



Pandemic Policy

Pandemic Policy			Endorsement
Effective Date: May-20	Revision Date: May 7, 2020	Replaces: Mar-20	

Objective

To ensure that protective measures are taken to ensure workers do not inadvertently become exposed to harmful infections during a pandemic crisis and to ensure that workers who may be carrying the infection, do not come to work and expose their co-workers to the infection.

Policy

At Dolyn Construction we are committed to ensuring the health and safety of our workers. We are aware that the world has changed around us. The construction industry has been deemed an essential service and may continue to work as we struggle with this pandemic. We are prepared to take preventative measures solely for the protection of our workers against infection.

Scope

This policy will apply to all Dolyn Construction Worksites and Workplaces.

Responsibilities

Management

- Take every precaution possible ensure workers are not at risk of being infected.
- Where possible, limiting work areas to one trade at a time.
- Require two metres of physical distancing between workers on sites and in meetings, wherever possible.
- Ensure workers have adequate access to washrooms and that they are routinely, rigorously and regularly cleaned with disinfectant.
- Provide visible directions to where people can wash their hands.
- Encouraging regular hand washing and the use of hand sanitizers.
- Provide training on health issues of the virus to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Communicating information with non-English speaking employees or those with disabilities will be considered
- Communicate this policy, site-specific plans and expectations with employees.
- Communicating information with non-English speaking employees or those with disabilities. Encouraging
- workers to stay at home when ill, when having to care for ill family members, or when caring for children when schools close, without fear of reprisal.
- In the event that a worker presents signs or symptoms of the illness, they will be sent home, encouraged to self-isolate and will not be allowed to return to site for a minimum of 15 days.
- Encouraging workers to adhere to directives/advisements from Public Health Agencies, National Government, Ministry of Health, Provincial Governments or other authorities having jurisdiction. Where
- available, the company will post or make available to our workers, information concerning the source of the pandemic and preventative measures that can be taken.
- Where possible, commonly touched surfaces or areas, i.e. hoist controls, door handles etc. will be disinfected as necessary.
- Encourage workers not to share hand tools where possible. If not possible, the tools should be sanitized.
- Stagger breaks at different times and in different locations to avoid groups of workers assembling.



- Where possible, try to arrange work so that it does not have to be done with a co-worker(s).
- Ensure all workers complete the site pandemic orientation, when required, either on-line or face-to-face with a representative of the constructor, and visibly display on their hard hat, the provided sticker indicating they have completed the orientation, when required.
- Ensure workers participate in and provide truthful answers, to the constructor's screening process, when required.
- Ensure un-authorized and non-essential persons are not granted access to sites without prior authorization from the constructor.
- Ensure the constructor's disinfection procedures are being strictly adhered to. Do not allow workers to commence work, or to continue working if this schedule is not followed.
- Notify all employees, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.
- Submit a copy of this policy to the constructor.

Supervisor

- When required, email the site's designated email address upon their team's arrival to the site. The site contact information will be posted on the exterior site office door.
- Ensure un-authorized and non-essential persons are not granted access to sites without prior authorization from the constructor.
- Where possible, ensure workers follow staggered start and finish schedules required by the constructor.
- Ensure the constructor's disinfection procedures are being strictly adhered to. Do not allow workers to commence work, or to continue working if this schedule is not followed.
- Encourage workers to avoid touching any hard surfaces not directly related to their work.
- Where reasonably practical, keep all interior doors open in order to avoid regular touching and contact.
- Ensure workers assess the number of workers already present in the area they must do work in, and maintain physical distancing of two metres. All workers must respect the maximum allowable individuals at any given time i.e. two people per floor and five people maximum on the site.
- Ensure workers performing tasks where two metres of physical distancing is not possible report to their supervisor.
- Ensure workers read and obey all signage concerning the pandemic.
- No signatures or transfer of toolbox talk documents are allowed. The supervisors will attest as to who was present at the time of the talk.
- Where possible, consider different methods of information communication such as:
 - Recorded videos distributed via email.
 - Hold meetings in open spaces.
 - Virtually meetings held on-line
- Where possible, consider different methods of meetings such as:
 - Phones or text
 - Email
 - Video chats

NOTE: In-person meeting may only take place if physical distancing guidelines (two metres of separation) are complied with.

- Notify all employees, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.



Workers

- Follow the direction of management related to this policy.
- Wear and maintain PPE in good working order.
- Report hazards
- Report areas where the site-specific safety measures are not being followed
- Stay home if you are feeling ill and self-quarantine or ensure testing for infection. If the test returns, positive, stay home and self-quarantine for a minimum of two weeks.
- Adhere to directives/advisements from Public Health Agencies, National Government, Ministry of Health, Provincial Governments or other authorities having jurisdiction.
- If you have questions requiring this policy, ASK YOUR SUPERVISOR
- Complete the site pandemic orientation, provided by the constructor, and when applicable, visibly display, on your hard hat, the provided sticker indicating you have completed the orientation.
- When required, participate in and provide truthful answers, to the constructor's screening process
- Where implemented, follow the staggered start and finish schedule provided by the constructor.
- Ensure the constructor's disinfection procedures are being strictly adhered to. Do not commence work, or to continue working if this schedule is not followed.
- Avoid touching any hard surfaces not directly related to your work.
- Where reasonably practical, keep all interior doors open in order to avoid regular touching and contact.
- Assess the number of workers already present in the work area and maintain physical distancing of two metres. Respect the maximum allowable individuals at any given time: two people per floor and five people maximum on the site.
- When performing tasks where two metres of physical distancing is not possible report to your supervisor.
- Where possible, avoid signing/documenting on sheet which have the potential to be handled by a number of persons. i.e. do not sign or transfer safety talk documents. The supervisors will attest as to who was present.

Constructor

- Ensure that everyone entering the site (all workers and trades) only enter and exit the job site through the designated points.
- Identify access routes with signage that is easily visible.
- Ensure all other entrance and exit points will be blocked off and not used.
- Ensure all workers entering a site complete the pandemic orientation and provide a sticker to participants to be worn on their hard hats indicating they have completed the orientation.
- Maintain and share a daily list of all workers on site and their cellphone numbers in the event of any news or information that must be communicated immediately.
- It is the responsibility of the constructor to provide:
 - Adequate hand washing stations available and ready for use while construction is ongoing.
 - Post location of hand washing facilities
 - Ensure soap is replenished as required
 - Ensure paper towels are replenished as required
 - Ensure garbage is collected regularly and disposed of in provided garbage bin
- It is the responsibility of the constructor to ensure:
 - An adequate number of washrooms available to provide for the implementation of this policy.
 - Washroom facilities are kept clean and sanitized to provide for the implementation of this policy.
- Notify all trades, if and when, a confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.



Pandemic Job Hazard Assessment

Hazards	Rank	Control	PPE & Safety Devices
Illness due to cross Contamination	A → C	<ul style="list-style-type: none"> ● Practice Social Distancing by keeping 2m between yourself and others. ● Prepare documented specific procedures for work tasks where social distancing is not possible. ● Provide a copy of the documented specific procedures to the constructor. ● Work is not to proceed until a written copy of the documented specific procedures are provided to the constructor. ● Workers required to break the 6 foot social distance barrier must wear face masks and gloves at all times as a minimum requirement. ● Disinfecting phones, tablets and computers regularly. ● Do not share paperwork, tablets or phones. ● Do not share tools unless they are sanitized before use by another person. ● Equipment commonly touched surfaces should be sanitized before each use. ● No shaking hands, fist pumps or high fives are to be exchanged between workers. ● No unnecessary visitors to be allowed on site. ● Always follow the employer and constructor policy and procedures. ● Ensure workers have adequate access to washrooms and that they are routinely, rigorously and regularly cleaned with disinfectant. ● No sharing of phones/radio etc. unless fully sanitized before transfer. 	Gloves Face masks Hand sanitizer Sanitizing wipes Paper towels in a dispenser. Hand soap
Illness due to the introduction of the virus to the workplace	A → C	<ul style="list-style-type: none"> ● Workers who meet any of the following criteria, should not and will not be allowed on the project. <ul style="list-style-type: none"> ● Exhibiting symptoms - cough, sneezing, fever, breathing difficulties. ● Has recently been in contact with an infected person(s). ● Has travelled outside of Canada in the past 14 days ● Workers meeting any one of the criteria above, will remain home and self - isolate for a minimum of two weeks and must be showing no signs or symptoms of the virus, before being fit to return to the workplace. 	
Illness due to poor hygiene	A → C	<ul style="list-style-type: none"> ● Cough into your sleeve ● Sneeze into a tissue ● Minimize face touching ● Thorough and frequent hand washing for a minimum of 20 seconds. ● In the event that soap and water is unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol ● Wash hands: <ul style="list-style-type: none"> ● Prior to your shift ● Before and after eating, drinking or smoking ● After using the washroom facilities ● After handling any tools or materials that may be contaminated ● At the end of shift before leaving the work site ● Disinfecting phones, tablets and computers regularly. ● Do not share paperwork, tablets or phones. 	
Illness due to shared travel	A → C	<ul style="list-style-type: none"> ● Whenever possible, workers should travel in separate vehicles. ● When workers are required to travel together: <ul style="list-style-type: none"> ● Face masks and gloves are to be worn at all times. ● Commonly touched surfaces should be sanitized often. 	



Procedures

Fit for Duty

No worker who falls into one or more of these categories will be allowed on any site

- If you are experiencing one or more of the following symptoms:
 - Fever, cough, sneezing or sore throat
 - Mild to moderate shortness of breath
 - Inability to lie down because of difficulty breathing
- Has been in close contact with a person who has seen a doctor and has been diagnosed with the virus while the individual was ill.
- Has travelled outside of Canada in the past 14 days or has been ordered to self-isolate since returning.

Any worker experiencing virus symptoms listed above should contact Telehealth Ontario at 1-866-797-0000 and perform the assessment, follow their directions and self-isolate for 14 days.

Any employee, subcontractor and or their employees, developing symptoms while at work must leave the work site immediately and notify the supervisor of their departure.

Confirmed Case of Infection

In the event of a confirmed case of infection on a worksite, we will work with the respective health authority to ensure appropriate measures are implemented as well as communicate with the affected employees.

Physical Distancing:

- Maintain a minimum of two metres distance from each other and avoid person-to-person contact.
- Non-essential physical work that requires close contact between workers should not be carried out.
- Where two meters physical distancing is not possible, report to the supervisor.
- Two metres of physical distancing between each person must continue to be maintained during delivery of products.
- No signatures or transfer of delivery documents is allowed.

Hygiene:

- Cough into your sleeve
- Sneeze into a tissue
- Minimize face touching
- Through and frequent hand washing for a minimum of 20 seconds.
- In the event that soap and water is unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol
- Wash hands:
 - Prior to your shift
 - Before and after eating, drinking or smoking
 - After using the washroom facilities
 - After handling any tools or materials that may be contaminated
 - At the end of shift before leaving the work site
- Disinfecting phones, tablets and computers regularly.
- Do not share paperwork, tablets or phones.



PPE:

- Wearing gloves is recommended during the use of all tools and equipment.
- It is recommended that all workers use their own tools and sanitize these tools before each use.
- When sharing of tools is necessary, they are to be sanitized prior to, and after each use by the last user.

Heavy Equipment:

- Equipment should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.

Vehicles:

- Vehicles should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.
- Wherever possible, workers when traveling, should respect physical distancing measures by:
 - Driving alone
 - Avoid touching common surfaces.
 - When driving with another person(s) is required, all parties will wear face mask and gloves.

Site Trailers:

In the event there is a company site trailer on site, the following precautions will be taken:

- Access doors will remain closed and locked. Signage listing contact information will be posted on each access door.
- No gatherings are permitted in site offices including meetings, breaks and lunches.
- All common hard surface areas and shared equipment i.e. printers will be sanitized/cleaned continuously throughout the day.
- While in the site office all individuals must stand a minimum of two metres distance from each other at all times.
- Common water coolers, coffee machines, kettles, microwaves or any shared kitchen appliances will not be allowed. Employees are encouraged to use their own water bottle.
- No communal food (donuts, cookies, pizza lunch, etc.) are permitted.

Lunchrooms:

In the event there is a common facility used for breaks or lunches, the following precautions will be taken:

- The facilities will be closed and remain closed until re-opening is authorized by management.
- Signage declaring "Lunchroom Closed" is to be posted on the exterior door
- Take breaks alone or with one other person and maintain a distance of two metres from one another.
- Weather permitting, eat lunches in open air spaces and not in the worksite.
- Discard rubbish into provided garbage bins.
- Do not "share" food items or beverages.
- No communal food (donuts, cookies, pizza lunch, etc.) are permitted.



Enforcement:

Workers found in a position of non-compliance to this policy, will be subject to disciplinary action as outlined in the Dolyn Construction Disciplinary Policy which may include termination.

Misinformation and rumors are a concern during any pandemic because they can heighten fear and create greater uncertainty. It is important to take time to identify, share and rely on trusted sources for the latest information as the situation evolves. At Dolyn Construction we will continue to do our best to provide you with current and accurate information regarding this crisis and we will take all necessary safety measures to provide for the safety of the worker, their family and friends and society in general.