

COVID-19 – SAFE Return to Work Plan

For Canadian Employees Working in Mid- or High-Rise

Health and safety has remained at the forefront of our plans as we prepare to ramp back up our site operations. There has been a massive mobilization of resources since the suspension was announced to develop an industry-leading plan needed to get us safely back up and running. The suspension gave us the opportunity to thoughtfully evaluate what needed to be done. Below we've outlined our plan for employees working in our mid- and high-rise operations across Canada.

Prior to returning to work, each employee will have a call with their manager to complete a screening questionnaire to determine that the employee meets the criteria to return to work.

As the health and safety of our employees, customers and trade partners are Mattamy's top priority, disciplinary action will be taken against employees who do not provide accurate information in this screening. All employee health information will be held in strict confidence between management and HR.

COVID-19 Checklist

No Exceptions:

No worker who falls into one or more of these categories will be allowed on any site:

- If you are experiencing one or more of the following symptoms:
 - Fever, cough, sneezing or sore throat
 - Mild to moderate shortness of breath
 - Inability to lie down because of difficulty breathing
- If you have been in close contact with someone who has been diagnosed by a doctor with COVID-19.
- If you have travelled outside of Canada in the past 14 days or have been ordered to self-isolate since returning from travel.

Tips & References:

[COVID-19 Online Self-Assessment](#)
(Government of Ontario)

[COVID-19 About Coronavirus Disease \(poster\)](#)
(Public Health Agency of Canada)

[Know the Facts about Coronavirus Disease](#)
(Public Health Agency of Canada)

[What You Need to Know to Help You and Your Family Stay Healthy \(poster\)](#)
(Government of Ontario)

[How to Self-Isolate \(poster\)](#)
(Public Health Ontario)

Any worker experiencing COVID-19 symptoms listed above should contact Telehealth Ontario at 1-866-797-0000 or Alberta Health Services at 811 and perform the COVID-19 assessment, follow their directions and self-isolate for 14 days.

Any worker experiencing symptoms while at the workplace needs to separate themselves from others and go home, avoiding use of public transit and immediately notify their supervisor of their departure.

Employees unable to work due to failure to pass the screening conditions will be referred by their manager to HR to determine next steps and support programs available.

Site, Building & Suite Access

Site Sign-in Procedures:

- Sign-in is mandatory for any person entering the site.
- Each trade partner and supplier will be required to email the following information to the site's Health and Safety Representative before accessing the workplace each day:
 - Company name
 - First and last name of each worker that will be on site
 - Phone number and email of each worker
 - Start times/end times for each worker
- All trades will be required to provide a copy of their company's updated health and safety policy to Mattamy staff reflecting changes and/or additions specifically related to COVID-19.
- The Site Superintendent is responsible for ensuring that each trade is aware of the sign-in procedure and is provided with the email address for trades to send in their information.
- The Site Superintendent will also designate a Mattamy employee who will be responsible for tracking the sign-in information received daily. A list of all quarantined workers will be updated daily while ensuring these individuals' privacy is maintained.

Site Orientations for Workers:

All employees, trades and visitors must complete the COVID-19 orientation before entering a Mattamy site and commencing work.

- For Mattamy employees, site orientation will be conducted "face-to-face" either in-person (outdoors in small groups) or online. The orientation will include a full review of our Safe Return to Work plan. Attendance and completion of the orientation will be tracked.
- Site orientation with trade partners and suppliers will be conducted electronically through email. An electronic site orientation package and our SAFE Return to Work Plan will be emailed to the worker or the worker's supervisor. Following their review, confirmation must be emailed back to the Health and Safety Representative confirming its content has been reviewed and acknowledging it is understood.
- When it is not practical to orientate workers online, site orientations will take place outdoors, in groups no larger than five, while maintaining two metres of physical distance between each person.
- All workers who have received orientation will receive a sticker. This sticker must be applied to their hard hat identifying they have received the proper orientation.

- Any worker without proof of completing Mattamy's COVID-19 orientation will not be allowed access to any Mattamy site.
- Any worker who has received a previous site orientation will be required to complete a COVID-19 specific orientation.
- Any new workers will be required to complete a full site orientation, including the COVID-19 specific orientation.

Please note that as it pertains to Mattamy employees, for any guidelines in this Plan related to sanitizing regiment, the associated materials – spray bottles, chemical solutions and rags/towels – will be provided by Mattamy.

NOTE: There will be a COVID-19 specific addendum to the “standard” site orientation.

Entering and Exiting Building Site:

- Each building will have a designated and supervised entrance and exit.
- The entrance and exit will not be the same in order to help each worker maintain two metres distance from one another. Verification of COVID-19 orientation (sticker on each worker's hard hat) will take place at the point of entry.
- Each entry and exit point will be equipped with an electronic hand sanitizer dispenser, which must be used by every worker upon entry and exit of the work site.
- Designated entrances and exits must have one Mattamy staff member or delegate (e.g., security) assigned by the Site Superintendent at the access point.
- The personnel at the access point will be checking the following:
 - Has the worker complied with the site sign-in procedure?
 - Has the worker successfully completed the site orientation?
 - Is the worker experiencing any COVID-19 symptoms?
 - Fever, cough, sneezing or sore throat
 - Mild to moderate shortness of breath
 - Inability to lie down because of difficulty breathing
 - Where a thermometer is available, the access point personnel will conduct temperature checks.
- Compliance with site sign-in procedures, site orientation and screening requirements will be strictly enforced. Workers who are not complying will not be granted access to the site.
- One-way staircases are established wherever practical to minimize contact between workers.

Entering and Exiting Suites:

- All workers must avoid touching any hard surfaces not directly related to their work.

- Interior doors are to remain open in order to avoid regular touching and contact. They can be closed where security is concerned and at the direction of the Site Superintendent.
- All workers entering a suite must ask if there are any other workers present. Multiple trades and/or workers in a suite should be avoided. Where its not possible to avoid, physical distancing of two metres must be maintained.
- Trades performing tasks where two meters physical distancing is not possible must provide a safe work policy to the Site Superintendent including, PPE requirements.
- Suite door handles are to remain uninstalled until the last possible moment.

Non-Essential Visits:

- No non-essential visits are permitted. This includes:
 - Site tours and product tours
 - Employee visits from other sites
 - Homeowners

Homeowner Touchpoints:

- All front facing customer touchpoints are suspended.
- Mattamy University sessions will be conducted through a pre-recorded webcast.
- Framewalks will be completed virtually.
- PDI's will be completed virtually.
- All non-emergency warranty work is suspended.

Communication

Signage:

- Signs for COVID-19 awareness must be posted at the construction entrance, site trailers, common areas, compounds, elevators, hoists and doors to suites. Signage will include:
 - 10-point action plan
 - Symptom awareness sheet
 - Important Mattamy site contact information
- All signage must follow Mattamy's brand standards.

Toolbox Talks and Daily Huddles:

- Toolbox Talks or Joint Health and Safety Committee meetings will be conducted once a month or more frequently in response to any health and safety violations.

- No signatures or transfer of toolbox talk documents are allowed.
- The host of the Toolbox Talk will sign off documents on behalf of attendees and will be required to share meeting minutes through email with everyone who attended.
- Delivery methods for Toolbox Talks are changing and may now include:
 - Recorded videos by H&S representatives that are shared with employees and trades through email.
 - Live meetings done in open air spaces (e.g., outdoors) with no more than five attendees, with each person staying two metres away from one another.
 - Online meetings such as Skype or Zoom that attendees log into remotely.
- Preferred methods for daily huddles (assignment of work from management to employees) would be phone, text, email or video chat apps such as FaceTime. In-person huddles can only take place as long as physical distancing (two metres of separation) is complied with.
- Hazard assessments must also follow these guidelines.

Individual Stay Safe Measures

Transportation to and from Work:

- When travelling to work, employees must follow the physical distancing guidelines of two metres apart.
- Avoid the use of public transportation and carpooling.

Practice Good Hygiene:

- Washing your hands often with soap and water for at least 20 seconds.
- Avoiding touching your eyes, nose or mouth with unwashed hands.
- Coughing or sneezing into your sleeve and not your hands.
- Ensure work surfaces and objects are kept clean and wiped with disinfectant regularly.
- Remove work clothes prior to arriving home.

Tips & References:

[Reduce the Spread of COVID-19, Wash Your Hands \(poster\)](#)
(Public Health Agency of Canada)

[How to Clean and Disinfect High Touch Surfaces \(video\)](#)

[How to Clean and Disinfect Your Phone \(video\)](#)

Personal Protective Equipment (PPE):

- Re-usable PPE must be thoroughly cleaned and sanitized after each use and never shared between workers.

- Single-use PPE must be disposed of so that it cannot be reused (e.g., disposable gloves).
- Trade partners should supply their workers with personal hand sanitizer, to be carried everywhere and used frequently.

Using Tools, Heavy Equipment and Vehicles:

Hand and Power Tools:

- When possible, employees should use only their own tools, which must be sanitized before each use.
- When sharing of tools is required, they must be sanitized prior to, and after each use. This must be completed by the last user.

Heavy Equipment:

- Equipment should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.

Vehicles:

- Mattamy company vehicles are now limited to only one occupant in the vehicle.
- All Mattamy company vehicles must be sanitized by the operator prior to each use including door handles, steering wheels and all touchable controls.

Tips & References:

[How to Clean and Disinfect Your Vehicle \(video\)](#)

Community Stay Safe Measures:

Hand Washing Stations:

- All sites will have hand washing stations available and ready for use with locations posted inconspicuously throughout the site.
- Hand washing stations will be installed as frequently as practical. There will be a minimum of one station per 15 workers and one every three floors.
- **Stations must always be kept clean, accessible and stocked.**
 - A Mattamy employee will be assigned to check stations for cleanliness twice per day.

Washroom Facilities:

- An adequate number of facilities will be available and maintained. This includes exceeding requirements of the Occupational Health and Safety Act O.Reg. 213/91, sec. 29.

- A Mattamy employee will be assigned to check washrooms for cleanliness and sanitize handles throughout the day. Cleaning and sanitization of the toilet facility will be outsourced.

Mattamy Community Offices:

- All common hard surface areas and shared business equipment is to be cleaned continuously throughout the day.
- Common water coolers and coffee machines will not be permitted. Employees are encouraged to use their own water bottle.
- Plexiglass barriers will be installed at all reception desks within community offices.
- Keep interior doors locked and post “do not disturb” signage where doors exit.
- All non-essential meeting will be cancelled.
- Only Mattamy employees are allowed in community offices, and no more than three employees at a time.
- Any guests must receive approval from the Site Superintendent.

Lunchrooms:

- All lunchrooms will be temporarily **CLOSED**.
- Workers should eat in their vehicles or alternate outdoor space, or off-site, always following physical-distancing protocol of two metres apart.
- Shared microwaves, coffee makers, tea kettles and any other shared kitchen items will not be allowed.
- Plates, bowls, cutlery, cups etc. should not be used.
- No communal food is allowed on the work site (e.g., donuts, pizza, BBQ's)
- Workers are required to stay on-site once they have entered it and not use local shops. In the event a worker leaves, they must follow sign in procedures.

Food Service:

All mobile food delivery and catering services have been temporarily suspended.

Site Cleaning

- Workers designated by the Site Superintendent will be responsible for sanitizing high touch items continuously throughout the day. This could be a Mattamy labourer or a 3rd party

cleaning company. The number of workers will be dependant on the size of the site and at the discretion of the Site Superintendent.

- In addition, it is each trade's responsibility to clean their own work environment. Each worker will sanitize high touch items prior to their use, as an added precaution. Trades will be responsible for providing their workers with the appropriate cleaning supplies.

Tips & References:

[Cleaning and Disinfecting Public Spaces](#)

(Public Health Agency of Canada)

[When and How to Wear a Mask](#)

(Public Health Ontario)

[Physical Distancing](#)

(Public Health Agency of Canada)

Physical Distancing

All workers are required to maintain a minimum of two metres distance from each other, avoid person-to-person contact and limit the sharing of tools and equipment.

While every effort must be taken to comply with these rules, there may be times when it is unavoidable. Should this situation arise the following precautions must be taken:

- Work activity to take place in as short duration as safely possible
- Workers to wear PPE, including, n95 mask, gloves, safety goggles

Elevators and Hoist:

- Maximum capacity of four workers (including hoist operator) in hoists
 - The operator must wear rubber gloves and an N95 mask while operating the elevator or hoist
 - Only the operator is allowed to open and close the door
 - Operator is required to regularly clean touchpoints, doors, buttons, etc.
 - Each Operator is required to regularly clean the inside of vehicle cabs and between use by different operators
- No more than three workers in an elevator at a time.
- Stairs should be used in preference of elevators or hoists.

Receiving Deliveries and Moving Materials by Crane:

- A maximum of two trade workers can unload and move material to feed crane swamper on the job site.
- Trade partners will be held accountable for their own workers. All workers are required to wear gloves and will be required to have new gloves daily.
- Deliveries must call into the site office and wait in their respective delivery vehicle for further instructions.

On-Site Production Planning:

To maintain two metres of distance between each person, we will be staggering start and end times of all employees and trade workers. This will allow us to limit large gatherings of workers and the number of workers at the worksite at any given time.

- Start times for trades will be staggered in half hour intervals and in four stages (*this is an example only. Execution will be dependent on specific site circumstances and managed at the local level*):
 - Stage 1: 6:00 am
 - Stage 2: 6:30 am
 - Stage 3: 7:00 am
 - Stage 4: 7:30 am (if necessary)
- Mattamy's site management team will be responsible for coordinating workflow so that multiple trade workers are not located in the same area at the same time.

Extended Hours and Weekends

As on-site production will be impacted, we will be extending work hours and weekend work in order to increase production and more importantly, ensure the site continues to be safe and sanitary (*this is an example only. Execution will be dependent on specific site circumstances and managed at the local level.*).

Regular Hours

Monday to Friday 7:00 a.m. to 5:00 p.m.

Extended Hours

Monday to Friday	5:00 p.m. to 8:00 p.m.	(Open to trades; subject to applicable noise bylaws)
Monday to Friday	8:00 p.m. to 10:00 p.m.	(Mattamy employees and sanitization crews only)
Saturday	7:00 a.m. to 3:00 p.m.	(Open to trades; subject to applicable noise bylaws)
Saturday	3:00 p.m. to 5:00 p.m.	(Mattamy employees and sanitization crews only)

Health and Safety Inspections

In addition to routine health and safety inspections, the following steps will be taken:

- Some site employees will be asked to temporarily assist in a Health and Safety capacity to ensure workers are staying two metres apart from one another as well as to ensure the cleanliness of the project is maintained. These representatives will be required to complete checklists at critical facilities including: handwash stations, washrooms and sanitizer dispensers.
- 3rd party audits will be conducted bi-weekly to ensure compliance with our Safe Return to Work plan.

Confirmed Case of COVID-19

If we should have a confirmed case of COVID-19 at any of our locations, we will work with the respective health authority to ensure appropriate measures are implemented as well as communicate with the affected employees.