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# COVID-19 AND ELLISDON

## TO ALL OUR SITES AND EMPLOYEES

We continue to closely monitor and evaluate the rapidly evolving risk the COVID-19 virus poses to our employees, partners, clients and contractors. EllisDon continues to follow the advice of the national and local public health authorities and is taking the following measures to ensure a safe and healthy workplace.

## PRACTICE GOOD HYGIENE

Everyone can help prevent the spread of infections by practicing good hygiene and is encouraged to implement the following measures:

- Washing your hands often with soap and water for at least 20 seconds or, where not available, use alcohol-based hand sanitizer;
- Avoiding touching your eyes, nose or mouth ;
- Avoiding contact with people who are sick;
- Coughing or sneezing into your sleeve and not your hands;
- If you use a tissue, discard it immediately in a provided waste bin and wash your hands afterward;
- Staying home if you are sick to avoid spreading illness to others;
- Avoid high-touch areas, where possible, or ensure you clean your hands afterwards;
- 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;
- Ensure work surfaces and objects are kept clean and wiped with disinfectant regularly;
- As a best practice, wash your clothes as soon as you get home from work or change into a second set of clothes;
- Avoid sharing hand tools and power tools between workers, where possible; and
- If you are ill: notify your supervisor immediately, complete the Provincial self-assessment in your area and follow the instruction you get.

## PRACTICE SOCIAL DISTANCING

We will limit our meetings and gatherings to a maximum of 5 people and maintain a 6 foot / 2 meter distance from each other. Additional people, if required, can call or video conference into the meeting. Worksites need to look at ways to maintain an adequate working distance from each other, including limiting the number of people in hoists and orientation.

*UPDATED: MARCH 30, 2020*

## PERFORM ENHANCED CLEANING & SANITATION

All work locations must implement enhanced cleaning and sanitation measures daily. Areas of focus must include:

- Access to soap and water or hand sanitizer;
- Washroom facilities (sites must utilize a log to track all cleaning) must be cleaned at minimum of twice per day or more frequent if facilities require service;
- Commonly touched surfaces or areas must be wiped with disinfectant at minimum of twice per day (ex. door handles, railings, common tables, light switches, elevator or hoist buttons, personal workstation areas etc.); and
- If hand tools or power tools need to be shared between workers, enable sanitization of shared equipment.

## WORKING FROM HOME

We continue to be mindful of keeping our employees safe and we will continue to evaluate and make decisions on a day by day and case by case basis and continue to follow the advice and direction of our federal leaders and any specific provincially mandated requirements. If you have the ability to work from home and would like to, talk to your supervisor to make arrangements.

- **Employees working at construction sites** – We continue to operate all construction sites at this time. We realize work from home options on our construction sites are limited. Employees at construction sites who have the ability to work from home and want to work from home should make such arrangements with their supervisor to ensure alignment with project needs and business reliability plans.
- **Employees working at hospitals / facility services** – Please speak with your operation leader about essential services and requirements for your specific location.

## BUSINESS-RELATED TRAVEL

EllisDon has prohibited all business-related travel outside of Canada for employees. All business-related travel within Canada has been restricted and must be pre-approved by area leaders.

## PERSONAL TRAVEL

Everyone is asked to reconsider any personal travel they may have planned outside of Canada, including all cruises. All employees who still continue with their travel outside of Canada must notify their supervisor and the EllisDon Health Line.

UPDATED: MARCH 30, 2020

## SELF-ISOLATION

**Travel ongoing until further notice** – If any employee, or any member of their household, return from any country outside of Canada will be required to self-isolate for 14 days before returning to the office or worksite work.

## RESPIRATORY, COLD OR FLU-LIKE SYMPTOMS

Anyone who is experiencing respiratory, cold or flu-like symptoms (i.e., new onset or worsening of existing cough; fever (38°C or 100.4 F); shortness of breath or trouble breathing; sore throat; severe fatigue; runny nose; vomiting) must notify their supervisor and providing that there are no immediate medical needs, you will be directed to go home, or stay home if already at home. It is recommended that you self-isolate for 14 days unless a medical professional has advised that you may return to work.

## HEALTH SCREENING

Enhanced measures have been implemented to help reduce the spread of the COVID-19 virus. All those, including trades, suppliers, union reps, and EllisDon employees etc. accessing the site will require screening at designated entry points prior to entering into our work locations.

Agreeing to be screened is voluntary; however, any person who refuses to answer screening questions will be denied access to our work locations – without exception. Complying with our safety measures is in the interest of maintaining worker safety and those choosing not to comply will not be permitted to work.

## IF THERE IS A CONFIRMED CASE OF COVID-19

If we should have a confirmed case of COVID-19 at any locations, we will work with the health authority to ensure appropriate measures are implemented and conveyed to the appropriate employees. Proper reporting protocols will be followed.

*UPDATED: MARCH 30, 2020*

**In any case of self-isolation, notify your supervisor and the EllisDon Health Line.**

**Healthline@EllisDon.com**

**Remember, practicing good hygiene and social distancing is the best way to prevent the spread of the COVID-19. Wash your hands often and if you're sick, stay at home.**

March 30, 2020

## COVID-19 Practicing Good Hygiene & Social Distancing

### HYGIENE

Everyone can help prevent the spread of infections by practicing good hygiene and is encouraged to implement the following measures:

- Washing your hands often with soap and water for at least 20 seconds or, where not available, use alcohol-based hand sanitizer.
- Avoiding touching your eyes, nose or mouth.
- Avoiding contact with people who are sick.
- Coughing or sneezing into your sleeve and not your hands.
- If you use a tissue, discard it immediately in a provided waste bin and wash your hands afterward.
- Staying home if you are sick to avoid spreading illness to others.
- Avoid high-touch areas, where possible, or ensure you clean 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.
- Ensure work surfaces and objects are kept clean and wiped with disinfectant regularly.
- As a best practice, wash your clothes as soon as you get home from work or change into a second set of clothes
- Avoid sharing hand tools and power tools between workers, where possible.
- If you are ill, notify your supervisor immediately, complete the Provincial self-assessment in your area and follow the instructions you get.

We have enhanced cleaning and sanitation measures daily at our work locations. Areas of focus include: access to soap and water or hand sanitizer; washroom facilities; commonly touched surfaces or areas; and shared tools.

**Let your supervisor know if you notice any hygiene facilities that need attention.**

### SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. On our worksites we need to find ways to maintain an adequate working distance from each other. We must maintain a minimum of 6 feet (2 meters) between people and consider the following mechanisms to achieve this:

- When waiting to access a project site or office, do not congregate in groups. If there is a backlog of people waiting to gain access, form an orderly line, keeping a distance of 6 feet between each person.
- Supervisors should consider staggering start times, breaks and lunches to limit gathering. Analyze the total number of people on site, where they are assigned work, and make adjustments as necessary to limit the number of workers and plan for social distancing.
- Look at ways to prevent congregating in gathering areas (such as hoists and trailers) and entrance points (to stairwells, washroom facilities, scaffolding, etc.)
- Hold site meetings in large spaces or outside to allow for social distancing. Indoors, limit meetings and gatherings to 5 people.
- Limit the number of people allowed in hoists, elevators, lunchrooms, meeting rooms, tool cribs, change rooms, smoking areas, etc.
- Limit unnecessary on-site contact between workers, and between workers and outside service providers.



# COVID-19 HEALTH SCREENING REQUIREMENT

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, please conduct this questionnaire:

- 1. Are you currently experiencing any respiratory or cold or flu-like symptoms\*?**
- 2. Have you been in close contact\*\* with anyone who is experiencing respiratory or cold or flu-like symptoms\*?**

If the answer is **YES** for questions 1 or 2, the person must notify their supervisor and providing that there are no immediate medical needs, the person will be directed to go home. The person will be required to self-isolate for 14 days and consult with a health care professional.

- 3. Have you Tested Positive or been in close contact\*\* with anyone who has tested positive for COVID-19 within the last 14 days?**

If the answer is **YES** to question 3, the person must notify their supervisor and providing that there are no immediate medical needs, the person will be directed to go home, self-isolate and consult with a health care professional. In any case where a person answers **YES** to Question 3, the work site / location supervisor must notify the EllisDon Health Line @ healthline@ellisdon.com.

- 4. Have you travelled or been in close contact\*\* with anyone who has travelled anywhere outside of Canada in the last 14 days?**

If the answer is **YES** to question 4, the person must notify their supervisor and, providing that there are no immediate medical needs, the person will be directed to go home and self-isolate for 14 days after your return to Canada or close contact with someone who has travelled.

*\*Respiratory, cold or flu-like symptoms including:*

- New onset or worsening of existing cough
- Fever ( $> 38^{\circ}\text{C}$  or  $> 100.4^{\circ}\text{F}$ )
- Shortness of breath or trouble breathing
- Sore throat
- Severe fatigue
- Runny nose
- Vomiting

\*\*A close contact is defined as a person who provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR who lived with or otherwise had close prolonged contact (within 2 meters) with the person while they were symptomatic and not isolating OR had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

UPDATED: APRIL 1ST, 2020

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# COVID-19 PRACTICE GOOD HYGIENE

Everyone can help prevent the spread of infections by practicing good hygiene and is encouraged to implement the following measures:

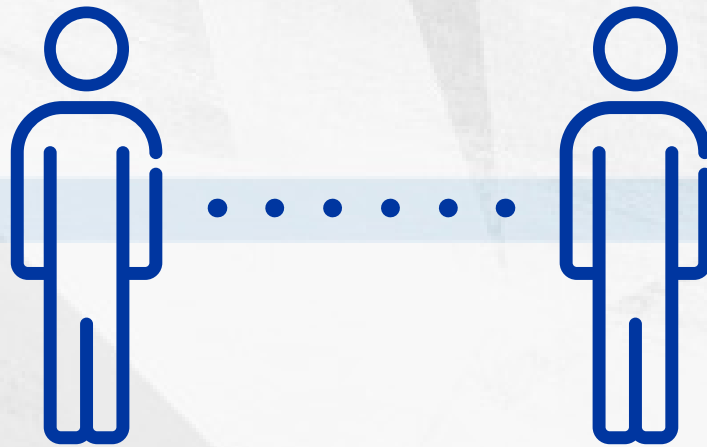


- Washing your hands often with soap and water for at least 20 seconds or, where not available, use alcohol-based hand sanitizer;
- Avoiding touching your eyes, nose or mouth;
- Avoiding contact with people who are sick;
- Coughing or sneezing into your sleeve and not your hands;
- If you use a tissue, discard it immediately in a provided waste bin and wash your hands afterward;
- Staying home if you are sick to avoid spreading illness to others;
- Avoid high-touch areas, where possible, or ensure you clean 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;
- Ensure work surfaces and objects are kept clean and wiped with disinfectant regularly;
- As a best practice, wash your clothes as soon as you get home from work or change into a second set of clothes;
- Avoid sharing hand tools and power tools between workers, where possible;
- If you are ill: notify your supervisor immediately, complete the provincial self-assessment in your area and follow the instructions you get.

UPDATED: MARCH 30, 2020

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# COVID-19 PRACTICE THE 6'/2 METER SOCIAL DISTANCING



- Please limit meetings/gatherings to a max. of 5 people.
- Each work location must maintain a minimum of 6 feet / 2 meters between people and consider the following mechanisms to maintain the physical distancing requirement:
  - Start times / Breaks / Lunch
  - Restricting the number of people on-site and where they are assigned work.
  - Controlling site movement (by limiting the potential for workers to gather, including personnel in hoists and site trailers).
  - Preventing congregating at entrance points to the project, hoist, stairwells, scaffolding, washroom facilities, etc.
  - Limiting the number of people coming together in hoists, elevators, lunchrooms, meeting rooms, tool cribs, change rooms, smoking area, etc.
  - Holding meetings in an outside or large space to enable social distancing.
  - Limiting unnecessary on-site contact between workers and outside service providers.
  - Site planning to facilitate appropriate social distancing (2 meters) between workers during any particular shift.

UPDATED: MARCH 30, 2020

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# COVID-19 ELLISDON

- If an employee is experiencing respiratory, cold or flu-like symptoms, you must notify their supervisor and providing that there are no immediate medical needs, you will be directed to go home, or stay home if already at home. It is recommended that you self-isolate for 14 days unless a medical professional has advised that you may return to work.
- If an employee has been in close proximity to someone who has tested positive for COVID-19 you must self-isolate for 14 days unless a medical professional has advised that they may return to work.

UPDATED: MARCH 30, 2020



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# COVID-19 ON-SITE SANITATION

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, enhanced cleaning and sanitation will be conducted on a daily basis. Areas of focus will include:

- **Access to soap and water or hand sanitizer**
- **Washroom facilities (sites must utilize a log to track all cleaning) must be cleaned at minimum of twice per day or more frequent if facilities require service;**
- **Commonly touched surfaces or areas must be wiped with disinfectant at a minimum of twice per day (ex. door handles, railings, common tables, light switches, elevator or hoist buttons, personal workstation areas etc.)**
- **If hand tools or power tools need to be shared between workers, enable sanitization of shared equipment.**

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