

**FORWARD.  
TOGETHER.**

## **PROJECT CONTINUITY PLAN**

**Coronavirus (COVID-19) Pandemic  
Kelowna Regional Office**



March 23, 2020 – Version 2.1

## 1.0 PURPOSE

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This document provides a high-level overview of how Ledcor Construction Limited is addressing the COVID-19 Pandemic in relation to project continuity at our sites. Project teams are expected to apply these guidelines, as applicable, on our project sites to the best of their abilities. If there is a section that does not apply to your project, please disregard. This is a fast-moving situation and this document will be revised as the need arises.

Additions since last revision will be shown as a gray in colour.

## 2.0 COMMUNICATION

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### 2.1 Ledcor Safety Talk

See [Appendix A](#) for a Ledcor Safety Talk that is available to all project sites. Review this at Ledcor Toolbox Talks and distribute to subcontractors so they can also review at their toolbox talks. Collect signed copies from subcontractors and save on Box. Safety Notice is to be posted on the project Notice Board.

### 2.2 Ledcor Flu Prevention Poster

See [Appendix B](#) for a Flu Prevention Poster to post around the project site (at washing stations, at hand sanitizing stations, at washrooms, at entry & exit of sites, etc.) and distribute to subcontractors so they can post in their respective areas (lunchrooms, lockups, etc.).

### 2.3 Ledcor Safety Notice and Poster

See [Appendix C](#) for a Ledcor Safety Notice and Poster to post around the project site (at washing stations, at hand sanitizing stations, at washrooms, at entry & exit of sites, etc.) and distribute to subcontractors so they can post in their respective areas (lunchrooms, lockups, etc.).

### 2.4 Letter to Owner, Consultants, Subcontractor's / Supplier's Local Office

It is important to communicate directly with our construction partners to inform them of current Ledcor policies around protecting persons on our worksites from COVID-19 and the removal of any person who exhibits symptoms consistent with this virus). See [Appendix D](#).

## **2.5 Letter to Subcontractor's / Supplier's Project Representative**

Ledcor's Project Managers are to distribute a copy of this letter to each of the trade representatives on site and ask them to sign a copy to acknowledge receipt.

**IMPORTANT:** Save the signed copies of the letters in the project files on Box. Return a copy to the subcontractor's / supplier's site representative. See [Appendix E](#).

## **2.6 Internal Updates**

The Regional Managers and Operations Managers participate in a daily update call with Regional Leadership Team (RLT) members from our other offices. The Regional Manager and Operations Managers then have an internal call to discuss what needs to be communicated to the project teams. The frequency and time of these calls may be subject to change as the situation evolves.

## **2.7 Central Document Location**

All documents referenced here are stored in a Box folder that can be shared externally to owners and subcontractors.

## **2.8 Internal Employee Information**

Internal information for Ledcor employees (salaried and CLAC) only can be accessed on [the hub](#) and on Ledcor's corporate [HS&E](#) site. For those that don't have access to the internet, the service team can be reached at 1-800-823-8141. NOTE: These are only accessible by Ledcor employees and are not for external circulation.

# **3.0 SITE PROTOCOL**

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## **3.1 Site Meetings**

To limit person to person contact, update all site meetings (Internal, OAC, Subcontractor, etc.) to Skype meetings. If meetings are required to be in person (morning foreman meetings, etc.), hold them in an open area, preferably outside, and practice good Social Distancing practices by maintaining a 2.0m (6'-6") distance from each other.

## **3.2 Non-Regular Site Visits**

All site visitors (owner, consultants, inspectors, etc.) should limit site visits unless necessary for Business Continuity reasons. If visits are required, please:

- a. Give Ledcor site representatives 24 hours' notice that you are visiting the site.
- b. Practice good Social Distancing measures.

- c. Avoid entry into Ledcor site offices and the first aid trailer unless required.
- d. Visitors are asked to not use the construction hoist or the temporary construction elevators and to use the stairs instead.

### **3.3 Handwashing Stations**

Install handwashing stations complete with dispenser soap in strategic locations on the project site. Install a Ledcor Safety Notice Poster at each location (see [Appendix C](#)).

### **3.4 Hand Sanitizing Stations**

Install hand sanitizer stations in strategic locations around the project site. Inspect daily to ensure they are full. Install a Ledcor Safety Notice Poster at each location (see [Appendix C](#) above). Sanitizer stations can be supplied by the yard.

### **3.5 Cleaning**

Identify and clean surfaces that workers come into regular contact with. Ledcor labourers are to sanitize door handles, toilet doors, meeting room tables, first aid rooms, orientation rooms, etc. at the end of each shift. Stock and supply cleaning wipes and spray sanitizer on site. See [Appendix F](#) for Surface Cleaning for Potential Virus Contamination Safe Work Procedures.

### **3.6 Social Distancing**

Promote hand shaking alternatives. Ensure individuals are always 2.0m (6'-6") apart from each other. This includes in lunchrooms, lock ups, while working on site, in construction hoists (only 4 workers per hoist cab), entry and exits of sites, etc. If possible, take the stairs on site in lieu of using the construction hoist.

Ledcor employees are encouraged to work remotely if their role permits, as per the Ledcor Employee guidelines issued on March 16, 2020. Speak with your manager to discuss this option. Some roles on site may allow for a rotation schedule to allow some to work remotely while maintaining presence at the project.

Cancel and/or postpone all site evacuation drills or similar drills. These are not in line with Social Distancing guidelines. Project sites are to update their Evacuation Plans to incorporate Social Distancing. This can include more muster points, proper spacing of 2.0m (6'-6") at muster points and instructions to workers about Social Distancing.

Signage will be posted on sites to promote proper social distancing protocols.

### 3.7 Subcontractor Coronavirus (COVID-19) Plans

Communicate with subcontractors who are currently performing work on site. Ask them what their plans are for addressing the current situation. If they have a plan or guidelines on how they are addressing the pandemic, ask for a copy and save on Box in the project files.

### 3.8 Monitoring Worker Health

Monitor worker health on site. If a worker is exhibiting symptoms, ask them to leave site in conjunction with their superior and to consider getting tested. Point them to visit the [BC Assessment Tool](#) online to determine next steps.

Per British Columbia provincial guidelines, the General Contractor is to keep a list of all workers on site and update it daily. See [Appendix M](#) for a worker Health Questionnaire. Each worker on site is required to fill this out and return to Ledcor Project staff. Going forward, all new workers and visitors are required to complete this questionnaire. It reinforces how important it is for them to be healthy if they want to come to the site and reinforces the public health authority's self-assessment monitoring tool. All records are the same as first aid records and are to be kept under lock for privacy reasons.

### 3.9 Lunchrooms

Ensure that there is a handwash station close to the project lunchroom/lockup areas. Encourage workers to wash their hands properly before and after all meals. Abide by Social Distancing guidelines in lunchrooms and stay 2.0m (6'-6") away for others always. Due to size constraints, this may require workers to take coffee breaks and/or lunch breaks in shifts. Avoid going to areas on congregation during breaks and lunch time (coffee shops, restaurants, etc.). Consider separating PPE & clothing that is hung up in the lunch room to avoid contamination. All work spare work clothing it to be transported home in a plastic bag and washed. All lunch tables should be wiped down and disinfected daily per the Routine Cleaning Protocol. (see [Appendix F](#) – Surface Cleaning for Potential Virus Contamination Safe Work Procedures).

### 3.10 Orientations

The Project Safety Representative (PSR) for the site should ask workers if they have had any recent travel and if they are feeling sick during the orientations. Follow the screening questions shown in the [BC Assessment Tool](#). Limit the number of persons in the orientation room to maintain social distancing protocol (2.0m or 6'-6"); this may result in the requirement to hold more orientation sessions. Disinfect used pens, tables and chairs after each session. A verbal orientation after the video should include Ledcor COVID-19 handouts (see [Appendix A](#), [Appendix B](#) and [Appendix C](#)) and should discuss hygiene expectations, social distancing and general health of the worker (flu like symptoms).

### **3.11 Wearing Gloves**

Provide gloves to workers who do not have gloves and enforce that they wear them on our projects. It is important to note that gloves can still carry and transfer the virus. Avoid touching others, your face and your eyes even with gloves on. If gloves are washable, they should be washed after each shift.

### **3.12 Garbage Bins**

Lunchrooms, subcontractor lockups and site garbage should be collected and disposed of regularly.

### **3.13 Rapid Demobilization due to Project Suspension/Shutdown**

The decision to close the site must be made by the Project Manager, Regional Manager, Safety Manager and Client together. If there is a need to rapidly demobilize or shutdown the project for a longer period, Ledcor will follow the attached checklist (see [Appendix G](#)) to ensure the project is left in a safe condition. Project teams will use this checklist as a starting point and include items/tasks that are specific to their project. This can include but is not limited to checking site security, water shut offs, lighting, heating, dewatering, shoring, power, loose material on exposed decks and daily inspections. A Water Mitigation Plan is required to ensure the risk leaks is addressed (see [Appendix J](#) for an example of a Water Mitigation Plan). Signage stating “*All Equipment and Materials Have Been Removed from Site*” should be posted around the site perimeter.

There are insurance requirements that should be considering if projects are shutdown. These are:

1. If your project is shutdown, there are risk elements that need to be discussed with our clients. A Risk Register should be created that outlines the property risk and third-party risk at your project during a shutdown. This is to be reviewed with our clients to ensure alignment.
2. If the client has arranged an OCIP (Owner Controlled Insurance Program) they should be in contact with their broker to clarify and all requirements that must be met if work is to be suspended to ensure continuity of coverage.
3. Through documentation of the condition of the project at the time the project is suspended can help avoid disputes if property damage occurs.
4. An updated construction schedule is to be done as of the day the project is suspended.

### **3.14 Antibacterial Soap & Disinfecting Spray – Vancouver Construction Yard**

Procurement of basic hygiene supplies continues to be a challenge and items being sent to projects needs to be diligently inspected and received.

The Leducor Vancouver Yard was able to source and has received a shipment of [1000ml Antibacterial Soap](#) which will fit in the same NXT sanitizer dispensers previously sent to Leducor project sites.

As we are all aware, hand sanitizer has become very scarce and hard to find. We should try use it as a last measure when hand washing is unavailable.

The yard was also able to secure a shipment of [Spray Nine Disinfectant Spray \(946 mL\)](#). It is important to understand how to apply this product effectively.

Please read the instructions carefully and be sure to use these products efficiently as supply is limited during these times.

### **3.15 N95 Masks**

All N95 masks should be preserved on site and not used for construction related activities. There is a general shortage of these masks in the market.

### **3.16 Construction Hoists**

Post signage at construction hoist decks to remind works to maintain social distancing protocol (2.0m or 6'-6"). The BC Provincial Government has clarified that only 4 workers are allowed per hoist cab. Maintain social distancing in the construction hoist cab as well as facing outwards. This will reduce the number of passengers in the construction hoist cab. The construction hoist operator has the option to wear a N95 mask. Operator will routinely disinfect commonly touched items (call buttons, door handles, etc.).

### **3.17 Leducor Site Office Trailers**

Limit the number of employees and workers in site offices. Maintain social distancing protocol (2.0m or 6'-6"). If the role permits, rotate employees working remotely and working on site to ensure social distancing protocol is met. Host meetings outside if meeting it too small to support proper social distancing protocol. Do not share keyboard, mice, pens, clipboards, documents, etc. Routinely disinfect door handles, chairs, and commonly touched items.

### **3.18 Hygiene Practices**

Clean hands with soap and water for 20 seconds. Do this before and after meals, at the end of the workday and when home. Avoid hand shaking. Do not share food, drinks, cigarettes and personal hand tools. Do not touch face, eyes, or mouth with unwashed hands. Follow good respiratory etiquette by covering your mouth and nose by creasing your elbow when coughing or sneezing.

### **3.19 Personal Protective Equipment for Project Safety Coordinators when with Patients**

The following PPE is required when with a patient that may have a presumptive case of Coronavirus (COVID-19):

- N95 mask
- Face shield/mask with visor
- Safety glasses
- Gloves
- Disinfectant products

### **3.20 Additional Documentation for Projects Sites and Subcontractors**

See [Appendix K](#) for Ledcor Construction Limited's COVID-19 Prevention Procedures. Ledcor' prevention procedures are based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting and contractor and project specific procedures to prevent the transmission of COVID-19 to workers on this project.

See [Appendix L](#) for Ledcor Construction Limited's COVID-19 Prevention Procedures – Instructions to Subcontractors is like the above but for our Subcontractor partners on pour projects.

## **4.0 MEDICAL RESPONSE**

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### **4.1 Ledcor Employee Self Quarantine**

Notify supervisor and Safety Manager. Visit the [BC Assessment Tool](#) and follow instructions and recommendations.

### **4.2 Persons Reporting to Project First Aid**

If a worker reports to first aid feeling ill or exhibiting COVID-19 symptoms, send the worker home and instruct them to visit the [BC Assessment Tool](#).

### **4.3 Persons Observed on Site with Flu-Like Symptoms**

If a worker is observed exhibiting COVID-19 symptoms or they feel ill, direct them to go home and to visit the [BC Assessment Tool](#). Clean and disinfect any areas where the worker was working per the Surface Cleaning for Potential Virus Contamination Safe Work Procedures (see [Appendix F](#)).



#### **4.4 Persons Confirmed to Having COVID-19**

Prevent the spread of COVID-19 by assessing who else may have been in contact with the individual and notifying those people in accordance with Health Authority Protocols for identification and quarantine. Suspend work and disinfect the site per the Surface Cleaning for Potential Virus Contamination Safe Work Procedures in [Appendix F](#). Decision to close the site must be made by the Project Manager, Regional Manager, Safety Manager and Client together.

#### **4.5 Presumptive and Confirmed COVID-19 Case Responses**

See [Appendix H](#) for Presumptive and Confirmed COVID-19 Case Responses. Follow the Investigate-Communicate-Track-Resolve process. Track the events through this [Microsoft Form](#).

#### **4.6 COVID-19 Response Reporting Process – Ledcor Employee**

See [Appendix I](#) for Ledcor’s reporting process during the Coronavirus (COVID-19) pandemic if a Ledcor employee is presumed to have symptoms.

## **5.0 EXTERNAL COMMUNICATION**

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### **5.1 Client**

Confirm with your client how and how often they would like project specific communication relating to the coronavirus (COVID-19). Confirm who should be on this communication and include the RM, OM, PD (if applicable) and Safety Manager on these communications.

### **5.2 Media**

All communication related to the media needs to be directed to our [Corporate Communications](#) department. Include the RM, OM and PD (if applicable) on these communications.

## **6.0 ADDITIONAL REFERENCES**

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- 6.1 [BC COVID-19 Symptom Self-Assessment Tool](#)
- 6.2 [BC Centre for Disease Control](#)
- 6.3 [BC Center for Disease Control – Employers & Businesses](#)
- 6.4 [HealthLink BC – Coronavirus disease \(COVID-19\)](#)
- 6.5 [Government of Canada – Public Health](#)
- 6.6 [Government of Canada – Travel Advice](#)

- 6.7 [Know the Difference: Self-Monitoring, Self-Isolation and Isolation for COVID-19 Poster](#)
- 6.8 [Southern Interior Construction Association \(SICA\) Novel Coronavirus \(COVID-19\) – Resource Page](#)
- 6.9 [British Columbia – Provincial Government Guidance for Construction Companies to Manage their Sites During COVID-19](#)
- 6.10 [World Health Organization](#)
- 6.11 [Centers for Disease Control and Prevention](#)
- 6.12 [Johns Hopkins University & Medicine – Coronavirus Resource Center](#)

## 7.0 APPENDICES

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- 7.1 [Appendix A](#) – Ledcor Safety Talk
- 7.2 [Appendix B](#) – Ledcor Flu Prevention Poster
- 7.3 [Appendix C](#) – Ledcor Safety Notice and Poster
- 7.4 [Appendix D](#) – Letter to Owner, Consultants, Subcontractor’s / Supplier’s Local Office
- 7.5 [Appendix E](#) – Ledcor Letter to Subcontractor’s / Supplier’s Project Representative
- 7.6 [Appendix F](#) – Surface Cleaning for Potential Virus Contamination Safe Work Procedures
- 7.7 [Appendix G](#) – Ledcor Rapid Demobilization-Shutdown Checklist
- 7.8 [Appendix H](#) – Presumptive and Confirmed COVID-19 Case Responses
- 7.9 [Appendix I](#) – COVID-19 Response Reporting Process
- 7.10 [Appendix J](#) – Example of a Water Mitigation Plan
- 7.11 [Appendix K](#) – Ledcor Construction Limited Site COVID-19 Prevention Procedures
- 7.12 [Appendix L](#) – Ledcor Construction Limited Site COVID-19 Prevention Procedures – Instructions to Subcontractors
- 7.13 [Appendix M](#) – Health Questionnaire – Coronavirus (COVID-19)

# SAFETY TALK

March 3, 2020

## Novel Coronavirus (COVID – 19)

### Understand How Novel Coronavirus Spreads

When a person infected with COVID-19 sneezes, coughs or exhales, they release droplets of infected fluid, which can fall on nearby objects and surfaces. A person can become infected if they are standing close to an infected person and breathe in these droplets or touch a contaminated object or surface and then touch their eyes, nose or mouth before washing their hands.

### Help Prevent Spreading: Practice Good Hygiene

- Wash your hands regularly using soap and water. If soap and water are not available, use an alcohol-based hand sanitizer if your hands are not visibly dirty.
- Cover your mouth and nose when you cough or sneeze. Dispose of any tissues used and wash your hands immediately.
- Maintain at least a 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wipe down frequently used objects - phones, keyboards, etc.

### Protect Others from Infection

- Stay at home if you are experiencing flu-like symptoms.
- If you have recently traveled to a confirmed area, or you have been in contact with those who have:
  - Call your Supervisor to discuss working from home.
  - Seek medical attention promptly if you develop a fever, cough and difficulty breathing. Remain off work until your doctor confirms you are well enough to return to work.

### Plan Travel Accordingly

- Refer to CDC's Information for Travel for travel advice and avoid nonessential travel to confirmed areas.

### For additional information regarding the coronavirus disease, visit:

- [World Health Organization - Coronavirus disease \(COVID-19\) outbreak](#)
- [World Health Organization - When and how to use masks](#)
- [Centers for Disease Control and Prevention - Coronavirus Disease 2019](#)
- [Government of Canada - Coronavirus disease: Outbreak update](#)
- [John Hopkins Global Coronavirus COVID-19 Map](#)

THINK SAFETY  
WORK SAFELY



Project: \_\_\_\_\_ Address: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_  
 Number in Crew: \_\_\_\_\_ Number Attending: \_\_\_\_\_

**Other safety concerns or suggestions:**

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**Record of those attending:**

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: \_\_\_\_\_

Manager: \_\_\_\_\_ (signature) Supervisor: \_\_\_\_\_ (signature)

# LEDCOR SAFETY NOTICE

## CORONAVIRUS (COVID-19)

### WHAT IS CORONAVIRUS (COVID-19)?

Coronaviruses are a family of viruses transmitted between humans and animals. Human coronaviruses are common and typically result in mild illness, similar to the common cold. The COVID-19 virus spreads easily from person to person, and causes infections of the nose, throat and lungs.

### KEY PREVENTION STEPS



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.



Avoid touching your eyes, nose and mouth with unwashed hands.



Cover your cough or sneeze with your elbow or a tissue. Throw tissue in the trash.



Avoid close contact with people who are sick.



Clean and disinfect objects and surfaces that are frequently touched.



Stay home when you are sick!



✓ **RIGHT**



✗ **WRONG**



# LEDCOR SAFETY NOTICE

## CORONAVIRUS (COVID-19)

### How Does COVID-19 Spread?

When a person infected with COVID-19 sneezes, coughs or exhales, they release droplets of infected fluid, which may land on nearby objects and surfaces.

#### The virus is spread from an infected person by:

- Inhaling respiratory droplets from an infected person's cough or sneeze
- Prolonged personal contact, such as touching or shaking hands
- Touching a contaminated object or surface and then touching your eyes, nose or mouth before washing your hands

#### The risk of severe illness may be higher for people with a weakened immune system, such as:

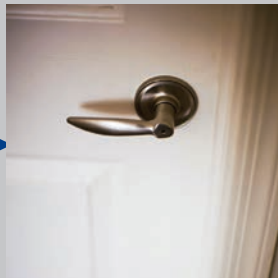
- Elderly people
- People with chronic disease such as diabetes, cancer or heart, renal or lung disease

### What Are COVID-19 Symptoms?

The COVID-19 can cause illness ranging from a very mild, cold-like illness to a severe lung infection. Symptoms can include fever, cough, sore throat, runny nose, muscle ache, headache, and difficulty breathing (shortness of breath). The World Health Organization advises that symptoms may appear in as few as 2 days or as long as 10 to 14 days after being exposed.



Jane is unwell. When she sneezes, coughs or talks, droplets go into the air. These droplets can enter the eyes, nose and mouth of people nearby.



Jane coughs into her hand, then touches a door handle. Now the virus is on the handle.



George opens the door handle that Jane touched. The virus moves to his hand. He touches his nose, and it enters his body. A few days later, George is sick with the virus.



George passes the virus to his daughter Sonia. A few days later, Sonia feels unwell. She may have spread the virus to her classmates if she attended school with the virus.

### When Should You Get Medical Advice?

If you have symptoms, isolate yourself from others as quickly as possible. Immediately call a health care professional or Public Health Authority. Describe your symptoms and travel history. Protect others from infection by washing your hands often and covering your mouth and nose, with your elbow, when coughing or sneezing.

You must stay home and self-isolate if a healthcare provider has confirmed you have a COVID-19 infection and may receive care at home.



# WASH YOUR HANDS



IT'S THE SINGLE MOST EFFECTIVE WAY TO KEEP FROM CATCHING A COLD/FLU OR SPREADING ONE TO SOMEONE ELSE.

Prevent colds and flu this season. Wash your hands and fingers with regular soap and water for at least 20 seconds. If soap and water is not available, use enough hand sanitizer to cover your hands and fingers. If you feel the signs of flu/cold, please stay at home and call your supervisor.

**FORWARD.  
TOGETHER.**





## **INSTRUCTIONS for REGIONAL OFFICES AND PROJECTS**

Attached to this document is a letter intended to be sent to each of our trade contractors currently employing workers on a Ledcor project.

### **Letter to Contractor's / Supplier's Local Office**

Ledcor Construction's Divisional Novel Coronavirus COVID – 19 Planning Committee has determined it is important to communicate directly with our construction partners to inform them of current Ledcor policy of protecting persons on our site from the Novel Coronavirus and the removal of any person from our project worksites who exhibits symptoms consistent with the Novel Coronavirus (COVID-19).

Each Regional Manager will determine who will send the letter out to our contractor and supplier partners. While it is generally recommended this task be assigned to the Project Manager, it may be that some trade contractors and suppliers who have a long history with Ledcor may be contacted by the Regional Manager.

### **Letter to Contractor's / Supplier's Project Representative**

It is also important that the contents of the letter be communicated to the trade Superintendent present on site in addition to a copy being send to the contractor's / supplier's local office.

Ledcor's Project Manager is requested to distribute a copy of this letter to each of the trade representatives on site and ask them to sign a copy to acknowledge receipt. The signed copy of the letter is to be placed in the project files. A copy is to be returned to the contractor's / supplier's site representative.

### **Ledcor Letterhead**

As each of the Regional Offices and some larger projects use custom Ledcor letterhead (local address), these documents were not formatted on Ledcor letterhead.

Please cut and paste the text above onto the Ledcor letterhead appropriate to your Regional Office or project prior to forwarding to the recipient.

### **Questions**

If you have any questions regarding this instruction, or Novel Coronavirus (COVID-19) preparedness at Ledcor, please contact Barry McCarty or Kirk Chen.

Kirk Chen



Date

Addressee

Dear Mr/Ms:

**RE: NOVEL CORONAVIRUS (COVID-19) PREPAREDNESS & PREVENTION**

The Public Health Agency of Canada is working with provinces, territories and international partners, including the World Health Organization, to actively monitor the situation. Global efforts are focused on containment of the outbreak and the prevention of further spread.

Please be advised the Ledcor Group of Companies is in the process of developing a plan of action to prevent a novel coronavirus COVID -19 outbreak from adversely affecting company operations at our Regional Office locations and project work sites. The plan will include multiple levels of action depending on the potential severity of the outbreak.

For the health and wellness of Ledcor employees, clients, consultants and trade and material supplier employees working or visiting Ledcor projects, we must all take proactive measures to protect against the spread of the novel coronavirus. This includes maintaining or developing good hygienic practices and other preventative procedures within your organization; determining your in-house plan of action when an individual becomes ill or shows symptoms; and, establishing a quarantine period to eliminate or substantially minimize the risk of transmission. The novel coronavirus is transmitted through direct contact with an infected individual, as well as through droplet or airborne transmission.

Through our site personnel (project managers, superintendents, coordinators, safety officer, etc.), we will continue to work with our construction partners and be ever mindful of the health and wellness of all persons. **Where it is suspected that an individual may have contracted the novel coronavirus through exhibiting symptoms, Ledcor will require that individual be removed from the work site for a minimum of 14 days in accordance with Public Health Authority recommendations or until there is proof that they are symptom free.** This is an absolute necessity to reduce further transmission of the novel coronavirus.

Ledcor expects your full cooperation with respect to our novel coronavirus COVID – 19 preparedness plan and would appreciate that you work towards establishing a plan and procedures within your own organization as a high priority. This situation is evolving, and we pledge to keep you informed of any changes.

The health and wellness of all workers is of primary importance to Ledcor – whether they are directly employed by Ledcor or employed by other contractors on our projects. We believe it is a high priority to all our construction partners as well.

Yours truly,

Project Manager Name

Date: \_\_\_\_\_

To: {add contractor or supplier name here}\_\_\_\_\_

**RE: NOVEL CORONAVIRUS (COVID-19) PREPAREDNESS & PREVENTION**

The Public Health Agency of Canada is working with provinces, territories and international partners, including the World Health Organization, to actively monitor the situation. Global efforts are focused on containment of the outbreak and the prevention of further spread.

Please be advised the Ledcor Group of Companies is in the process of developing a plan of action to prevent a novel coronavirus outbreak from adversely affecting company operations at our Regional Office locations and project work sites. The plan will include multiple levels of action depending on the potential severity of the outbreak.

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The health and wellness of all workers is of primary importance to Ledcor – whether they are directly employed by Ledcor or employed by other contractors on our projects. We believe it is a high priority to all our construction partners as well.

*As the representative for the company named above, I have read and understand this Ledcor instruction, and will abide by the requirements listed herein.*

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_



Project Manager Name

Date: March 24, 2020

To: {add contractor or supplier name here}

**RE: NOVEL CORONAVIRUS (COVID-19) PREPAREDNESS & PREVENTION**

The Public Health Agency of Canada is working with provinces, territories and international partners, including the World Health Organization, to actively monitor the situation. Global efforts are focused on containment of the outbreak and the prevention of further spread.

Please be advised the Leducor Group of Companies is in the process of developing a plan of action to prevent a novel coronavirus outbreak from adversely affecting company operations at our Regional Office locations and project work sites. The plan will include multiple levels of action depending on the potential severity of the outbreak.

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Through our site personnel (project managers, superintendents, coordinators, safety officer, etc.), we will continue to work with our construction partners and be ever mindful of the health and wellness of all persons. **Where it is suspected that an individual may have contracted the novel coronavirus through exhibiting symptoms, Leducor will require that individual be removed from the work site for a minimum of 14 days in accordance with Public Health Authority recommendations or until there is proof that they are symptom free.** This is an absolute necessity to reduce further transmission of the novel coronavirus.

Leducor expects your full cooperation with respect to our novel coronavirus COVID - 19 preparedness plan and would appreciate that you work towards establishing a plan and procedures within your own organization as a high priority. This situation is evolving, and we pledge to keep you informed of any changes.

The health and wellness of all workers is of primary importance to Leducor – whether they are directly employed by Leducor or employed by other contractors on our projects. We believe it is a high priority to all our construction partners as well.

As the representative for the company named above, I have read and understand this Leducor instruction, and will abide by the requirements listed herein.

Print name:

Signature:



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

Client	Ledcor Construction Ltd.	Date	2020-03-17
Location	Various Construction Sites throughout Canada		

### Scope of Work

Precautionary thorough cleaning (of heavily soiled surfaces) and/or followed by disinfection of surfaces.

- Cleaning: removes visible dirt and contamination from surfaces using mechanical means.
- Disinfection: kills germs on surfaces or objects.

NOTE: in the event a confirmed case of COVID-19 was present on site, a specialized biohazard remediation, abatement company is to be contacted for professional disinfection.

### Site Tasks and Cleaning Products

Routine daily cleaning of hard non-porous surfaces throughout construction sites including in site office trailers, lunchrooms, stair railings and scaffold stair railings, portable toilets, common tools, elevator/hoist and equipment controls, door handles and door surfaces around handles, light switches, printers, phones, keyboards, mouse, and other shared office equipment.

These Safe Work Procedures have been specifically developed for the use of Spray Nine® disinfectant manufactured by Permatex and Clorox Commercial Solutions® Clorox® Disinfecting Bleach.

### Specific Notes about COVID-19

- These Safe Work Procedures specify requirements for the removal of viruses such as those that cause COVID-19. The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid such as respiratory droplets present, surface material type (i.e. plastic, stainless steel, copper, and cardboard) and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.
- The structure of these viruses includes a lipid envelope, which is easily compromised by most disinfectants. Once the lipid envelope is damaged, the integrity of the virus is compromised, thereby neutralizing its capacity to infect. Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them.
- New studies have shown that the virus can remain viable and infectious in aerosols for hours and on surfaces up to days.



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

Personal Protective Equipment (PPE)			
<input checked="" type="checkbox"/>	Long sleeved shirts and pants		<input checked="" type="checkbox"/> High visibility vest
<input checked="" type="checkbox"/>	Hard Hat		<input type="checkbox"/> Cut 2 Gloves
<input checked="" type="checkbox"/>	Chemical Goggles, Splash Guard or Safety Glasses with Side Shields		<input type="checkbox"/> Cut 3 Gloves
<input checked="" type="checkbox"/>	Steel Toed Leather Boots		<input checked="" type="checkbox"/> Chemical resistant gloves - nitrile or neoprene
<input checked="" type="checkbox"/>	<input type="checkbox"/> ½ face respirator	<input type="checkbox"/> Full face respirator	<input type="checkbox"/> PAPR <input type="checkbox"/> Airline with full face
<input type="checkbox"/>	P100 filters		<input checked="" type="checkbox"/> Combination P100/organic filters
<input type="checkbox"/>	Other:		<input type="checkbox"/> Other:

Other Equipment and Items Required			
<input checked="" type="checkbox"/>	Warm running water and soap to ensure workers are able to wash hands for at least 20 seconds.		<input checked="" type="checkbox"/> Alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available to ensure all workers are able to wash hands for at least 20 seconds.
<input checked="" type="checkbox"/>	Disposable paper or single-use cloth towels		<input checked="" type="checkbox"/> Safety Data Sheets
<input checked="" type="checkbox"/>	Eyewash unit capable of providing 15-minute rinse (when using Clorox® Disinfecting Bleach).		<input checked="" type="checkbox"/> Eyewash unit capable of providing a rinse of several minutes (when using Spray Nine® Disinfectant).
<input checked="" type="checkbox"/>	Means to flush any affected skin for a minimum of 15-minutes (when using Clorox® Disinfecting Bleach).		<input checked="" type="checkbox"/> Means to flush any affected skin for several minutes (when using Spray Nine® Disinfectant).
<input type="checkbox"/>	Other:		<input type="checkbox"/> Other:

First Aid	
Inhalation	<ul style="list-style-type: none"> <li>Remove victim to fresh air and keep at rest in a position comfortable for breathing.</li> <li>If symptoms persist, call a physician.</li> </ul>



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

First Aid	
Ingestion	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"><li>• Seek medical aid immediately.</li><li>• Do not induce vomiting.</li><li>• Give water if person is conscious.</li></ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"><li>• Have person sip a glassful of water if able to swallow.</li><li>• Do not induce vomiting unless told to do so by a poison control center or doctor.</li><li>• Do not give anything by mouth to an unconscious person.</li><li>• Call a poison control center or doctor immediately for treatment advice.</li></ul>
Eye contact	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"><li>• Rinse cautiously with water for several minutes.</li><li>• Remove contact lenses, if present and easy to do. Continue rinsing.</li><li>• If eye irritation persists, get medical advice/attention.</li></ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"><li>• Hold eye open and rinse slowly and gently with water for 15 - 20 minutes.</li><li>• Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye.</li><li>• Call a poison control center or doctor for treatment advice.</li></ul>
Skin contact	<p>Spray Nine® Disinfectant:</p> <ul style="list-style-type: none"><li>• Wash skin with soap and water.</li><li>• If skin irritation persists, call a physician.</li><li>• Wash contaminated clothing before reuse.</li></ul> <p>Clorox® Disinfecting Bleach:</p> <ul style="list-style-type: none"><li>• Take off contaminated clothing.</li><li>• Rinse skin immediately with plenty of water for 15-20 minutes.</li><li>• Call a poison control center or doctor for treatment advice.</li></ul>

These Safe Work Procedures are meant to be used in conjunction with Ledcor's WHMIS Program. Work is to be carried out by appropriately instructed and knowledgeable workers.

### Safe Work Procedures

#### a. Pre-Job Work Tasks

- Tool-box meeting and conduct all Ledcor pre-job safety reviews.
- Review these safe work procedures.
- Obtain all necessary cleaning supplies, equipment and PPE needed for the task.
- Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.

- Cleaning staff are to be reminded to avoid touching their face, especially their mouth, nose, and eyes at all times, including while wearing gloves.

### b. Perform Cleaning (If required due to excess dirt)

- Don PPE.
- If required, pre-clean any surfaces prior to disinfecting to remove any excess dirt or grime.
- If surfaces are dirty, they can be cleaned using a detergent or soap and water.
- Follow the manufacturer's instructions for appropriate dilution if using a detergent.
- Place the detergent or soap and water into a spray bottle or bucket.
- Using sponges, rags, mops or disposable paper towels, wipe off the detergent or soap and water after misting the surfaces.
- If using a bucket of detergent or soap and water, apply the solution to all surfaces and wipe off using sponges, rags, mops or disposable paper towels.
- Mechanical cleaning can also be done using a HEPA filtered vacuum, if dry dust is observed on surfaces.
- Once any visible dirt or grime is removed, move on to disinfection of surfaces.
- Proceed to decontamination procedures at the end of each shift and prior to breaks.

### c. Perform Disinfection

When using Clorox® Disinfecting Bleach:

**NOTE:** Do not use bleach on electronics such as computer displays or keyboards. It is safe to gently wipe keyboards and displays with a 70% isopropyl alcohol wipe or Clorox Disinfecting Wipes.

- Don PPE if not already donned.
- Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Prepare a bleach solution by mixing: 5 tablespoons (1/3 cup) bleach per gallon (~ 4 L) of water. This is equal to 1 parts bleach to 49 parts water or 200 mL in a 10 L bucket.
- The solution will be required to be made daily and is not to be re-used except on the shift that it was prepared for.
- Place the bleach solution into a spray bottle or use the solution from a bucket.
- If applying the solution using a spray bottle, apply the solution to all surfaces and allow to remain wet for 10 minutes.
- If using the solution in a bucket, using sponges, rags or mops, apply the solution to all surfaces and allow to remain wet for 10 minutes.
- After 10 minutes, dry surfaces using sponges, rags, mops or disposable paper towels.
- Change the sponge, rag or mop being used often.



## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

- Once complete, put all rags, sponges, mops, disposable towels into a leak proof waste bag and seal for disposal.

When using Spray Nine® Disinfectant:

**NOTE:** Some surfaces, such as aluminum alloys, are inherently sensitive to alkaline cleaners. Always test on a small area of surface to be cleaned and air dry completely to determine colorfastness and surface integrity. Do not use on wool, leather, glass, untreated wood, treated fabrics or weathered surfaces. Do not use this product in combination with caustics, acids or bleach.

- Don PPE if not already donned.
- Ensure that hands have been washed for at least 20 seconds using soap and warm water and dry with disposable paper or single-use cloth towel or an alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled prior to donning gloves.
- Apply the solution to all surfaces and allow to remain wet for 30 seconds.
- Using sponges, rags, mops or disposable paper towels, wipe thoroughly.
- Change the sponge, rag or mop being used often.
- When used on food contact surfaces such as counters and tables, rinse the solutions off with potable water prior to wiping thoroughly.
- Once complete, put all rags, sponges, mops, disposable towels into a leak proof waste bag and seal for disposal.

### d. Decontamination Procedures

- Re-useable supplies such as mop handles and vacuums must be thoroughly cleaned before removing from the work area. These items are to be wiped using the same products used for disinfection of surfaces as per the cleaning and disinfection procedures before leaving the work area.
- Cleaned supplies can now be placed outside the work area.
- Any materials that can not be properly decontaminated at the end of the project, such as sponges, rags, mop heads, must be disposed of as non-hazardous waste in leak proof garbage bags and sealed for disposal.
- **DO NOT REMOVE GLOVES OR RESPIRATOR AT THIS TIME.**
- Proceed to the wash facilities provided.
- Remove gloves, and thoroughly clean hands using soap and water and dry with disposable paper or single-use cloth towel or alcohol-based hand sanitizer that contains 60%-95% alcohol if no water is available and hands are not visibly soiled. Use a nail brush if necessary.
- Remove the respirator.
- Thoroughly wash hands again, using soap and water and dry with disposable paper or single-use cloth towel or an alcohol-based hand rub if no water is available and hands are not visibly soiled for at least 20 seconds. Use a nail brush if necessary.
- Wash and rinse the inside of the respirator.
- Inspect respirator and, if in good condition, place in designated respirator storage location/bag. If it is the last use of the filter cartridges, they must be disposed of with the rest of the waste.





## Surface Cleaning for Potential Virus Contamination Safe Work Procedures

- All disposable materials must be placed into a leak proof garbage bag and sealed for disposal.

*Completed By:*

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## LCL Rapid Demobilization-Shutdown Checklist

<b>Project Name / #:</b>				<b>Date:</b>	
<b>Items:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Person Responsible</b>	<b>Comments</b>
<b>Are heaters to be left on?</b> All consideration should be made to shut down heating equipment.					
<b>Identify type of heating equipment:</b>					
<b>If heaters are required to be left on are the heaters set up away from surrounding equipment, structures and materials?</b>					
<b>Persons conducting heater watch (identify)</b>				<b>Frequency (specify)</b>	
<b>Gas/Propane services locked out/disconnected?</b>					
<b>Temporary power locked out/disconnected?</b>					
<b>Are any services/equipment in the process of being installed that could present a hazard if not addressed (current lock out/installation of electrical/mechanical services)?</b>					
<b>Other (specify)</b>					
<b>Temporary Works</b>					
<b>Are hoardings properly secured (consideration for security and high winds)?</b>					
<b>Scaffolds secured and not presenting a security risk?</b>					
<b>Temporary support structures inspected and secured (consideration should be made to contracting responsible 3rd party engineers involved with design, if any)?</b>					

Others (specify)					
<b>Project Site General</b>					
Are all excavations adequately protected/identified?					
All openings and holes adequately protected with guardrails/barricades/secured hole covers?					
Are all chemicals, fuel cubes, jerry cans, tanks properly stored and locked?					
Are all loose materials, tools and structures secured in the event the region experiences significant wind?					
Portable washrooms cleaned, empty, heaters unplugged/removed, empty personnel and locked?					
Any unnecessary equipment taken off rent? Rental companies should be advised of site closure in event of arranged servicing.					
Has the Project trailer(s) been cleaned and sanitized for returning work forces?					
Other (specify)					
<b>Security</b>					
All perimeter doors/windows/access points secured?					
All site trailers, sea cans, job boxes and gates secured/locked?					
All personnel (Ledcor, client, trade partners, visitors) accounted for and have signed out?					

<b>Perimeter fence secured and erected in a manner that does not present a hazard?</b> (i.e. protruding into public walkways, fence bases not sitting flush with surface, etc...)					
<b>Security Company notified of site closure/does a security company require to be acquired for extended absence?</b>					
<b>Other (specify)</b>					
<b>Additional Notes:</b>					
<b>Person responsible for daily periodic site checks :</b>				<b>Alternative Contact</b>	
<b>PRINT:</b>	<b>SIGN:</b>				
<b>PRINT:</b>	<b>SIGN:</b>				
<b>PRINT:</b>	<b>SIGN:</b>				
<b>PRINT:</b>	<b>SIGN:</b>				
<b>Person responsible for ongoing communication with client:</b>					
<b>PRINT:</b>	<b>SIGN:</b>				
<b>Person responsible for ongoing communication with Trades:</b>					
<b>PRINT:</b>	<b>SIGN:</b>				
<b>Project Electrical contact during shut down:</b>					
<b>NAME:</b>	<b>PHONE #:</b>				
<b>Project Mechanical contact during shut down:</b>					

NAME:	PHONE #:	
<b>Project Client contact during shut down:</b>		
NAME:	PHONE #:	
<b>Ledcor contact during shut down:</b>		
NAME:	PHONE #:	
<b>Superintendent signature:</b>		
<b>Project Manager signature:</b>		

## Presumptive Case COVID 19 Response

### Investigate – Communicate - Track - Resolve

1. Identify “who” of the trade / person being mindful of right to privacy.
  - a. Get contact information of worker / trade / supervisor so we can follow up on their health
2. Identify “why” the case is presumptive
  - a. Reason for the case being presumptive?
    - i. Exhibiting signs and symptoms
    - ii. Close association with another presumptive or confirmed case
    - iii. other
3. Notify HSE Manger / Regional Manager
  - a. Notify Kirk / Barry McCarty email or phone call
4. Identify current status of person
  - a. Going to doctor
  - b. Awaiting test results
  - c. In hospital
  - d. Confirm that person is not at workplace
5. Determine who the person had close contact with at the project – last 5 days
  - a. Worked with
  - b. Ate lunch with
  - c. Attending in-person meetings with
  - d. Etc.
6. Identify the work areas and common areas occupied by that worker – last 5 days
  - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices - clean
  - b. If areas or tools can't be easily cleaned – quarantine until case resolved
7. Notifying client / facility – Project Manager to coordinate with Regional Leadership Team
8. Notify trades / other workers of the presumptive case and encourage them to self-monitor
9. Track event through Microsoft forms
10. Request update on workers condition
11. Implement presumptive cleaning protocols
12. Follow procedures for return to regular work
  - a. Cleaning complete
  - b. Notify client
  - c. Notify trades/ consultants/ suppliers
    - i. Ask / address any questions / concerns to avoid site gathering
    - ii. Trades / consultants / suppliers need to assure their workers
    - iii. Inform them that our protocols were conducted in accordance with PHA instructions
  - d. Orderly return to work – social distancing

## Confirmed Case COVID 19 Response

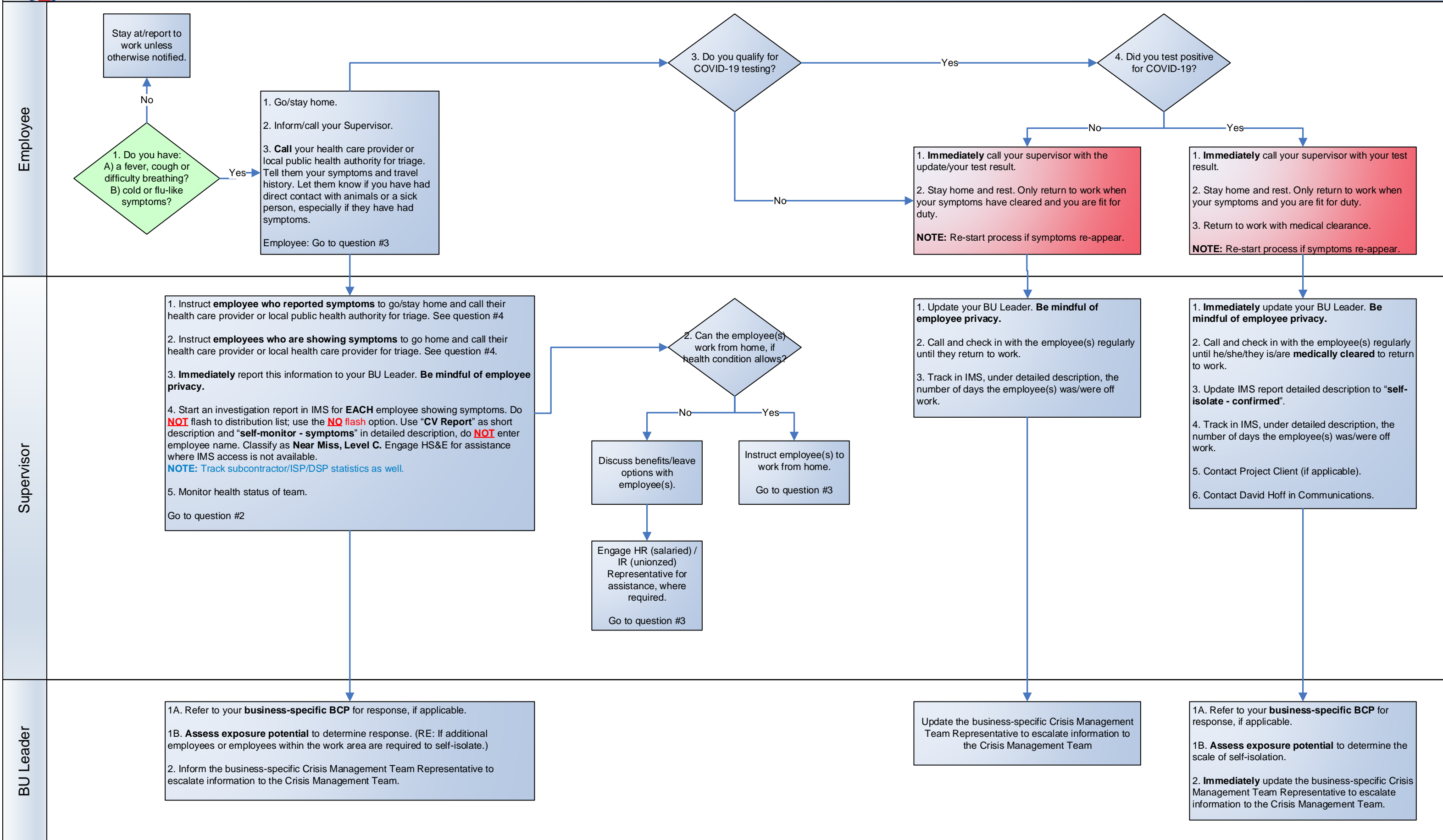
### Investigate – Communicate - Track - Resolve

1. Identify “who” of the trade / person being mindful of right to privacy.
  - a. Get contact information of worker / trade / supervisor so we can follow up on their health
  - b. Determine who / how confirmation was made. Ex test result positive through clinic / doctor
2. Identify current status of person
  - a. Self-isolating
  - b. Hospitalized
  - c. Confirm that person is not at workplace
3. Notify HSE Manger / Regional Manager
  - a. Notify Kirk / Barry McCarty – Email or phone call
4. Determine who the person had close contact with at the project
  - a. Worked with
  - b. Ate lunch with
  - c. Attended in-person meetings with
  - d. Etc.
  - e. Require – self isolation of the close contacts
5. Identify the work areas and common areas occupied by that worker
  - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices clean
  - b. If areas or tools can't be easily cleaned – quarantine. Ex. Lunchrooms
  - c. Arrange to have clean up
6. Notify client / facility – Project Manager to coordinate with Regional Leadership Team
7. Notify trades / other workers of the confirmed case and encourage them to self-monitor
  - a. Communicate with other trades at work location or working at location within the last 2 weeks
8. Track event through Microsoft forms
9. Escalate it to Regional Leadership / Divisional Leadership for further steps
10. Organize cleaning / disinfecting as required
11. Request update on workers condition
12. Follow procedures for return to regular work
  - a. Cleaning complete
  - b. Notify client
  - c. Notify trades/ consultants/ suppliers
    - i. Ask / address any questions / concerns to avoid site gathering
    - ii. Trades / consultants / suppliers need to assure their workers
    - iii. Inform them that our protocols were conducted in accordance with PHA instructions.
  - d. Orderly return to work – social distancing



# COVID-19 Response Reporting Process Ledcor Employee

Process Start Point    Process End Point





**Grosvenor Americas**

**Leak Mitigation Plan**  
**Ambleside Phase 2 (1327 Bellevue Avenue)**

**Ledcor Construction Limited**

1327 Bellevue Avenue,  
West Vancouver, BC V7T 2P9  
Phone: 604-681-7500

Date of Issue: Feb 19, 2020



## 1.0 PROJECT DETAILS

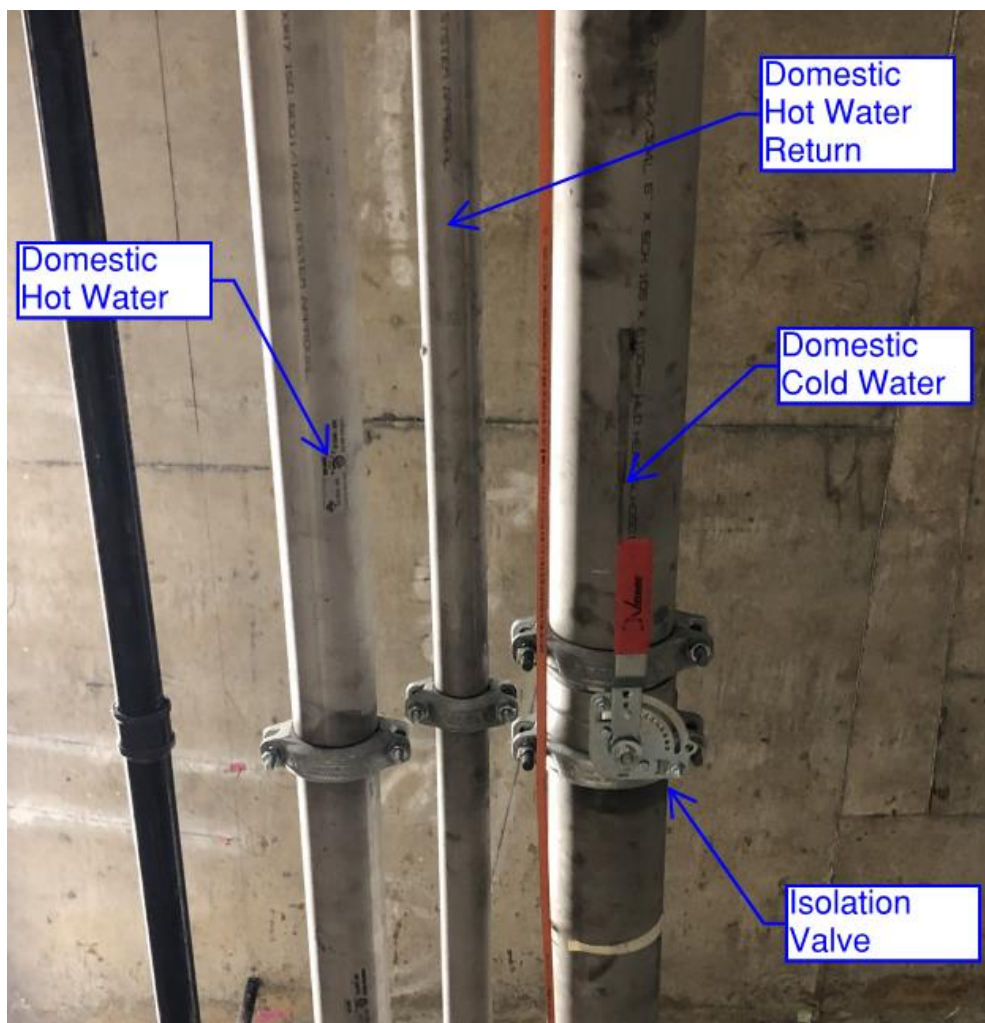
### 1.1 Introduction

The purpose of this document is to address the methods and procedures being used to limit the possibility of a leak causing damage to finished materials in Ambleside Phase 2. This document has been put together by Ledcor and Enersolv / Craftsman plumbing. The main cause of water damage in construction buildings is a pipe or fitting failure which is connected to a live water line during a time where the building is empty i.e. weekends etc. We are aiming to reduce this possibility using the following procedures outlined.

### 1.2 Leak Mitigation Procedure

The first strategy Ledcor has completed is the installation of Isolation valves on all water mains entering from Phase 1 to Phase 2 – see illustration below. This includes;

1. Domestic Cold Water (DCW)
2. Domestic Hot Water (DHW)
3. Domestic Hot Water Return (DHWR)




As of the time of this report, only one valve has been installed on one of water pipes; Domestic Cold Water. As the remaining two water pipes become live, they will also have a valve fitted and follow the same on/off daily procedure.

The valves will be turned on at the beginning of each workday and shut off at the end of each day. The valves will be turned "off" outside of work hours without exception.

Enersolv/Craftsman and Ledcor will manage this process and a sign-in sheet as shown below will be used in the superintendents' office to ensure procedure is followed.

Grosvenor Ambleside Phase 2 - Water Mains Isolation Sign in Sheet



Date	Day	Time - Valve On	Time - Valve Off	Name
14-Feb-20	Friday	N/A	5:30	Chris
15-Feb-20	Saturday	8:00	5:30	Chris
18-Feb-20	Tuesday	8:00	3:30	Chris
19-Feb-20	Wednesday	7:30		
20-Feb-20	Thursday			
21-Feb-20	Friday			
22-Feb-20	Saturday			
24-Feb-20	Monday			
25-Feb-20	Tuesday			
26-Feb-20	Wednesday			
27-Feb-20	Thursday			
28-Feb-20	Friday			
29-Feb-20	Saturday			
2-Mar-20	Monday			
3-Mar-20	Tuesday			
4-Mar-20	Wednesday			
5-Mar-20	Thursday			
6-Mar-20	Friday			
7-Mar-20	Saturday			
9-Mar-20	Monday			
10-Mar-20	Tuesday			
11-Mar-20	Wednesday			
12-Mar-20	Thursday			
13-Mar-20	Friday			
14-Mar-20	Saturday			
16-Mar-20	Monday			
17-Mar-20	Tuesday			
18-Mar-20	Wednesday			
19-Mar-20	Thursday			
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21-Mar-20	Saturday			
23-Mar-20	Monday			
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25-Mar-20	Wednesday			
26-Mar-20	Thursday			
27-Mar-20	Friday			
28-Mar-20	Saturday			
30-Mar-20	Monday			
31-Mar-20	Tuesday			
1-Apr-20	Wednesday			
2-Apr-20	Thursday			
3-Apr-20	Friday			
4-Apr-20	Saturday			
6-Apr-20	Monday			
7-Apr-20	Tuesday			
8-Apr-20	Wednesday			

### 1.3 Procedure for fixture commissioning

Prior to a suite being having water lines charged at all times, the following per suite procedure will be conducted by Craftsman to ensure no leaks are detected.

1. Turn on service mains in Parkade Level P1 as normal
2. Craftsman to walk commissioned floor and ensure all corridor suite manifolds (*see Fig. 1*) are in the "off" position
3. Craftsman to ensure all in-suite manifold and individual fixture valves are off (*see Fig. 2*).
4. Craftsman to turn on valves to entire floor (*see Fig. 3*)
5. Craftsman will then enter individual suite and visually inspect for damaged pipes, all fixtures or open outlets – the following sequence will be used;
  - a. Plumber to charge pipes at individual suite manifold (*see Fig. 2*) to fixtures. Once water is static, manifold isolation will be shut off. Walk suite and visually inspect, after 2 minutes, return to manifold; the open valves at the manifold should remain static. If flow is observed, Craftsman will investigate, as this usually means a break in a pipe or damaged fixture. If pipe remains static, suite finishes will continue and suite will be signed off.
6. Lateral floor isolation valves to be turned off each day until the floor is locked off
7. Mains in P1 Isolation Valve to be shut off at the end of each day without exception.

At such a time as water is turned on full time in a unit, the unit will be locked off and access given only from Ledcor personnel.

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SUITE C SHUT-OFF - ACCESS FROM CORRIDOR



Fig. 1



Fig 2.

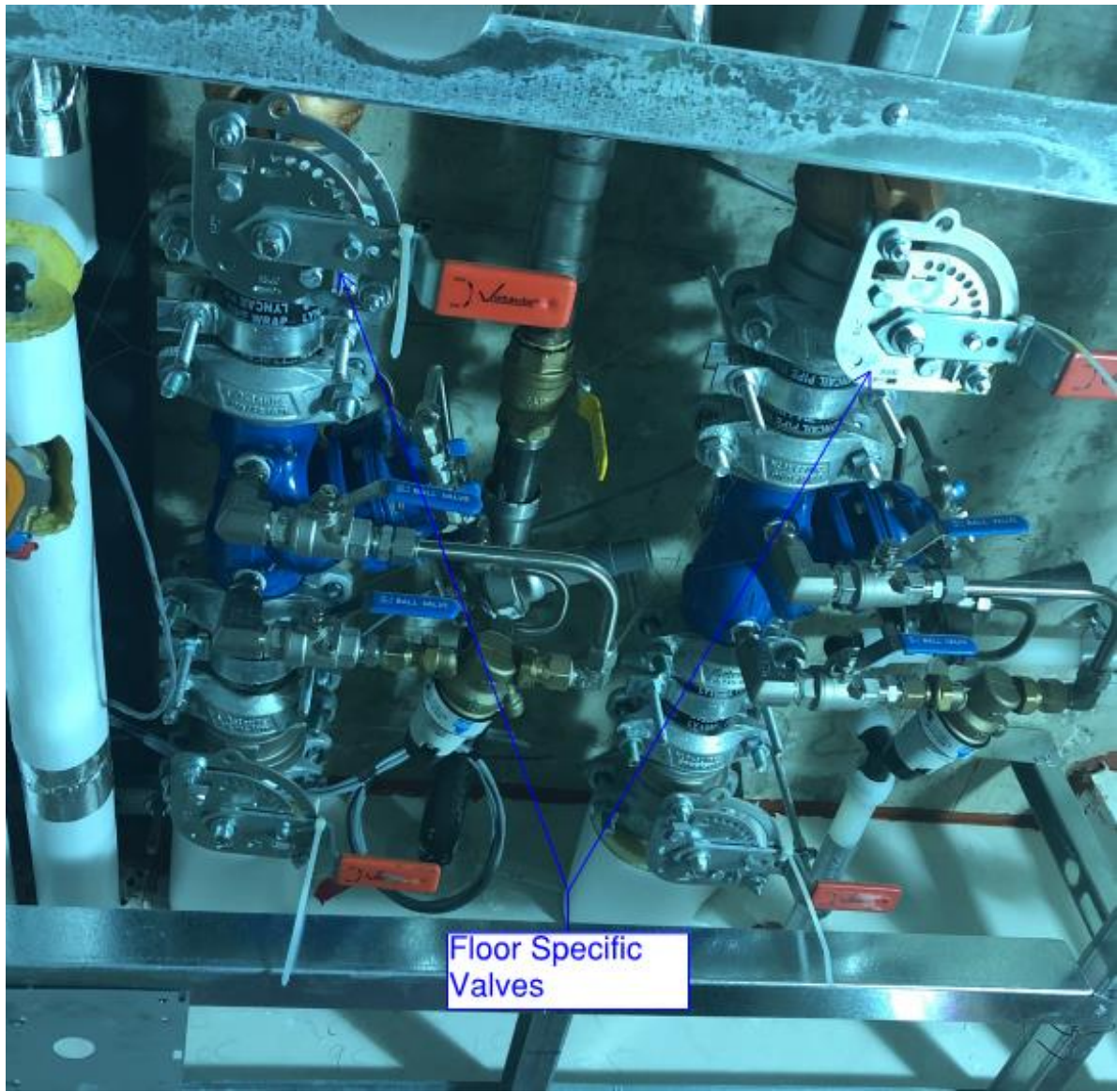


Fig. 3





## 1.5 Interior Water Damage Cleanup Response Plan

In the event of a water leak in a finished suite or common area of phase 2, the following steps will occur;

- 1) LCL superintendent to be notified of current situation.
- 2) Appropriate Water supply valve to be shut down from corridor manifold (*see Fig. 2*)
- 3) All efforts to be made to contain and clean up standing water off all surfaces affected as soon as possible.
- 4) If the extent of water is too great or there is visible damage forming from water exposure (floors warping, drywall falling/hanging ect.) the below steps are to be followed;

### Contact Onsite Restoration Services:

- 1) Nirmal Mistry Project Manager- **604-219-8464**

### Provide the following information to the project manager or dispatcher:

Site Address- 1327 Bellevue Avenue West Vancouver (main project entrance is on south side)

Project File Number: **20-10-261778**

Site Contact(s)- (1) Alex Svedic- Superintendent (236)-990-8205 [alex.svedic@ledcor.com](mailto:alex.svedic@ledcor.com) // (2) Jerrod Chuka-Senior Superintendent (604)-841-1175 [jerrod.chuka@ledcor.com](mailto:jerrod.chuka@ledcor.com)

Service(s) Required: Crew(s) to be dispatched to site to clean up remaining standing water, install drying equipment (de-hums, fans, floor drying mats for hardwood). Extent of drying equipment to be installed under discretion of flood technician responding. Report to be drafted within 24 hours detailing extent of damage.

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## LCL SITE COVID-19 PREVENTION PROCEDURES

The situation with COVID – 19 changes daily. These procedures will be updated regularly as we improve our understanding about COVID – 19 and as we improve the safety precautions for workers on Ledcor Projects.

Your participation is critical. Please share any ideas for things that we can do to make it safer, contact your supervisor or Ledcor HSE Manager promptly. If you have questions or concerns, please direct them to your supervisor. Our goal is to provide a safe workplace, if you have a concern for your safety at work share those concerns it's important to Ledcor.

Adherence to safety procedures is necessary, your safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave the site and not permitted to return until the current situation is less acute. One person's risky behavior puts all of us in jeopardy.

Ledcor' prevention procedures are based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting and contractor and project specific procedures to prevent the transmission of COVID-19 to workers on this project.

### COVID Safety Coordinator

At each worksite Ledcor will appoint one or more Ledcor employees responsible to be Ledcor's COVID Safety Coordinator (CSC). Ledcor CSC will:

- Review and assess Contractor COVID Prevention Procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings in *Prolog category: COVID-19*.
- Review and store Health Questionnaires in accordance with privacy considerations.
- Document Contractor attendance issues in *Contractor Tracker*.
- Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Post and inspect other signage to verify that it is located in correct location and in good order.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating any reports of workers that are not complying with procedures or concerns for workers health. Coordinate with Ledcor Superintendent and Contractors Supervisor / Contractors CSC.
- Refer any issues or concerns to Project Superintendent and HSE Manager.
- Immediate report and investigate presumed and confirmed cases of COVID – 19 in accordance with *Presumptive / Confirmed Case COVID-19 Response* and with the assistance of Superintendent and HSE Manger.
- Review and instruct Ledcor project staff in this procedure and other Ledcor COVID-19 documentation.



- Monitor this procedure and other documents for updates and assist Project Supervision in disseminating that information to Contractors and workers.

Contractors are required to appoint someone at each site responsible for monitoring their workers for compliance with their COVID prevention procedures and Ledcor's COVID Prevention Procedures. The Contractors CSC must spend a significant amount of their time monitoring workers by greeting and organizing them when they arrive to work, inspecting their work areas, monitoring their health, informing their workers of any changes to procedures and liaising with Ledcor and their companies management responsible for COVID prevention. Contractors will provide the name and cell phone of their CSC to Ledcor's on site CSC.

### **Contractor COVID – 19 Prevention Procedures**

Contractors are required to forward to Ledcor copies of their procedures to prevent the transmission of COVID – 19.

Contractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. for example:

- site orientations
- training
- tasks that involve two or more workers to work in close proximity. i.e. Carrying pipe or drywall
- restricted work locations where there is insufficient space to maintain social distancing i.e. cab of a vehicle or small room

Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:

- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
- tools – hand saws, chop saws, grinders, vacuums, etc.
- equipment – aerial work platforms, forklifts, power trowels, etc.

Where Contractors are responsible for cleaning and disinfecting, they are required to provide to Ledcor copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID – 19.

### **Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID -19 for the subtrades working for them.**

Contractors are required to appoint a CSC at each work location.

If Contractors have not provided Ledcor with COVID – 19 Prevention Procedures, they will not be allowed to work on this project.

### **Health Verification of Workers and Visitors**

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor



supervisors and Ledcor supervisors to be vigilant and that includes monitoring for symptoms of COVID-19. Workers and visitors who are exhibiting symptoms of COVID 19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on Ledcor projects.

1. Any workers or visitors intending to access the site must complete a Ledcor Health Questionnaire. The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
2. Contractors supervisors must provide each day an attendance list of workers by name and phone contact – electronically. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. Attendance lists to be stored in accordance with privacy considerations.
3. Contractor supervisors are required to verify, **at start of shift**, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
4. Contractors must provide an update on their workers' health to Ledcor CSC **at start of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.
5. Contractor supervisors are required to verify, **at end of shift**, that their workers healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
6. Contractors must provide an update on their workers' health to Ledcor CSC **at end of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.

### Social Distancing

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other. Ledcor requires that all workers observe social distancing. Social distancing measures include:

- limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- preventing workers from congregating at the entrance to the: project, hoist, stair wells, scaffolding, washroom facilities, etc.
- restricting access to occupied work areas like trailer offices, etc.
- controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.



Contractors are required to:

- communicate and reinforce **self-distancing** practices with their workers
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify Ledcor of any concerns they have for social distancing practices or work procedures

Informational signage, warning workers of the importance of **self-distancing** will be installed at locations on the project where there is a potential for workers to congregate. Ledcor will conduct regular inspections of the project to verify that workers are observing social distancing.

### Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- at the start of their shift and before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- after handling any tools or materials that may be contaminated
- at the end of the shift before they leave work

Ledcor will provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Informational signage, describing proper hand washing and hand sanitization techniques will be posted at hand washing and hand sanitization facilities.

### Cough / Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

### Cleaning and Disinfecting

Ledcor will conduct routine daily cleaning of hard non-porous surfaces throughout construction sites including: Ledcor site office trailers, Ledcor lunchrooms, Ledcor orientation and meeting rooms, Ledcor first aid rooms, stair railings, scaffold stair railings, portable toilets, elevator/hoist



and equipment controls. Ledcor routine cleaning will be completed according to Ledcor's **Safe Work Procedure: Surface Cleaning for Potential Virus Contamination**

In the event there is a presumptive case for COVID – 19, present on site Ledcor will isolate and clean work areas / surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, Ledcor will close the site and a specialized biohazard remediation, abatement company will professionally disinfect the contaminated areas.

**All cleaning products and procedures from Contractor and Cleaning Services used on Ledcor Projects must be vetted by Ledcor's Industrial Hygienist Consultant to verify that they are sufficient for disinfecting COVID-19.** If products or procedures are deemed unreliable, they must be discontinued. *Forward product documentation to Barry McCarty / Kirk Chen for review by Ledcor Industrial Hygienist.*

### **Wearing Gloves**

All workers must wear gloves in accordance with their SWP and Ledcor rules. Wearing gloves, besides being a safety requirement reduces the likelihood of workers touching their eyes, nose or ears reducing the potential of transmission from contaminated surfaces.

Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

### **Project Orientation**

The current concerns for COVID -19 makes orientations especially important as a means of communicating with new workers the safety precautions that they must comply with for them to work on this site.

It is also a point for screening workers and asking them questions about their travels and health to verify that they are healthy and not in contravention of any Public Health Authority recommendations.

It is also a moment when we can reassure workers that our project is being managed for their safety, that we are taking COVID – 19 seriously and that the most important thing to us is their health and safety.

The following are changes to the orientation routine:

- **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.**
- If orientations are conducted in a room keep the door secure and post social distancing signage on the door to the orientation room to prevent workers from grouping outside or in the room and waiting. Disinfect used pens, tables, chairs and table after each use.
- Host multiple orientation sessions to avoid violating social distancing.



Before providing an orientation have workers and visitors complete the Health Questionnaire COVID-19 to verify that they are healthy and fit for work. Workers that are not permitted access according to the questionnaire must be turned away.

As part of the verbal orientation, review:

- what is social distancing of 2 M (6 ½ ft.)
- location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- location of Ledcor posters and other communications
- site specific procedures for hoists, stairwells, etc.
- what Ledcor is doing at the site to promote a safe workplace and remind them that their health is important to us.
- the importance of reporting to their supervisor if they are feeling unwell and leaving the project.

### Hoist Operation

Hoists must be operated in accordance with social distancing requirements. Projects must operate the hoist in accordance with the following:

- Outside the hoist: Post signage and remind the workers to maintain social distancing 2 M (6 ½ ft) while they are waiting to enter the hoist.
- Inside the hoist: Maintain social distancing and reduce the number of passengers at any one time. If necessary, mark a space on the deck of the hoist where each worker is expected to stand.
- Load the passengers in order so that they don't need to pass each other in the hoist as they are exiting – this requires organization.
- Passengers to face the outside of the hoist to avoid being inside each other's breathing zone.
- Hoist Operator is permitted to wear an respiratory protection.
- Hoist surfaces (call buttons, door handles, etc.) that are routinely touched will be disinfected regularly.

### Project Radio / Cellphone

**Do not share communication devices.** Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.

- Disinfect radios and cell phones at start of shift and regularly throughout the shift.

### Stairwells / Scaffold Stair Towers

If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:



- Calling out and communicating that they have entered the stair and are proceeding up / down and thus warn people to prevent them from entering the stairwell until they have passed.
- Staging outside stair entrances until it is clear for them to enter.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.

### **Project Offices/Trailers**

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain social distancing. Hold discussion outside where practicable. Make use of vacant offices / trailers to redistribute staff to limit contact. The following applies:

- Post "Restricted Access" signage on door with contact information (phone #).
- Keep the door locked to prevent access.
- Restrict the number of people who are allowed to enter these offices to social distancing allowances.
- If you are a visitor in an office or trailer - do not touch things - If possible keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

### **Lunchrooms**

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers / lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.





## First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the *Health Questionnaire* questions.

**If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor and Leducor ASAP.** If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self-isolating and treatment. If workers are travelling on public transit or in close contact with others to get to their homes and if available, Leducor will provide sick workers with N95 masks to be worn by them to help prevent any transmission from the sick worker.



## **LCL SITE COVID-19 PREVENTION PROCEDURES – INSTRUCTIONS TO SUBCONTRACTORS**

The situation with COVID – 19 changes daily. These procedures will be updated regularly as we improve our understanding about COVID – 19 and as we improve the safety precautions for workers on Ledcor Projects.

Your participation is critical. Please share any ideas for things that we can do to make it safer, contact your supervisor or Ledcor HSE Manager promptly. If you have questions or concerns, please direct them to your supervisor. Our goal is to provide a safe workplace, if you have a concern for your safety at work share those concerns it's important to Ledcor.

Adherence to safety procedures is necessary, your safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave the site and not permitted to return until the current situation is less acute. One person's risky behavior puts all of us in jeopardy.

Ledcor' prevention procedures are based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting and contractor and project specific procedures to prevent the transmission of COVID-19 to workers on this project.

### **COVID Safety Coordinator**

At each worksite Ledcor will appoint one or more Ledcor employees responsible to be Ledcor's COVID Safety Coordinator (CSC).

Contractors are required to appoint someone at each site responsible for monitoring their workers for compliance with their COVID prevention procedures and Ledcor's COVID Prevention Procedures. The Contractors CSC must spend a significant amount of their time monitoring workers by greeting and organizing them when they arrive to work, inspecting their work areas, monitoring their health, informing their workers of any changes to procedures and liaising with Ledcor and their companies management responsible for COVID prevention. Contractors will provide the name and cell phone of their CSC to Ledcor's on site CSC.

### **Contractor COVID – 19 Prevention Procedures**

Contractors are required to forward to Ledcor copies of their procedures to prevent the transmission of COVID – 19.

Contractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. for example:

- site orientations
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Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:

- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
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Where Contractors are responsible for cleaning and disinfecting, they are required to provide to Ledcor copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID – 19.

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Contractors are required to appoint a CSC at each work location.

If Contractors have not provided Ledcor with COVID – 19 Prevention Procedures, they will not be allowed to work on this project.

#### **Health Verification of Workers and Visitors**

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor supervisors and Ledcor supervisors to be vigilant and that includes monitoring for symptoms of COVID-19. Workers and visitors who are exhibiting symptoms of COVID 19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on Ledcor projects.

1. Any workers or visitors intending to access the site must complete a Ledcor Health Questionnaire. The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
2. Contractors supervisors must provide each day an attendance list of workers by name and phone contact – electronically. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. Attendance lists to be stored in accordance with privacy considerations.
3. Contractor supervisors are required to verify, **at start of shift**, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
4. Contractors must provide an update on their workers' health to Ledcor CSC **at start of shift**.
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6. Contractors must provide an update on their workers' health to Leducor CSC **at end of shift.**

### **Social Distancing**

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other. Leducor requires that all workers observe social distancing. Social distancing measures include:

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Contractors are required to:

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### **Hand Washing and Hand Sanitization**

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

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Leducor will provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.



## Cough / Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

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## Cleaning and Disinfecting

Ledcor will conduct routine daily cleaning of hard non-porous surfaces throughout construction sites including: Ledcor site office trailers, Ledcor lunchrooms, Ledcor orientation and meeting rooms, Ledcor first aid rooms, stair railings, scaffold stair railings, portable toilets, elevator/hoist and equipment controls. Ledcor routine cleaning will be completed according to Ledcor's Safe Work Procedure: Surface Cleaning for Potential Virus Contamination

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The following are changes to the orientation routine:

- **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.**
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- Host multiple orientation sessions to avoid violating social distancing.

Before providing an orientation have workers and visitors complete the Health Questionnaire COVID-19 to verify that they are healthy and fit for work. Workers that are not permitted access according to the questionnaire must be turned away.

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### **Lunchrooms**

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

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- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers/ lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.



## First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the *Health Questionnaire* questions.

**If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor and Leducor ASAP.** If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self-isolating and treatment. If workers are travelling on public transit or in close contact with others to get to their homes and if available, Leducor will provide sick workers with N95 masks to be worn by them to help prevent any transmission from the sick worker.





## HEALTH QUESTIONNAIRE - COVID 19

Date:

Name:

Employer:

Contact Phone #:

The purpose of this questionnaire is to ensure appropriate COVID-19 screening of all individuals requesting access to Leducor construction projects. These questions will help confirm that you are healthy and fit for work.

Because your health has the potential to affect the health of other people on this site, as well as their families and others, it is essential you answer these questions honestly.

In the event that someone on the site has been in close contact with someone probable or confirmed with COVID-19, your contact information is necessary so we can inform you that your health and safety may be at risk.

This questionnaire is based on the Public Health Authorities COVID-19 Self-Assessment Tool.

### 1. Are you experiencing any of the following?

- Severe difficulty breathing (i.e., struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

No       Yes

### 2. Are you experiencing any of the following:

- Shortness of breath at rest
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

No       Yes

### 3. Are you experiencing a fever:

No       Yes



## HEALTH QUESTIONNAIRE - COVID 19

4. Are you experiencing any abnormal or unusual conditions (not associated with allergies, smokers cough, other known respiratory complaints, etc.):
- Coughing
  - Sneezing
  - Sore throat
- No**       **Yes**
5. Have you travelled to any countries outside Canada (including the United States) within the last 14 days?
- No**       **Yes**
6. Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat)?
- No**       **Yes**
7. Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?
- No**       **Yes**

If you have checked **Yes** to any of these questions, you are not permitted on this site and you should consider seeking medical attention.

If you have checked **No** but you notice a change in your health within the next 14 days, we ask you to contact your supervisor or us directly. We have a collective responsibility for the safety and health of each other.

**If you are in a high-risk group for COVID-19 (i.e., over age 65, pre-existing respiratory condition) please determine with your supervisor if working on this on this site is appropriate for you given current COVID transmission risks.**

We share a responsibility for keeping each other safe. Thank you for completing this questionnaire. If you have any questions, please speak with your supervisor or Leducor Representative.

Signature:

**Privacy:** As an employer, Leducor may have to collect, use, and disclose employee personal information in order to prevent or manage the risk of COVID-19's rapid spread. In doing this, we need to balance the individual's right to privacy with our obligation to maintain a safe workplace. The information collected in this questionnaire will be treated confidentially and only disclosed to others when required to meet our obligation to maintain a safe workplace