



AQUICON

HANDS ON FROM THE GROUND UP

COVID-19 RESPONSE PLAN

COVID-19 ACTION RESPONSE STATEMENT

In light of the increasing number of cases of COVID-19 in Ontario and Canada, Aquicon is taking reasonable precautions to ensure the safety and security of our employees, clients, suppliers and guests across all our job sites while maintaining a consistent level of client service. Our Senior Management and Health and Safety Teams are in constant review of the situation. We are responding promptly to the latest conditions to ensure that we continue to ensure the safety of our employees, clients and the general public.

Given the nature of the COVID-19 global pandemic, we have encouraged our employees to not participate in large gatherings and, where possible, to utilize various tele-communication technologies for external and internal meetings. We will continue to assess each site on a case-by-case basis to assess compliance with our firm's existing protocols to protect the health and safety of Aquicon staff, client staff and project team staff.

We have established a reporting protocol with our employees, should anyone be exposed to COVID-19 directly or indirectly, or is feeling unwell for any reason. Any employee travelling out of the country is required to self-isolate for 14 days upon return to Canada. We will continue to monitor the situation closely, and adjust our response as required.

The following pages detail Aquicon's COVID-19 Response Plan, information regarding the COVID-19 virus from the Ministry of Health and Government of Canada, and Emergency Shutdown Procedures.

Thank you for your cooperation.

Sincerely,



Daniel Aquino, B. Eng.

President

Aquicon Construction Co. Ltd.

131 Delta Park Blvd., Brampton, ON L6T 5M8

T: (905) 458-1313 | W: www.aquicon.com

COVID-19 POLICY

APPLICATION:

This policy applies to all Managers, Supervisors, Employees, Agents and Subcontractors in our employment or under contract with our firm.

PURPOSE:

The COVID-19 Policy is designed to provide awareness of the COVID-19 virus, precautions required to be taken to prevent infection spread, and internal communication protocols.

INFORMATION:

The World Health Organization declared COVID-19 as a global pandemic on March 12, 2020. Coronaviruses are a large family of viruses which cause illness in people and animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold although severe cases of the infection can lead to death.

COVID-19 is a new disease that has not been previously identified in humans. As such, precautions must be taken in order to limit the spread of the virus between human.

WHAT ARE THE SYMPTOMS OF COVID-19?

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 While experts believe that this is possible, it is considered less common. Symptoms of the COVID-19 virus have included:

- Cough
- Fever
- Difficulty breathing
- Pneumonia in both lungs

WHAT SHOULD YOU DO IF YOU SUSPECT YOU HAVE BEEN INFECTED WITH COVID-19?

If you start to experience symptoms of the COVID-19 virus, **please take the following actions immediately:**

- Contact the project's Site Superintendent or Project Manager. The Site Superintendents and Project Managers will immediately connect with Aquicon's Health and Safety Manager for further investigation and instruction.
 1. Aaron Hamill, Health and Safety Manager | (416) 526-0318
- Contact Ontario Tele-Health at 1-866-797-0000 for further instructions from the Provincial Government.

WHERE CAN I FIND MORE INFORMATION ABOUT COVID-19?

The following are government public health resources that explain much of what is currently known about the COVID-19 virus:

www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html

www.ontario.ca/coronavirus

www.toronto.ca/coronavirus

PROTOCOLS TO DEAL WITH COVID-19:

Aquicon is committed to providing safe and healthy worksites. As such, safety precautions will be enacted to protect employees, workers, and guests across all worksites. Following instruction from the government health officials, the most effective way to protect yourself is to:

- Practice frequent handwashing with soap and water for at least 20 seconds and avoid touching your face.
- Cough and sneeze into your sleeve or a tissue; Dispose of the tissue and wash your hands.
- Keep common work surfaces clean and disinfected.
- If you have traveled recently, please follow recommendations regarding self-isolation for 14 days upon returning home.
- If you are sick, stay home. If you are unsure if you may have contracted COVID-19, contact Telehealth Ontario at 1-866-797-0000

Above and beyond Public Health recommendations, Aquicon has introduced the following temporary protocols:

- Avoid shaking hands with others; verbal greetings only.
- Limit in-person meetings wherever possible.
 1. Until further notice, all site and coordination meetings will be conducted via. Tele-conference calls. Specific instructions will be sent out for each project by the Project Manager. Site walks and inspections can be completed individually.
- Use phone or email communication wherever possible.
- To sign in and out of our work locations, please send an email or text message to the Site Supervisor
- Sub-Trade workers that are required to complete a Job Safety Analysis or other documentation are asked to:
 1. Complete the form
 2. Take a picture of the form with your phone/camera
 3. Submit the form to the Site Supervisor by email or text message.
- Aquicon requires that all Sub-Contractors, Clients, and Consultants with employees present on any of our jobsites notify Aquicon immediately if they become aware that their employee is presenting COVID-19 symptoms. The employee is required to be screened for COVID-19 prior to returning to the jobsite.
- An Aquicon COVID-19 Task Team has been established to regularly discuss the ever changing situations and adapt our procedures accordingly.

ON AQUICON CONSTRUCTION PROJECT SITES:

- Common areas such as lunch rooms have been rearranged to maintain safe physical distancing between workers.

- All sites have additional hand sanitizer and hand washing facilities available. Additional toilet facilities with hand washing stations have been installed on several sites to exceed the MOL requirements. On projects with running water, hand washing stations have been opened up where possible.
- All sites have increased frequency of toilet facility cleaning from the sanitation company to at least 2 times per week.
- Common areas and touched surfaces (door handles, railings, portable toilet facilities, handwashing stations, etc.) are being disinfected at a minimum frequency of once per day
- Anyone coming to our work projects is required to complete a **COVID-19 Fit For Work Questionnaire** (see attached) upon arriving. Those that do not meet the criteria will be turned away from the site. The Questionnaire must be completed by all on site at a minimum of once per week.
- Work is being coordinated by our site teams to ensure that multiple trades are not required to work in the same areas at the same time. All trades are instructed to ensure that safe physical distancing of two meters is maintained between workers at all times when possible. If work requirements change and trades need to move locations during the day, they must coordinate with Aquicon's Site Superintendent to ensure physical distancing is maintained.
- Info-graphics regarding COVID-19 have been posted throughout or sites.

AT AQUICON CONSTRUCTION HEAD OFFICE:

- Common areas such as lunch rooms have been re-arranged to maintain safe physical distancing between workers
- Extra hand sanitizer has been made available in the building
- All meetings are being conducted by way of conference calls.
- The number of workers present in the building has been reduced by having those that can work for home do so. Office staff are also alternating days that they come in to the office
- Cleaning and sanitation frequency has been increased by our sanitation company
- The inside main entrance doors to the office are closed to visitors unless an appointment has been made. Deliveries are to be dropped off at a delivery table between the sets of doors
- Info-graphics regarding COVID-19 have been posted throughout the building

EMERGENCY RESPONSE:

In the event of COVID-19 exposure at one of work locations, Aquicon requires that any trades, consultants, owners or suppliers notify Aquicon immediately if they become aware of an employee that is considered a suspected case for COVID-19. Having as much information as possible about potential exposures is incredibly important for Aquicon to make informed decisions on what actions need to be taken. As every situation can be significantly different, Aquicon's COVID-19 Task Team will take all information available to determine if we need to suspend work at any one of our jobsites. Aquicon takes the situation very seriously and if we believe there is any threat to safety on our sites, work will be suspended temporarily until the situation is rectified and work is safe to resume.

In the event that work at one of our projects needs to be suspended, Aquicon's **Emergency Shutdown Procedure (see attached)** will be followed. All relevant stakeholders will be notified in a timely manner of the closure and as new information becomes available.

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

2019 Novel Coronavirus (COVID-19)

What you need to know to help you and your family stay healthy



**Wash your hands with soap
and water thoroughly and often.**

**Cough and sneeze into your
sleeve or a tissue. Dispose of tissue
immediately and wash your hands.**



Keep surfaces clean and disinfected.

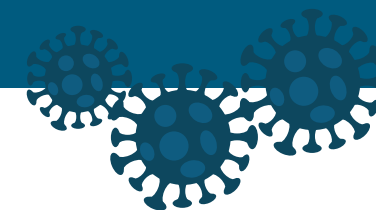
Stay home when you are sick.



If you have symptoms, call Telehealth Ontario at:
1-866-797-0000
TTY: 1-866-797-0007
Or contact your public health unit.

For more information,
visit **Ontario.ca/coronavirus**

Paid for by the Government of Ontario



REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



palm and back
of each hand



between fingers



under nails



thumbs

📞 1-833-784-4397

@ canada.ca/coronavirus

✉ phac.info.aspc@canada.ca



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Canada

KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

SYMPTOMS OF COVID-19



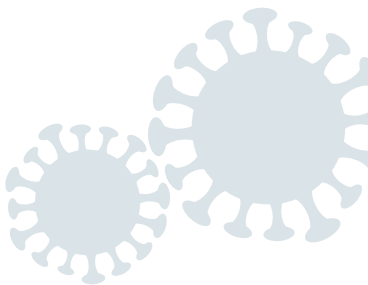
FEVER





COUGH



DIFFICULTY BREATHING



SELF-MONITORING	SELF-ISOLATION	ISOLATION
 <p>You have:</p> <ul style="list-style-type: none">▶ no symptoms <p>AND</p> <ul style="list-style-type: none">▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days	<p>You have:</p> <ul style="list-style-type: none">▶ no symptoms <p>AND</p> <ul style="list-style-type: none">▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19	<p>You have:</p> <ul style="list-style-type: none">▶ symptoms, even if mild <p>AND</p> <ul style="list-style-type: none">▶ you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19
 <p>SELF-MONITOR means to:</p> <ul style="list-style-type: none">▶ monitor yourself for 14 days for one or more symptoms of COVID-19▶ go about your day but avoid crowded places and increase your personal space from others, whenever possible	<p>SELF-ISOLATE means to:</p> <ul style="list-style-type: none">▶ stay at home and monitor yourself for symptoms, even if mild, for 14 days▶ avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic	<p>To be ISOLATED means to:</p> <ul style="list-style-type: none">▶ stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others▶ avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people
  <p>You need to self-monitor if:</p> <ul style="list-style-type: none">▶ you have reason to believe you have been exposed to a person with COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you are in close contact with older adults or medically vulnerable people <p>OR</p> <ul style="list-style-type: none">▶ you have been advised to self-monitor for any other reason by your Public Health Authority	<p>Self-isolate if:</p> <ul style="list-style-type: none">▶ you have travelled outside of Canada within the last 14 days <p>OR</p> <ul style="list-style-type: none">▶ your Public Health Authority has identified you as a close contact of someone diagnosed with COVID-19	<p>You need to isolate if:</p> <ul style="list-style-type: none">▶ you have been diagnosed with COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you are waiting to hear the results of a laboratory test for COVID-19 <p>OR</p> <ul style="list-style-type: none">▶ you have been advised to isolate at home for any other reason by your Public Health Authority
 <p>If you develop symptoms, isolate yourself from others immediately and contact your Public Health Authority as soon as possible</p>	<p>If you develop symptoms, even if mild, stay home, avoid other people and contact your Public Health Authority as soon as possible</p>	<p>If your symptoms get worse, immediately contact your healthcare provider or Public Health Authority and follow their instructions</p>

WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca

EMERGENCY SHUTDOWN PROCEDURE

APPLICATION:

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employment and/or those under contract with our firm.

PURPOSE:

The Emergency Shutdown Procedure is designed to assist our projects in determining what steps need to be followed in the event that a site must be closed. It is our aim to do this in a safe manner, and to ensure that relevant parties are notified in a timely manner.

POLICY:

This policy outlines how to proceed in the event of a site closure, specifically due to an emergency. Requests to shutdown may be issued by the government or can directly come from Aquicon Construction. These procedures may only be put into action by either the owner of the Project or the President of Aquicon Construction Co. Ltd., Daniel Aquino. Upon receiving a notice of a closure, the Project Manager and Health & Safety Manager must be notified immediately. The procedure below must then be followed.

RESPONSIBILITIES:

Once an emergency shutdown is enacted, the Project Manager(s) in coordination with the Project Assistant(s), will work with the site Superintendent(s) to shut the site down in a safe and efficient manner. The site must be left in a safe condition and all equipment/machinery/tools must be stored properly to prevent damage and/or theft.

All relevant stakeholders including, but not limited to, owners, trades, consultants, employees, suppliers and Aquicon's insurers must be informed of a shutdown in the form of an official communication letter. Official Communications will be issued by Aquicon's president Daniel Aquino, president's assistant Marta Bertosa, and/or the Health & Safety manager Aaron Hamill.

Site superintendents will be responsible for ensuring the measures outlined in this procedure are followed on each of our Projects.

PROCEDURE:

Once notification is received from Aquicon Construction's President, Daniel Aquino, or the owner of a project that a shutdown has been initiated, below are the responsibilities of each Team Member of the project:

Aquicon President, Daniel Aquino:

Will issue notification to all Management Employees of Aquicon to begin the shutdown process which will commence the requirements noted below.

Aquicon Project Manager (PM)/Project Assistant (PA):

Shall issue the required notice to the following individuals/groups:

- The Project Owner
- All Contracted Trades
- All Project Consultants
- Material Suppliers
- Any other relevant stakeholders as required

Aquicon Controller (AC) shall notify:

Aquicon's insurers to inform them of our situation

Aquicon Operations Manager (OM) shall notify:

All affected Aquicon field workers by phone call or email

Aquicon Site Superintendent (SS)/Site Team

Will be engaged to work with all members on site to ensure that the site is left in a safe and orderly manner, without any chance of damage to the existing work that has been completed, or to any future work/material that may currently be on site. To assist in this, please find attached the **Site Shutdown Checklist**.

SHUTDOWN CHECKLIST:

PRIOR TO SHUTDOWN:

- All workers shall be informed of the site closure and asked that they immediately leave the site. Workers should also be instructed to take home personal tools and any other personal possessions.
- Communication shall be sent to trades and suppliers of the site closure with the appropriate contact information.
- The following actions must be completed:
 - Post a sign or bulletin at main entrance of site indicating that the site is closed until further notice. Include appropriate contact information
 - Send up to date hours for labourers and carpenters to Aquicon office
 - Secure/cover all materials that may be damaged if exposed to the elements e.g. wind, snow, rain
- Evaluate inventory of rented equipment and return non-essential tools/equipment. All rented equipment should be called off rent with date and meter reading recorded
- Ensure all protruding rebar dowels are covered with protection
- Tie down or secure any loose materials that may be caught by wind
- Check the entire perimeter of the site to ensure that fencing is completely intact with no gaps or openings
- Check to ensure guardrails are properly installed where required
- Store all compressed gases in appropriate areas as per regulations
- Take pictures and video of the site including equipment and material that has been delivered and/or installed
- Ensure provisions are in place to maintain temporary heat to areas that are susceptible to freezing i.e. concrete slabs, water lines, hoarded in areas, washroom facilities etc.
- Maintain de-watering operations during site closure (if required)
- Ensure that all company electronics and keys (locks, mobile equipment, etc.) for the site are taken with you off of the site
- Lock all tools and small machinery in the sea-can. Lock the sea-can and if possible, park a piece of mobile equipment in front of the doors
- Discuss with OM & PM and determine if and when security is required and any required schedule rotations for 'site check-in' over the duration of the shutdown
- Other site-specific requirements may be needed. Please discuss this further with the PM/OM

DURING SHUTDOWN:

- Ensure a daily check-in of the site is completed to verify the site is still secure (SS/OM/PM)
- Check periodically for notices from the authority that initiated the shutdown for any updates
- Check in with relevant stakeholders periodically or as new information is delivered to keep them up to date

FOLLOWING THE SHUTDOWN – SITE OPENING:

- Notify all relevant stakeholders of the reopening date (SS,PM,OM)
- Re-initiate cleaning service for portable washrooms, ensure water delivery is set up where required
- Open the site and have it clean and ready for work to proceed

COVID-19 FIT FOR WORK QUESTIONNAIRE

To ensure that health and safety of all workers on our sites is maintained through the COVID-19 pandemic, we are requiring the following questionnaire to be completed in order to work on our sites. Please verify the following with a check mark:

- ☐ I have not traveled by plane or traveled internationally at all in the last 14 days and have not come in contact with anyone that has traveled in the last 14 days.
- ☐ I am not currently sick or experiencing any active symptoms of illness.
- ☐ I have not been told by a medical professional, public health unit or another organization that I need to self-isolate or go into isolation within the past 14 days.
- ☐ I have not been in contact with another person that has been instructed to self-isolate due to pending COVID test results or a confirmed positive COVID test result.
- ☐ I have not worked at any other workplaces that have been closed within the past 14 days due to possible exposure for COVID-19.
- ☐ I have reviewed the statements issued by Aquicon Construction regarding the precautionary measures to follow during the COVID-19 pandemic.

I certify that I have answered the above questions truthfully and to the best of my knowledge. If there are any changes to the above criteria, I understand that my employer and Aquicon Construction need to be notified.

(Company Name)

(Print Name & Sign)

(Date)