

PANDEMIC PLANNING AND PROCEDURES

We must ensure that as a responsible corporate entity, we follow all the mandated restrictions from government agencies and review the recommendations from the health experts during pandemics. As it relates to the workplace we will:

- communicate frequently with our employees for the maximum clarity and direction on what we all can do as a corporation and as a community to ensure that we all succeed in the fight against any health threat;
- create and update a company vaccine policy if needed;
- provide instruction for proper hygiene;
- provide instruction for screening, masking, social distancing, self-isolation, and medical care;
- distribute adequate PPE, disinfectant supplies as well as their proper use to our employees;
- create and modify specialized work procedures and policies as required

Both employers and employees have a role to play in reducing the spread of infection.

Coronavirus: COVID-19

COVID-19 is a serious global health threat and in 2020 the World Health Organization (WHO) declared it a global pandemic. The situation is continually evolving, and the risk will vary between and within communities.

COVID-19 has had, and may continue to have, a significant impact on our health care system and when COVID-19 cases increase, it has an impact on health care resources available to all Canadians.

There is an increased risk of more severe outcomes for Canadians:

- aged 65 and over;
- with compromised immune systems;
- with underlying medical conditions

In order to mitigate the impacts of COVID-19, **everyone has a role to play**. It takes more than governments and action from the health sector to protect the health and safety of Canadians. Each of us can help be prepared in the event of an emergency by understanding how coronavirus spreads and how to prevent illness.

Ontario will progressively adjust public health measures to respond to the pandemic. This will include distributing vaccines, adjusting regulations for business openings, implementing widescale measures and restrictions and using enforcement to ensure rules are followed.

How coronavirus spreads

Human coronaviruses cause infections of the nose, throat, and lungs. The key risk factors for transmission include:

- prolonged exposure: spending more time with potentially infected people
- close proximity: working close to others
- crowded places: having more people in a space

- closed spaces: indoor spaces with less fresh air exchange (working indoors is riskier than working outdoors)
- forceful exhalation: activities that cause people to breath more deeply, such as speaking loudly
- respiratory droplets generated when you cough or sneeze
- touching something with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient when there is close contact.

Symptoms

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 incubation period for this disease.

In severe cases, infection can lead to death.

Patients typically begin to show symptoms of the virus within 2-14 days of contact with the virus.

Some symptoms of COVID-19 overlap with those of the common cold, allergies, and the flu, which can make it tricky to diagnose without a test.

COVID-19 Compared to Other Common Conditions

Symptom	COVID-19	Common Cold	Flu	Allergies
Fever	Common	Rare	Common	Sometimes
Dry Cough	Common	Mild	Common	Sometimes
Shortness of Breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and Pains	Sometimes	Common	Common	No
Sore Throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes*	No
Runny Nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

*Sometimes for children

Sources: CDC, WHO, American College of Allergy, Asthma and Immunology

Vaccine Policy

The “John Aarts Group Vaccine Policy” is a separate document that specifically addresses vaccines. The policy is posted on the company health and safety website. It is updated as frequently as required. Please review the policy for all company vaccine information.

Daily Health Screening and Log

All workers and visitors at a workplace must complete a daily health screening before they enter the workplace or start their shift to ensure they do not pose a risk to themselves or others.

Currently the screening is done at workplaces using one of the following procedures:

- An online app is completed by workers, visitors prior to entering the workplace. The results are submitted and logged by email. QR codes are posted on exterior doors for a link to the app. There is an employee designated to review the submissions each day (ie. Main office, A/E).
- Workers, visitors self-assess and screen themselves. The results are logged on hard copies. An employee must be designated to check the logs each day (ie. DBRMX, AAROC Agg, CFL).
- Supervisors use a digital safety meeting (HCSS app) to screen and log workers prior to shift start (ie. J-AAR).

The following questions must be reviewed:

- 1. Have you had any of the following symptoms in the last 24 hours? Symptoms should not be chronic or related to other known causes and conditions.**
 - shortness of breath or difficulty breathing
 - fever or chills
 - coughing
 - sore throat or trouble swallowing
 - runny/stuffy nose or nasal congestion
 - decrease or loss in sense of taste/smell
 - nausea, vomiting, diarrhea, abdominal pain
 - not feeling well, extreme tiredness, sore muscles
 - headache
 - pink eye
- 2. In the last 14 days have you or anyone in your household traveled outside of Canada?**
- 3. In the last 14 days have you been in close contact with a probable or confirmed case of COVID-19, including a COVID-19 alert exposure notification?***

If any worker experiences any symptom(s) or answers YES to question 1, 2 or 3 they MUST:

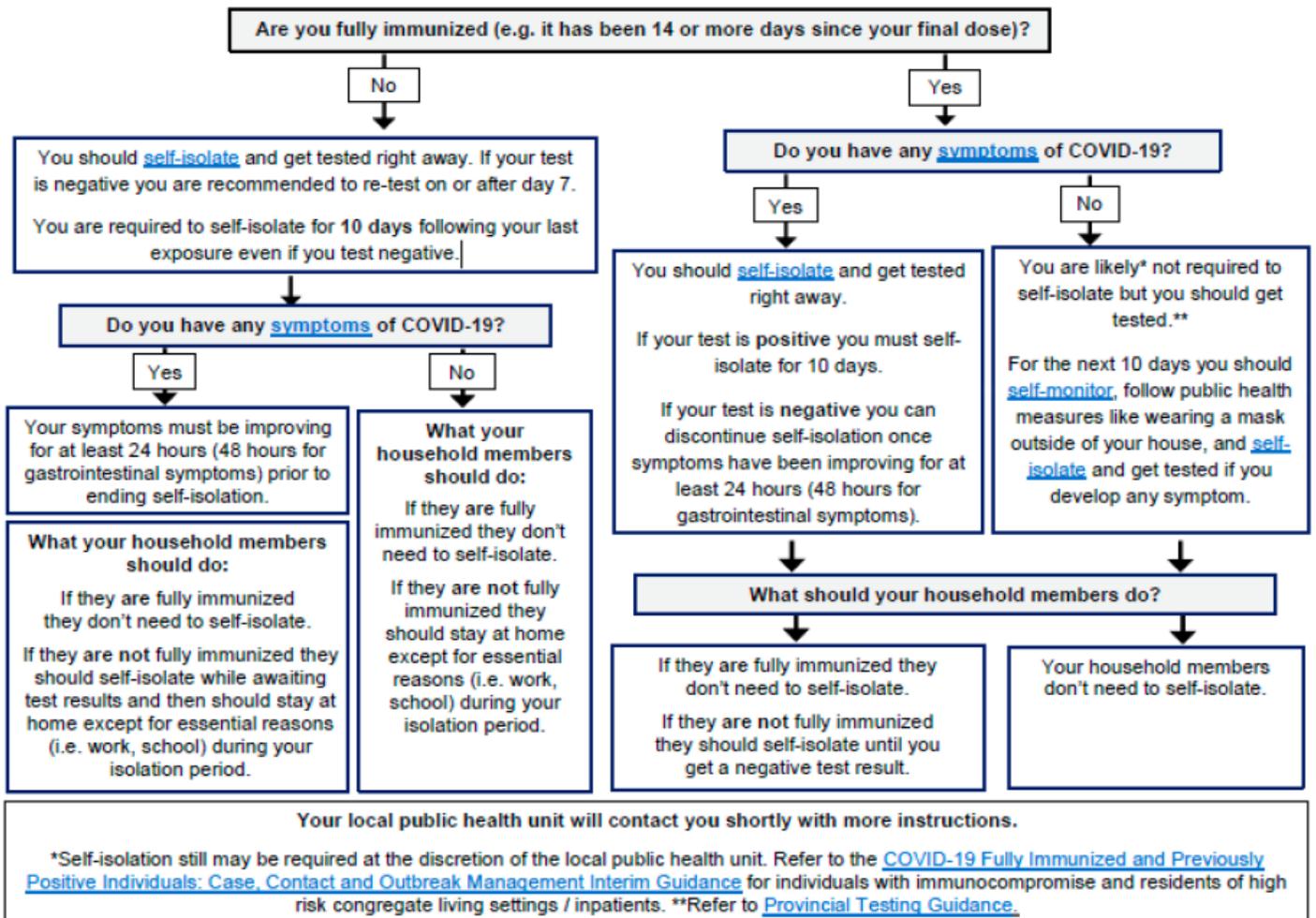
- **stay home / return home and not come in to work;**
- contact their supervisor;
- consult a health professional or the public health online assessment tool to seek instructions before returning to work. The online assessment link is:
<https://covid-19.ontario.ca/self-assessment/>
- travel information for returning to Canada can be found here:
<https://travel.gc.ca/travel-covid>
- complete any required self-isolation, quarantine;
- if the assessment tools or a health provider determines a test is required, employees must provide a negative test to their supervisor to return to work, in addition to following any other instructions the public health unit has issued.
- **see flow chart below for additional information

Others with Symptoms

Additionally, if anyone within your household has symptoms, continue with regular activities and self-monitor on a daily basis. Should you also develop symptoms, follow all the procedures listed above.



You've been exposed to someone who has tested positive for COVID-19, now what?



Self-Isolation

When self-isolating you should:

Stay home

- do not use public transportation, taxis or rideshares
- do not go to work, school, or other public places
- your health care provider will tell you when it is safe to leave

Limit the number of visitors in your home

- only have essential visitors who you must see and keep the visits short. (follow all current government policies on the numbers of people allowed in groups, households, social gatherings etc.).
- keep away from seniors and people with chronic medical conditions (for example, diabetes, lung problems, immune deficiency)

Confirmed Positive COVID-19 Case

These steps must be followed if a John Aarts Group employee or subcontractor receives a positive test result from their jurisdictional health department.

1. The results must be communicated immediately to the Health and Safety Team/Management. A copy of the test results may be requested. They will also need to confirm dates and times of exposure and close contacts.
2. Management will notify any affected stakeholders (site owner, client, project constructor) of the positive case as required. Management will also inform the local public health unit and MLTSD as required.
3. Management and the applicable supervisor(s) will conduct close contact (within 2 metres for 15 minutes or more) tracing and determine what tools, vehicles etc. may be affected.
4. Employees suspected to have been in close contact with the positive worker will be required to immediately self isolate until clearance is obtained. Vaccination status will be a factor. All non-close contacts will be asked to diligently self monitor at this time. Any subcontractors that may be affected will be notified of the confirmed positive at this time as well.
5. Areas, tools, and vehicles with suspected/confirmed contact will be immediately removed from service until a thorough deep clean/disinfection has been completed using Health Canada approved products. All employees cleaning possibly infectious surfaces will wear masks and gloves as a minimum. While cleaning is underway no other work should be conducted at the contaminated site.
6. A professional cleaner/remediation company will be hired if needed. This will be at the discretion of management.
7. Signage will be posted at all entrances barring entry while cleaning is underway.
8. Once the affected area has been thoroughly cleaned/disinfected the supervisor/manager will contact workers not deemed to have been in close contact with the positive case to return to work.

Return to Work Requirements

*To safely return to work, the positive worker(s) and all close contacts** must meet the requirements of their local public health unit. The John Aarts Group reserves the right to request proof of release by the public health unit.*



Management will assess the return to work and notify the appropriate stakeholders. Conditions to be met for safe return to work include:

1. Clearance from the Public Health unit to return to work;
 2. Completion of minimum 10-day self-isolation period;
 3. Symptom free for 24 hours;
 4. If requested by the public health unit, a negative test(s) and;
 5. Clearing the daily health screening questionnaire.
- **vaccination status will be a factor for close contacts procedures**

Subcontractor's Positive Worker Return to Work

A subcontractor whose employee tests positive may return to site once they have been cleared by the local health unit and met all the other requirements listed above.

Public Health is the leading authority for all issues related to COVID-19 and only they can provide detailed instructions to employees and employers.

Hygiene

It is extremely important to practice good hygiene. This helps to control the spread of the virus and helps protect yourself. Remember to:

- wash your hands often with soap and water for at least 20 seconds;
- if water is not available, use an alcohol-based hand sanitizer that is between 60% and 90% alcohol;
- avoid touching your eyes, nose, mouth, or face;
- cough or sneeze into the bend of your arm or tissue;
- avoid touching surfaces people touch often;
- use any PPE as directed;
- open doors with gloves, the back of your hand, or other body part;
- wash your clothes as soon as you get home;
- notify your supervisor immediately if you are sick and contact public health.

Since respiratory viruses, such as the one that causes COVID-19, are spread through contact, change how you greet one another. Instead of a handshake, a friendly wave is less likely to expose you to respiratory viruses.

Hand sanitizer is available to all workers. Please contact your supervisor or office if you need supplies.

Cleaning

Cleaners can play a role in helping limit the transfer of microorganisms. Health Canada recommends cleaning often, using approved cleaners, the following high-touch surfaces:

- toilets;
- phones;
- electronics;
- cab/vehicle interiors;
- railings;
- tables/chairs;
- door handles;

- work surfaces;

Currently, spray bottles of **hydrogen peroxide** are available to all workers. Hydrogen peroxide is a Health Canada approved disinfectant for COVID-19. It will not harm or stain surfaces.

A “Protect Against COVID” poster will be placed in areas at projects and work sites as a reminder to all workers.

A proper hand washing video is also available from Public Health Ontario:

<https://www.publichealthontario.ca/en/health-topics/infection-prevention-control/hand-hygiene/jcyh-videos>

Physical Distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Distancing has proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

What does Physical Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- keeping a distance of at least 2 metres / 6 feet (approximately 2 arms lengths) from others, as much as possible
- avoiding crowded places and non-essential gatherings;
- avoiding common greetings, such as handshakes;
- limiting contact with people at higher risk (e.g. older adults and those in poor health);
- staying at home as much as possible to work remotely;
- conducting virtual meetings;
- using technology to keep in touch with people

Consider the following:

- Staggered start times;
- Staggered breaks
- Staggered lunches
- Total number of people on-site and where they are assigned to work;

Currently lunch breaks are taken in workers’ personal vehicles or staggered times in lunchrooms. Physical distancing should be maintained at all times during breaks and lunch.

Ventilation and air flow

The risk of COVID-19 transmission is higher in more enclosed and crowded spaces. On a construction site this may include trailers, temporary buildings, and any other indoor spaces, finished or unfinished.

The steps you can take to reduce the risk will depend on the worksite. You can:

- keep windows and doors open as much as possible
- use portable ventilation fans
- continue ventilation and air exchange after regular work hours where feasible
- limit how much time workers are indoors or in enclosed spaces, particularly with other people; alternate indoor and outdoor tasks
- use available outdoor space whenever possible, for example, for meetings, breaks and appropriate work tasks

- consider scheduling tasks in a different order than usual to provide as much fresh air as possible throughout the project

Work Practices and Procedures

Site specific procedures may vary depending on the project; however, the following information is important for all employees to review.

Because of the challenges and risks involved with some specific job tasks and procedures, restrictions may apply to certain types of work or safe alternative methods can be used.

Some current challenges identified include:

- working in trench boxes because of close proximity;
- working on large diameter watermain and fire hydrants;
- erecting large traffic control signs;
- moving heavy objects;
- handling shared tools;
- operating shared machines;
- concrete pours on walls and slabs

Specific Task Procedures

As per Public Health guidelines, everyone should always avoid close contact with others. Close contact includes being within 2-metres of another person for a prescribed time. However, where it is difficult to maintain a 2-metre separation because of a specific work task, the following procedures must be used:

1. Masks must be worn. Masks worn for source control protect others from potential infectious droplets of the wearer:
 - They can be either surgical masks or non-medical masks such as cloth masks.
 - Must be made of at least 2 layers of tightly woven material.
 - Ensure the mask covers the nose, mouth, and chin.
 - Must fit securely to the head with ties or ear loops.
 - Must be easy to breathe through. Masks are to be changed if dirty, damaged, or difficult to breathe through.
 - Masking may lead to more hand-face contact. Frequent hand washing or cleaning with hand sanitizer is critical.
 - If the re-usable type, they must maintain their shape after washing and drying.

As per current Ontario regulations, masks are mandatory at the workplace until separated alone at your own workspace.

2. Faceshields can be worn as an alternative to masks if required.
3. Use disposable gloves or sanitize hands immediately after task is complete. Discard gloves after use.
4. If a respirator (i.e. N95) is required as PPE to perform a work task (i.e. cutting concrete), that PPE requirement takes priority over masking for source control.

Supplies of masks, hand sanitizer, hydrogen peroxide disinfectant, disposable gloves and faceshields are available. Please contact the office if you need more supplies.

Any questions or concerns should be discussed with your supervisor before starting any task that might be challenging because of social distancing procedures.

Personal Hygiene Equipment

Masks, faceshields, disposable gloves, hand soap, paper towels, disinfectant spray/wipes and hand sanitizer are available for use at worksites. See your supervisor. Some of these supplies may be in limited supply given the priority for their use in the healthcare industry. Please don't be wasteful. Follow all manufacturer instructions for purchased products.

Gloves

Gloves may be worn when working, cleaning or if handling any material that is suspected of being contaminated. Please change them as required and/or dispose of them properly. Wash hands after use.

This is the correct method to remove disposable gloves after use:

- 1. Remove gloves using a glove-to-glove/skin-to-skin technique.**

First, grasp the outside of one glove at the palm.



- 2. Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.**



3. Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.



4. Gently pull outwards and down toward the fingers, removing the glove inside out.



5. Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.



Hand wash stations

For field operations with no or limited access to a sink or washroom, portable toilets will be installed with water and soap dispenser for hand washing as long as the weather permits. When cold weather arrives, water may be limited, please use hand sanitizer. Furthermore, enclosed plastic barrels fitted with a tap will be installed at or near job boxes. Hand soap and paper towels will be available. The barrels will be filled with clean water as needed, until cold weather prevents their use.

Vehicles / Equipment

Please keep the touch surfaces of vehicles and equipment disinfected before and after your shift. Please work with your supervisors to make sure that is achieved. Use supplies provided.

- Wear a mask and gloves while cleaning. If gloves and mask are disposable, properly discard them after each use.
- Hydrogen peroxide disinfectant spray bottles are available to all workers. Hydrogen peroxide will not stain surfaces being cleaned. Disinfectant wipes are also available.
- As a minimum, spray and wipe down all high-touch areas before and after use including:
 - door handles
 - grab bars
 - steering wheels
 - gearshifts
 - joysticks, levers
 - armrests, consoles
- When performing daily maintenance, a combination of disposable gloves, hydrogen peroxide and hand sanitizer can be used.
- When a vehicle or machine is repaired at the shop, maintenance staff will also perform a disinfection procedure if they need to enter the cab of the vehicle or machine.
- If a worker tests positive, that worker's equipment, vehicle, tools, or work area will be removed from service and have restricted access. A deep cleaning will be conducted.
- If you need more supplies of disinfectant or cleaners, contact your supervisor or the office.

Tools

If sharing tools, disinfect with hydrogen peroxide as well. Spray and wipe down all touch areas before and after use.

On electrical tools, do not use spray near exposed electrical components (ie. plugs). In this instance disinfectant wipes could be used as an alternative.

Documents and iPad

Currently we have suspended worker timecard and other signatures needed on the iPads. Instead, the site supervisor will sign for each employee. We require that the employee be present, and that communication occurs between the supervisor and the employee confirming their total daily hours before that signature occurs. This also applies to any meetings logged on iPads. The supervisor will sign for the crew attendance.

Documents must be in electronic format if possible. Please limit all handling and transfer of paper documents. If help is needed in this regard, contact the project manager or your supervisor.

Employee transportation

Riding together and carpooling in company vehicles is only allowable if masks are always worn by all in the vehicle.

Site and office access

Limitations and restrictions on access to workplaces may vary. Avoid close contact with any suppliers, visitors, customers, or other people visiting your workplace. Lock doors and use windows for communication as necessary in scalehouse buildings. Keep all unnecessary people out of vehicles, job trailers or seacans.

Currently corporate offices, scalehouses, the cement plant and shop are only open to essential employees that work in those locations and those authorized to enter (ie. essential subcontractors, visitors). Everyone entering a workplace must complete health screening.

Deliveries:

Access and delivery locations should be clearly identified:

- all essential visitors and suppliers must complete screening if entering a workplace;
- masking is mandatory when entering indoors or within 2m of another person;
- deliverers must be aware of the social distances to be respected (2 metres / 6 feet).
- any paper and cardboard packages should be stored in a location that is well identified;
- when packages are to be opened, please be cautious and respect all the preventive measures including wearing the proper PPE and always washing/sanitizing your hands after unpacking the materials.

All visitors must complete the daily health screening if entering a workplace.

Meetings / Events

All company gatherings/events will be reviewed on a case-by-case basis. All events must meet the strict guidelines and regulations imposed by the Ontario government.

External business meetings and conferences with customers are preferred to be conducted with video/phone conferences, however any in-person meetings must follow screening, masking and distancing procedures and government limits for allowable group numbers.

Internal business meetings are to be kept to video conferencing where possible, otherwise a minimal number of individuals may attend while always masking and/or maintaining 2m separation.

Field Staff: Meetings and/or gatherings must be held in an open-air environment if possible. If not possible, ensure all masking and physical distancing is maintained as required.

Enhanced cleaning

We are asking all sites and employees to implement enhanced cleaning measures and practices at their locations. All high touch areas including door handles, railings, tables/chairs, common areas and personal workstation areas should be cleaned frequently with a disinfectant (disinfectant wipes, spray). The contracted cleaning company will visit the main office during the day to spot-clean high use areas.

Supervisors, please keep your supplies of disinfectants and cleaners adequate for your workplace. Contact the office if more supplies are needed.

Reporting issues or concerns

If any employee has any concerns, questions, or comments that they need addressed, please contact your General Superintendent, Supervisor, Safety Team, or a member of the Management team.

Right to refuse

The company recognizes and supports all workers' rights to refuse work based on health and safety concerns as per the current legislation. If a worker feels that the work is unsafe or they are not comfortable with a task, the worker must report the refusal to their supervisor right away so that proper steps can be taken. Workers can also contact the Ministry of Labour 24 hours a day at **1-877-202-0008** with any questions.



References

For more information about COVID-19:

Ontario Ministry of Health: <https://www.ontario.ca/page/2019-novel-coronavirus>

TeleHealth Ontario: 1-866-797-0000

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

Public Health Ontario: <https://www.publichealthontario.ca>

Middlesex Public Health Unit: <https://www.healthunit.com/>

Ministry of Labour: <https://www.ontario.ca/page/ministry-labour-training-skills-development>