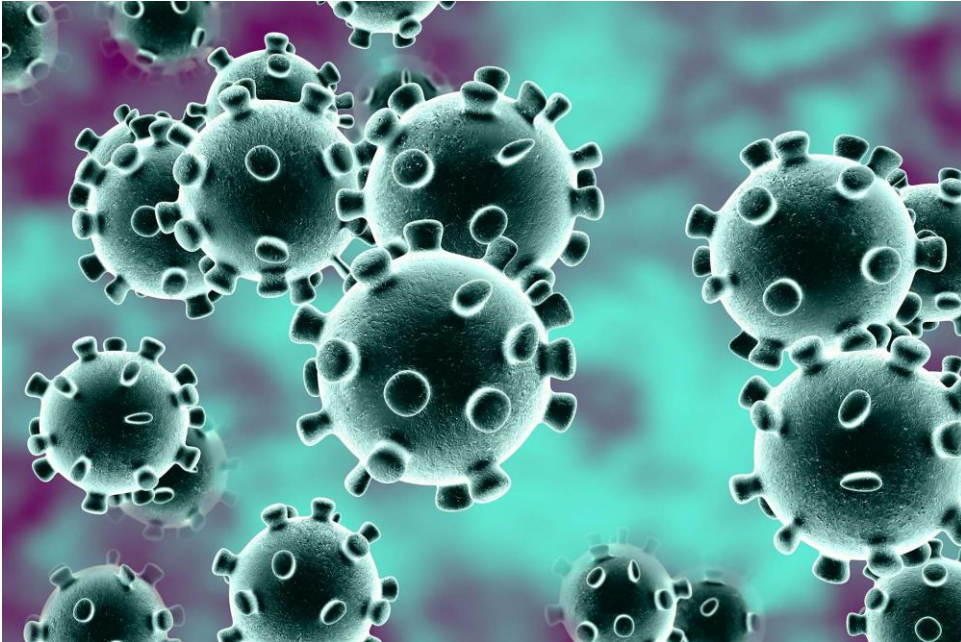




A COLAS COMPANY



# COVID-19 GUIDANCE DOCUMENT

Prevention of infection

Revision 1.8 - June 28, 2021



A COLAS COMPANY

# Contents

<b>Commitment to Health and Safety</b> .....	3
<b>About this Guidance Document</b> .....	3
<b>Adoption, Review, and Communication of the Guidance Document</b> .....	3
<b>Infectious Disease Management Capability</b> .....	3
<b>Scope</b> .....	4
<b>Subcontractors, Suppliers, Vendors and Partners</b> .....	4
<b>Guidance Document Assumptions</b> .....	4
<b>Planning Assumptions</b> .....	4
<b>Assumptions About viruses</b> .....	5
<b>Impacts to Infrastructure and Community</b> .....	5
<b>Business and Workforce Impacts</b> .....	5
<b>Assumptions for Standard General</b> .....	6
<b>About Coronaviruses and Covid-19</b> .....	6
<b>Transmission Routes for Covid-19</b> .....	6
<b>Know the Symptoms of Covid-19</b> .....	7
<b>Core symptoms</b> .....	7
<b>Other symptoms</b> .....	8
<b>If you have symptoms:</b> .....	8
<b>Hazard Controls to limit the Spread</b> .....	8
<b>Health Hygiene</b> .....	10
<b>Responsibilities</b> .....	11
<b>Employer responsibilities</b> .....	11
<b>Supervisor responsibilities</b> .....	11
<b>Worker responsibilities</b> .....	11
<b>Infection Prevention Measures implemented at SG</b> .....	12
<b>All employees</b> .....	12
<b>Work from Home Security</b> .....	12
<b>Office and fixed locations, including Asphalt Plants, Shop and Project Trailers</b> .....	12
<b>Office staffing protocol effective June 28, 2021</b> .....	13
<b>Warehouse and Parts Room</b> .....	13
<b>Mobile Worksites</b> .....	14



A COLAS COMPANY

<b>Site Access .....</b>	<b>14</b>
<b>Waste Disposal .....</b>	<b>14</b>
<b>Drinking Water on Mobile Sites .....</b>	<b>15</b>
<b>Response Measures to potential or confirmed exposure or cases of Covid-19.....</b>	<b>15</b>
<b>Isolation and Quarantine requirements for vaccinated Albertans .....</b>	<b>15</b>
<b>    If you are Fully Vaccinated* and are exposed to a COVID-19 case: .....</b>	<b>15</b>
<b>    If you are Partially Vaccinated* and are exposed to a COVID-19 case: .....</b>	<b>15</b>
<b>    If you have not received any vaccinations previous rules apply:.....</b>	<b>15</b>
<b>Employee requires leave to care for family member sick with an infectious Disease.....</b>	<b>16</b>
<b>Safe Work Practices.....</b>	<b>17</b>
<b>    PRACTICING GOOD HYGIENE .....</b>	<b>17</b>
<b>    SOCIAL DISTANCING .....</b>	<b>18</b>
<b>    COVID-19 AND VEHICLE OPERATION .....</b>	<b>20</b>
<b>    CLEANING TOOLS/EQUIPMENT .....</b>	<b>21</b>
<b>    COUGHING AND SNEEZING ETIQUETTE .....</b>	<b>22</b>
<b>    HAND HYGIENE .....</b>	<b>23</b>
<b>    HOW TO DON AND DOFF A DISPOSABLE RESPIRATOR .....</b>	<b>25</b>
<b>First Aid during the Covid-19 Pandemic .....</b>	<b>26</b>
<b>References .....</b>	<b>27</b>
<b>Change Management .....</b>	<b>28</b>
<b>    Revisions.....</b>	<b>43</b>



A COLAS COMPANY

## **Commitment to Health and Safety**

Standard General Inc. is committed to the provision of a safe and healthy work environment to all our employees, clients and business partners. During a Pandemic, our objective is to develop an action plan that will protect and maintain the Health and Safety of all employees, visitors, the public and contractors in the vicinity of SG worksites including their physical, psychological and social well-being.

Standard General Inc. is also committed to the continuance of delivery of services to our clients in a manner that will ensure the safety of all. This continuity will be developed on guiding principles of Prevention of Infection, Response if infection is discovered, and Recovery to ensure projects are completed with as minimal delay as possible if our workforce or supply chains are impacted by situations beyond our immediate control.

## **About this Guidance Document**

This Guidance Document provides a framework for the development, implementation, and sustainability of a unified, consistent response to an infectious disease contamination at Standard General.

## **Adoption, Review, and Communication of the Guidance Document**

The Crisis Management Team regularly reviews this document to ensure its currency, suitability and effectiveness. Any material changes are communicated to senior management for sign-off. It is stored in a corporate location available to all team members

## **Infectious Disease Management Capability**

Standard General is responsible for maintaining an incident management capability to identify, monitor, respond to, and recover in a timely manner from threats that may threaten our team members or disrupt operations. Various Standard General teams are charged with incident management responsibilities to address different types of threats, including threats to staffing, the telecommunications network, IT systems, supply chain and security. The Crisis Management Team (CMT) is responsible for strategically managing infectious disease incidents that are beyond the scope, mandate, or capabilities of regular operations to the extent that they require the coordinated management of response operations across business units, the determination of priorities, the management and procurement of resources, or the harmonized dissemination of internal and external communications.



A COLAS COMPANY

## Scope

All Standard General Business units are covered by the guidance document. Colas Canada's infectious disease management is managed separately by Colas Canada Inc., with support provided by the regional subsidiaries when required.

## Subcontractors, Suppliers, Vendors and Partners

As the health and safety of all workers and the public at large is our priority, all safety precautions, best practices and processes within this Pandemic Guidance Document will be considered the minimum standards that must be met by our Subcontractors, Suppliers, Vendors and Partners. We will coordinate and communicate expectations with all parties mobilizing to site to ensure that both Standard General and they are complying with all the outlined measures.

## Guidance Document Assumptions

The guidance document is based on the following assumptions.

- The safety and well-being of team members is the first priority
- The guidance document has the support of the SG Management team and the Colas Canada Crisis Management team, who authorize the resources required to develop and sustain the guidance document.
- Any infectious disease contingency plans must be in compliance with all applicable corporate policies, including security, privacy and ethics governance
- Team members assigned to planning and incident management roles have sufficient authority, training, and resources
- Team members in incident management roles have alternates assigned as appropriate to ensure that their business areas will be appropriately covered during extended incidents
- Infectious disease contingency plans are regularly reviewed and exercised to ensure their currency, suitability, and viability in a disruptive incident
- Plans and critical supporting documentation are appropriately stored so that they will be available to applicable team members during a disruptive incident

## Planning Assumptions

Infectious disease planning at Standard General is based on the assumptions listed below. These assumptions are based on information from external sources including medical experts, the Public Health Agency of Canada (PHAC), the World Health Organization (WHO), and others. Historical information indicates that Infectious disease outbreaks typically have the following characteristics, though each event will have unique characteristics.



A COLAS COMPANY

### **Assumptions About viruses**

- An infectious disease outbreak could strike at any time of year.
- An infectious disease outbreak is an inevitability, though it is difficult to make long-term predictions of when it might occur.
- Unlike other disasters, an infectious disease outbreak may touch everyone in every part of the country, and every part of the world.
- An infectious disease outbreak may affect regions of Canada and the world differently in terms of timing, severity, and duration. Some regions may be hit earlier, longer, or harder.
- An infectious disease may be highly contagious and spread quickly, depending on the specific strain and virulence.
- A primary means of spreading a virus is through droplets (cough, sneeze). Most viruses can live on hard surfaces for up to 72 hours. Each virus has its own characteristics, so Standard General will seek qualified medical guidance in each instance.
- An effective vaccine takes 9-12 months to produce and will be limited in terms of mass availability; anti-viral effectiveness may be limited.

### **Impacts to Infrastructure and Community**

- Schools may be closed forcing parents to stay home and care for children.
- Public transportation may be impacted affecting team member attendance at work.
- The health system may be overwhelmed, especially testing facilities.
- Transportation disruptions—delivery of supplies and materials, border closures, etc.—may occur.
- Telecommunications and other critical infrastructure may face service degradations due to reduced maintenance as a result of infected employees.

### **Business and Workforce Impacts**

- All businesses, hospitals and government agencies will feel the effects of an infectious disease outbreak.
- Businesses with regional offices may need to consider rotating service delivery from hard hit areas to virus-free areas, or areas that have been declared to be in a transition or inter-pandemic phase.
- The infectious disease outbreak will similarly impact supply chains. Some goods may be in high demand and difficult to obtain (particularly, masks and gloves); logistics may also be impacted.
- Organizations may face significant financial impacts, such as increased bad debt due to business customers impacted by infectious disease outbreak.



A COLAS COMPANY

- A large percent of employees are likely to become ill at some time during the estimated eight weeks of the infectious disease outbreak; however, total absenteeism during an infectious disease outbreak may be as high as 50 percent of employees (including those who are ill as well as those who are care givers for family members and cannot come to work or are in fear of attending).
- Every person who becomes ill is expected to miss several days of work.

### **Assumptions for Standard General**

- Standard General will leverage the infectious disease planning frame work, and develop infectious disease checklists to support the management of the impacts of an infectious disease outbreak.
- Standard General will monitor health threats and their potential impacts on the organization.
- Standard General will develop processes to monitor absenteeism and manage resources in an infectious disease outbreak.
- Standard General will implement policies, strategies, and initiatives to mitigate or prevent the spread of the virus in the workplace in a pandemic threat or infectious disease outbreak.
- Team members may be re-assigned to backfill critical functions.
- Work-from-home strategies by Standard General and other organizations may impact normal network traffic patterns.

### **About Coronaviruses and Covid-19**

[Coronaviruses](#) are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

COVID-19 is a new disease that has not been previously identified in humans. Rarely, animal coronaviruses can infect people, and more rarely, these can then spread from person to person through close contact.

There have been 2 other specific coronaviruses that have spread from animals to humans and which have caused severe illness in humans. These are the:

1. [severe acute respiratory syndrome coronavirus \(SARS CoV\)](#)
2. [Middle East respiratory syndrome coronavirus \(MERS CoV\)](#)

### **Transmission Routes for Covid-19**

Three primary routes of transmission are anticipated for Covid-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.



A COLAS COMPANY

## **Breathing in droplets in the air**

BCCDC advises that Covid-19 is not transmitted through airborne transmission, however, if somebody coughs or sneezes they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters of distance from other people at all time) will reduce the risk of this occurring.

## **Close contact**

A close contact of a person infected with COVID-19 is someone who:

- provides care, lives with, or has close physical contact without appropriate use of personal protective equipment, or
- comes into direct contact with infectious body fluids
- comes within 2 metres of them for more than 15 minutes

## **Surface contact**

Surfaces can become contaminated when droplets carrying Covid-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because Covid-19 can persist for several days on surfaces.

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

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for this disease. Health officials are currently investigating if the virus can be transmitted to others if someone is not showing symptoms. While experts believe that it is possible, it is considered to be rare.

## **Core symptoms**

If you have any of these core symptoms, you need to isolate for at least 10 days from the start of your symptoms or until they are gone, whichever is longer, or until you test negative.

Core and other symptoms apply to all COVID-19 strains, including variants, and include;

- a) Cough
- b) Fever
- c) shortness of breath





A COLAS COMPANY

- d) runny nose
- e) sore throat

### **Other symptoms**

Any symptom: Stay home and limit contact with others until symptoms are gone. Testing is recommended.

- a) Stuffy nose
- b) Painful swallowing
- c) Chills
- d) Headache
- e) Muscle or joint aches
- f) Feeling unwell or fatigue
- g) Nausea, vomiting, diarrhea or unexplained loss of appetite
- h) Loss of sense of smell or taste
- i) Conjunctivitis, also known as pink eye

### **If you have symptoms:**

Anyone who has symptoms, including cough, runny nose, fever or sore throat, must also self-isolate for 10 days. Please do not visit a hospital, physician's office, lab or healthcare facility without consulting Health Link (811) first.

If you need immediate medical attention, call 911 and advise them that you may have COVID-19

If you have no symptoms or exposure concerns, but have questions about COVID-19 or novel coronavirus, please visit the following resources:

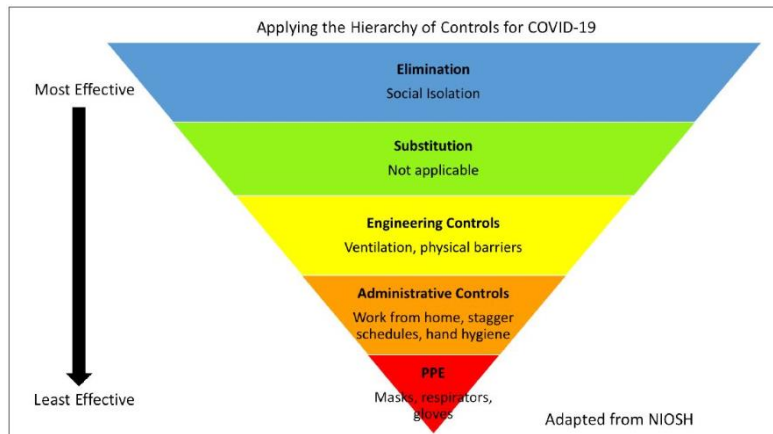
<https://alberta.ca/covid19> – Learn about COVID-19 and actions being taken to protect the health of Albertans

### **Hazard Controls to limit the Spread**

Hazards, and the mitigation of the risks they create, starts with the hierarchy of controls – a framework used in occupational health to protect workers with the most effective controls. The framework, shown below, is an upside-down pyramid, showing five levels of control efforts: elimination, substitution, engineering controls, administrative controls, and personal protective equipment or PPE. They are ranked in order of effectiveness to prevent hazardous exposures and disease. The framework also applies well for controlling exposures to novel coronavirus.



A COLAS COMPANY



The most effective means to prevent exposures to COVID-19 is through **elimination** – physically removing the hazard (COVID-19). For workplaces, this means making sure workers are not coming in when they are ill or have potentially been exposed to others who are ill. In this way, we can eliminate (to the best of our ability) the means of transmission among the workers. For the general public, this means eliminating unnecessary trips to the store or other places where you could come in contact with infected individuals and keeping your distance (6 ft) from other people when you must be away from your home. It also means staying home if you are sick or suspect that you have been around someone who is sick. Social isolation is one of our best tools to reduce the spread of infection. Social isolation is especially important in the context of COVID-19 because many individuals are asymptomatic and can, unknowingly, spread the virus any time they leave their home.

The next level is **substitution** – replacing a hazardous exposure with something less hazardous. In the case of COVID-19, this is not applicable.

The next level is **engineering** controls – separating the workers from the hazard. This is achieved in hospitals with a high ventilation rate that removes the air from a room where virus may be found. Some companies are installing extra barriers between workers and consumers. In homes, individuals may choose to run filtered home HVAC systems or open windows to bring in fresh air regularly. You might also choose to run an air purifier.

The fourth level is **administrative** controls – changing the way work is performed. For workplaces this can mean instituting work from home policies for all non-essential personnel. Many cities and provinces have already implemented this control. For essential personnel and workplaces, it can mean reducing the number of workers on a shift and keeping workers further apart. Staggering work schedules so people don't have to come in contact with their shift replacement can also help. Some companies have also implemented buying online with curbside pick-up. For individuals, there are many examples that can be implemented at the worksite:

- Enforcing handwashing rules



A COLAS COMPANY

- Reducing the amount of people operating pieces of equipment
- Minimizing the sharing of tools
- Allowing mail and paperwork to sit for a minimum 24hrs before handling it
- Daily disinfection of high touch surfaces in the workplace

It is important not to underestimate the role these practices can have in reducing infection risk.

The final, and *LEAST* effective control strategy is **Personal Protective Equipment (PPE)** – protecting workers with masks, gloves and other equipment. It is tempting to use PPE as the first line of defense, because it is (typically) readily available and inexpensive, but in reality, PPE is the least effective strategy because it relies on adequate supplies and proper and continuous use, which is difficult to achieve. At hospitals where medical staff are required to come into close contact with infected patients, PPE use is critical. However, hospitals also use other measures spanning the full hierarchy of controls, today and always, to protect both workers and patients. It is most important that medical staff have the PPE they need to do their work as safely as possible.

## Health Hygiene

Limit potential spread by practice proper hygiene techniques at all times

- Wash your hands frequently using soap and water, preferably a gel-based hand sanitizer with at least 60% alcohol content. Workers are required to wash or sanitize their hands:
  - at the start of their shift and before they start work
  - before eating, drinking or smoking
  - after using the toilet facilities
  - after handling any tools or materials that may be contaminated
  - at the end of the shift before they leave work
- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.



A COLAS COMPANY

## Responsibilities

### Employer responsibilities

Standard General will:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Encourage workers to maintain physical distancing (2 meters apart) at all times possible while completing their work safely.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment (PPE) — for example, gloves, eye protection, and respirators.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of the guidance document is available to workers.

### Supervisor responsibilities

Our supervisors will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers have hand sanitizer, disinfectant and disposable face coverings/masks available for use if requested.
- Ensure that physical distancing is encouraged.
- Direct work in a manner that eliminates or minimizes the risk to workers.

### Worker responsibilities

Our workers will:

- Practice social distancing when possible
- Know the hazards of workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.



A COLAS COMPANY

- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

## Infection Prevention Measures implemented at SG

### All employees

- Minimum 2 meter social distancing should be maintained at all times possible
- We have limited business travel to only that essential to operating our business, and to conduct meetings by phone or video wherever possible;
- Those travelling outside the country legally need to self-isolate for 14 days upon their return, no matter where they were travelling. Upon your return to the country call Human Resources and your direct supervisor
- Staff that are able to will have flexible options, at the discretion of their manager, to work from home or remotely. We have reinforced our remote working capability and are continually working to make remote working easier and more accessible
- Hand hygiene as well as cough and sneeze etiquette is expected behaviour of all SG employees

### Work from Home Security

- Working from home brings risks to the Standard General organization. Workers must respect strict security rules to ensure they don't introduce viruses to our system. With many homes having children/teenagers it is imperative that you logout from the Cisco Anyconnect VPN system **every time** you leave your computer.
- The risk of phishing or other attacks is on the increase as the hackers are literally seeking to exploit the situation

### Office and fixed locations, including Asphalt Plants, Shop and Project Trailers

- Social distancing is recommended at all times possible (i.e. stay at least 2 meters away from any person). To be most effective, these social distancing measures should be followed by everyone.
- All personnel are encouraged in the use of masks in common areas (hallways, lunchrooms) and meetings in larger groups in individual offices or boardrooms.
- Daily sanitizing of office and shop by cleaning staff
- Employees shall not share pens for signing documents, personal pens will be provided
- Equipment and tools should be cleaned and disinfected with provided wipes on a regular basis. It is highly recommended that disinfecting is to happen at the beginning of shift, anytime an employee enters a piece of equipment or uses a tool for the first time, and before eating



A COLAS COMPANY

- All employees are required to wash or sanitize their hands before and after using or handling any common items or areas such as photocopiers, laminators, fridges, fax machines, as well as before and after using washroom facilities
- Plant personnel will sanitize daily common surfaces such as handrails, door handles, light switches and bathroom fixtures.
- Additional fixed hand sanitizer stations have been provided in the office, shop and project trailers
- Job toolbox meetings to be held outside when possible with appropriate social distancing. Employees are encouraged to practice hand hygiene when signatures are required on paper or IPAD's or transfer of documents
- Asphalt plant tickets will continue to be sent to the tarp stand or remotely printed there
- Aggregate tickets will only be passed one way from scale operator to truck driver
- Allowance of staff to eat at their desks and having staggered breaks to avoid crowded lunchrooms
- Meetings should be held in boardrooms that can accommodate the minimum social distancing requirements
- Limit all personal effects from desks in order to facilitate cleaning
- Limit all personal effects from common areas (kitchens, etc.)
- If possible, keep your office or workspace unlocked for cleaning staff

#### **Office staffing protocol effective June 28, 2021**

- Starting on Monday, June 28th, 2021, for four (4) consecutive weeks, the office will re-open at 50% capacity
- The management team will be split into two groups. One group will attend the office Monday, Tuesday, Wednesday and the other group will attend Thursday and Friday then the groups will rotate schedules in successive weeks
- Managers will make similar schedules for their direct reports that have a workspace in the main office
- Office attendance is not mandatory at this time. Consideration will be made for those with underlying health risks or uneasiness about returning to work due to personal circumstances

#### **Warehouse and Parts Room**

- Access to the warehouse and parts room is restricted to only warehouse and parts room personnel or otherwise approved employees
- Prior to picking orders, the warehouse or parts room attendant should practice hand hygiene and thoroughly clean their hands with provided hand sanitizer



A COLAS COMPANY

- Direct handing of parts or materials from person to person should be kept to a minimum. Items should be placed on the counter for collection. The counter should be sanitized at least daily
- Parts room and warehouse counters will be equipped with plexi-glass barriers to limit the potential of droplet spread

### Mobile Worksites

- Social distancing should be practiced possible (i.e. stay at least 2 meters away from any person). To be most effective, these social distancing measures should be encouraged and followed by everyone.
- Hand washing stations and soap will be available ~~provided~~ (once seasonal weather allows) to all crews
- All crews will be provided with disinfectant wipes, sprays and paper towels for the purpose of cleaning equipment, tools, vehicle door handles & steering wheels, etc.
- Equipment and tools should be cleaned and disinfected with provided wipes on a regular basis. It is highly recommended that disinfecting occur at the beginning of shift, anytime an employee enters a piece of equipment or uses a tool for the first time, and before eating
- Hand sanitizers will be provided to every crew and should ~~must~~ be used before and after handling any tools, equipment, eating or use of washroom facilities
- If there is a requirement to have multiple people in a vehicle, all must sanitize their hands before entering and upon exit as well as don cloth or medical type masks while in the vehicle
- Job toolbox meetings to be held outside when possible with appropriate social distancing. Employees are encouraged to practice hand hygiene when signatures are required on paper or IPAD's or transfer of documents.

### Site Access

- PM to update sign-in log regularly throughout the day to know who is at site.
- All site orientations to be done verbally without signature outside the job trailer. The PM to maintain a list of attendees
- No transfer of papers. Site supervisor to sign on their behalf.

### Waste Disposal

- Post completion of the task, you must dispose of any worn single use PPE that was utilized such as respirator, surgical mask, disposable gloves and wipes in a proper waste container



A COLAS COMPANY

### Drinking Water on Mobile Sites

- Mobile crews will be provided water dispensing coolers for drinking water as well as disposable cups for drinking from
- Hand hygiene is highly encouraged prior to using crew water jugs. Workers should always sanitize their hands before collecting a cup to be filled as well as after the cup has been disposed

## Response Measures to potential or confirmed exposure or cases of Covid-19

### Isolation and Quarantine requirements for vaccinated Albertans

#### If you are Fully Vaccinated\* and are exposed to a COVID-19 case:

- **If you have no symptoms**, you are not required to quarantine.
- **If you do have symptoms**, you must isolate for 10 days and should get tested – your isolation can end early if you test negative.

#### If you are Partially Vaccinated\* and are exposed to a COVID-19 case:

- **If you have no symptoms**, you must quarantine for 10 days and should get tested.
  - Your quarantine can end early if you test negative on day 7 or later.
  - If you test negative before day 7, you must remain in quarantine and need a second negative test on day 7 or later to end quarantine.
- **If you do have symptoms**, you must isolate and should get tested.
  - If you test negative before day 7, you must continue to quarantine (10 days total from exposure date).
  - If you test negative on day 7 or later and your symptoms have resolved, your quarantine can end.

#### If you have not received any vaccinations previous rules apply:

##### Close contact cases

- If you had close contact of a person who tested positive for COVID-19, you are legally required to quarantine for 14 days from the time you were last exposed and monitor for symptoms.

##### Symptoms





A COLAS COMPANY

- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

\* You are considered **Fully Vaccinated**: 14 days after receiving both doses in a 2-dose vaccine series, or 1 dose in a 1-dose vaccine series.

\* You are considered **Partially Vaccinated**: 14 days after receiving the first dose in a 2-dose vaccine series.

A close contact is anyone who, during the [infectious period](#):

- lived with or was within two metres of a person who has COVID-19 for 15 minutes or more of cumulative contact, i.e. multiple interactions for a total of 15 minutes or more, even if a mask was worn during that contact, or
- has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or
- provided direct care for a person who has COVID-19, or
- had physical contact with a person who has COVID-19, such as handshake, hugging, kissing, or sexual activity, or
- shared items with a person who has COVID-19 such as drinks, personal hygiene items, cigarettes, vapes, lipstick, eating utensils, etc.

#### Additional Measures undertaken at Standard General

- SG takes seriously its legal obligations of an employees right to know as outlined in the Alberta OHS Act. A confirmed case of Covid-19 by any employee will immediately be communicated to all internal staff as well as clients who's sites the employee attended. An investigation into the employees business activities will be conducted to determine who they made direct contact with prior to the confirmation and the identified people will be asked to contact Alberta Health Services and self-isolate.
- Their workspace, common areas and any other surfaces they may have come into contact with will be cleaned and sanitized beyond the standard daily cleaning
- Out of an abundance of caution, we will be isolating all team members from the affected area, as well as from necessary surrounding areas

#### **Employee requires leave to care for family member sick with an infectious Disease**

- The employee is to contact HR and their supervisor
- Before their return to work, they will need to comply with any prescribed self-isolation period, which begins after the ill person has received medical clearance.
- The employee is requested to keep HR and their supervisor updated on the situation



A COLAS COMPANY

- If Standard General mandates that employees are required to practice self-isolation they will be paid for shifts scheduled and missed during this isolation period in accordance with current Labour and Union guidelines

## Safe Work Practices

- Practicing Good Hygiene
- Social Distancing
- COVID-19 and Vehicle Operation
- Cleaning Tools & Equipment
- Coughing & Sneezing Etiquette
- Hand Hygiene
- How to Don and Doff a Disposable Respirator
- Social Distancing – Workplace Exemptions

### PRACTICING GOOD HYGIENE

<b>GENERAL</b>	Protecting workers from the spread of germs.
<b>APPLICATION</b>	This safe work practice applies to all employees and all work locations including offices, plants/shops, labs, field trailers, outdoor project sites, etc.
<b>PROTECTIVE MECHANISMS</b>	2020 Covid-19 Guidance Document Safe Job Procedures PPE Manufacturer’s instructions
<b>MATERIAL REQUIRED</b>	Tissues Waste Basket Clean washing station with running water Paper towels
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol Disinfecting sprays or wipes that contain at least 70% alcohol Gloves Safety glasses
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.  Hazard analysis.  Work site inspection.
<b>WORKER RESPONSIBILITY</b>	1. Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body). 2. Regularly clean and disinfect surfaces and equipment including, computers, desktops, phones, vehicle interiors, door handles, window handles, tools/equipment etc. Use disinfectant products that contain at least 70% alcohol.



A COLAS COMPANY

	<ol style="list-style-type: none"> <li>3. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time).</li> <li>4. Wear safety glasses and gloves to avoid contact with your face and common touch points (i.e., doorknobs and handles, communal vehicles, equipment/tools, elevator buttons, countertops, etc.).</li> <li>5. Wear disposable gloves as applicable when handling tools or equipment and replace them regularly, especially before eating or drinking.</li> <li>6. If entering site buildings/job trailers, practice social distancing and ask if anyone in the building/trailer is showing signs or symptoms of illness. Ask if occupants are comfortable with you coming into the building/trailer. You have the right to leave the premises if you see signs and symptoms of illness in any of the occupants. Take extra precautions, i.e., don nitrile gloves before exiting the your vehicle, don new gloves when working in the building/trailer, remove gloves prior to getting back into you vehicle and use hand sanitizer/wipes.</li> <li>7. Avoid using other workers’ equipment, where feasible.</li> <li>8. Open windows or adjust air conditioning for more ventilation (in buildings/trailers and vehicles).</li> <li>9. Eat lunch at your desk or outside rather than in the lunch room.</li> <li>10. Limit food handling and sharing of food in the workplace.</li> <li>11. Do not share cups, glasses, dishes or cutlery.</li> <li>12. Wash dishes in soap and warm water after use.</li> <li>13. Where feasible, do not touch packages, magazines, documents, etc. in common areas.</li> <li>14. Use your own pen to sign in and out of offices/job sites, and when signing project documents (i.e., daily tailgate or JHA forms).</li> <li>15. In reception areas, do not eat candy out of candy dishes.</li> <li>16. Wash your hands often</li> <li>17. If wearing gloves, wash your hands immediately after taking them off.</li> <li>18. Use single-use tissues. Dispose of the tissue immediately.</li> <li>19. Stay home if you are sick so you do not spread any illnesses to other people.</li> <li>21. Promote good hand, sneeze and cough hygiene</li> </ol>
--	---

## SOCIAL DISTANCING

<b>GENERAL</b>	Social distancing means making changes in your everyday routines in order to minimize close contact with others including. Protecting workers from the spread of germs.
<b>APPLICATION</b>	This safe work practice applies to all employees and all work locations including offices, plants, laboratories, field trailers, outdoor project sites, etc.
<b>PROTECTIVE MECHANISMS</b>	Covid-19 Guidance Document Safe Job Procedures



A COLAS COMPANY

	PPE Manufacturer's instructions
<b>MATERIAL REQUIRED</b>	NA
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	NA
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.  Hazard analysis.  Work site inspection.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Avoiding crowded places and non-essential gatherings.</li> <li>2. Greet with a wave instead of handshaking, hugs or kisses.</li> <li>3. Postpone all group meetings/gatherings.</li> <li>4. Work from home, where feasible.</li> <li>5. Hold meetings via video conference or phone call.</li> <li>6. Hold essential meetings outside in the open air.</li> <li>7. Limit the number of people in job trailers and other confined areas at any one time so that this distance can be maintained.</li> <li>8. Keep a distance of at least 2 arm's length (approximately 2 m) from others, as much as possible Eat lunch at your desk, outside, or in your own truck rather than in the lunch room or other communal location.</li> <li>9. Stagger shift starts and breaks as appropriate to ensure social distancing can be maintained.</li> <li>10. Stay at home unless it is absolutely necessary.</li> <li>11. Limit contact with people at higher risk (i.e., older adults and those in poor health).</li> <li>12. Avoid taking public transit, but if necessary take public transportation during off-peak hours.</li> <li>13. Avoid carpooling and travel independently to the project site. If that is not possible, all riders in the vehicle must be wearing cloth or non-medical type face coverings.</li> <li>14. Where possible, pack meals and snacks as needed for the project duration and avoid visiting stores and restaurants. If necessary, modify your schedule to avoid restaurants and public restrooms during peak, i.e., crowded, periods to minimize contact with the public. Use drive-through service for food pick-up if available.</li> <li>15. Use delivery services and online purchasing, where possible.</li> <li>16. When purchasing items, use tap and pay (avoid use of handling cash).</li> </ol>



A COLAS COMPANY

## COVID-19 AND VEHICLE OPERATION

<b>GENERAL</b>	Protecting workers from the spread of COVID-19.
<b>APPLICATION</b>	This safe work practice applies to all employees.
<b>PROTECTIVE MECHANISMS</b>	2020 Covid-19 Guidance Document Safe Job Procedures PPE Manufacturer's Instructions
<b>MATERIAL REQUIRED</b>	Clean washing station with running water Paper towels
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol Disinfecting sprays or wipes that contain at least 70% alcohol Gloves Safety Glasses
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Ensure a daily JHA is completed and all workers are aware of occupational health hazards and associated controls for the spread of COVID-19. Ensure an adequate supply of hand sanitizer and disinfectant spray/wipes are located in vehicles at all time. Provide the necessary SDS sheets. Hazard analysis. Vehicle inspection.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Wash your hands before and after driving.</li> <li>2. Use disinfectant to wipe down all "touch point" surfaces in vehicles, including door handles, steering wheel, gear shift, controls on dash, and any other parts of the cab you may touch. Do this at least daily and after encounters with others.</li> <li>3. Wear disposable, nitrile gloves when possible while driving when appropriate.</li> <li>4. Do not touch your face while driving.</li> <li>5. If there are multiple drivers of one vehicle in the same day, disinfect touch point surfaces after each driver.</li> <li>6. Where feasible, ensure drivers are assigned to a specific truck (avoid drivers moving between trucks).</li> <li>7. Only one employee per company vehicle unless exemption has been granted via your Superintendent.</li> <li>8. Avoid public places (i.e., plaza's) where possible.</li> <li>9. Park in locations to minimize the potential of others parking near you (i.e., in rear areas of parking lots).</li> <li>10. Avoid leaving your vehicle unattended.</li> </ol>



A COLAS COMPANY

## CLEANING TOOLS/EQUIPMENT

<b>TOOLS AND EQUIPMENT REQUIRED</b>	NA
<b>MATERIAL REQUIRED</b>	Disinfectant Wipes Soap Water Cloth Bleach Container/small pail Paper towels
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol Gloves Safety Glasses
<b>DETAILED JOB STEPS</b>	<p>Cleaning tools/equipment</p> <ol style="list-style-type: none"> <li>1. Wash your hands or apply an alcohol-based rub</li> <li>2. Ensure workers who are handling tools are properly trained and protected using necessary Personal Protective Equipment (PPE).</li> <li>3. Clean tools with disinfectant wipes or mild soap, a clean damp cloth, or, as needed, an approved diluted bleach solution only. Follow the manufacturer’s instructions for cleaning methods (e.g., products, concentration, application method and contact time).</li> <li>4. Be mindful that certain cleaning agents and solvents are harmful to plastics and other insulated parts and should not be used.</li> <li>5. Note - Milwaukee® does not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, and lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.</li> <li>6. DO NOT use flammable or combustible solvents around tools.</li> <li>7. Wash your hands or apply an alcohol-based rub.</li> </ol> <p>Decontaminating tools/equipment with diluted bleach solution</p> <ol style="list-style-type: none"> <li>8. Clean the product surface with mild soap and water to remove dirt and grease.</li> <li>9. Dip a clean cloth into the dilute bleach solution.</li> <li>10. Wring out the cloth so it is not dripping wet.</li> <li>11. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.</li> <li>12. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.</li> <li>13. Allow the surface to dry naturally.</li> </ol>



A COLAS COMPANY

	14. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.
--	--

## COUGHING AND SNEEZING ETIQUETTE

<b>TOOLS AND EQUIPMENT REQUIRED</b>	NA
<b>MATERIAL REQUIRED</b>	Tissues Waste basket Clean washing station with running warm water Paper towels
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol
<b>DETAILED JOB STEPS</b>	Stop the spread of germs that can make you and others sick.  <ol style="list-style-type: none"><li>1. Cover your mouth and nose with a single-use tissue when you cough or sneeze.</li><li>2. Put your used tissue in the waste basket immediately.</li><li>3. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.</li><li>4. Wash your hands after you cough or sneeze with soap and warm water. If soap and warm water are not available, use an alcohol-based hand rub that contains at least 60% alcohol (see SJP-SAF-286 Rev.0).</li><li>5. Promote good hand, sneeze and cough hygiene.</li></ol>



A COLAS COMPANY



# Cover Your Cough

Stop the spread of germs that make you and others sick!



cough or sneeze into your sleeve, not your hands

OR



cover your mouth and nose with a tissue put your used tissue in the waste basket

## Clean your hands after coughing or sneezing



wash your hands with plain water and soap

OR



clean with waterless hand cleaner

## HAND HYGIENE

<b>TOOLS AND EQUIPMENT REQUIRED</b>	NA
<b>MATERIAL REQUIRED</b>	Clean washing station with running warm water Paper towels
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol Alcohol-based hand wipe
<b>DETAILED JOB STEPS</b>	<p>Soap or Alcohol-Based Hand Rub: Either will clean your hands. Where washing stations are available and hands are visibly soiled, use soap and water. Alternatively, where washing stations are not readily available, use an alcohol-based hand wipe to remove higher amounts of soiling (if required), and then use an alcohol-based hand rub that contains at least 60% alcohol.</p> <p><b>Hand Wash with Soap and Water</b></p> <ol style="list-style-type: none"> <li>1. Remove hand and wrist jewelry.</li> <li>2. Wet hands with warm running water (not hot or cold).</li> <li>3. Apply liquid or foam soap.</li> </ol>





A COLAS COMPANY

4. Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails).
5. Rinse thoroughly under running water.
6. Pat hands dry thoroughly with paper towel.
7. Use paper towel to turn off the tap.
8. Use paper towel on door handles to exit washing station.

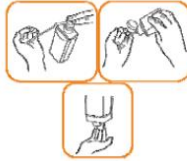
### Hand Rub with Alcohol-Based Sanitizer

1. Remove hand and wrist jewelry
2. Ensure hands are visibly clean (if soiled, follow hand washing steps, as listed above).
3. Where washing stations are not readily available, use an alcohol-based hand wipe to remove higher amounts of soiling (if required).
4. Apply approximately a loonie-sized amount of alcohol-based rub to your hands.
5. Rub all surfaces of your hands and wrists until completely dry (15 – 20 seconds)



### How to Use

#### Alcohol-based Hand Rub



1. Apply product to palm of one hand



2. Rub all the surfaces of your hands and wrists



3. Rub until hands are completely dry



Hands must remain moist with product for at least 15 seconds



### How to Handwash



1. Wet hands with warm water



2. Apply soap and lather thoroughly



Vigorous rubbing of hands (steps 3 & 4) must take at least 15 seconds



3. Rub palms, spaces between fingers, backs of hands and wrists



4. Rub fingers, fingertips and thumbs



5. Rinse under running water



6. Pat hands dry with paper towel



7. Turn off tap with paper towel



A COLAS COMPANY

## HOW TO DON AND DOFF A DISPOSABLE RESPIRATOR

<b>TOOLS AND EQUIPMENT REQUIRED</b>	NA
<b>MATERIAL REQUIRED</b>	Waste disposal container
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Alcohol-based rub that contains at least 60% alcohol Basic required PPE, including: <ul style="list-style-type: none"> <li>• P/N95 Respirator</li> </ul>
<b>DETAILED JOB STEPS</b>	<p>If a critical job task requires any employee to be closer than 2 metres (6 feet), the following protocols must be adhered to:</p> <ol style="list-style-type: none"> <li>1. You must inform your supervisor if you have any COVID-19 symptoms (<i>according to Public Safety Canada</i>) prior to completing task: <ol style="list-style-type: none"> <li>a. Cough</li> <li>b. Fever</li> <li>c. Difficulty breathing</li> <li>d. Pneumonia in both lungs</li> </ol> <p>If symptoms are prevalent, you cannot complete this task.</p> </li> <li>2. If the use of a P/N95 respirator is applicable, but not mandatory (unless specified by business exception protocols) or for personal comfort, follow these steps: <ol style="list-style-type: none"> <li>a. You must wash your hands with soap and warm water. If soap and warm water are not available, use an alcohol-based hand rub that contains at least 60% alcohol</li> <li>b. Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.</li> <li>c. Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.</li> <li>d. Position the respirator in your hands with the nose piece at your fingertips.</li> <li>e. Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.</li> <li>f. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.</li> </ol> </li> </ol>



A COLAS COMPANY

	<ul style="list-style-type: none"><li>g. Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.</li><li>h. Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.</li><li>i. Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.</li><li>j. If air leaks around the nose or air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.</li><li>k. If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.</li></ul> <p>Disposal of Respirator:</p> <ul style="list-style-type: none"><li>a. DO NOT TOUCH the front of the respirator.</li><li>b. Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.</li><li>c. Discard in a waste contain and wash your hands with soap and warm water. If soap and warm water are not available, use an alcohol-based hand rub that contains at least 60% alcohol</li></ul>
--	---

## First Aid during the Covid-19 Pandemic

First Aid requires close contact with the casualty so physical distancing will not be possible.

Current First Aid procedures will be utilized while at the same time protecting First Aid attendants.

In this pandemic period, it is necessary to protect yourself as soon as possible. To do so, you need to:

- Wash your hands
- Wear safety glasses
- Wear a type N95 mask
- Wear disposable gloves

### ASSESS THE SCENE, ENSURE ITS SAFE AND DETERMINE THE NEED FOR EMS

After an assessment of airway, breathing and circulation is conducted, consider putting a mask on the casualty. This is **NOT** to be done if the casualty has a compromised airway or breathing difficulties, or may be in shock. Do not place a mask on a casualty with a decreased level of consciousness. Monitor breathing frequently. If the casualty complains of breathing difficulty with the mask, remove it. In the event that the casualty is unconscious and not breathing, normal CPR protocols will be employed until



A COLAS COMPANY

EMS arrives. Use correct barrier devices found in your first aid kits (Pocket mask). Stay with the casualty and monitor ABCs until EMS arrives

### **ASSISTING WITH EMERGENCY MEASURES**

Assisting with an emergency scene does not require special instructions as long as physical distancing can be maintained. The FA attendant, however, must wear the recommended protective equipment if possible.

### **EMERGENCY REMOVAL**

If the casualty is in immediate danger perform an emergency removal, put the person in a safe area and then put on the required personal protections.

### **CALL OR HAVE SOMEONE CALL FOR ASSISTANCE - 911**

If someone else uses your phone to contact EMS make sure you disinfect it before removing your PPE

### **DECONTAMINATION**

Once the casualty has been treated or taken care of by EMS then the following decontamination protocols must be followed:

- Carefully remove respirator and glasses and place in a sealed bag
- Remove gloves and dispose of in a biohazard bag
- Wash your hands with soap and warm water. If soap and warm water are not available, use an alcohol-based hand rub that contains at least 60% alcohol
- Shower and change clothes as soon as possible
- If the casualty later tests positive for COVID-19, follow Public Health recommendations and isolation Protocols.

### **References**

Public Health Agency of Canada - <https://www.canada.ca/en/public-health.html>

Alberta Health Services - <https://www.albertahealthservices.ca/>

World Health Organization - <https://www.who.int/>

Canadian Center for Occupational Health and Safety - <https://www.ccohs.ca/>

Government of Canada - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>



A COLAS COMPANY

Alberta Construction Association - **PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY**. Version 1.0 – March 19th, 2020

Alberta Construction Association - **PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY**. Version 2.0 – March 24th, 2020

John Hopkins Education and Research Center for Occupational Safety and Health - <https://www.jhsph.edu/research/centers-and-institutes/johns-hopkins-education-and-research-center-for-occupational-safety-and-health/can-a-mask-protect-me-putting-homemade-masks-in-the-hierarchy-of-controls>

British Columbia Construction Safety Alliance – BCCSA Covid 19 Exposure Control Plan <https://www.bccsa.ca/customelements/uploadedResources/BCCSACOV19EXPOSURECONTROLPLANAPR02.pdf>

### Change Management

Date	
April 2, 2020	Added SWP's <ul style="list-style-type: none"> <li>• Practicing Good Hygiene</li> <li>• Social Distancing</li> <li>• COVID-19 and Vehicle Operation</li> <li>• Cleaning Tools &amp; Equipment</li> <li>• Coughing &amp; Sneezing Etiquette</li> <li>• Hand Hygiene</li> <li>• How to Don and Doff a Disposable Respirator</li> <li>• Social Distancing – Workplace Exemptions</li> </ul>
April 2, 2020	Added – AHS Cover your cough picture Added – AHS How to use Alcohol Hand Rub and How to Hand wash picture
April 6, 2020	Added – eating to guidance <ul style="list-style-type: none"> <li>• Hand sanitizers will be provided to every crew and must be used before and after handling any tools, equipment, <b>eating</b> or use of washroom facilities</li> </ul>
April 6, 2020	Added – Mobile Worksites <ul style="list-style-type: none"> <li>• Measures should be taken to stagger shift start times and breaks to avoid crowded conditions. Social distancing must be maintained at all times</li> </ul>
April 6, 2020	Waste Disposal
April 6, 2020	Added page numbers
April 12, 2020	Added – Hazard Controls to Limit the Spread section
April 12, 2020	Added – Transmission Routes for Covid-19
April 13, 2020	Added – Symptoms of Covid-19 to include Shortness of breath, Sore throat, Runny nose



A COLAS COMPANY

April 13, 2020	<p>Updated Social Distancing Exceptions SWP.</p> <p>Added –</p> <p><i>First, consider whether or not the task is truly essential at this time:</i></p> <ul style="list-style-type: none"><li>• <i>Can the task be delayed?</i></li><li>• <i>Can it be safely done in another way?</i></li><li>• <i>Can the number of workers involved be reduced?</i></li></ul> <p><i>This work should not be completed by workers who are at higher risk of complications due to COVID-19. This includes:</i></p> <ul style="list-style-type: none"><li>• <i>Workers who are over the age of 60.</i></li><li>• <i>Workers with chronic health conditions including diabetes, heart disease and lung disease.</i></li><li>• <i>Workers who are immunocompromised.</i></li></ul> <p>Added –</p> <ul style="list-style-type: none"><li>• N95 or half-face respirator with P95 or P100 filters. Where possible half-face respirators with P95 or P100 are preferred since<ol style="list-style-type: none"><li>1) they are more protective and;</li><li>2) N95 are used by health care workers and are in short supply.</li></ol></li><li>• Disposable Nitrile Gloves (Optional)</li><li>• Safety glasses (Mandatory)</li><li>• Fabric coveralls (Optional). <i>Do not use Tyvek, as these are needed for healthcare workers.</i></li></ul> <p>Added –</p> <ol style="list-style-type: none"><li>8. <i>Safety glasses are mandatory</i></li><li>9. <i>Fabric coveralls (optional). Do not use Tyvek, as these are needed for healthcare workers.</i></li><li>10. <i>Workers must be trained on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE.</i></li><li>11. <i>Fit testing must be completed for workers wearing half mask respirator and/or N95 masks.</i></li><li>12. <i>Workers must be clean-shaven when using respirators/masks. For further information on respirator use, see CSA Standard CAN/CSA-Z94.4-18, Selection, use, and care of respirators.</i></li><li>13. <i>Provide a plastic disposal bag for disposal of consumables (N95 masks, nitrile gloves, cleaning wipes). Seal the disposal bag and store it with other garbage.</i></li><li>14. <i>Dispose of N95 masks and Nitrile gloves after use in the disposal bag.</i></li><li>15. <i>Sanitize glasses and half mask respirators using disposable wipes. Dispose of disposable wipes in the disposal bag.</i></li></ol>
----------------	--



A COLAS COMPANY

	<p>16. When complete store reusable PPE and coveralls (if used) in a storage room. Ensure no cross contamination between PPE belonging to different workers.</p> <p>17. If used, do not wear fabric coveralls home. Wash coveralls regularly.</p> <p>18. If fabric coveralls are not used, change clothing before going home. Bring work clothing home in a plastic bag and wash work clothing daily.</p>
April 15, 2020	Added - All personnel shall wear a cloth face covering or physical respiratory covering of adequate size and shape that will cover the wearers nose and mouth while on site or in common areas. This requirement does not apply to workers alone in equipment, offices or vehicles
April 15, 2020	Added - Hand washing stations and soap will be provided at all worksites. Fleet units will be equipped with minimum 20 liter water jugs with spigots for the purposes of hand washing. The jugs will be labeled as “Hand Washing Only, Not for consumption”. Paper towel will be provided to facilitate the turning off of the spigot and drying of hands. Paper towels will be disposed of in receptacles with other disposable waste.
April 16, 2020	Edited - We have suspended all planned training events, seminars and conferences that were scheduled for the immediate future. As the pandemic evolves, we will be reviewing whether employee attendance will be permitted for other such events into <b>April Spring</b> and <del>beyond</del> <b>summer</b>
April 16, 2020	Added – Responsibilities for Employer (SG), Supervisors and Workers
April 16, 2020	Added - All crews will be provided with disinfectant wipes, <b>sprays and paper towels</b> for the purpose of cleaning equipment, tools, vehicle door handles & steering wheels, etc. throughout their shift
April 16, 2020	Added - Parts room and warehouse counters will be equipped with plexi-glass barriers to limit the potential of droplet spread
April 16, 2020	<p>Added – Subsection</p> <p><b>Subcontractors, Suppliers, Vendors and Partners</b></p> <p>As the health and safety of all workers and the public at large is our priority, all safety precautions, best practices and processes within this Covid-19 Guidance Document will be considered the minimum standards that must be met by our Subcontractors, Suppliers, Vendors and Partners. We will coordinate and communicate expectations with all parties mobilizing to site to ensure that both Standard General and they are complying with all the outlined measures.</p>
May 11, 2020	Added – First Aid during the Covid-19 Pandemic
June 24, 2020	Edited - All personnel shall wear a cloth or <b>non-medical type</b> face covering or physical respiratory covering of adequate size and shape that will cover the wearer’s nose and mouth <del>while on site or in common areas</del> <b>when 2m</b>



A COLAS COMPANY

	<b><i>physical distancing cannot be maintained.</i></b> <del>This requirement does not apply to workers alone in equipment, offices or vehicles</del>
June 24, 2020	Removed - Be undertaken when the contagion is High; which is the current case in Canada today; (As of March 30, 2020, Public Health Agency of Canada has assessed the public health risk as High).
June 24, 2020	Edited - There will be circumstances where employees must be in contact closer than 2 meters due to the nature of the work. These will be analyzed on a per-case basis and additional control measures put in place. These will include; <ul style="list-style-type: none"> <li>○ <b><i>a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearers nose and mouth</i></b></li> <li>○ <del>N95 or half face respirator with P95 or P100 filters.</del></li> <li>○ Where possible half-face <b><i>KN95</i></b> respirators <b><i>or respirators</i></b> with P95 or P100 are preferred since <ol style="list-style-type: none"> <li>1) they are more protective and;</li> <li>2) N95 are used by health care workers and are in short supply.</li> </ol> </li> </ul>
June 24, 2020	Edited - At all times possible, only the designated operator is permitted within a company vehicle. If there is a requirement to have multiple people in a vehicle, all must sanitize their hands before entering and upon exit as well as don <b><i>cloth or non-medical type</i></b> masks while in the vehicle
June 24, 2020	Added - Drinking Water on Mobile Sites <ul style="list-style-type: none"> <li>• Mobile crews will be provided water dispensing coolers for drinking water as well as disposable cups for drinking from</li> <li>• Hand hygiene MUST be strictly enforced. Workers are to sanitize their hands before collecting a cup to be filled as well as after the cup has been disposed</li> </ul>
Feb 8, 2021	Removed- Self Isolation Fact Sheet: (link inactive) <a href="https://open.alberta.ca/dataset/44e7c639-7bb6-4bb4-9138-1abf5c56a7b8/resource/91cd86ac-7eaf-4376-9f9a-0b600a9af2fa/download/health-self-isolation-information-sheet.pdf">https://open.alberta.ca/dataset/44e7c639-7bb6-4bb4-9138-1abf5c56a7b8/resource/91cd86ac-7eaf-4376-9f9a-0b600a9af2fa/download/health-self-isolation-information-sheet.pdf</a>
Feb 8, 2021	Removed Symptoms have included: <ol style="list-style-type: none"> <li>a. Cough</li> <li>b. Fever</li> <li>c. Difficulty breathing</li> <li>d. Pneumonia in both lungs</li> <li>e. Shortness of breath</li> <li>f. Sore throat</li> <li>g. Runny nose</li> </ol>
Feb 8, 2021	Added





A COLAS COMPANY

	<p>Core symptoms</p> <p>If you have any of these core symptoms, you need to isolate for at least 10 days from the start of your symptoms or until they are gone, whichever is longer, or until you test negative.</p>
Feb 8, 2021	<p>Added</p> <p>Core and other symptoms apply to all COVID-19 strains, including variants, and include;</p> <ul style="list-style-type: none"> <li>a) Cough</li> <li>b) Fever</li> <li>c) shortness of breath</li> <li>d) runny nose</li> <li>e) sore throat</li> </ul>
Feb 8, 2021	<p>Added</p> <p>Other symptoms</p> <p>Any symptom: Stay home and limit contact with others until symptoms are gone. Testing is recommended.</p> <ul style="list-style-type: none"> <li>a) Stuffy nose</li> <li>b) Painful swallowing</li> <li>c) Chills</li> <li>d) Headache</li> <li>e) Muscle or joint aches</li> <li>f) Feeling unwell or fatigue</li> <li>g) Nausea, vomiting, diarrhea or unexplained loss of appetite</li> <li>h) Loss of sense of smell or taste</li> <li>i) Conjunctivitis, also known as pink eye</li> </ul>
Feb 8, 2021	<p>Removed</p> <p><a href="https://www.albertahealthservices.ca/topics/Page16997.aspx">https://www.albertahealthservices.ca/topics/Page16997.aspx</a> – Information for Albertans and Health Professionals</p> <p><a href="https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-public-faq.pdf">https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-public-faq.pdf</a> - Frequently asked questions</p>
Feb 8, 2021	<p>Added</p> <p>COVID-19</p> <p>You are legally required to isolate for 10 days minimum if you have tested positive for COVID-19.</p> <p>Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.</p> <p>Proof of a negative COVID-19 test and/or a medical note is not required to return to school, work or activities once the isolation period is complete.</p> <p>Variant COVID-19</p> <p>AHS will call you if you are confirmed to be positive for a variant strain of COVID-19.</p> <p>Isolating in the same household is not considered adequate to prevent transmission of variant COVID-19 to other people in the household.</p>



A COLAS COMPANY

	<p>If you are confirmed to have a case of variant COVID-19, you should isolate in a different location if possible, such as an isolation hotel.          If the case is a child, consider moving other family members not required for child care to a hotel for their quarantine period.          Call 211 if you need to access isolation hotels.</p>
<p>Feb 8, 2021</p>	<p>Removed</p> <ul style="list-style-type: none"> <li>• 14 days if you returned from international travel or are a close contact of a person with COVID-19, plus an additional 10 days from the onset of symptoms, should they occur</li> <li>• 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. Please do not visit a hospital, physician’s office, lab or healthcare facility without consulting Health Link (811) first.</li> <li>• These measures will apply for anyone who was in prolonged and direct contact (within 2 metres) with an ill person up to 14 days prior to the onset of symptoms, or after the onset of symptoms</li> </ul>
<p>Feb 8, 2021</p>	<p>Added</p> <p>A close contact of a person infected with COVID-19 is someone who:</p> <p>provides care, lives with, or has close physical contact without appropriate use of personal protective equipment, or          comes into direct contact with infectious body fluids          comes within 2 metres of them for more than 15 minutes</p> <p>COVID-19</p> <p>You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19.          You should book a test if you are notified you are a close contact of a confirmed case of COVID-19.          If you become sick with a known COVID-19 symptom during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.</p> <p>Variant COVID-19</p> <p>You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for variant COVID-19.          You should get tested if you are a close contact of a confirmed case of variant COVID-19.          Book a first test as soon as you receive confirmation that you are a close contact of someone who tested positive.          Book a second test 10 days or later after your last exposure to the confirmed case.</p>



A COLAS COMPANY

	<p>It is strongly recommended that immediate household members of close contacts of variant COVID-19 cases also quarantine until the close contact receives a negative COVID-19 test result on or after 10 days from the exposure date or their 14 day quarantine is over, whichever is sooner.</p>
Feb 8, 2021	<p>Edited</p> <ul style="list-style-type: none"> <li>All personnel shall wear a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearer's nose and mouth when 2m physical distancing cannot be maintained <b>and when accessing common areas such as bathrooms, hallways etc.</b></li> </ul>
Feb 8, 2021	<p>Added</p> <ul style="list-style-type: none"> <li>Working from home is mandatory Province wide as of December 13, 2020 unless the employer requires the employee's physical presence to operate effectively.</li> </ul>
March 10, 2021	<p><b>Removed</b></p> <p>A close contact of a person infected with COVID-19 is someone who:</p> <ul style="list-style-type: none"> <li>✓ provides care, lives with, or has close physical contact without appropriate use of personal protective equipment, or</li> <li>✓ comes into direct contact with infectious body fluids</li> <li>✓ comes within 2 metres of them for more than 15 minutes</li> </ul> <p><b>Added (AHS Update Mar 5/21)</b></p> <p>A close contact is anyone who, during the <a href="#">infectious period</a>:</p> <ul style="list-style-type: none"> <li>lived with or was within two metres of a person who has COVID-19 for 15 minutes or more of cumulative contact, i.e. multiple interactions for a total of 15 minutes or more, even if a mask was worn during that contact, or</li> <li>has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or</li> <li>provided direct care for a person who has COVID-19, or</li> <li>had physical contact with a person who has COVID-19, such as handshake, hugging, kissing, or sexual activity, or</li> <li>shared items with a person who has COVID-19 such as drinks, personal hygiene items, cigarettes, vapes, lipstick, eating utensils, etc.</li> </ul>
March 10, 2021	<p><b>Added</b></p> <p><b>If I Am a Close Contact of a Confirmed COVID-19 Case But Have Tested Negative and Have No Symptoms, Do I Need to Quarantine?</b></p>



A COLAS COMPANY

	<ul style="list-style-type: none"> <li>• Yes, you must continue to quarantine until 14 days after the last exposure to the case. The requirement for quarantine for <a href="#">close contacts</a> or returned travellers applies regardless of any testing results. The only exception is if you are participating in the <a href="#">International Border Pilot Project</a> where there are specific instructions for testing and quarantine.</li> </ul>
<p>June 28, 2021</p>	<p><b>Removed</b> - Post signs at all site entrances that say, “Site Sign in/out by texting Supervisor at (xxx) xxx – xxxx</p> <p><b>Edit</b> - Post completion of the task, you must dispose of <i>any worn single-use PPE that was utilized such as P/N95 respirator, surgical mask, disposable gloves and wipes in a proper container for related waste container.</i></p> <p><b>Edit</b> - Hand hygiene <del>MUST be strictly enforced</del> <i>is highly encouraged prior to using crew water jugs. Workers are to should always</i> sanitize their hands before collecting a cup to be filled as well as after the cup has been disposed</p>
<p>June 28, 2021</p>	<p><b>Added –</b></p> <p><b>Isolation and Quarantine requirements for vaccinated Albertans</b></p> <p><b>If you are Fully Vaccinated* and are exposed to a COVID-19 case:</b>  <b>If you have no symptoms</b>, you are not required to quarantine.  <b>If you do have symptoms</b>, you must isolate for 10 days and should get tested – your isolation can end early if you test negative.</p> <p><b>If you are Partially Vaccinated* and are exposed to a COVID-19 case:</b>  <b>If you have no symptoms</b>, you must quarantine for 10 days and should get tested.  Your quarantine can end early if you test negative on day 7 or later.  If you test negative before day 7, you must remain in quarantine and need a second negative test on day 7 or later to end quarantine.</p> <p><b>If you do have symptoms</b>, you must isolate and should get tested.  If you test negative before day 7, you must continue to quarantine (10 days total from exposure date).  If you test negative on day 7 or later and your symptoms have resolved, your quarantine can end.</p> <p><b>If you have not received any vaccinations previous rules apply:</b>  Close contact cases</p>



A COLAS COMPANY

	<p>If you had close contact of a person who tested positive for COVID-19, you are legally required to quarantine for 14 days from the time you were last exposed and monitor for symptoms.</p> <p>Symptoms</p> <p>The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.</p> <p><i>* You are considered <b>Fully Vaccinated</b>: 14 days after receiving both doses in a 2-dose vaccine series, or 1 dose in a 1-dose vaccine series.</i></p> <p><i>* You are considered <b>Partially Vaccinated</b>: 14 days after receiving the first dose in a 2-dose vaccine series.</i></p>
<p>June 28, 2021</p>	<p><b>Removed -</b></p> <p><b><u>COVID-19</u></b></p> <p><b><del>If I Am a Close Contact of a Confirmed COVID-19 Case But Have Tested Negative and Have No Symptoms, Do I Need to Quarantine?</del></b></p> <ul style="list-style-type: none"> <li><del>• Yes, you must continue to quarantine until 14 days after the last exposure to the case. The requirement for quarantine for <a href="#">close contacts</a> or returned travellers applies regardless of any testing results. The only exception is if you are participating in the <a href="#">International Border Pilot Project</a> where there are specific instructions for testing and quarantine.</del></li> <li><del>• You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19.</del></li> <li><del>• You should book a test if you are notified you are a close contact of a confirmed case of COVID-19.</del></li> <li><del>• If you become sick with a known COVID-19 symptom during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.</del></li> </ul> <p><b><u>Variant COVID-19</u></b></p> <ul style="list-style-type: none"> <li><del>• You are legally required to quarantine for 14 days from the time you were exposed and monitor for symptoms if you are a close contact of a person who tested positive for variant COVID-19.</del></li> <li><del>• You should get tested if you are a close contact of a confirmed case of variant COVID-19.</del></li> <li><del>• Book a first test as soon as you receive confirmation that you are a close contact of someone who tested positive.</del></li> </ul>



A COLAS COMPANY

	<ul style="list-style-type: none"> <li>• <del>Book a second test 10 days or later after your last exposure to the confirmed case.</del></li> <li>• <del>It is strongly recommended that immediate household members of close contacts of variant COVID-19 cases also quarantine until the close contact receives a negative COVID-19 test result on or after 10 days from the exposure date or their 14 day quarantine is over, whichever is sooner.</del></li> </ul> <p><b><u>Confirmed Exposure or Diagnosis</u></b></p> <p><b><u>COVID-19</u></b></p> <ul style="list-style-type: none"> <li>• <del>You are legally required to isolate for 10 days minimum if you have tested positive for COVID-19.</del></li> <li>• <del>Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.</del></li> <li>• <del>Proof of a negative COVID-19 test and/or a medical note is not required to return to school, work or activities once the isolation period is complete.</del></li> </ul> <p><b><u>Variant COVID-19</u></b></p> <ul style="list-style-type: none"> <li>• <del>AHS will call you if you are confirmed to be positive for a variant strain of COVID-19.</del></li> <li>• <del>Isolating in the same household is not considered adequate to prevent transmission of variant COVID-19 to other people in the household.</del></li> <li>• <del>If you are confirmed to have a case of variant COVID-19, you should isolate in a different location if possible, such as an isolation hotel.</del></li> <li>• <del>If the case is a child, consider moving other family members not required for child care to a hotel for their quarantine period.</del></li> <li>• <del>Call 211 if you need to access isolation hotels.</del></li> </ul>
June 28, 2021	<p><b>Edited –</b></p> <p>Social distancing <i>is recommended</i> <del>will be mandatory</del> at all times possible (i.e. stay at least 2 meters away from any person). To be most effective, these social distancing measures <i>should</i> <del>must be strictly</del> followed by everyone.</p> <p>All personnel are encouraged in the use of masks in common areas (hallways, lunchrooms) and meetings in larger groups in individual offices</p>



A COLAS COMPANY

or boardrooms. ~~shall wear a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearer's nose and mouth when 2m physical distancing cannot be maintained and when accessing common areas such as bathrooms, hallways etc.~~

Equipment and tools ~~should~~ ~~shall~~ be cleaned and disinfected with provided wipes ~~on a regular basis as often as possible. It is highly recommended that~~ ~~At a minimum~~ disinfecting is to happen at the beginning of shift, anytime an employee enters a piece of equipment or uses a tool for the first time, and before eating

All employees are required to wash or sanitize their hands before and after using or handling any common items or areas such as photocopiers, laminators, fridges, fax machines, as well as before and after using washroom facilities

Plant personnel will sanitize daily common surfaces such as handrails, door handles, light switches and bathroom fixtures.

Additional fixed hand sanitizer stations have been provided in the office, shop and project trailers

Job toolbox meetings to be held outside *when possible* with appropriate social distancing ~~or have workers call in. No~~ Employees are encouraged to practice hand hygiene when signatures are required on paper or IPAD's or transfer of documents. ~~Site Supervisor signs on the crews behalf~~

~~IFRLA's will be placed in a dated envelope and not handed directly from the worker to the Supervisor. Supervisor sign-off is not required during shift to minimize exchange of papers and potential spread of virus~~

~~Workers will be required to verbally inform their Supervisor of the hazards and controls noted on their IFRLA's and Supervisors are to provide feedback~~

~~Envelope will be collected a minimum of 24hrs after deposit by the Superintendent~~

~~The Superintendent will review and sign a minimum of 20% of the completed IFRLA and provide feedback to the Supervisor and crew~~

Asphalt plant tickets will continue to be sent to the tarp stand or remotely printed there

Aggregate tickets will only be passed one way from scale operator to truck driver

~~Gatherings or meetings of more than 10 people will not be allowed at the SG office, Shop, project site or plant facility~~

Allowance of staff to eat at their desks and having staggered breaks to avoid crowded lunchrooms. ~~Social distancing must be maintained at all times~~

Meetings ~~will~~ should be held in boardrooms that can accommodate the minimum social distancing requirements



A COLAS COMPANY

	<p><del>Remove</del> Limit all personal effects on desks in order to facilitate cleaning  <del>Remove</del> Limit all personal effects from common areas (kitchens, etc.)          If possible, keep your office or workspace unlocked for cleaning staff  <del>Wipe all surfaces with provided wipes located in business centers</del></p>
<p>June 28, 2021</p>	<p><b>Edited –</b>  <b>All employees</b>  <del>Working from home is mandatory Province wide as of December 13, 2020 unless the employer requires the employee's physical presence to operate effectively.</del>  <del>All personnel shall wear a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearer's nose and mouth when 2m physical distancing cannot be maintained and when accessing common areas such as bathrooms, hallways etc.</del>          Minimum 2 meter social distancing should <del>must</del> be maintained at all times possible  <del>We have adopted a “no hand-shake policy;”</del>  <del>You are legally required to self-isolate for 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. Call Health Link 811 for instructions as well as Human Resources;</del>  <del>We have limited business travel to only that essential to operating our business, and to conduct meetings by phone or video wherever possible;</del>  <del>We have suspended all planned training events, seminars and conferences that were scheduled for the immediate future. As the pandemic evolves, we will be reviewing whether employee attendance will be permitted for other such future events</del>  <del>Those travelling outside the country legally need to self-isolate for 14 days upon their return, no matter where they were travelling. Upon your return to the country call Human Resources and your direct supervisor</del>  <del>Staff that are able to will have flexible options, at the discretion of their manager, are being encouraged to work from home or remotely. We have reinforced our remote working capability and are continually working to make remote working easier and more accessible</del>  <del>Donut deliveries, coffee runs, site BBQ's and other such communal events are suspended at all SG fixed and mobile sites</del>  <del>Hand hygiene as well as cough and sneeze etiquette is expected behaviour of all SG employees</del></p>
<p>June 28, 2021</p>	<p><b>Edited –</b>  <b>Employer responsibilities</b>          Standard General will:          Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training</p>





A COLAS COMPANY

	<p>materials) required to implement and maintain the plan are readily available where and when they are required.</p> <p><del>Ensure that</del> Encourage workers <del>are able</del> to maintain physical distancing (2 meters apart) at all times possible while completing their work safely. Select, implement, and document the appropriate site-specific control measures.</p> <p>Ensure that supervisors and workers are educated and trained to an acceptable level of competency.</p> <p>Ensure that workers use appropriate personal protective equipment (PPE) — for example, gloves, <del>gowns</del>, eye protection, and respirators.</p> <p>Conduct a periodic review of the plan’s effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.</p> <p>Maintain records of training and inspections.</p> <p>Ensure that a copy of the <i>guidance document</i> <del>exposure control plan</del> is available to workers.</p> <p><b>Supervisor responsibilities</b></p> <p>Our supervisors will:</p> <p>Ensure that workers are adequately instructed on the controls for the hazards at the location.</p> <p>Ensure that workers have hand sanitizer, disinfectant and disposable face coverings/masks available for use if requested <del>use proper respirators, they have been fit tested, and the results are recorded.</del></p> <p>Ensure that physical distancing is encouraged <del>maintained</del>.</p> <p>Direct work in a manner that eliminates or minimizes the risk to workers.</p> <p><b>Worker responsibilities</b></p> <p>Our workers will:</p> <p><del>Maintain</del> <i>Practice social distancing when possible</i></p> <p>Know the hazards of workplace.</p> <p>Follow established work procedures as directed by the employer or supervisor.</p> <p>Use any required PPE as instructed.</p> <p>Report any unsafe conditions or acts to the supervisor.</p> <p>Know how and when to report exposure incidents.</p>
<p>June 28, 2021</p>	<p><b>Removed -</b></p> <p><b><del>Deliveries to Office, Warehouse and Shop</del></b></p> <ul style="list-style-type: none"> <li><del>Access to the office, warehouse and shop by third parties making deliveries has been restricted. Doors will remain locked with a posted contact number to gain access. Social distancing and hand</del></li> </ul>



A COLAS COMPANY

	<p><del>hygiene practices after handling are highly encouraged. Deliveries are to be left in the foyer and will be collected after departure. There will be no signing for deliveries and hygiene practices are mandatory after handling</del></p>
<p>June 28, 2021</p>	<p><b>Edited – Warehouse and Parts Room</b></p> <p>Access to the warehouse and parts room is restricted to only warehouse and parts room personnel <i>or otherwise approved employees</i></p> <p>Prior to picking orders, the warehouse or parts room attendant <i>should practice hand hygiene and will</i> thoroughly clean their hands with provided hand sanitizer</p> <p><del>There will be no</del> Direct handing of parts or materials from person to person <i>should be kept to a minimum</i>. Items <del>will</del> be placed on the counter for collection. The counter <del>will</del> be sanitized <del>several times throughout the day</del> at least daily</p> <p>Parts room and warehouse counters will be equipped with plexi-glass barriers to limit the potential of droplet spread</p>
<p>June 28, 2021</p>	<p><b>Edited – Mobile Worksites</b></p> <p>Social distancing <del>will be mandatory at all times possible</del> (i.e. stay at least 2 meters away from any person). To be most effective, these social distancing measures <i>should be encouraged and must be strictly followed</i> by everyone.</p> <p><del>All personnel shall wear a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearer’s nose and mouth when 2m physical distancing cannot be maintained.</del></p> <p>Hand washing stations and soap will be <del>available</del> <i>provided</i> (once seasonal weather allows) to all crews <del>at all worksites</del>. Fleet units <del>will be equipped with minimum 20 liter water jugs with spigots for the purposes of hand washing. The jugs will be labeled as “Hand Washing Only, Not for consumption”</del>. Paper towel <del>will be provided to facilitate the turning off of the spigot and drying of hands. Paper towels will be disposed of in receptacles with other disposable waste.</del></p> <p>All crews will be provided with disinfectant wipes, sprays and paper towels for the purpose of cleaning equipment, tools, vehicle door handles &amp; steering wheels, etc. <del>throughout their shift</del></p> <p>Equipment and tools <del>shall</del> <i>should</i> be cleaned and disinfected with provided wipes <del>on a regular basis as often as possible</del>. <i>It is highly recommended that</i> <del>At a minimum</del> disinfecting <del>is to</del> happen at the</p>



A COLAS COMPANY

	<p>beginning of shift, anytime an employee enters a piece of equipment or uses a tool for the first time, and before eating</p> <p>Hand sanitizers will be provided to every crew and <del>should</del> <b>must</b> be used before and after handling any tools, equipment, eating or use of washroom facilities</p> <p><del>Measures should be taken to stagger shift start times and breaks to avoid crowded conditions. Social distancing must be maintained at all times</del></p> <p><del>At all times possible, only the designated operator is permitted within a company vehicle.</del> If there is a requirement to have multiple people in a vehicle, all must sanitize their hands before entering and upon exit as well as don cloth or medical type masks while in the vehicle</p> <p><del>Employees required to bring their personal vehicles to work will be permitted mileage to travel between jobsites as per their Union and CRA guidelines</del></p> <p>Job toolbox meetings to be held outside <i>when possible</i> with appropriate social distancing <del>or have workers call in.</del> <del>No</del> Employees are encouraged to practice hand hygiene when signatures are required on paper or IPAD's or transfer of documents. <del>Site Supervisor signs on the crews behalf</del></p> <p><del>Packing slips and truck tickets will be placed in dated envelopes and not handed directly from one person to another. Paperwork will not be collected for a minimum of 24hrs after deposit</del></p> <p><del>IFRLA's will be placed in a dated envelope and not handed directly from the worker to the Supervisor. Supervisor sign-off is not required during shift to minimize exchange of papers and potential spread of virus</del></p> <p><del>Workers will be required to verbally inform their Supervisor of the hazards and controls noted on their IFRLA's and Supervisors are to provide feedback</del></p> <p><del>Envelope will be collected a minimum of 24hrs after deposit by the Superintendent</del></p> <p><del>The Superintendent will review and sign a minimum of 20% of the completed IFRLA for each project/crew and provide feedback to the Supervisor and crew</del></p> <p><del>There will be circumstances where employees must be in contact closer than 2 meters due to the nature of the work. These will be analyzed on a per-case basis and additional control measures put in place. These will include;</del></p> <p><del>a cloth or non-medical type face covering or physical respiratory covering of adequate size and shape that will cover the wearers nose and mouth</del></p> <p><del>Where possible half-face KN95 respirators or respirators with P95 or P100 are preferred since</del></p> <ul style="list-style-type: none"><li><del>1) They are more protective and;</del></li><li><del>2) N95 are used by health care workers and are in short supply.</del></li></ul>
--	---



A COLAS COMPANY

	<p><del>*Any employee who is required to wear a half-mask respirator due to a work circumstance that puts them within the recommended 2m social distancing zone <b>must</b> be clean shaven for an effective mask fit to be obtained. Any employee who cannot achieve an effective mask fit will not be permitted to work in close proximity to another employee for any duration</del></p>
June 28, 2021	<p><b>Removed –</b> <b>SWP: Social Distancing – Workplace Exceptions</b></p>
June 29, 2021	<p><b>Added –</b> <b>Office staffing protocol effective June 28, 2021</b> Starting on Monday, June 28th, 2021, for four (4) consecutive weeks, the office will re-open at 50% capacity The management team will be split into two groups. One group will attend the office Monday, Tuesday, Wednesday and the other group will attend Thursday and Friday then the groups will rotate schedules in successive weeks Managers will make similar schedules for their direct reports that have a workspace in the main office Office attendance is not mandatory at this time. Consideration will be made for those with underlying health risks or uneasiness about returning to work due to personal circumstances</p>

### Revisions

Revision 1.1- Mar 23,2020

Revision 1.2- Mar 30, 2020

Revision 1.3- Apr 8, 2020

Revision 1.4– Apr 16, 2020

Revision 1.5- Jun 24, 2020

Revision 1.6- Feb 8, 2021

Revision 1.7- Mar 10, 2021

Revision 1.8- June 28, 2021