

PANDEMIC PLANNING FOR HOPEWELL MULTI-FAMILY

With the current threat of COVID -19 to our worksite, below are some best practices that we are implementing as of tomorrow morning March 26th, 2020 on our Multi-Family projects to maintain business continuity despite the situation. **The contents of this document must be reviewed with your team before accessing the worksite. Failure to comply with these practices will result in immediate removal from the site. A zero-tolerance approach will be in affect.**

COVID-19 Symptoms

If you or any of your team members are experiencing any of the following symptoms, or have been in **close contact** (definition below) with a person with COVID-19 while they were ill, **site access is not permitted**, and you should self-isolate for 14 days as directed by Health Canada:

- Fever, cough, sneezing, or sore throat
- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing

If you are experiencing these symptoms you should also conduct the COVID-19 assessment, as direct by Health Canada (call 811) and follow their recommendations.

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

Site Sign In

- Mandatory (no exceptions): Each trade vendor supervisor will be required to email the following information to the site supervisor before accessing the site: to Sandgatecheckin@hopewell.com
 - o your company name
 - o your first and last name

- the first and last names of all staff that will be on site from your company
 - including: suppliers, sub-contractors, contractors etc.
- you and your teams start time(s)
- You **must** email before accessing site and **again** when you are leaving the site.
- This includes leaving for lunch, breaks and/or for any other reason.
- In the event of a possible and/or confirmed COVID – 19 case on site, all parties that have accessed the site will need to be identified to health services. **This is not optional.**

Site Access

Going forward, **no work will be permitted after regular working hours (4:30PM), on weekends or holidays** unless permitted by the Hopewell team.

Site orientations

- **Orientation will not be held in the site office until further notice**
- Orientation will now be completed through email or verbal communication.
- If a new member of your team is in need of a site orientation, the site supervisor will email a copy of the site orientation for review and confirmation of its content, via email. Alternatively, the site supervisor may conduct a verbal orientation (outside of the site office), which will also be verified via email communication.
- Until confirmation is completed, site access will not be permitted for anyone.

Site Guidelines

Toolbox meetings - to be held outside, with appropriate social distancing (2 meters) or have people call in. No signatures or transfer of documents are permitted. Site Supervisor signs on their behalf and forwards a copy of the meeting minutes to all parties. Meetings to have no more than 10 persons in attendance, at a time. Consider conference / skype calls to reduce the number of attendees.

Hazard assessments - and other paper submission documents to be submitted in the provided boxes outside of the site trailer – Documents can be retrieved/reviewed 24 hours later.

Events - All non-essential events are canceled or postponed (e.g. site barbeques).

Site trailer/office - must not have more than 3 occupants at a time, to promote social distancing.

Site constraints - are based on site size using appropriate social distancing. Suggested

guidelines are no more than 3 or 4 people working in 1000 sq. ft. of space, or 10 people working in 10,000 sq. ft. Examples and exceptions:

- Tradespeople working in teams to complete work (Carpenter and Apprentice) must know each other well enough to be sure of the proximity risk of working together.
- For larger groups working together who cannot manage social distancing to complete their work must have a conversation with the Safety Advisor and the Project Team to ensure we can proceed with the work safely. Crews that work together all the time will have a lower risk than hastily assembled crews.

Workers on site should avoid working less than 2 meters from others for prolonged periods unless their role requires prolonged closer proximity. Case specific risks and solutions will be assessed by the workers employer, the site supervisor and a member of the Hopewell safety team for those individuals required by their roles to work within these close proximities.

Project teams should stagger break and lunch schedules to minimize the number of people near one another and to comply with social distancing.

Project teams may also consider staggering start / finish times to reduce the amount of personnel on site at one time and/or to minimize the number of workers in a particular area at one time.

For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

Jobsite Sanitation Measures:

Hopewell has added a portable handwash station outside of unit 108 and hand sanitizer stations at both stairwell exit doors, to provide our valued trade partners with the ability to wash their hands and/or sanitize as required. Please utilize these facilities as follows:

- At the start of your shift and before starting 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

Each employer is responsible for providing hand sanitizer (if/when available) for their worker's needs.

Each employer remains responsible to providing the appropriate PPE (personal protective equipment) as required for the task at hand.

Each employer is responsible for disinfecting shared tools, PPE, iPads, etc. between users.

Anyone observed **spitting or smoking** in the building, will be asked to leave site immediately.

Other Considerations:

- Only one driver per vehicle or sanitize between drivers.
- Use only your own tools or sanitize between operators.
- At breaks maintain social distance: easy reference two arm lengths (2 metre).
- Eat lunch alone, where possible in your vehicle, respecting social distance.
- Wash your hands at regular intervals and before and after eating or drinking, for 20 seconds minimum.
- Cover coughs and sneezes with a tissue or your elbow if necessary.
- Avoid touching your face with unwashed hands.
- Workers who take public transit must sanitize their hands prior to starting work.
- Self-isolate for 14 days if you:
 - o Recently returned from travel outside of Canada

- Have a cough, fever, fatigue and/or difficulty breathing
- Have been in close contact of someone who has tested positive for COVID-19
- Have been asked by a health care professional for another reason not listed.

How COVID-19 is transmitted

The following is a general overview of how COVID-19 is transmitted. It is provided merely for

background and to inform strategies aimed at implementing the rules set out in the balance of

this document. Full details on these issues should be obtained from the Centers for Disease

Control and Prevention, Health Canada and the World Health Organization, or a medical

professional.

- The virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.

- These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the U.S. Department of Labor

provide further guidance and recommend that individuals should avoid working less than

six feet from others for prolonged periods.

- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the

virus on it and then touching their own mouth, nose or possibly their eyes.

The precautions and guidelines presented in this communication do not take precedence over Federal or Provincial guidelines. Please refer to the Alberta.ca website for the most current and up to date information as conditions/precautions are constantly be updated.

