

COVID-19 SITE WORK PROGRAM

There are some special changes to our site safety program that we have implemented to help manage and mitigate the spread of the disease in the work place and to the greater community:

1. **Distancing** – Modify work and site practices to try and keep a 2-meter (6ft) distance between site personnel at all times.
2. **Hygiene** - Increase hand washing between work activities, while making conscious efforts not to touch your face.

Below are some practical suggestions to help keep site personnel healthy and from spreading the disease;

Travel to Work

- Where possible, workers should not share transportation

Site Arrival

- Divide workforce into small groups (Between 2 - 3 workers). Each small group keeps away from other small groups and maintains a 2-meter distance from each other.
- Stagger the work start times for each small group as necessary (10-15 minutes), so that only 1 small group of workers enter the lunchroom to get changed & ready for work, then leave the lunchroom before the next small group can enter.
- Sign-in then wash hands.
- Ensure individuals within each group maintains a distance of 2-meters from each other.

Signing in

- The Site Supervisor must know who is on their site, however limit the number of workers coming into the site office at a time.
- Consider such methods as;
 - Using one designated worker in a small group to conduct initial sign-in
 - Receiving sub-contractor sign-in sheets by email
 - Communicating more on site by using cellular telephone
 - Re-locating the sign-in sheet somewhere else on site, other than the site office

Entering Site Trailer/Office

- Before fully entering, check to see how many persons are already in there. If it is not possible to maintain a 2-meter distance, verbally communicate what you want and wait outside, away from the door.

Coffee & Lunch Breaks

- Workers must wash hands before entering the lunch trailer/room.
- Do not touch or move the property of other workers.
- Stagger the break start times for each group as necessary (15-20 minutes), so that adequate distancing can be maintained.
- Workers must wash hands after leaving the lunch trailer.
- Wipe down lunch area with disinfecting wipes before and after breaks and lunch.

Site Meetings

- Wherever possible, limit meetings (frequency & attendees) and postpone site visitors.
- Weather permitting and where practical, hold site meetings outside, keeping a 2-meter distance between everyone.
- When meetings cannot be held outside, limit the worker numbers to meetings (to allow distancing) and repeat those to different small groups as necessary.
- Request all persons wash their hands before joining a meeting and after leaving a meeting.

Sharing Tools or Touching Equipment & Common Surfaces

- Prevent the sharing of tools and/or using tools with your bare hands.
- Always wear gloves that can be disposed of when handling tools and working on common surface.
- Ensure gloves are properly disposed after each use.
- After touching surfaces, wash your hands as necessary before touching your face.

Off Site Travel

- Limit the number of off-site trips workers are required to perform to only those that are absolutely necessary.

Site Cleaning

- Extra care must be taken to regularly clean commonly shared surfaces, especially door handles that may be touched after handwashing.

Leaving the Site

- Stagger the finish times for each pair as necessary (to match the staggered start), so that a maximum of 1 small group of workers enter the lunchroom to get changed & ready to leave, then leave the lunchroom before the next small group enter.
- Sign-out then wash hands

For the latest Canadian updates, please check the following website:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>