



Prince Edward Island Road Builders and
Heavy Construction Association

COVID-19 - Standardized Protocols

May 05, 2020

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1.0. Prioritizing the health and safety of workers, contractors, visitors, and others, including their surrounding communities.

1.0.1. Prince Edward Island Road Builders and Heavy Construction Association member's priority has and will always be the health and safety of our workforce, their families and our communities. In response to the evolving COVID-19 pandemic, Prince Edward Island Road Builders and Heavy Construction Association membership is working diligently in collaboration with the various stakeholders, specifically the Chief Public Health Officer and other regulatory leaders, to ensure adherence to all guidelines, advice and direction from Government and Health Officials, both Provincially and Federally.

1.0.2. A strong and effective safety culture is developed from leadership who "walk the talk" through demonstrating a high level of commitment to Health and Safety. Prince Edward Island Road Builders and Heavy Construction Association members will continue to employ effective policies, and best procedures and practices to risk manage the Industry in a healthy and safe manner.

1.0.3. The membership clearly understands the complexity and unpredictability of the COVID-19 environment of today. The membership accepts the challenge of adapting to what will be a fluid operational future as the world progresses through the next period of time. If we could only know now what we are going to know then.

1.0.4. We are so grateful for, and respectful of, the extraordinary leadership that is being provided to Islanders and for all the people who continue to work under these challenging conditions demonstrating their commitment, employing their skill and talent, to keep everyone safe, healthy and able to work.

1.1. Recommendations and best practices from Provincial and Federal Public Health Authorities.

1.1.1. Prince Edward Island Road Builders and Heavy Construction Association members provided essential snow clearing services throughout the winter season with contracts terminating on April 15th. In the latter part of this period, the industry adapted its practices and procedures to a quickly evolving health and safety business environment. By constantly monitoring the guidelines from health officials, the membership developed and employed specific measures, some as itemized below:

- implemented a work-from-home approach wherever possible
- implemented restricted access measures at our shops and offices ensuring non-essential workforce members are not entering any of our facilities and sites
- adhered to the recommendations regarding physical distancing guidelines between workers
- minimized or eliminated in-person meetings, holding necessary meetings outside (for example, safety meetings), in smaller groups or via technology
- enhanced PPE and appropriate hygiene practices used to carry out the work
- increased cleaning requirements for vehicles, heavy equipment, PPE, offices, shops etc.
- reduced the number of people transported per vehicle
- ensured worker orientation included COVID-19 expectations, awareness and

prevention

- ensured all individuals had access to appropriate safety equipment, and understood the expectation surrounding personal hygiene

1.1.2. While each type of work may have some unique attributes, the members have developed and are adapting health and safety measures to protect our workforce on the ground and ensure work can safely continue. We continue to revisit and update our plans and monitor implementation daily.

1.2. The development of this protocol establishes a common COVID-19 Pandemic Response Plan standard and fosters open communication amongst stakeholders to ensure a respectful work environment.

1.3. Establishing a COVID-19 Response Team and Response Plan

1.3.1. COVID -19 Response Team shall, as appropriate for the organization, be made up of teams representing human resources, health and safety committee/rep/safety officer, operations and communications.

1.3.2. COVID-19 Response Team will have responsibility for:

- developing an overall communications and contingency plan and updating the plan as COVID-19 continues to evolve.
- preparing a detailed contact list of essential employees, contractors, vendors, suppliers, service providers and any other key contacts.
- acting as a liaison with affiliated companies, employees, contractors, vendors, suppliers, service providers, customers, insurance providers, regulators, government and public health authorities.
- determining the triggers for what must happen, when and by whom within the business in response to COVID-19, including:
 - who is authorized to make decisions and at what level in the business?
 - who is responsible for issuing communications, who will authorize the message to be communicated and how such messages will be communicated?and
- considering the extent to which your business can sustain disruptions to normal operations, including how staffing levels will be met, and the impact on employees, contractors, suppliers, service providers and customers.

1.4. Businesses Considerations:

a) Employees

1.4.1. Employers have a legal obligation to take all precautions reasonable in the circumstances to protect their employees. In response to COVID-19, your organization's response team should consider the following:

- Travel Restrictions.
 - Non-essential travel

Cancel or postpone non-essential work and personal travel out of the Province of PEI. Employees are to be cautioned against such personal travel. Require employees to report if they are planning travel out of the Province. Monitor federal/provincial government travel and public health advisories. Review travel insurance policies to determine whether there are any limitations on coverage for travel to or through high risk jurisdictions.

- Essential travel
 - All essential workers travelling for work must:
 - ✓ Self-isolate when they are not at work/or appointments.
 - ✓ Follow social distancing guidelines (2 metres/6 feet distance from others);
 - ✓ Wash their hands frequently.
 - ✓ Clean shared surfaces, and
 - ✓ Stay away from anyone who is sick

▪ Reporting Requirements.

Employees are required, after returning from outside Prince Edward island, or living with someone who has done so, or who believes that they may have been exposed to COVID-19, to immediately report to the employer (even if they are asymptomatic), quarantine themselves for 14 days and to return to work only if they are asymptomatic at the conclusion of that 14 day period and cleared by a medical professional to return to work.

▪ Leave of Absence and Vacation Policies.

All staff is required to review policies to determine whether the company can cancel scheduled vacations/leaves of absence due to staff shortages caused by COVID-19 or require employees to take vacation or paid/unpaid leaves of absence if staffing needs are reduced due to COVID-19. Consider also whether employees can be laid-off temporarily.

▪ Cross -Training.

Can employees be cross-trained to ensure sufficient staffing to cover COVID-19 related absences or whether work can be temporarily out sourced.

▪ Promote Everyday Preventative Measures.

Advise employees that if they have symptoms of a respiratory illness of any kind (e.g. fever, coughing, shortness of breath, etc.) they should stay home and seek medical treatment. Encourage employees to wash hands often with soap and water for at least 20 seconds; avoid touching their eyes, nose and mouth with unwashed hands, and to cover a cough or sneeze with a tissue, or cough/sneeze into their sleeve if a tissue is not available. Ensure that alcohol-based hand sanitizers with at least 70% alcohol are readily available.

▪ Investigate Work Refusals.

- Employees have three basic statutory rights.

- ✓ to know about existing and potential hazards
 - ✓ to participate in making the workplace safe and healthy
 - ✓ to refuse to work or perform a task where it is likely to endanger their health or put them at risk.
- If an employer receives a COVID-19 related work refusal, it is required to investigate. Employees who exercise a legitimate health and safety work refusal cannot be disciplined, threatened or dismissed.
 - Discrimination, Harassment, Accommodation.
Do not make assumptions about employees based on stereotypes. Employees must not be subject to discrimination or harassment based on their connection to a high-risk jurisdiction (e.g. race, ethnicity, or place of origin). Accommodate COVID-19 related medical conditions/absences to the point of undue hardship.
 - Maintain Communication.
Provide accurate and up to date information regarding COVID-19 and measures the organization is taking to respond. Consider establishing a telephone "hotline" and/or web portal for employees to facilitate communication if employees cannot attend at the workplace.

1.5. Immigration Considerations

- 1.5.1. COVID 19 has had a significant impact on the international travel and mobility of a workforce. Prince Edward Island Road Builders and Heavy Construction Association members must prepare for processing and administrative delays and be prepared to make alternate arrangements for their operational needs if necessary.

1.6. Responsibilities

1.6.1. Employers & Contractors Responsibilities

- Provide training
- Ensure that the appropriate PPE and materials (i.e. gloves, alcohol-based hand rubs, and washing facilities) and other resources, (i.e. worker training materials) required to implement and maintain the plan, are readily available where and when they are required.
- Ensure that workers/visitors are able to maintain social distancing (at least 2 meters) at all times while completing their work safely or design procedures and /or PPE (Personal Protective Equipment) to mitigate the risk.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained on the risk associated with COVID-19, the controls necessary for their protection and the overall requirements of the plan.
- Maintain records of training and inspections.
- Update the plan and implement control measures as new information becomes available, from the Chief Public Health office or any other Provincial or Federal Agency.

- Conduct a regular review of the plan's effectiveness. This includes a review of the available control strategies to ensure that these are selected and used when practical.
- Ensure that a copy of the exposure control plan is available to workers.
- Maintain a daily list of all workers on each site.
- Provide for transportation to and from the work site, either through the use of employer or employee vehicles in compliance with the Chief Public Health Officer's guidelines
- Consult and co-operate with the Joint Occupational Health & Safety Committee/Rep

1.6.2. Supervisor responsibilities

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers use appropriate personal protective equipment (PPE) where required, (i.e. gloves, eye protection, and full body protection).
- Ensure that social distancing is maintained.
- Entry and exiting of the worksite are monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- To ensure that all employees are educated to work in a safe manner and they use all personal protective devices and procedures required by the company and by legislation to protect their health and safety.
- To carry out regular inspections of the workplace to insure a safe and healthy environment.

1.6.3. Health & Safety Committee/Rep

- Perform the functions of an Occupational Health and Safety Committee/Representative as defined in the Occupational Health and Safety Act and Regulations and maintain records of such activities.
- Work co-operatively with employees and management in identifying hazards to health and safety and to develop and implement programs to respond to the hazards.
- Receive and co-operate with the employer in the investigation and prompt resolution of complaints or concerns of employees.
- Participating in inspections, inquiries, and investigations concerning the safety of employees.
- Participate in Health and Safety Training Programs.
- Advise and make recommendations regarding the Occupational Health and Safety Policy and Program and for the improvement of health and safety in the workplace.
- Participate in the cooperative auditing of compliance with Occupational Health and Safety (OHS) requirements in the workplace and under this COVID-19 Program.
- Make written recommendations as it is considered appropriate to Management.

1.6.4. Worker responsibilities

- Report fit for duty
- Maintain social distance
- Know the hazards of workplace.

- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

1.6.5. Visitors

- All non-essential individuals are not permitted access to the site.
- Maintain social distance
- Know the hazards of workplace.
- Follow established work procedures/signage etc. as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

1.7. Worker training

1.7.1. Workers will receive training in the following: (Appendix B)

- The risk of exposure to COVID-19, and the signs and symptoms of the disease
- Safe work procedures to be followed, including hand washing, social distancing and cough/sneeze etiquette
- Location of washing facilities, including dispensing stations for alcohol-based hand sanitizers
- Safe selection, use and care of respiratory protection and fit testing (where respiratory protection is required)
- How to report an exposure to or symptoms of COVID-19.

1.8. Risk identification and assessment

1.8.1. The primary routes of transmission, anticipated for COVID-19, which need to be controlled, include direct contact and respiratory droplets.

1.9. Breathing in droplets in the air

1.9.1. The Chief Public Health Officer advises that COVID-19 can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. People can catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. Social distancing (maintaining 2 meters of distance from other people at all times) will help reduce the risk of this occurring.

1.10. Close contact

1.10.1. Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19

may transfer the virus from their hands or clothing to others during close contact.

1.11. Surface contact

1.11.1. Respiratory droplets expelled when a person with COVID-19 coughs, sneezes or exhales, can also land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Surface contact involves a worker touching a contaminated object such as a steering wheel, control, tool, or telephone, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

1.12. Prevention measures

1.12.1. Communication and awareness

1.12.2. Clear signage is posted at entry points on the construction site that outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities

1.12.3. Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.

1.12.4. All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Chief Public Health Officer of PEI:

- Avoid touching eyes, nose and mouth with unwashed hands,
- When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand,
 - Dispose of any tissues you have used as soon as possible and wash your hands afterwards,
- Non-medical face-coverings (such as homemade cloth masks) can be worn as a potential mitigant to catching and transmitting the virus but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with the guidelines provided. Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE),
- Do not share personal items or supplies such as phones, radios, pens, notebooks, tools, PPE, etc.,
- Use and remove PPE with care, being mindful of which surfaces may be contaminated.
- Individuals must clean their hands after handling any used PPE,
- Avoid common physical greetings, such as handshakes,
- Avoid touching your face, eyes, nose and mouth with unwashed hands.
- Maintain a minimum physical distance of two metres (6 ft) from others; and
- Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

1.13. Monitoring the status of workers

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

1.13.2. Records are to be kept of which individuals work together and when.

1.14. Construction site(s), site trailer(s), offices, tools and equipment etc. cleaning protocols

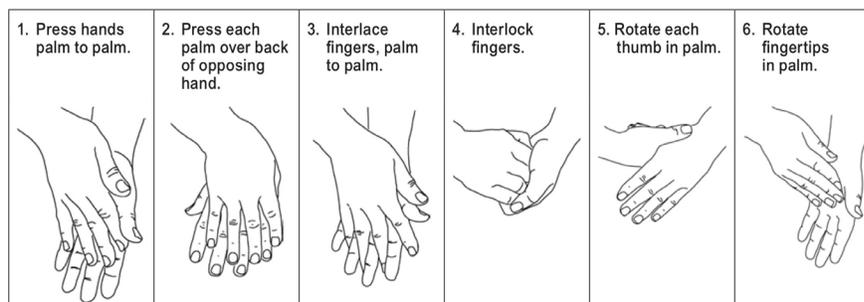
1.14.1. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their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

1.14.2. Additional sanitary measures are implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.

- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per PHAC's (Public Health Agency of Canada) recommendations here: <https://www.canada.ca/en/public-health.html> limiting and removing internal touch point areas
- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar. Means to clean and disinfect such devices between uses is provided.
- Limit use of common pens for sign-in sheet to construction site.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

1.14.3. Hand washing procedure

- Use soap and warm running water and wash hands for at least 20 seconds. If warm water is unavailable, use a waterless hand sanitizer that has at least 70% alcohol.
- Follow the Manufacturer's instructions on how to use the cleanser. Alcohol-based hand sanitizing dispensers are located



1.15. Compartmentalization

- 1.15.1. The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- 1.15.2. Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- 1.15.3. Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.

1.16. Site operation

- 1.16.1. The number of in person meetings is minimized. If required, meetings should involve only necessary individuals. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.
- 1.16.2. The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- 1.16.3. Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.
- 1.16.4. Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- 1.16.5. Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

1.17. Transportation of materials

- 1.17.1. Clearly, the road building industry is about moving material – both within a site and to and from a site. Many raw materials are imported to PEI; aggregate, liquid asphalt, pipe and related products, etc. Other materials are transported to and from stock piles, pits or local suppliers.
- 1.17.2. Importation of aggregate typically utilizes one of three types of transportation mode; barge, ship or truck.
- 1.17.3. Unloading barges and ships, moving material within and to a site do not present any

unusual challenges to meeting the recommended guidelines. Ports have their procedures in place, while the importers exercise the prescribed trucking protocol for the industry for all sites;

- Truckers are to remain in their vehicles virtually at all times except for tarping or other direct requirements to load or unload
- Trucking material to the island is mandated by the guidelines for essential workers travelling to and from the Province and the general site protocol

1.17.4. When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Protocol is in place for managing scale weighers/checkers. Deliveries are unloaded using proper PPE.

1.18. Work at Occupied Spaces

1.18.1. When working at areas currently occupied (e.g. private residences), the minimum physical distancing with any occupants is strictly enforced.

1.18.2. Non-emergency work should not be done at any occupied space where an occupant is suspected to have contracted COVID-19 or is under self-isolation (per the directions of the applicable authorities). Emergency work can be carried out provided workers are equipped with appropriate PPE.

1.18.3. Hands and tools are thoroughly cleaned before entering the workplace and after leaving.

1.19. Hazard identification – Risk Assessment

1.19.1 General protocol actions are relevant to all job sites and other work environments as applicable. Recognizing the impossible task of identifying all risks in the future, it is certain that specific work tasks will pose extra challenges in an unknown environment. While this document does provide some specific policies and procedures, it is not reasonable that it would be all inclusive. Along with specific procedures, this information is intended to provide a road map for a process to identify hazards, assess risks, solution development, accountability, and monitoring and reporting. Appendix C provides specific examples of hazards identified and related preliminary mitigating procedures and practices considered by the members.

1.20. Protocol Auditing

1.20.1. The Department of Transportation Infrastructure and Energy is planning to have staff on the construction sites which they are the owner to assess compliance with the guidelines by truckers, contractors staff, utility workers, and all governments staff on the construction site.

1.20.2. External monitoring and enforcement of construction sites, other than TIE sites, has not been considered in this document.

1.20.3. Out of Province contractors monitoring and enforcement will be required to ensure compliance with the prescribed protocols as directed by the Chief Health Officer.

1.21. Other Measures

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

1.22. Detection measures

1.22.1. Testing, screening and other like protocols are beyond the expertise of the members. The industry will rely on directives from the Public Health Office.

1.22.2. Before entering the site or workplaces, individuals must confirm that:

- They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion,
- They have not returned from outside of Prince Edward Island within the past 14 days,
- To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and
- They have not been working on a site that was shut down due to the virus. Responses are to be kept private and treated as sensitive medical information.
- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.

1.23. Response Measures

1.23.1. Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:

- Not come to work.
- Contact their supervisor and/or human resources department.
- Stay at home and self-isolate (14 days); and
- Contact local health authorities for further direction. (811)

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

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

1.23.3. Contractor/Employer Response plans

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

1.24. Worksite/Workplace Isolation Measures:

1.24.1. In the event that a worker, visitor, contractor, or other present signs or symptoms of illness while in the work-site/place the following precautions must be adhered to: The company will select a specific isolation room or designated area which can be closed-off, where potentially sick people can be isolated from the work-site/place and others. (i.e. Vehicle can be used for isolation purposes if no quarantine room is available). Appendix B

1.24.2. NOTE: Vehicle/Room must be disinfected after person(s) have been removed from the area.

1.25. **Disclaimer:** This program is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, provincial or federal laws and is not a legal document. Neither does the company assume any legal liability that may arise from the use of this Program.

Prince Edward Island Road Builders and Heavy Construction Association

Appendix C

HAZARD - RISK ASSESSMENT REGISTER - SUBMITTED SOLUTIONS - RESPONSE TO COVID-19

<i>Activity</i>	<i>HAZARD (COVID-19 VIRUS EXPOSURE)</i>	<i>Submitted Solutions</i>
<p>1</p> <p>All job sites – General Protocols</p>	<ul style="list-style-type: none"> • Lack of proper hygiene • Portable toilets not available • Exposure to contamination of tools and equipment • Travelling to/from job site or leaving the job site • Groups meetings • Illness: fever, new or worsening cough, sore throat, runny nose. Sneezing, congestion or unusual fatigue 	<ul style="list-style-type: none"> • Sanitization kits will be available in each company vehicle and each piece of heavy equipment. Such equipment should be sanitized if operator is changed. • Wipes/disinfectant will be available in each job container and common areas are to be wiped twice a day. • Proper portable toilets will be provided to limit employees entering/leaving job sites. • Each site will contain washroom facilities which will be sanitized after each use. • Each site will contain adequate disinfectant and paper towels for cleaning smaller tools, as necessary. • Workers will be provided gloves and should wear them as much as possible while working. Workers will be advised to wash/sanitize their hands when gloves are removed for extended periods. Workers will be instructed that they should not be touching their eyes, nose and mouth with their gloves. • Workers will be provided individual hand disinfectant products to use as needed. • Workers will be advised they should wash their hands before consuming food at any time. • It will be suggested that workers bring their coffee, food for breaks and lunch from home to minimize travel during a shift. Company vehicles will not be permitted to be used to acquire food for breaks or lunches. • Maximum capacity in any job container/lunchroom, etc. in order to maintain social distancing. • Job and site meetings will be conducted outside when possible and all attendees will be expected to be respectful of recommended physical distancing guidelines. • Crews will be kept intact as much as possible to maximize worker familiarity with co-workers.(2m/6ft) • Workers should be prepared to use appropriate PPE required for tasks and especially where ideal physical distancing will be compromised. • Workers will be expected to practice physical distancing guidelines to the fullest extent possible and in tasks that limit the ability of full physical distancing, workers will be expected to mitigate the risk by using personal protection equipment (PPE) while keeping close attention on the task so as to complete it in as timely a manner as possible. • Workers will be expected to not share tools (including portable radios, cell phones or even pens) when possible; however, if sharing is required, they should disinfect before and after usage. • Job tools will be designated a single operator whenever possible. • Each piece of heavy equipment will be designated an operator who should be the only person to operate the unit for the shift. The common touch areas of the unit should be wiped down at the beginning and end of the shift or on the rare occurrence of another operator having to use the unit. • Each company vehicle will be designated a single driver who will sanitize common touch areas of the unit at the start and end of the shift. The maximum people allowed to travel in a vehicle is as follows: One (1) person only is allowed in vehicles with one seat unless an acceptable see through physical barrier is utilized to divide the seating area. Two (2) people are allowed in vehicles with two seats; a driver and one (1) passenger seated in the rear passenger side seat. • Workers using their own transportation to and from the work site are required to abide by the foregoing rule for employer vehicles. • Workers will not be allowed to mingle before or after a shift. Workers will be expected to adhere to physical distancing at breaks and lunchtimes.

2	Asphalt Work Specific Tasks Spreader Operation & Hand Work	<ul style="list-style-type: none"> Lack of proper hygiene Social distancing challenges - 2 people may have to work together closer than 2m/6ft Exposure to contamination of tools and equipment Exchanging tools and equipment 	<ul style="list-style-type: none"> Hand work- When asphalt material needs to be handled manually as opposed through a spreader it can bring as many as 5 persons together to try and efficiently get the material spread before it cools too much. Most asphalt jobs have only a small amount of hand work involved. But some jobs do involve a larger amount of hand spreading. In jobs requiring larger amount of hand spreading we would delay scheduling these jobs until later in the season when we will have further information about Covid-19. For jobs with smaller amounts of hand work we will limit the task to only 3 persons to spread these people out and at the same time suggest that masks be used when performing this type work. Rakes/Shovels - In normal years, a crew has a bunch of rakes and shovels for general use. We propose that each person will be designated a name labelled rake or shovel and they can still be disinfected as needed. Spreaders - When laying asphalt with a spreader, normally there will be a spreader operator and a person standing on the back end of the spreader to adjust the screed. We have determined that these persons will be able to maintain suggested physical distancing requirements, be it barely at times. For this reason, these individuals will have the option of using a mask to further mitigate the risk. Typically, paving plants are not operable until after the Victoria Day weekend in May (this year May 19th). There is time to evaluate future circumstances in regards to the foregoing risk management issues. Contracts flexible start/finish date.
3	Water & Sewer Jobs	<ul style="list-style-type: none"> Exposure to contamination of tools/equipment i.e. excavator/hand tools Social distancing challenges 2 people may need to work together closer than 2m/6ft Lack of proper hygiene Exchanging tools and equipment 	<ul style="list-style-type: none"> Normal procedure would be for anyone to use the grease brush to prep the pipe supplies. We will designate one person on the crew to do all greasing required. Normal procedure in the past could experience multiple persons use a piece of heavy equipment like an excavator when placing pipe. In future, each piece of heavy equipment will have one designated operator. Workers avoid being less than two meters from others for prolonged periods of time unless their role requires closer proximity. In such cases, appropriate face masks and other PPE must be worn. If employees are working within smaller spaces (i.e. trenches), they will be required to stay 2 meters apart. It is recommended that the handle of a jumping jack be touched by only one person; and if sharing is necessary, then both employees within the trench will be required to wear gloves and disinfect the handle between uses. All efforts will be made to limit work within trench boxes. If this cannot be avoided, longer trench boxes will be used in order to allow more space for employees to stand at the rear of the box. Each employee will have their own tools as much as possible to limit sharing, If a piece of equipment is to be shared (i.e. tamper, jumping jack, cut-off saw), this equipment must be wiped with disinfectant wipes before use. When backfilling the trench, sometimes both men will move to the opposite end of the trench where they would stand closer together than 6 feet. We will require one of the men come out of the trench when backfilling is occurring. It may be possible in certain circumstances to use a bigger trench box that will allow both workers to be at least 6 feet apart. Tamper work- Often this is done with 2 men either working together or siding each other off on the same tamper unit. Depending on the Job we will either use 2 tamper units or have the single unit disinfected before the unit is operated by the other worker. Normally tools are handed down as needed from one worker at ground level to the trench workers. We will use a 5-gallon bucket tied to an excavator arm to lower the tools as needed. Contracts flexible start/finish date.
4	Pipe Boring	<ul style="list-style-type: none"> Social distancing -3 people may need to work together closer than 2m/6ft Exchanging tools & equipment 	<ul style="list-style-type: none"> Normally three men are required to work in proximity. Depending on the job either these workers will need to wear masks or if the owner allows, we can perform an open cut procedure (dig out versus dig under). Contracts flexible start/finish date.

5	Concrete Work: Form Placement, Sidewalks & Pouring Sidewalks & Concrete Curbing	<ul style="list-style-type: none"> • Exposure to contamination of tools/equipment • Social distancing challenges - workers may need to work together closer than 2m/6ft 	<ul style="list-style-type: none"> • Form placement - Involves someone holding forms while another person drives the pins to keep the forms in place. There would be no other way other than for the workers to wear masks to get around the inability for physical distancing. • Sidewalk work - Normally placed in 5-foot blocks with a worker on the chute of the ready-mix unit, a rake worker and a trowel person. Depending on the job we would either spread everyone out to accommodate physical distancing or the workers would have to wear PPE masks to mitigate the risk. • Concrete curbing has similar challenges • Contracts flexible start/finish date.
6	Landscaping	<ul style="list-style-type: none"> • Exposure to contamination of tools/equipment • Social distancing challenges - workers may need to work together closer than 2m/6ft 	<ul style="list-style-type: none"> • Project review and training will be in open air sites or online to retain social distancing. • Our crews will be meeting at the job site to reduce contact time in transit to worksite. • Stagger start times for crews to limit Interactions. • Keep a minimum distance of 2 meters (6 feet) with co-workers and customers. Preferably all communication with customers to be by phone. • Sanitize shared equipment between uses. • Label/mark personal tools to avoid sharing. • Sanitization kits in each work vehicle. • Rental of portable toilets at job sites that will take 3 days or more to complete (vs Using the local coffee chains) • Provide handwashing stations on site, including single use towels. • Employees to bring their own lunch and snacks to help encourage social distancing and unnecessary contact.