

## Infectious Disease & Pandemic Response Plan

### 1. Purpose

This policy has been adopted to ensure the ongoing health and safety of workers, their families and the surrounding community during an outbreak of an infectious disease or pandemic. The protocols, which include prevention, detection, and response measures, are intended to limit the impacts of the crisis and ensure business continuity.

When planning for a pandemic, it is important to note that a pandemic flu is not like a regular flu season. A pandemic may come in “waves” months apart. It is important to implement this response plan for the entirety of the pandemic period.

As the situation develops, new orders may be implemented by the government. Should any procedure outlined in this policy conflict with any federal, provincial or municipal law, order or prescribed standard, then the most stringent set of standards shall apply.

### 2. Definitions

**Infectious Disease:** caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi. The disease can be spread, directly or indirectly, from one person to another.

**Pandemic:** epidemic of disease that has spread across a large region and affecting a substantial number of people. Pandemic influenza may occur in waves and each wave can last up to eight weeks. The disease may take 12 to 18 months to run its course through the population.

**Influenza Pandemic:** global outbreak of a new influenza virus emerges for which humans have little or no immunity, which allows the virus to spread easily from person to person worldwide.

### 3. Responsibilities

#### 3.1 Management

- Comply with legislative requirements and government orders.
- Assess and respond to the hazards associated with the outbreak of an infectious disease.
- Develop a procedure based on the hazard assessment and distribute to all workers.
- Notify all workers of the outbreak of an infectious disease and take appropriate action to eliminate or control the risks associated with the hazards.
- Provide information, instruction, training and supervision to ensure work is conducted in a safe manner.
- Allow for flexible work planning in order to reduce the chance of transmission.

#### 3.2 Supervisors

- Ensure toilet and wash-up facilities are maintained and cleaned on a daily basis.
- Ensure signage relevant to the Infectious Disease & Pandemic Response Plan is posted at each entry point and throughout the site.
- Keep record of the visitor log. Do not allow for non-essential visitors.
- Maintain a list of workers on the jobsite daily with their status.
- Ensure physical distancing measures are followed.
- Ensure frequent cleaning and sanitation of tools, equipment and workplace.
- Implement any additional safety protocols as they develop.

#### 3.3 Workers

- Maintain good personal hygiene.
- Practice physical distancing.
- Report illness to your supervisor immediately.
- Follow any additional safety protocols as they develop.

## **4. Prevention Measures**

### **4.1 Communication and Awareness**

#### **a) Signage at Entry**

Signage at entry points of the construction site will inform everyone of screening guidelines that will be required prior to entering the site.

#### **b) Signage throughout Site**

Clear signage must be posted at entry points on the construction site and throughout the site to inform the workers that the Infectious Disease & Pandemic Response Plan is in effect and reminding them of the following safety precautions:

- Social distancing best practices – maintaining 6 feet or 2 metres apart;
- Encouraging good respiratory and personal hygiene;
- Routine surface cleaning of the workplace, tools and equipment;
- Avoid sharing PPE;
- Report any flu-like symptoms to your supervisor immediately.

#### **c) Signage at Toilet and Wash-up Facilities**

Clear signage with proper handwashing or hand sanitizing protocols are to be posted at each toilet and wash-up facility.

### **4.2 Access and Movement to/from Construction Site**

#### **a) Site Access**

All workers will be subject to screening guidelines that will prohibit anyone who is experiencing symptoms or have travelled within a certain time period from entering the site. All non-essential individuals are not permitted access to the site.

#### **b) Visitors**

For essential visits, the same screening guidelines will apply. Please see section 5.1 for screening guidelines. A visitor log will be maintained.

#### **c) Worker Movement and Tracking**

Detailed tracking of each worker's status on-site and off-site are kept at all times. A list of all quarantined or sick workers is updated daily, with their privacy maintained. The purpose of tracking workers and visitors is to keep record of who may be at risk of exposure should an outbreak occur.

### **4.3 Cleaning Protocols**

All offices and jobsites must undergo additional cleaning measures of shared areas and commonly touched items. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are sanitized with a disinfectant on a frequent basis throughout the day.

Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and in between users.

Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

All cleaning and disinfecting are carried out as per the Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

### **4.4 Site Operations**

#### **a) Physical Distancing**

Workers must practice physical distancing. Avoid mass gatherings and maintain a distance of at least 6 feet or 2 metres. Do not shake hands.

#### **b) Zoning**

Construction site is to be segregated to the extent possible in zones or other methods to keep crews/trades physically separated at all times. Upper limits are put on the number of people allowed in each zone and in facilities such as washrooms, trailers and eating areas to allow for the recommended minimum physical distancing. Limit the number of people who use elevators and hoists at one time.

#### **c) Meetings**

The number of in person meetings is minimized. If required, meetings should only involve necessary individuals and include five people or fewer. Minimum physical distancing must be maintained and meetings must be held in open spaces when possible.

#### **d) Work Planning**

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, workers are to wear additional PPE as appropriate for the task to minimize risk.

#### **e) Shift Planning**

Staggered start times and restricting the number of people scheduled on-site and where they are assigned to work will help encourage physical distancing. Identify skeleton crew based on the work that is being performed and plan accordingly.

Staggered break and lunch schedules to minimize the number of people in close proximity to one another will be implemented. Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum social distancing.

#### **f) Transportation**

Wherever possible, workers traveling to site should use individual modes of transportation (i.e. personal vehicle). Additional parking arrangements are made as required.

#### **g) Deliveries**

Delivery zones are clearly identified and limited to receivers and deliverers only. When possible, nothing is passed between the deliverer and the receiver (i.e. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

### **4.6 Personal Hygiene**

Infectious diseases are spread through close contact, including at work. Here are some helpful tips to prevent the spread of germs for all workers to follow. It is important to note that these measures should be practiced both on the job and outside the job as well.

- Practice physical distancing.
- Avoid touching mouth, eyes, and nose, especially with unclean hands.
- Practice good respiratory hygiene – sneeze or cough into a tissue or flexed elbow and dispose of the tissue.
- Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Avoid sharing of PPE.
- Sanitize your own PPE.
- Avoid contact with people who are sick.
- Stay home if you are sick and report to your supervisor.
- Avoid high-touch areas, where possible, or ensure you wash your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Where possible, wear any type of mask to avoid spreading germs.
- Wash your clothes as soon as you get home.

## 4.7 Business-related Travel

Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.

All individuals returning from out of country must undergo a self-isolation period for the recommended time period as mandated by the federal government.

Some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

## 5. Detection Measures

### 5.1 Screening at Entry of Construction Site

Before entering the site, individuals must confirm that:

- They are not currently experiencing flu-like symptoms, such as fever, tiredness, coughing, or congestion;
- They have not returned from outside of Canada within the past 14 days; and
- They have not been in contact with someone with a confirmed or probable case of the infectious disease.

### 5.2 Testing Positive

Should a worker test positive for the infectious disease, they must notify their supervisor and/or human resources department immediately and follow public health authority's order to self-isolate for the recommended time period.

## 6. Response Measures

### 6.1 Reporting Illness

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

- Immediately contact their supervisor and/or human resources department;
- Do not come into work or if at work, leave immediately;
- Stay at home and self-isolate for the recommended time period as indicated by public health officials;

In addition, workers should:

- Complete an online assessment (if available);
- Call Telehealth: 1-866-797-0000; or
- Call their primary care provider.

An online assessment for COVID-19 is available at: <https://covid-19.ontario.ca/self-assessment/>

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

### 6.2 Response Plans

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. The employer shall notify public health authority for further instruction and take the recommended steps. This may require:

- Closing down the site that the employee was working in for public officials to investigate and to perform deep cleaning and sanitation of the space.
- Alerting workers that may have come into contact with the affected worker to go into self-isolation for the recommended time period.

Should partial or complete shutdown of construction site be required, the employer will ensure proper shutdown measures and protocols are followed. The employer shall be open to taking recommended corrective action by public health officials. This will be determined on a case-by-case basis.