

OCA Proposed Protocol on JOBSITE MEASURES to be taken with Covid-19

1. Site Access

Applicable to All Subcontractors, Employees & Visitors:

All employees and visitors to the project must complete the Coronavirus (COVID-19) Questionnaire (see appendix 1) before entering the worksite.

The purpose of the questionnaire is to create a database of individuals attached to each project for future communication but more importantly to serve as a pre-screening of all who wish to work or visit the worksite.

There are 3 key questions as to recent travel, symptoms and exposure to anyone with Covid-19 which all are asked to answer.

From a practical perspective:

1. A. All employees of subcontractors, new workers and visitors must complete the Questionnaire.
2. Anyone who answers “yes” to any of the 3 questions will **NOT be permitted** access to the worksite. Site management must notify the Health & Safety Advisor or the Superintendent immediately.
3. All approved for access to the project should be collected into a database for ongoing project communication.
4. All responses should be digitally centralized to ensure proper ongoing monitoring of our worksites.

2. On the Site Protection Measures

2.1 Subcontractor Responsibility - All trades are expected to monitor their own workforce and ensure they are fit for duty. This will require a morning review of the health of each worker under each foreman's supervision. This is to take place during the morning PSA process and will require foremen to assess the health of each worker.

2.2 Basic rules

The [Public Health Agency of Canada \(PHAC\)](#) recommends adopting the same basic respiratory hygiene measures applicable to the prevention of seasonal infectious diseases like influenza and the common cold.

These recommended individual hygiene measures include:

- **Wash your hands often with soap and water for at least 20 seconds**, especially after using the washroom - **use alcohol-based hand sanitizer** if soap and water are not available
- **Avoid touching your eyes, nose and mouth** with unwashed hands;
- **When coughing or sneezing: cough or sneeze into a tissue or the bend of your arm**, not your hand and dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- **Avoid hugs and handshakes**; instead, opt for a friendly elbow bump;

2.3 Social Distancing on Site - Limit gatherings and groups

As a precaution, we ask our worksites to limit the number of meeting participants (to eight people, for example, or based on your own best judgement).

This will help create social distancing, in line with recommendations from public health authorities.

We ask our trade partners to examine their work assignments on-site to ensure your workers are planning their work together with consideration as to safe distancing of 1 to 2 metres apart and interaction.

Please collaborate with our site project management to come up with schedule or other accommodation options as to work situations where multiple trades are working together out of necessity.

2.4 Regular cleaning of worksite equipment

Clean all ‘high-touch’ surfaces such as door-way entrances, elevator buttons, keyboards, and phones.

Properly clean your offices, trailers, containers, workshops and other facilities.

The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands.

Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift. Some examples of high-touch surfaces include:

- Door-knobs and push bars
- Coffee makers and water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Chemical toilets; you should also place wash stations or, at a minimum, hand sanitizers outside the door
- Refrigerator door handles
- Conference/meeting room surfaces (for example, table-tops, chairs, PC cables, markers) and telephones
- Elevator buttons
- Copiers and fax machines
- Personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.

Frequent cleaning of protective eyewear and gloves

Materials such as wood, rebar and pipes, temporary structures such as formwork and braces, and even shared tools such as drills, crowbars, and fret saws, are rarely touched with bare hands. Thus, they may require occasional cleaning but likely do not need to be disinfected. However, gloves can only protect when they are worn; removing and then putting them back on can cause cross-contamination. Think about cleaning, storing, and replacing your gloves.

2.5 Disinfectants and sanitizers

We will provide a supply of disinfectants and hand sanitizers throughout the site for general use. Please consult with our project management.

2.6 Additional measures for toilet facilities

The posting of an effective hand-washing method, like the one recommended by [Ottawa Public Health](#), is mandatory at all times.

Place these hand-washing information signs near toilets and break rooms.



1. Soap / paper towel dispensers, hand dryers and hand sanitizing stations should be checked frequently. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.

2. Place a garbage bin near the toilet's exit doors to encourage people to use a paper towel to open the door. If necessary, set up a separate supply of paper towels near the exit door.

3. Place paper towel dispensers near high-touch surfaces such as water coolers, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.

Appendix 1 - Coronavirus (COVID-19) Preventative Measures

Questionnaire to be completed by all personnel entering the site

The Public Health Agency of Canada (PHAC) currently assesses the public health hazard associated with COVID-19 is low for Canada. However, _____ wishes to take preventative measures to ensure the health and safety of all its employees, visitors and those around them, as well as its working environment.

Please complete this short questionnaire to ensure your presence does not pose a risk to the project and to return the completed form to the Site Superintendent.

All employees assigned to this site must complete this form and submit to _____ prior to entering the site.

Personal information -

First and last name: _____

Email: _____

Cell Phone: _____

Employer: _____

1. Have you travelled outside Canada since March 12th?

Yes _____ No _____

If Yes - Date of Return? _____ (must be 14 days min to stay on site)

2. Do you currently have the following symptoms: fever, coughing and difficulty breathing?

Yes _____ No _____

3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes _____ No _____

Declaration:

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine.

I undertake to inform _____ in writing of any changes to the information already provided and to update the information on this form whenever requested to do so by.

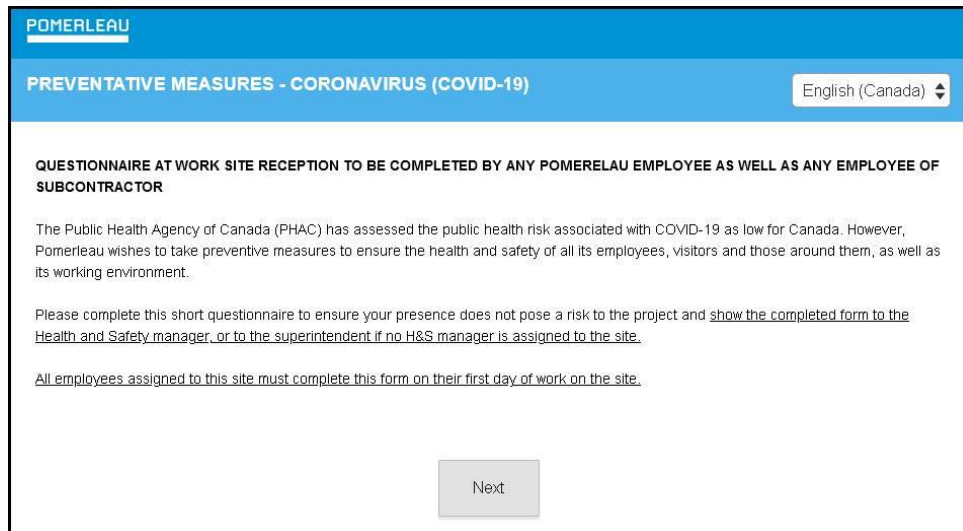
Signature

Date

WEB BASED DECLARATION OPTION INSTEAD OF PAPER

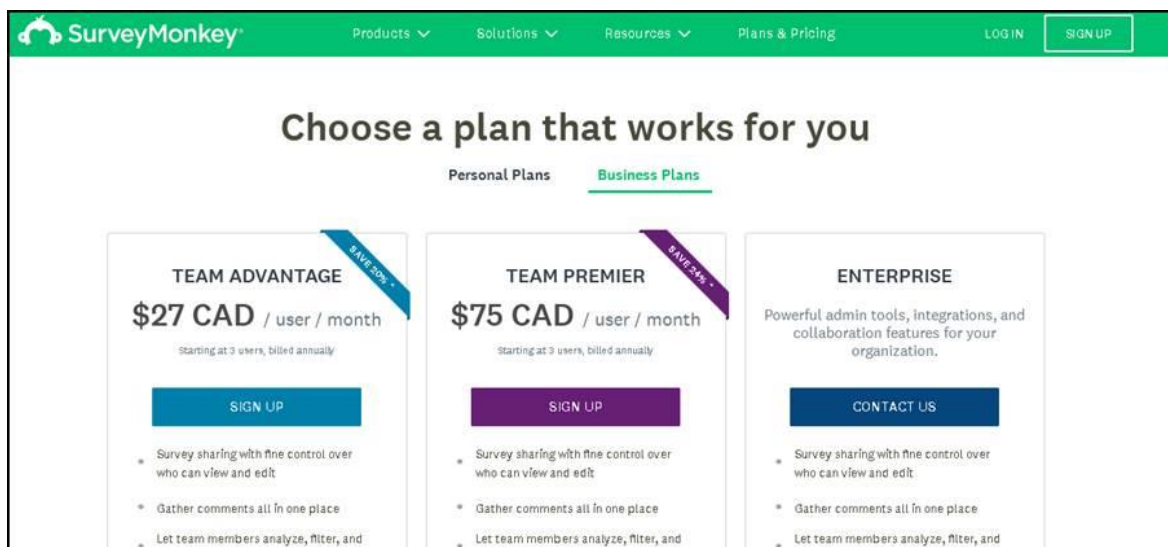
Pomerleau has set up the declaration form online using SURVEY MONKEY and all workers at site reception have to complete it. Check this out as this may save you the headaches of paper forms if you can get visitors and workers to use their smart phone to self-complete the online questionnaire.

The Pomerleau questionnaire is at https://fr.research.net/r/POMERLEAU_COVID19?lang=en_CA and looks like this:



The screenshot shows a web form titled "POMERLEAU PREVENTATIVE MEASURES - CORONAVIRUS (COVID-19)". The form is in English (Canada). The main heading is "QUESTIONNAIRE AT WORK SITE RECEPTION TO BE COMPLETED BY ANY POMERLEAU EMPLOYEE AS WELL AS ANY EMPLOYEE OF SUBCONTRACTOR". The text explains that the Public Health Agency of Canada (PHAC) has assessed the public health risk associated with COVID-19 as low for Canada, but Pomerleau wishes to take preventive measures to ensure the health and safety of all its employees, visitors and those around them, as well as its working environment. It asks the user to complete this short questionnaire to ensure their presence does not pose a risk to the project and to show the completed form to the Health and Safety manager or to the superintendent if no H&S manager is assigned to the site. It also states that all employees assigned to this site must complete this form on their first day of work on the site. A "Next" button is visible at the bottom.

The Survey Monkey website can be accessed at this [LINK](#).



The screenshot shows the SurveyMonkey website's pricing page. The header includes the SurveyMonkey logo and navigation links for Products, Solutions, Resources, Plans & Pricing, LOGIN, and SIGN UP. The main heading is "Choose a plan that works for you". There are two tabs: "Personal Plans" and "Business Plans". The "Business Plans" tab is selected. Three plans are displayed: "TEAM ADVANTAGE" at \$27 CAD / user / month (starting at 3 users, billed annually), "TEAM PREMIER" at \$75 CAD / user / month (starting at 3 users, billed annually), and "ENTERPRISE" with powerful admin tools, integrations, and collaboration features. Each plan has a "SIGN UP" or "CONTACT US" button and a list of features.

Another option is using Microsoft Forms. Waterdon Construction advises they created an on-line form very quickly.