

March 16, 2020

Construction Management of Covid-19 Update #2

As you know, the World Health Organization (WHO) has declared Covid-19 a pandemic. In response, government and major private sector organizations have taken unprecedented moves to slow the spread of the disease by closing down schools and large public gatherings.

The Prime Minister has now taken unprecedented steps to close the border to non-Canadians and to bring Canadian citizens home. Trudeau said the restrictions would come into effect Wednesday, but exceptions will be made for aircrews, diplomats, immediate family members and U.S. citizens.

Today, the Premier also announced new measures to help workplaces and workers deal with the pandemic. These new measures, introduced by Hon. Monte McNaughton, Minister of Labour, Training and Skills Development, will “protect workers during the COVID-19 Situation.” If passed, this legislation will provide job protection for employees unable to work for the following reasons:

- The employee is under medical investigation, supervision or treatment for the virus.
- The employee is acting in accordance with an order under the Health Protection and Promotion Act.
- The employee is in isolation or quarantine.
- The employee is acting in accordance with public health information or direction.
- The employer directs the employee not to work.
- The employee needs to provide care to a person for a reason related to the virus such as a school or day-care closure.

It is expected the legislation will pass very quickly and will be retroactive to January 25. Please see the attached announcement for more details.

Be aware that both Federal and Provincial governments are reevaluating the situation daily and all options are open, including closing down all non-essential workplaces and services. At this time, we are not expecting this action but we recommend you develop procedures to secure your work sites, develop a business interruption plan and communicate to workers if required.

One of your most important responsibilities is to communicate with your employees fully. Your workforce will be concerned about their health, and as an employer, it is up to you to address this by putting policies and procedures in place and communicating them to your workers.

Some job sites have been closed down, and many workers don't know if they should be showing up for work. Even if your operations continue, you must continue to update your employees. We have attached the update issued by Gillam on Friday as an example of best practice for communicating to employees.

Key Messages for Employees:

We are constantly monitoring the updates posted by the Government of Canada and the Province of Ontario. At this time, authorities recognize that the number of infections will continue to grow for some time.

Visit www.Ontario.ca/coronavirus for updates and recommendations for managing the virus. It includes a self-assessment tool that you can provide to your employees if they are concerned they may have contracted the virus.

We encourage you to regularly update your employees about the situation and adjust your health and safety program to provide appropriate protection.

Consider the following actions:

- Review your Fit for Duty Policy. Make sure your policy is clear that if employees are not well or experiencing any symptoms, they must stay at home and not risk other employees.
- Develop a policy in the event that an employee tests positive. Will you isolate their crew or others? Use the authority's proposed best practices to develop this. Communicate this policy to all employees to assure them that you are acting to protect their health.
- Provide all employees with advice on protecting themselves. Better protection from the virus is the best way to reduce the likelihood of infection and will keep employees safe.
- Toolbox talks should focus on protection through good hygiene. Distribute and display the attached infographic by the Canadian Centre for Occupational Health and Safety, with ten tips for employees.
- Assure your staff that you and the government recommend they maintain their day to day activities for both work and home. Be smart about close contacts and good hygiene and get medical attention at the first sign of illness.

This is OGCA's COVID-19 update #2. We will continue to provide you with updates as the situation evolves.

Premier Ford Announces Job Protection for Workers during the COVID-19 Situation

[Ontario to Protect Workers who Take Leaves from Work](#)

March 16, 2020 11:15 A.M.

TORONTO — Ontario is acting immediately to protect workers during the COVID-19 crisis. Today, Premier Doug Ford and Monte McNaughton, Minister of Labour, Training and Skills Development, announced that the government intends to introduce legislation that, if passed, would immediately provide job-protected leave to employees in isolation or quarantine due to COVID-19, or those who need to be away from work to care for children because of school or day care closures.

"While everyone's concerns about their health and safety is top of mind, the last thing we need is anyone worrying about job security as the COVID-19 situation evolves," said Premier Ford. "That's why I directed the Minister of Labour, Training and Skills Development to draft legislation that will protect workers and their families during this difficult period."

"Mothers and fathers who need to care for children or dependants shouldn't have to worry about losing their job," said Monte McNaughton, Minister of Labour, Training and Skills Development. "The same goes for people who receive medical or public health advice and are required to take precautions as a result. They shouldn't have to worry about losing their job. In this time of uncertainty, we need to support employees who must isolate or quarantine themselves, or who need to care for a loved one."

The proposed legislation would, if passed, provide job protection for employees unable to work for the following reasons:

- The employee is under medical investigation, supervision or treatment for COVID-19.
- The employee is acting in accordance with an order under the Health Protection and Promotion Act.
- The employee is in isolation or quarantine.
- The employee is acting in accordance with public health information or direction.
- The employer directs the employee not to work.
- The employee needs to provide care to a person for a reason related to COVID-19 such as a school or day-care closure.

The proposed legislation would also make it clear that an employee will not be required to provide a medical note if they take the leave. The measures would be retroactive to January 25, 2020, the date that the first presumptive COVID-19 case was confirmed in Ontario.

Many workers will be eligible for Employment Insurance sickness benefits. As well, we are reviewing current access and eligibility to emergency assistance which is available through the Ontario Works (OW) program to support individuals who are impacted by the coronavirus and who are not able to meet their basic living expenses.

"The health and well-being of Ontarians continues to be our government's number one priority," said Christine Elliott, Deputy Premier and Minister of Health. "We are actively working with our partners at all levels in the health care system and implementing enhanced and comprehensive measures to prevent the spread of this virus and protect the health of all Ontarians."

"These job protections could also contribute significantly to limiting the spread of COVID-19," said Rod Phillips, Minister of Finance. "We are giving everyone the tools they need to put their health and the health of others first, without fear of losing their jobs."

Visit Ontario's [website](#) to learn more about how the province continues to protect Ontarians from COVID-19.

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[Available Online](#)
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In light of the continued spread of COVID-19 and more recently, the 'global pandemic' declaration by the World Health Organization, we at Gillam have been taking various precautionary measures and adjusting our operations to ensure the health and safety of our employees, clients, families and the greater community. We will continue to do so as the situation changes. We are making every effort to ensure this situation does not impact the quality of service and support that we are providing to our clients.

At this time our offices/sites remain open, however, but we need to take precautions and enhance our office sanitation efforts and put policies in place for business and personal travel, events and meetings. We also continue to provide Gillam Team members with the most up-to-date health and safety procedures as outlined by Health Canada, Ontario Health Agency and Toronto Public Health.

With March break travel upon us, Gillam has implemented precautionary measures to help mitigate the risk of COVID-19 exposure. These precautions are effective immediately and will remain in effect until further notice by Gillam.

4 Principles for Gillam:

1. The health and well-being of our Employees is our top priority;
2. We will continue to manage our Client and business needs while keeping #1 in mind
3. We are closely monitoring the situation as it evolves and we will continue to make changes to our processes, policies and procedures as required.
4. We encourage everyone to take their laptops/work home every evening to "be prepared". Currently we are working on a larger Business Interruption Plan, (BCP) & more details will follow.

Further to our tips issued March 5th ensure that we have on-site/office wash stations, hand sanitizer and signage everywhere as well as lots of discussion in daily toolbox talks.

1. Avoid touching your eyes, nose, and mouth with unwashed hands
2. Avoid coughing or sneezing onto or into your hands, cover your mouth/nose with a tissue and throw the tissue in the trash, and wash your hands afterwards
3. Try to avoid holding metal poles while traveling in public transit
4. Push open doors with the back of your hand, forearm, or shoulder, and push elevator buttons with your knuckles, or wear gloves
5. Do not hold on to escalator handrails
6. Mucus droplets from a sneeze can last for a long time, when you sneeze into the crook of your elbow wash your cloths once you get home
7. Notify your supervisor immediately if you are sick with flu-like symptoms

Prevent the Spread

5 Healthy Hygiene Habits to protect against viruses

- Cover your mouth and nose with a tissue when you cough or sneeze, or cough into your sleeve.
- Throw away used tissues immediately.
- Wash your hands, especially after using tissues.
- Avoid touching your eyes, nose or mouth.
- Germs on your hands can transfer into your body.
- Stay home or keep your distance when you are ill or not feeling well. Stay at least 2 metres away to prevent infecting people around you.

How to wash your hands

Be ready for the flu and other infectious diseases in the workplace.

1. Remove any rings or other jewellery.
2. Wet and lather your hands and wrists with soap. When using bar soap, set it on a rack to dry after use.
3. Scrub for 15-20 seconds: palm to palm, between and around fingers, back of each hand, fingertips and under nails.
4. Rinse thoroughly under running water.
5. Dry hands with a single use towel or air dryer.
6. Protect your hands from touching dirty surfaces while in the washroom, and as you leave.

10 Tips for Employers

- Provide hand washing facilities and extra sanitizing gels in key places.
- Make sure work surfaces are kept clean including door knobs and hand railings as well as shared telephones, keyboards, and boardroom tables.
- Increase the distance between workstations.
- Make sure ventilation systems are working properly.
- Allow working from home where possible.
- Develop corporate policies that let workers know what to expect in terms of sick leave and leave to care for families. Make sure workers know that they can – and should – stay home if they are not feeling well.
- Encourage workers to get a seasonal flu shot.
- Create a business continuity plan that details how you will continue to function during or after a flu and infectious disease outbreak.
- Cross train workers so that others can cover job duties if necessary.

information and updates

Public Health Agency of Canada, Provincial and territorial governments, Local health authorities, Local Media

www.ccohs.ca/outbreaks/

CCOHS.ca
Canadian Centre for Occupational Health and Safety

Staying home when sick and handwashing are the most effective ways to help slow the spread of a virus.

For any personal travel plans, please exercise increased caution and take the appropriate preventative measures to care for your health and safety as well as those you come into contact with.

Gillam Team members who have recently travelled to, or are travelling to China, South Korea, Japan, Iran, Italy or any pocket/area that the virus has been identified are also required to self-isolate for 14 days upon their return to Canada; advise a member of the Senior Management Team before returning to work.

Gillam Team members who have been in contact with any individual who has recently travelled to China, South Korea, Japan, Iran, Italy or any pocket/area that the virus has been identified are also required to self-isolate for 14 days; advise a member of the Senior Management Team(SMT) before returning to work.

If you or someone in your household have personal plans to travel out of the country (regardless of location) please let a member of the Senior Management Team (SMT) know in advance, so that we can ensure proper preventative measures and safeguards are taken prior to your return to work. Check with SMT before you return back to work.

Upon returning from personal out of country travel (regardless of location), Team members are asked to contact a member of the Senior Management Team (SMT) prior to returning to work to ensure that nothing has changed that would affect their return to the office. Please prioritize your health and well-being. Consult **Telehealth Ontario at 1 866 797 0000** or contact your healthcare professional if you develop a fever and symptoms highlighted below.

Stay current with updates and travel advisories from the Canadian Government websites, as well as the CDC's list of high-risk Level 3 regions where non-essential travel is highly discouraged. You can also check the Canadian Travel Advisories website for health notices relating to the latest guidance and recommendations when you travel.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html>

COVID 19 may not show a sign of infection for many days. So how do you know if you are infected?

Some easy steps to take every morning

- Ensure you are breathing in fresh air
- Take a deep breath and hold your breath for 10 seconds or more without coughing, without discomfort, stiffness or tightness, etc., it helps verify there is no Fibrosis in your lungs, this basically indicates no infection in critical time
- Ensure your mouth & throat is moist, never dry
- Take a few sips of water every 15 minutes at least. Why? Even if the virus gets into your mouth, drinking water or other liquids will help wash them down through your throat and into the stomach. Once there, your stomach acid will help kill the virus. If you don't drink enough water more regularly, the virus has a better chance to enter into your windpipe and then into the lungs.



Important:

- If you have a runny nose and sputum (phlegm), you have a common cold
 - Coronavirus pneumonia is a dry cough with no runny nose
 - This new virus is not heat-resistant and will be killed by a temperature of just 26/27 degrees. It hates the Sun.
 - If someone sneezes with it, it takes about 10 feet before it drops to the ground and is no longer airborne.
 - If it drops on a metal surface it will live for at least 12 hours - so if you come into contact with any metal surface - wash your hands as soon as you can with a bacterial soap.
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- On fabric it can survive for 6-12 hours, normal laundry detergent will kill it
 - Drinking warm water is effective for all viruses. Try not to drink liquids with ice
 - Wash your hands frequently as the virus can only live on your hands for 5-10 minutes, but - a lot can happen during that time - you can rub your eyes, pick your nose unwittingly and so on
 - You should also gargle as a prevention. A simple solution of salt in warm water will suffice
 - Can't emphasize enough - drink plenty of water!

The Symptoms:

- It will first infect the throat, so you'll have a sore throat lasting 3/4 days
- The virus then blends into a nasal fluid that enters the trachea and then the lungs, causing pneumonia. This takes about 5/6 days further
- With the pneumonia comes high fever and difficulty in breathing
- The nasal congestion is not like the normal kind. You feel like you're drowning. It's imperative you then seek immediate attention.

As always, Gillam Team members must report any absences and sick days to their Manager.

Where possible to help cut down on travel for Gillam and avoid attending any non-essential events/meetings. Utilize more video conferences and/or phone calls and consider virtual meetings.

Thank you for doing your part to keep yourself, your families, colleagues, our Clients and communities healthy.

We are confident that we will get through this together and we wish everyone the best during this challenging time.

Regards,

Senior Management Team