Scotia*

MJ MacDonald, CEO

[m macdonald@constructionsafetyns.ca](mailto:mjmacdonald@constructionsafetyns.ca)

Damon Alcock, Chief Safety Officer

dalcock@constructionsafetyns.ca**Prince Edward Island***Construction Association of PEI*capei.ca/member_access/LiveEditor/images/Public%20Health%20Order%20-%20March%202020.pdf**Newfoundland and Labrador***Newfoundland and Labrador Construction Association*nlca.ca/critical-information-covid-19/*Newfoundland and Labrador Construction Safety Association*

Jackie Manuel, CEO

jmanuel@nlcsa.com**Yukon***Northern Safety Network Yukon*

Sheila Sergy, Executive Director

sheila@yukonsafety.com**Northwest Territories and Nunavut***Northern Construction Safety Association*

Chris Johnston, Executive Director

chris@nsa-nt.ca