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Monday, March 16, 2020 - Important update regarding COVID-19

- All employees and visitors (to our offices and worksites) must complete the [Coronavirus \(COVID-19\) Preventive Measures Questionnaire](#) upon arrival at work on Monday, March 16.
- A budget phase (COVID19) will be added to report all costs and hours relating to this situation.
- Each worksite must complete a COVID-19 action plan prior to March 16, 5 pm (see template at the end of the document). A mitigation plan template will be sent on Tuesday.
- The work from home policy is in effect as of today, for all employees who can do so and who have received authorization from their manager.
- Given schools and daycare are closed, many families are having to rethink home life. Do not bring your children to the office or on a worksite. If you are unable to work from home, please discuss it with your manager.
- The information you received on Friday has been updated over the weekend. These updates are highlighted in yellow to allow you to quickly identify them.
- You are invited to consult the document to learn more about the effects that the government measures put in place will have on our operations, but also on your work organization.
- Check out the Connect section on COVID-19 for the latest [news](#).
- If you have any questions on this note, send an email to covid.19@pomerleau.ca. The team will be pleased to guide you.

Please take care of yourselves. We'll get through this together.



IAN KIROUAC ING. | P.ENG.
EXECUTIVE VICE PRESIDENT | STRATEGIC INITIATIVES
POMERLEAU INC



COVID-19 PANDEMIC RESPONSE PLAN

For all Pomerleau employees
Date: March 15, 2020

Rev.	Date	Description	Prepared by	Verified by	Approved by
00	2020-03-15	First issue	Emergency Response Team	Debby Cordeiro	Ian Kirouac

Please note that all new information or update are highlighted in yellow.

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1. PROCEDURES SUMMARY FOR ALL

Until further notice all employees, trade partners and related parties are being strongly encouraged to:

- Maintain ongoing communication with the Emergency Response Team on any issue, question or concern related to COVID-19 (covid.19@pomerleau.ca)
- Apply remote work policy (home office)
- Cancel all in-person meetings and hold using phone call or videoconference
 - If an in-person meeting is necessary, as it is the case on worksite, limit the number of meeting attendees (for example, limit meetings to a maximum of 8 people)
- Cancel all work-related travel and replace by phone call or videoconference when applicable
- Commute during “off peak hours” to avoid crowded transit (if commuting is essential)
- Maintain safe distance of at least 1 metre (3 feet) from other persons
- Postpone personal travel to a later date
- Respect protection measures recommended by Health Canada:

2. COVID-19 EMERGENCY RESPONSE TEAM

2.1 Objectives

The Emergency Response Team (ERT) is a team made up of Pomerleau employees from across Canada whose responsibilities include:

- Organizing emergency measures, managing their operations and communicating decisions;
- Protecting employees and their families' health and safety;
- Assuring business continuity and mitigating impacts on our operations.

2.2 Contact information

COVID-19 Emergency Response Team:

Ian Kirouac – Emergency Response Team Leader
Etienne Gravel – Emergency Response Team Deputy Leader
Debby Cordeiro – Communications
Guillaume Jacques – Talent, Culture and Leadership
Benoit Mallette – Legal
Steve Boily – Finance
Guillaume Auclair – Logistics
Eric Lessard – IT
Martin Jacques – QBO
Eric Gaulin – CBO
Daniel Lessard – Civil & Infrastructure and Borea
Steve Colin – Health and Safety
Mathieu Laflamme – Beaubois

For any questions on Pomerleau procedures and policies, to report that you have been in contact with an infected person, or if you have been diagnosed with COVID-19: write to covid.19@pomerleau.ca.

3. PROTECTION MEASURES

3.1 Basic rules

For the time being, the Public Health Agency of Canada (PHAC) recommends adopting the same basic respiratory hygiene measures applicable to the prevention of seasonal infectious diseases like influenza and the common cold.

These recommended hygiene measures include:

- Washing your hands as frequently as possible;
- Avoid touching your eyes, nose and mouth;
- Cover your mouth and nose when you sneeze or cough;
- Avoid hugs and handshakes; instead, opt for a friendly elbow bump;
- Clean all objects and surfaces you handle regularly, such as door knobs, keyboards, and phones;
- Avoid crowds or groups of people, as well as contact with people exhibiting flu-like symptoms such as sneezing and coughing.

3.2 Regular cleaning of worksite equipment

Properly clean your offices, trailers, containers, workshops and other facilities. The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands. Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

"High-touch" surfaces should be cleaned and disinfected every work shift. Some examples of high-touch surfaces include:

- Door knobs and push bars
- Coffee makers and water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Chemical toilets; you should also place wash stations or, at a minimum, hand sanitizers outside the door
- Refrigerator door handles
- Conference/meeting room surfaces (for example, table tops, chairs, PC cables, markers) and telephones
- Elevator buttons
- Copiers and fax machines

Personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.

3.3 Frequent cleaning of protective eyewear and gloves

Due to our mandatory glove policy, materials such as wood, rebar and pipes, temporary structures such as formwork and braces, and even shared tools such as drills, crowbars, and fret saws, are rarely

touched with bare hands. Thus, they may require occasional cleaning but likely do not need to be disinfected. However, gloves can only protect when they are worn; removing and then putting them back on can cause cross-contamination. Think about cleaning, storing, and replacing your gloves.

3.4 Disinfectants and sanitizers

Pomerleau has decided to order hand sanitizer as part of our overall measures to ensure the health of all employees. This order will be received shortly, and our Logistics team will then distribute it throughout our worksites and offices across Canada.

In addition, the Logistics team will also prepare a basic cleaning kit for our worksites. We invite you to contact your regional coordinator to share your specific needs. In all cases, they will be contacting you beginning on Monday.

3.5 Additional measures for toilet facilities

The posting of an effective hand-washing method, like the one recommended by the World Health Organization, is mandatory at all times. Place these hand-washing information signs near toilets and break rooms. Examples are available on the COVID-19 page on Connect. Information on healthy hygiene habits will continue to be communicated, and the recommended signage should be posted.

1. Soap / paper towel dispensers, hand dryers and hand sanitizing stations should be checked frequently. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.
2. Place a garbage bin near the toilet's exit doors to encourage people to use a paper towel to open the door. If necessary, set up a separate supply of paper towels near the exit door.
3. Choose disinfectant drying products from the enclosed product list and stock suppliers for your institution. Place paper towel dispensers near high-touch surfaces such as water coolers, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.

4. WORKPLACE POLICIES

4.1 Work from home policies

As of the morning of Monday, March 16, 2020 and until further notice, we ask that all Pomerleau employees in Canada whose job function permits, work from home. All offices remain open. If you are unable to work from home, please discuss this with your manager.

The IT team will ensure your equipment is correctly configured to work from home. This [document](#) outlines the steps you should take and provides contact information for each office's IT team.

Our objectives are to ensure business continuity, minimize impacts on our projects, continue to serve our clients, and protect the health and safety of our jobsite employees who remain on the front lines.

In practical terms:

4. **No offices is closed**
5. **No jobsite is closed**
6. If you are at home, you can work as though you were at the office – but virtually. Check out this [document](#) to get tips on how to work from home.
7. Take part in all meeting via videoconferencing or phone
8. Remain available to your colleagues, partners, and clients
9. If unexpected personal circumstances should impact your short-term availability, please contact your manager as soon as possible

If you are a manager:

10. Plan frequent meetings with your employees
11. Make sure to remain available
12. Be flexible
13. Consult the Talent, Culture and Leadership team for help and support

4.2 Travel and self-isolation policy

We ask you to take the following measures regarding future travel. Note that these measures will apply until further notice.

- **Business travel:**
 - All non-essential business travel is cancelled until further notice. Business trips are considered essential when they are critical to business operations, e.g. flights to remote jobsites.
 - If you are currently travelling abroad, you will be required to work from home upon your return for a period of 14 days, and to monitor and report any symptoms of COVID-19 infection (fever, cough, shortness of breath).

- **Attendance at external professional events**
 - If you were scheduled to take part in an external event to take place before September 1, 2020 – as an attendee or speaker – please cancel your participation.
- **External education/training sessions**
 - If you were scheduled to take part in an external training/educational activity, please contact your Training and Culture specialist or email formation@pomerleau.ca to postpone or cancel this activity.
- **Personal/leisure travel**
 - If you are returning from or planning a trip outside Canada, please complete the [Personal Travel Notification COVID-19 form](#) regardless of where you have been or are going. You will be required to work from home for 14 days following your return to monitor and report any symptoms of COVID-19 infection (fever, cough, shortness of breath). If your job function does not allow you to work from home, please discuss the situation with your manager.
 - If you plan to travel outside the country starting March 13, 2020, please discuss this with your manager. Note that the Public Health Agency of Canada strongly recommends avoiding non-essential travel outside of Canada. Moreover, please note that our corporate insurer, Desjardins, has issued a [notice](#) confirming the suspension of insurance coverage for non-essential travel.

4.3 Sick days policy

To come.

5. INTERNAL GUIDELINES AND MITIGATION MEASURES

5.1 Access to the workplace policy

— **Our worksite teams: protecting them is our priority**

We are maintaining our active operations and are in constant communication with our clients and trade partners. We are also closely monitoring the situation on our worksites.

— **Mandatory questionnaire for all employees and visitors**

In an effort to act preventatively and in conjunction with authorities, as of March 16, 2020 Pomerleau will implement a [mandatory questionnaire](#) which must be completed by all new workers; all employees (administrative, supervisory, and worksite) must also complete it within 24 hours of this document's transmission.

From a practical perspective:

1. A. All new workers must complete the [Preventive Measures - Coronavirus \(COVID-19\) Questionnaire](#) during the SST orientation (on paper or electronically);
B. Current employees (office and worksite) must complete the [Preventive Measures - Coronavirus \(COVID-19\) Questionnaire](#) within the next 24 hours (on paper or electronically);
2. Anyone who answers "yes" to any question must notify the Health & Safety Advisor or the Superintendent, and immediately go on a preventive leave (no worksite access permitted);
3. If the "positive" response comes from a paper form of the questionnaire, the Health & Safety Office should enter the information electronically;
4. All "positive" responses should be digitally centralized to ensure proper ongoing monitoring of our worksites.

— **Limit gatherings and groups**

As a precaution, we ask our worksites to limit the number of meeting participants (to eight people, for example, or based on your own best judgement). This will help create social distancing, in line with recommendations from public health authorities.

— **Determining whether an employee can return to work following a preventive leave**

If an employee declares an infection before returning to the workplace, the Superintendent or Health & Safety Advisor must request a medical authorization before reinstating that employee into the workplace, and must also contact covid.19@pomerleau.ca.

If an employee came to work while infected, the employer is also required to contact public health authorities to obtain the proper site decontamination and case management measures.

5.2 Positive COVID-19 test

If you were exposed to a person who has tested positive for COVID-19, or if you yourself tested positive, immediately notify the members of the Emergency Measures team (covid.19@pomerleau.ca), and stay home.

5.3 Cost tracking policy

— **Mandatory addition of a budget phase for all projects**

As this is an exceptional situation that will generate additional operating costs, a budget phase will be added to all active projects in order to track all costs and impacts associated with this pandemic. To do so, each project's management team must use the COVID19 phase number.

— **Timesheets: tracking hours assigned to COVID-19**

Employees who are required to complete timesheets must specifically identify the hours associated with the pandemic, for example those relating to the following elements: involuntary absences, managing worksite protection measures, family management while working remotely, etc. These hours must be reported under the COVID19 phase number.

5.4 Logistics and supply chain

— **Reporting material and equipment supply issues**

To ensure our Logistics team is efficiently prioritizing its efforts, you must report any anticipated material and equipment supply issues on your worksite. By doing so, your regional coordinator will gain a better overview of the situation and be able to mitigate impacts on our operations.

— **Close coordination with our subcontractor partners and suppliers**

To prevent issues that could disrupt operations, the project team should strive for clear, open communication with our partners. While not limiting, the following aspects should be covered regularly:

- Labour issues
- Supply issues
- Payment and financial issues

6. ABOUT COVID-19

6.1. Current situation

On March 11, 2020, the World Health Organization (WHO) assessed COVID-19 as a pandemic.

At this time, the public health risk associated with COVID-19 is low for the general population in Canada but this could change rapidly. There is an increased risk of more severe outcomes for Canadians:

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

The Public Health Agency of Canada continues to reassess the public health risk, based on the best available evidence as the situation evolves. Global efforts are focused on containment of the outbreak and the prevention of further spread.

6.2. Resources

COVID-19 information: 1-833-784-4397 or phac.info.aspc@canada.ca

[Public Health Agency of Canada](#) website

[Center for Disease Control](#) website (USA)

[World Health Organization](#) website (worldwide)

7. HIGH PRIORITY COVID-19 ACTIONS LIST

1. Identify your project

Project number (CMIC)	
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2. Date of action plan completion

Date	
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2. Identify the person in charge of the COVID-19 action plan (e.g.: health & safety advisor, superintendent, etc.)

Name	
Role	

3. Identify the second person in charge of the COVID-19 action plan (substitute)

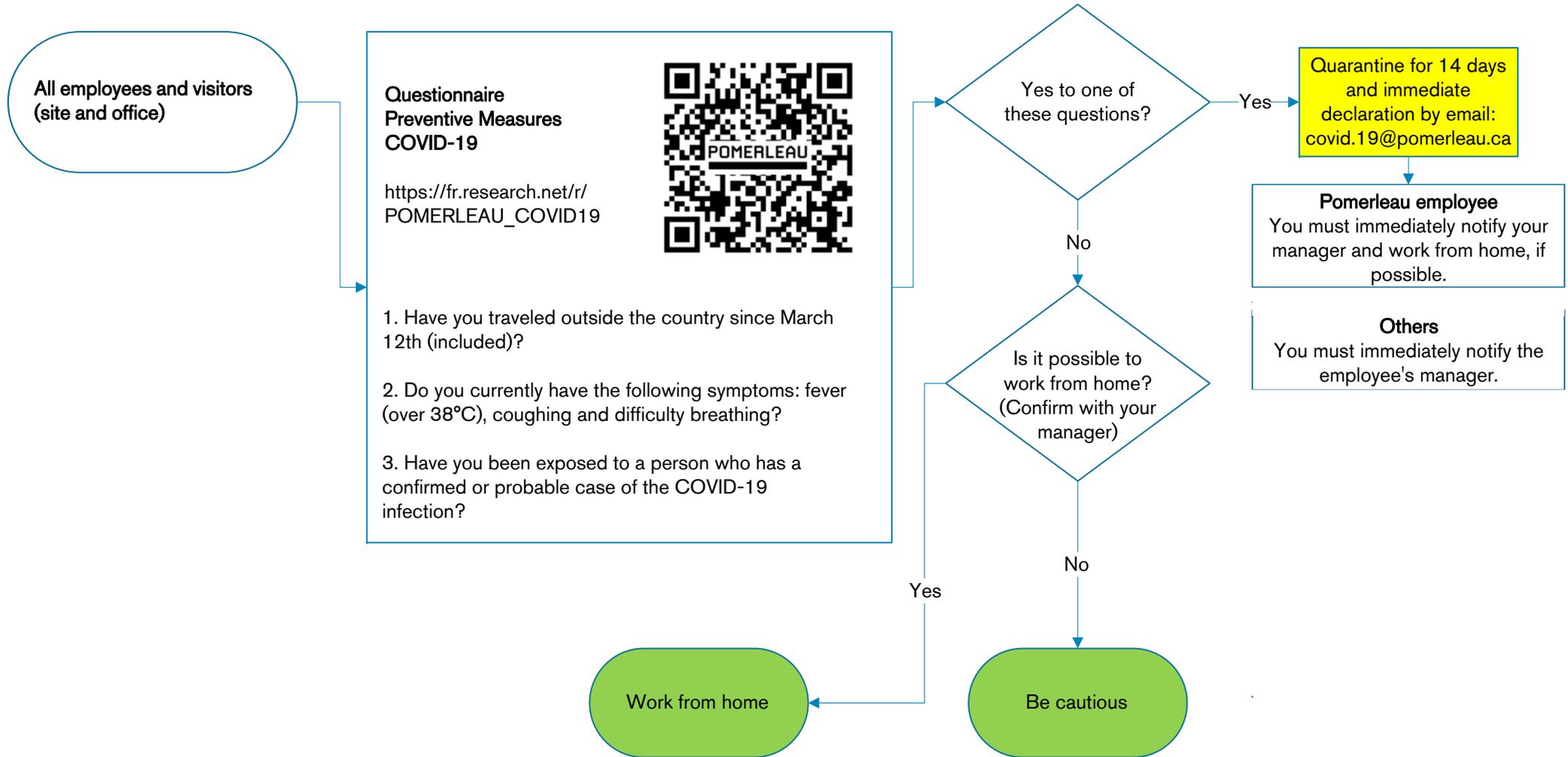
Name	
Role	

4. Identify the status of each of the following actions and the person in charge.

All of these actions must be put in place before March 16, 2020 at 5 p.m.

Done	Category / Item
	Fill out the Preventive Measures - Coronavirus (COVID-19) Questionnaire
	Posters in washroom facilities for hand washing and prevention
	Ensure frequent cleaning of facilities
	Assign project costs to the COVID19 phase
	Time sheets: ensure that employees assign the relevant hours to COVID-19
	Assess the impacts of the following scenarios: <ul style="list-style-type: none"> • Positive case on your site • Contact with a person who has had symptoms • Increase in absenteeism

POMERLEAU COVID -19 · WORKSITES ACCESS POLICY



If you develop symptoms during your quarantine, immediately notify provincial Public Health and Pomerleau by email at covid.19@pomerleau.ca

Public Health numbers by province:
 CB, AB, SAS, NB, NE, PEI, TN = 811,
 Quebec: 1 877 644-4545, Manitoba : 1-888-315-9257,
 Ontario : 1-866-797-0000

Medic Construction, Construire en santé, Plan d'aide aux employés (Québec seulement) : 1-800-807-2433
Pomerleau Employee Assistance Plan : 1-800-361-2433

POMERLEAU COVID-19 · PREVENTIVE MEASURES



PREVENTIVE MEASURES - CORONAVIRUS (COVID-19)

Questionnaire at work site reception to be completed by any Pomerleau employee as well as any employee of subcontractor

The Public Health Agency of Canada (PHAC) currently assesses the public health hazard associated with COVID-19 is low for Canada. However, Pomerleau wishes to take preventive measures to ensure the health and safety of all its employees, visitors and those around them, as well as its working environment.

Please complete this short questionnaire to ensure your presence does not pose a risk to the project and to return the completed form to the Health and Safety manager, or to the superintendent if no H&S manager is assigned to the site.

All employees assigned to this site must complete this form on their first day of work on the site.

Worksite name: _____

Employer: _____

1. Have you traveled outside the country since March 12th (included)?

Yes Date you returned: _____

No

2. Are you currently working from home?

Yes

No

3. Do you currently have the following symptoms: fever (over 38°C), coughing and difficulty breathing?

Yes

No

4. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes

No

POMERLEAU COVID-19 · PREVENTIVE MEASURES

5. Do you intend to travel outside the country in the coming weeks?

Yes Scheduled departure date: _____ Destination: _____

No

Name (please print)

Signature

Date