

COVID-19 Prevention Procedures

Hygiene Practices

Handwashing with soap and water for 20 seconds prior to eating or with hand sanitizer if soap and water is not available. Hand washing must be completed when:

- Prior to eating.
- During the shift.
- End of the shift.
- Getting home from work.
- Restroom Breaks

See [Safe Work Practice - Hand washing](#) for proper hand washing. Workers MUST:

- Avoid any physical contact with each other, NO handshaking.
- Never share food, drinks, cigarettes or personal hand tools.
- Never touch your face, eyes, nose, mouth with unwashed hands.
- When sneezing or coughing, cover your mouth and nose with the crease of your elbow or use a tissue.
- Commonly touched surfaces and tools MUST be cleaned regularly.

Project Orientations

- Limit the number of people in orientations and ensure proper distance between workers is maintained. Video orientations can be conducted to eliminate any sort of physical interaction.
- When workers are feeling sick they must use the [COVID-19 BC](#) self-assessment tool to make them aware of the symptoms and they can monitor themselves accordingly.
- Commonly touched surfaces such as pens, chairs and tables must be disinfected after each orientation.
- The verbal orientation must include:
 - Physical distancing of at least 2 meters.
 - Proper hygiene and location of hand washing/hand sanitizing stations.
 - How the company is promoting health and safety of the workers.
 - Where safety posters are located.
 - The importance of reporting to the supervisor when feeling unwell and leaving the area.

Health Verification of Workers

- Prior to starting each shift, the supervisor must confirm the health status of workers and subcontractors (if applicable) and will notify the Health and Safety Coordinator of any issues. Document any issues.

- The supervisor will request updates and follow up with workers that have left to self-isolate, all changes must be documented.
- At the end of the shift, the supervisor must confirm the health status of workers and subcontractors (if applicable) and will notify the Health and Safety Coordinator of any issues. Document any issues.
- If a worker is exhibiting symptoms of COVID-19, then they must use the [COVID-19 BC](#) self-assessment tool. The incident must be documented and all the surfaces in which the worker came in contact with, must be disinfected. If the worker is confirmed to have COVID-19 then further cleaning may be required.

Contractor COVID-19 Plan

Hoist Operation

- On construction projects hoists MUST only have a maximum of 4 occupants.

Project Radios

- Radios must be disinfected at the start of the shift, regularly throughout the shift and at the end of the day.

Stairwells

- Avoid passing each other on the stairs and wait on the landing until the person has exited the stairs.
- Create directional stairs if possible to reduce the likeness of two people passing each other on the stairs.

When Wearing Gloves

- Never touch your face, eyes or mouth.
- Make sure that hands are washed thoroughly or disinfected following the gloves being removed.

Meetings at Site

- Hold outside in open areas.
- Conduct meetings by phone or video conferencing.

Project Offices/Job-site Trailers

- Restrict access. Place contact information outside on the door.
- Limit the number of workers entering and restrict who is allowed to enter.
- Maintain physical distance requirements.

- Keep your hands to yourself and do not touch items that do not need to be handled.
- Do not share keyboards, mice, pens, clipboards, documents, etc.
- Disinfect frequently touched surfaces.
- Handrails leading up stairs must be disinfected frequently.
- Have workers whose roles permit from home.

Lunch/Break Rooms or Areas

- Provide handwashing stations in common break areas.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee and lunch breaks to reduce the number of workers in the same areas at the same time.
- Ensure during break time workers are maintaining social distancing at all times.
- Frequently remove any garbage.
- Break areas that have commonly touched surfaces such as tables, chairs or sinks must be disinfected frequently throughout the day.
- Separate personal items such as PPE or clothing to ensure they are not touching others.
- Any clothing that needs to be taken home from work should be transported in a plastic bag until the item is put into the laundry to be washed.

Work Locations

Maintain physical distance between workers at all times.

Stagger work crews to reduce the number of people on site, if possible.

Reduce the number of tasks that require workers to work in close quarters, when possible.

Do not mix workers on crews when it is not necessary.

Post signage on-site to make workers aware of physical distancing requirements.

Tools and Equipment

Avoid sharing tools and equipment when not necessary.

When equipment is being shared, it must be disinfected at the frequent points of contact on a regular basis. (ex. Steering wheels, handles, buttons)

First Aid Treatment

Use the [COVID-19 BC](#) self-assessment tool if the worker is still conscious and responsive. When a worker exhibits symptoms of COVID-19 at work, they must be

isolated from other workers until they are able to be transported home or to a healthcare facility.

Workers exhibiting symptoms of COVID-19 should wear a surgical mask to reduce the spread of droplets during exhaling, coughing or sneezing. (If there's no access to surgical masks, then use a cloth to cover the mouth.)

Hand Washing/Sanitizing Stations

Handwashing stations will require to be installed with soap and water in practical locations in the workplace. [Safe Work Practice - Hand washing](#) must be reviewed with all workers and proper hand washing instructions will be posted near hand washing stations.

If hand washing with soap and water is not available, then hand sanitizing stations may be used as an alternative. It is important that wipes are provided to ensure people can remove dirt and soiling from hands prior to sanitizing.

Receiving Packages

- Maintain physical distance when the package is being delivered.
- Request contactless deliveries when possible (leaving the package at a designated location).
- Request that the package is placed on the ground rather than being handed directly to you.
- Do not share pens when necessary, if the package requires an e-signature, wipe down the electronic prior to use.
- The package should be opened outside if possible, the packaging must be disposed of immediately and handwashing will follow handling the package.
- Clean and sanitize all surfaces touched by the package.

Worker Transportation

- Workers must avoid carpooling whenever possible.
- In the event workers need to be transported in the same vehicle, PPE may be required and ensure the number of workers is limited and sit as far away from each other as possible.
- Always maintain physical distance while entering and exiting the vehicles.
- Workers must wash or sanitize hands when entering and exiting the vehicle.
- Frequently touched surfaces in the vehicle must be disinfected frequently.

Washrooms

- Washrooms are required to be provided, maintained and be in proper working order.
- Washrooms must be cleaned and disinfected on a daily basis.
- In all washrooms hand washing or sanitizing stations must be available.
- Sufficient washroom requirements must be adhered to at all times.
 - 1 washroom for 9 or less workers.
 - If there are more than 9 workers there must be separate washrooms for male and female.