

 Maple Reinders Management System	03 Project Management
	Section: 02 01 Post Project ReviewAdministration Subject: Emergency Site Shut Down – Pandemic Preparedness Revision: 1 Issue date: 19/03/2020
Reference:	

Policy

How to proceed in the event of total site emergency closure due to a pandemic or other event as required by the government or by Maple Reinders. Only two entities can issue this directive, the Owner of the Project or Harold Reinders, CEO. Upon receiving this notice of closure, the PM and RM must be notified immediately, and the procedure below must be followed.

Responsibilities

The Project Manager is responsible to:

1. Ensure with the help of the Site Superintendent (s) / Foremen to shut the site down in a safe and efficient manner making sure to secure all equipment and machinery/ tool against theft and making sure that they are stored safely.
2. Communicate with all concerned parties including the Owner, Trades and Consultants.
3. Engage with other departments (HR, Safety etc.) as required.

Purpose

The purpose of this policy is to ensure that in an emergency situation the site is shut down properly and that all appropriate authorities are notified.

Procedure

In order to carry out this policy, the following steps must be taken:

Physical Site Closure:

Follow all steps on the Emergency Site Closure check list found in Appendix A – Site Closure Checklist.

Engage the Site Superintendent, Assistant Supers and Project Coordinators in working through the list efficiently.

Inform Concerned Parties

Subject: Emergency Site Shut Down – Pandemic Preparedness	Issue date: 03/19/20
Revision: 1	

PM should send letters to the parties listed below. Draft a letter based on available template and send it to RM to approve. Letter must be sent to Legal for final approval. Refer to Appendix B - Notices for the following templates:

1. Notice to the Owner.
2. Notice to the Trades
3. Notice to the Consultants
4. Notice to the any other site-specific person or group as required

Note: In the event that a site will be shut down, please also notify Steve Van Hoffen via e-mail. He will then forward that info to Marsh and Marsh will keep our insurers up-to-date on site closures. We have coverage for property loss and damage and we want to be sure that our insurers know that we are off the site.

After Closure has begun

Between when a site is closed and subsequently re opened communication needs to be maintained with all parties to ensure that when we are ready to open everything will be ready to proceed.

1. Follow up with the authority who ordered the site closure to see when the situation is sufficiently mitigated so the site can reopen.
2. Communicate with all parties regarding the status to of the closure on a periodic basis – Daily or weekly depending on the issue.
3. Update Field Services and Safety Teams periodically so they are aware when you will be requiring personnel to report to site.
4. Arrange for someone to visit the site periodically to check that everything remains status quo.
5. Follow up with any utilities/ internet/ telephone that may be temporarily disconnected to reconnect service.
6. Work with the team and trades to mitigate the delay caused closure. Find creative solutions to minimize the overall impact.

Site Reopening:

1. Inform all parties in the writing of the day the site is opening and where applicable, when they will be required to return.
2. Inform Shared Services so Maple personnel are ready to start with you.
3. Open the site and have it cleaned and ready for work.
4. Make sure all utilities/ internet/ telephone are connected
5. Call in Portable Washrooms, Drinking Water etc. and all other vendors as required.

IMPORTANT: Make sure all correspondence with Owner, Trades and Consultants is in writing and vetted by Legal. This will help in the future should any delay claims or legal action happen. Documentation is important.

Subject:	Emergency Site Shut Down – Pandemic Preparedness	
Revision:	1	Issue date: 03/19/20

Appendix A - Site Closure Checklist

Upon direction from the Maple Reinders Management team, it has been determined that this site will be closed for a period of time.

Below are the steps that will need to be followed to ensure the site will remain safe and secured during this closure.

- Inform all workers of the site closure and ask that they immediately leave site. Encourage all worker to take home personal tools and other personal possessions
- Send communication to Subtrades and Suppliers of the site closure with appropriate contact information (depending under who’s direction that we’re shutting down, we may also need to notify the owner, any authorities (MOE, ESA, our insurance (Marsh) other?)
- Post “no trespassing” signage at perimeter fencing. Suggested every 20-50’
- Post sign or bulletin at main entrance of site indicating the site is closed until further notice. Include appropriate contact information
- Secure/cover all materials that may be exposed to the elements e.g. wind, snow, rain
- Evaluate inventory of rented equipment and return non-essential tools/equipment.
- Take pictures and video of the site including equipment and material that has been delivered and/or installed,
- Ensure that worksite/building is secured and locked
- Ensure tool trailers and office trailers are secured and locked
- Remove all ladders used for access and secure in a lock up space
- 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 heat and curing requirements for all recent concrete pours
- Maintain de-watering operations during site closure (if required)
- Discuss with RM, PM & GS and determine if and when security is required and any required schedule rotations for ‘site check-in’ over the duration of the shut-down.
- Arrange a daily or weekly team call-in as to keep everyone engaged and current on any updates
- Other site-specific requirements may be needed. Please discuss this further with the project team

*** If a confirmed case of COVID-19 occurs at one of our projects, notification is to be provided immediately to the VP for the respective line of business and to the Covid-19 Pandemic Team at Covid19@maple.ca. The VP or their designate will direct the immediate course of action and a full site closure and/or alternative means of operation will be initiated. Appropriate steps will be taken to isolate any exposed site team members for a 14 days quarantine, and a full site sanitization will be undertaken. In addition, the VP will assess the criticality of the site and in consultation with the CEO, determine if a full site shut down will be initiated, or if the implementation of action to restore operations is required.**

Subject:	Emergency Site Shut Down – Pandemic Preparedness	
Revision:	1	Issue date: 03/19/20

Appendix B – Notices