## Approvals

The signatures obtained below certify that this procedure has been reviewed and accepted. All signatories are aware of the standards set forth herein and are committed to ensuring compliance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Signature | Position | Date |
| Prepared by: | Jason Cloutier / Alejandra Buchan |  | HR Advisor / Manager | Jul. 31, 2020 |
| Reviewed by: | Angelo Battiston |  | Vice President | Oct. 28, 2020 |
| Reviewed by: | Angelo Battiston |  | Vice President |  |

## Revision Record

This procedure is continually reviewed to ensure all systems and processes defined are accurate, relevant and up to date. A record of all revisions made is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Revision | Details | Page No(s). | Date |
| 1 | Document Creation | All | Jul. 31, 2020 |
| 2 | Added Field & Vehicle details | All |  |

## Introduction

This Preparedness Plan represents On Site Projects Ltd. (“the Company”)’s response to the COVID-19 pandemic to ensure our employees’ and contractors safe return to work in an office or field setting.

It is everyone’s responsibility to stay up to date with the changing requirements, and to provide feedback to management on which additional steps should be taken. Health and safety are everyone’s responsibility.

## Summary

## This plan outlines the physical measures that will be put in place as well as the daily actions and precautions that must be observed by all employees, contractors and visitors at all the Company’s office and field locations.

## Scope

This plan applies to all employees, contractors and visitors working at or visiting a company office or field location.

## Policy Elements

1. **Entry onto the premises**

Employees and Contractors

* must complete the *Self-Screening Questionnaire* prior to entering the premises.
* should a potential risk be identified (showing cold like, flu like or COVID 19 like symptoms), they will be asked to leave AND immediately call the corresponding health authorities.
	+ See **Section B** for more details

Visitors

Where possible, client business should be conducted remotely using the appropriate technology. If a physical meeting is required, visitors will need to call their contact upon arrival at the office location to be allowed onto the premises. Visitors will need to follow these steps:

* sign in and complete the *Self-Screening Questionnaire* prior to entering the premises.
* disinfect their hands using hand sanitizer and wear a facemask throughout their visit.
* wait to be escorted into the office by the employee or contractor they are visiting.
1. **Response Plan**

In the event anyone becomes ill at work and COVID-19 is suspected, they should:

* report it immediately to their direct supervisor, even if they have only mild symptoms.
* wash or sanitize their hands, wear a mask, and isolate until they are able to return to their home;
* return home in a private vehicle, not public transit

Management must ensure that any surface or item that the ill worker has been in contact with is thoroughly cleaned and disinfected.

1. **Personnel Offices**

Office space must allow for social distancing. If the office space is unable to accommodate this, only one person can be in the office space at a time. If there are two or more people in an office, masks must always be worn. Meetings with other personnel and visitors must be held in the boardroom or other location where social distancing can be maintained. At the start of each day and as often as necessary [i.e. receiving visitors], employees are required to use the company provided cleaning wipes to disinfect their office space.

1. **Boardrooms**

Boardrooms will be marked so that social distancing requirements can be met. Facemasks must be worn while in physical meetings, and sanitizer must be used prior to and after the meeting on any touchpoints.

1. **Common Areas**

Masks must be worn while utilizing any of the common areas and social distancing should be maintained where possible.

**Kitchens:** Hand sanitizer has been set up at the access points to the kitchen area and must be used on entry and exit of the rooms. Ensure that surfaces that have been use while in the dining area are sanitized after use. While condiments are communal, employees and contractors should consider bringing their own single serve options from home to reduce the risk of any contamination.

**Eating areas:** Social distancing spacing has been adjusted (tape on ground) in the eating areas, and sanitizer wipes have been provided. While eating, be extra vigilant that any coughing/sneezing is done into your elbow, and sanitizer is used afterwards. Employees and contractors are required to wipe down their eating area [table and chair] before and after use. Any additional surfaces that were touched must be wiped down as well.

**Hallways:** If there is a circular route through the office/site, traffic should be directed one way to reduce breaking social distancing guidelines.

**Bathrooms:** Hand sanitizer has been mounted outside each bathroom location. Please use this before and after entering the bathroom area. Ensure that hands are being washed for 20 seconds with soap when finished and where possible, use elbows to turn on dryers’, taps, etc. Technique posters have been posted in bathrooms.

1. **Field Setting**

Unless otherwise specified in client policies, company employees and contractors shall follow the below guidelines:

* + - 1. **Common Areas**

Masks must be worn while utilizing any of the common areas and social distancing should be maintained where possible.

Hand sanitizer stations have been set up at the access points to the common areas and must be used on entry and exit of the areas. Ensure that surfaces that have been used while in the common area are sanitized after each use.

**Eating areas:** Social distancing spacing has been implemented (tape on ground, plexiglass, etc.) in the eating areas, and sanitizing products have been provided. Condiments and other supplies have been restricted or eliminated. Employees and contractors should bring their own single serve options from home to reduce the risk of any contamination. While eating, everyone is asked to be extra vigilant that any coughing/sneezing is done into their elbow, and sanitizer is used afterwards. Employees and contractors are required to wipe down their eating area [table and chair] before and after use. Any additional surfaces that were touched must be wiped down as well.

**Bathrooms/Portable Washrooms:** Use any sanitizing products provided before and after entering the facility. Ensure that hands are being washed for 20 seconds with soap when finished and where possible, use elbows to turn on dryers’, taps, etc.

**Camp Setting:** Follow all COVID-19 related measures implemented by camp management.

**Company Vehicles:** The company recognizes the need for some employees to make essential trips to various locations during their workday. In order to ensure that physical distancing is practiced during these trips, it is recommended that:

* Where possible, each employee or contractor should travel by themselves.
* If traveling alone is not possible, employees and contractors should travel in a large enough vehicle to maintain at least 2 meters distance from each other.

If these options are not possible, and employees or contractors must travel together in a vehicle where 2 meters physical distancing cannot be achieved, the following precautionary measures must be followed:

* Minimize the number of passengers.
* Maximize the distance between passengers.
* The passenger in a four door or standard-sized vehicle should sit in the back seat opposite to the driver.
* Avoid using the recirculated air option for the vehicle’s ventilation. Use the vehicle’s vents to bring in fresh outside air.
* If possible, drive with the windows open to maximize the air flow.
* Avoid unnecessary contact with frequently touched surfaces such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts.
* All personnel should handle their own personal bags and belongings during loading and unloading.
* Cohort teams for sharing rides and limit intermixing for team travel.

In addition to the tools, parts and/or equipment required for the job, the company vehicles will be supplied with:

* Cleaners or disinfectants
* Disposable gloves for use in cleaning and disinfection
* Disposable garbage bags
* Non-medical face masks
* Hand sanitizer
* Tissues (optional)

The following measures should be observed by all drivers:

* Wipe down with a sanitizer and/or disinfectant frequently touched vehicle surfaces such as; steering wheel, car keys, door handles, and seatbelts.
* Wash or disinfect your hands before and after driving.
* Wipe down the fuel pump handle and keypad prior to fueling. If no wipes are available, consider using a paper towel or other available PPE to grab the fuel dispenser handle.
* Wipe down fuel card or payment cards especially if it is a shared card.
* If wearing disposable gloves when refueling, dispose of them before re-entering the vehicle.
1. **Face Coverings**

Employees, contractors and visitors are required to provide their own face masks, so long as they provide proper protection against COVID-19 exposure (i.e. mesh face masks are not allowed). Please ensure the face mask is covering both your mouth/nose area.

A secondary mask is encouraged in case the first one becomes contaminated during the day.

Disposable facemasks will be provided by the Company on a case by case basis

1. **Facility Cleaning**

We are requesting employees to adopt a *‘clean as you go’* approach for their personal and common areas. Third party cleaners will continue to come to the workplace on a scheduled basis. This schedule is dependent on location, please check with the office/site manager for more details.

1. **Code of Conduct**

Employees and contractors are expected to be aware of and comply with the Company’s *COVID-19 Code of Conduct* and its clients’ policies and directives that govern employee and contractor behavior during the COVID-19 pandemic.

1. **General Guidelines to Prevent the Spread of Respiratory Viruses**
	* Wash hands thoroughly with soap and water for at least 20 seconds or clean hands with a 70-90% alcohol-based hand rub if soap and running water is not available;
	* Always maintain at least a 2-meter (6 feet) distance between yourself and others;
	* Wear a non-medical mask or face covering when physical distancing is not possible or when in public and enclosed indoor spaces;
	* Cover mouth and nose when coughing or sneezing; if no tissue is available, then sneeze or cough into the sleeve or arm;
	* Clean and disinfect objects and surfaces regularly and keep shared surface areas clean; and;
	* If you have fever, cough and difficulty breathing, seek medical care and stay home until symptoms resolve.

## Support Documents and Forms

|  |  |
| --- | --- |
| 1. | F002-COVID-19 Self Screening Questionnaire |
| 2. | F003-COVID-19 Code of Conduct |

***Disclaimer:*** On Site Projects Ltd. reserves the right to amend or update the information included in this policy document at their discretion and without prior notification.