

COVID-19 PANDEMIC RESPONSE & SAFETY PLAN

Version Number	Date	Document Owner	Department	Approved By	Latest Revision Made
13	20-Nov-20	Craig Sparks	Health & Safety	Pandemic Committee	 Revised: The name of this document Complete Daily Health Screening Mandatory Mask Usage Offsite Work Capabilities Travel Active Screening Sign-In Sheet Non-Confirmed Flowchart Social Circles, Bubbles & Cohort Groups
					All changes are highlighted in YELLOW

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1. Introduction

a) Objective

The objective of the Maple Reinders Pandemic Response Plan (PRP) is to manage the impact of a Pandemic crisis on employees and business activities using two main strategies:

- Protect our staff, guests and the public
- Containment of the disease by reducing spread within the business

b) Plan Integration

The PRP responsibilities, preparedness activities and response activities are integrated with the following plans and processes:

- HSE Manual
- Project Emergency Response Plans
- Crisis Management Plan

Whenever possible, the PRP references support services and processes that already exist and identify activities and processes that need to be integrated across the company.

c) Activation

The activation of the Pandemic Contingency Plan consists of:

- The activation of the Pandemic Committee
- Corporate Response Team
- Consultation with businesses and functions on critical processes, impacts and priorities.

Maple Reinders is committed to preparing and responding to the current Pandemic crisis and adequately protecting our employees, the public, and to continue to execute on essential services.

2. Organization & Responsibilities

The PRP is maintained and updated by Maple Reinders's management team with input and support from all departments as required. The following outlines key responsibilities by department or area as detailed in the PRP:

- Corporate Response Team is the lead for coordinating activities related to Public Health Emergencies.
- Pandemic Committee is responsible for monitoring for health emergencies and making recommendations to the Corporate Response Team.
- Regional management teams are responsible for communicating the plan to their teams.
- Corporate Response Team maintains the response structures.

Overall Structure

Corporate Response Team (CRT)

The Corporate Response Team (CRT) is ultimately responsible for the steps taken during the current Pandemic. These decisions include but are not limited to:

- Employee protection steps
- Continuing construction activities as directed by governing officials



- Office and project closures as per plan
- Office and project re-openings
- Social media releases
- Media releases
- Contract disputes

Pandemic Committees (PC)

The Pandemic Committees (PC) provides support and recommendations to the Corporate Response Team during a Pandemic. During the current Pandemic crisis, the PC will:

- Meet daily or as agreed to strategize on vital health and safety steps
- Make recommendations to the Corporate Response
 Team

- Research reliable documents to ensure employees are accurately informed
- Make available an email address for employees to send their questions/concerns
- Produce and maintain a specific website

3. Monitoring External Communications

The PC will actively monitor the following information sources to identify any emerging public health issues including current Pandemic details:

- World Health Organization (<u>www.who.int</u>)
- Centre for Disease Control (<u>http://www.cdc.gov/</u>)
- Public Health Agency of Canada (<u>www.phac-aspc.gc.ca</u>)
- Local and provincial public health agencies

The PC will maintain contact with appropriate representatives from the various business units during the Pandemic.

4. Communications

a) Senior Management Communications

Senior management will on a regular basis, communicate what steps are being taken to ensure the health and safety all office and project teams is maintained. Updates will include important information from the Federal and Provincial government and Maple Reinders' initiatives.

b) Pandemic Alerts

The PC will work with the CRT to ensure that appropriate Pandemic alert information is provided in a timely manner during a public health emergency. This will include sharing external and internal alert conditions associated with the current Pandemic.

The CEO and COO will approve the Pandemic alert condition. Maple Reinders will follow alert condition levels similar to the World Health Organization as outlined below:

Phase	Description	Response
0	No COVID-19 concerns	 Implement normal good health practices (washing hands frequently, common areas cleaned routinely, hand sanitizer available in public areas, etc.)
1	News of a specific potential Pandemic threat is circulated by Health authorities (the World Health Organization (WHO), Public Health Agency of Canada or the Centers for Disease Control (CDC)) with reports of human cases outside of countries of operation.	 Monitor disease progress Review the current Pandemic Response Plan Provide generic disease information to employees as deemed appropriate
2	News of a specific potential Pandemic threat is circulated by health authorities with reports of human cases within countries of operation.	 Continue to monitor disease progress Review the current Pandemic Response Plan Begin non-invasive mitigation measures (wash hands more frequently, distribute hand sanitizer, clean common rooms more frequently, etc.)
3	Health Authorities report that a Pandemic is present within the country of operation, but few reported cases are present in the Region/area of operation.	 Continue to monitor disease progress Consider enacting the company's Pandemic Response Plan and appropriate regional response Consider invasive mitigation measures
4	Health Authorities report that a Pandemic or epidemic disease is present within the region/area of operation.	 Enact Pandemic Response Plan and appropriate regional response Begin invasive mitigation measures (limit face-to-face meetings; limit travel, etc.)
5	Cases have been confirmed within Canada.	 Implement aggressive mitigation measures (exercise work from home plans, reduce human interfaces, etc.)
6	Widespread health impacts to Canadian Provinces	Continue to manage event using the Pandemic Response Plan and appropriate

Please refer to Appendix 3 for more information on the current Pandemic.

c) Current Pandemic (COVID-19) Information

Historically, influenzas such as COVID-19 have had significant worldwide impacts. Five influenzas have occurred in the past century:

- 1918 Spanish influenza
- 1957 Asian influenza
- 1968 Hong Kong influenza
- 2003 SARS
- 2009 H1N1 influenza

COVID-19 outbreaks occurred following predicable seasonal patterns and some immunity is built up from previous flu-type exposures. All age groups are at risk of serious complications from COVID-19.

However serious morbidity and mortality occurs almost exclusively in those with chronic underlying illness and the elderly.

5. Prevention during the current Pandemic (COVID-19)

- The keys to preventing the current Pandemic outbreak are:
- a) Comply with Provincial and Federal legislation
- b) Complete daily health screening
- c) Maintain proper social/physical distance from others
- d) Wear face covers when required
- e) Hand washing
- f) Isolation as directed during illness

a) Comply with Provincial and Federal legislation

During the COVID-19 Pandemic, the government will institute and update requirements for everyone to follow such as but not limited to; where face covers must be worn, how many people can congregate and where, the number of people allowed in Social Circles/Cohort Groups and how different type of establishments can operate. Maple Reinders will follow these requirements and ensure they are enforced within our offices and on our projects.

b) Complete Daily Health Screening

Prior to entering a project or accessing an office past the reception area, every person is required to complete a daily screening process. Depending on the smart device an individual may or may not have, this procedure may differ.

- iPhone users:
 - A QR code will be provide which will guide an individual to a Screening Survey consisting of three questions. All questions must be answered honestly to ensure the COVID-19 virus does not enter a project or office.
 - Once complete, the results must be shown upon entry to a project or office.
- Android users:
 - Under the posted QR code, a Screening Survey link will be available. The Screening Survey consists of three questions which must be answered honestly to ensure the COVID-19 virus does not enter a project or office.
 - Once complete, the results must be shown upon entry to a project or office.
 - There are also QR Code reader Apps free from the Google store that can be utilized.
- For individuals who do not own a smart phone, the current Screening Questionnaire (Appendix 9a, 9b or 9c) or equivalent must be completed daily.
- Appendix 9d is a combination of a site/office sign-in as well as a condensed screening questionnaire.

c) Maintain proper social/physical distance from others

One of the most proven ways to prevent the spread of COVID-19 is to maintain a personal bubble of two metres. Air born respiratory droplets are the main source of transfer and by maintaining your personal bubble, you can greatly minimize the threat of contracting the virus. If there is no way to avoid maintaining your bubble, be sure to properly wear a face covering and keep in-close meetings brief.

Strategies for the worksites include:

- Follow governing directives
- Keep gatherings to the recommended number
- Reduce face-to-face meetings, increasing the use of telephone and video conferences, and increase reliance on the electronic exchange of information
- Minimize meeting times and meeting in large rooms, reducing contact
- Whenever possible, physical contact with co-workers should be minimized i.e. avoid hand shaking, avoid lunch/break rooms
- The use of shared workstations should be minimized or increased cleaning between use should occur
- Flexible work hours, staggered shift changes, staggered lunch hours

d) Wear face covers when required

Until further notice, face covering use will be required in all indoor work settings, except when alone in a workspace or an appropriate barrier is in place. This includes:

- Project offices
- Company vehicles and personal vehicles when being used for business operations when more than one person is present
- While attending in-person meetings (i.e.: boardrooms)
- Anytime you leave your desk, cubicle or barrier/partition, for example:
 - When in the washroom
 - o Getting a coffee
 - Heating up you your lunch
 - o Moving in a hallway

Hand Washing

Thorough hand washing (with warm water and soap, alcohol-based hand rub, or antiseptic hand wash) is one of the most effective measure to reducing the spread of the current Pandemic. Proper steps for hand washing include:

- 1. Wet your hands and apply enough liquid soap to create a good lather. The temperature of the water should be between 35°C and 45°C.
- 2. Rub your hands palm to palm in circular motions. Rotate clockwise and anticlockwise.
- 3. Rub the Back of Hands
- 4. Interlink Your Fingers
- Cup Your Fingers
 Clean the Thumbs
- 7. Rub Palms with Your Fingers

All Maple Reinders' projects and office will have running water to ensure proper hand washing can be done.

Waterless alcohol-based hand sanitizers (with a minimum 60% alcohol solution) can be used as an alternative to hand washing and are useful when sinks or warm

running water is limited.

e) Isolation during Illness

Employees should stay home if they are unwell or caring for individuals who are ill. Isolation periods would be based on government guidance or recommendations from Maple Reinders Management. See Return to Work.

6. Containment Activities

a) Cleaning

During the current Pandemic, office and project cleanings will be reviewed and should include:

- Develop cleaning checklists to ensure areas are not missed and regular cleanings are measured
- Cleaning checks are to be scheduled
- Designated personnel or cleaning companies are to be assigned for the cleanings
- Steps to limit equipment sharing must be developed and implemented
- Cleaning schedules must be implemented if equipment sharing is unavoidable

Employees are expected to ensure their personal workspace is properly sanitized during normal operations as well as Pandemic times. Appendix 7 includes a summary of effective cleaning solutions.

b) Offsite Work Capabilities

Telecommuting, working at home, and the use of offsite locations are valuable tools that Maple Reinders can use to contain the spread of illness. Working remotely is a viable option and should be reviewed with an employees' manager. Managers are strongly encouraged to develop rotating in-office work schedules to reduce the number of employees in a workplace at one time in work environments with high capacities and where distancing cannot be maintained or workspaces are not adequately separated by barriers.

c) Management of Cases at Work

If an employee feels ill, or if someone observes that a person is exhibiting symptoms associated with the COVID-19 virus, the employee's supervisor should be contacted and the employee is instructed to leave site and seek medical attention. The supervisor should then discuss this situation with the site management team and the Pandemic Committee. The Contact Care Table (Appendix 12) can be used to aid in the reactionary steps.

If there is a confirmed case, the following steps are to be taken:

- 1. Use our Confirmed COVID-19 Case Response Flowcharts
 - a) Stop work on site or designated areas
 - b) Make contact your Division Manager and a member/s of the Pandemic Committee
 - c) Inform workers and subs of the confirmed case
 - d) Using the provided definitions, determine who has had Close Contact or Secondary Contact with the confirmed case at the project,

in a vehicle or in a hotel room

- e) Conduct an investigation using the Contact Tracing Form
- f) Determine what areas will need to be deep cleaned. Areas may include but are not limited to: site trailers, C-cans, washrooms, vehicles, tools, equipment etc.

d) Travel

As of November 23rd and until further notice all non-essential interprovincial travel will cease. Essential travel must be pre-approved by the COO.

The reduction of Zone-to-Zone travel is strongly recommended for employees in Ontario.

https://files.ontario.ca/moh-covid-19-response-framework-keeping-ontariosafe-and-open-en-2020-11-13.pdf

7. Treatment & Medical Assistance

a) Treatment

All treatment of cases will be done through the direction of employees' family Dr.

b) Medical Assistance

Employees currently have access to health care programs through government, benefit programs, social programs and employee assistance programs. Maple Reinders management will continue to regularly review these programs to ensure they are appropriate for employees' needs.

During the Pandemic emergency, the existing benefit, health services, and employee assistance programs, would be reviewed by Maple Reinders management to determine if supplement assistance would be required. This could include:

- Special policies for extended leave
- Additional employee compensation and/or sick leave
- Additional support for mental health care

8. Preparedness

a) Employee Awareness Training

As part of the PRP, awareness sessions will be provided through Orientations, ToolBox Talks and general broadcasting. Steps, such as staggering meeting times and changing meeting locations will occur ensure these sessions are conducted as per the guidelines.

b) Personal Planning Information for Employees

The CRT, PC and RMs will work with employees to assist with additional planning.

9. Return to Work (Exposure, defined as being in Close Contact with confirmed case.)

- *a)* If under self-Isolation due to travelling outside the country or you have had Close Contact with someone who has COVID-19, you are able to return to work if:
 - You have received a Negative COVID-19 test result;
 - You have isolated for 14 days;
 - You are symptom free;
 - You can pass the provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and
 - Your supervisor is aware of your return date
- **b)** If under self-Isolation due to failing the provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and you do NOT get a COVID-19 test, you are able to return to work if:
 - You have isolated for 10 days;
 - You are symptom free;
 - You can pass the provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and
 - Your supervisor is aware of your return date
- c) If under self-Isolation due to recommendations from a physician, or your provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and you have received a <u>negative</u> test result for COVID-19, you are able to return to work if:
 - You are symptom free;
 - You can pass the provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and
 - Your supervisor is aware of your return date
- *d)* If under self-Isolation due to recommendations from a physician, or your provincial self-assessment and/or the Maple Reinders' Screening Questionnaire and you have tested <u>positive</u> for COVID-19, you are able to return to work if:
 - You have isolated a minimum of 14 days;
 - You have completed all medically prescribed instructions;
 - You have received a negative test results or have received clearance from a medical professional;
 - You are symptom free;
 - You can pass the provincial self-assessment and the Maple Reinders' Screening Questionnaire and
 - Your supervisor is aware of your return date

Self-Assessment Tool links can be found on the Maple Reinders' COVID19 website.



TOOLS AND EQUIPMENT REQUIRED

- Face cover
- Hand sanitizer
- Waste bags
- Goggles
- Approved respirator or equivalent
- Disposable non-latex gloves
- CPR barrier/s

PROCEDURE

1. Assess patient walk in or onsite response

- 1.1. When a patient arrives at first aid station or you arrive on the scene, maintain physical/social distance if possible or wear a face cover and communicate to the patient that you are qualified to assess/assist them, you have been fully screened and acquire consent to assist.
- 1.2. Ensure EMS has been called if needed.
- 1.3. Remind others who may gather at the scene to maintain physical/social distancing, wear a face cover or fully disperse.
- 1.4. Perform hand hygiene (wash hands with soap & water or rinse thoroughly with hand sanitizer) and use the following additional PPE prior to treatment (non-latex gloves, approved face mask or respirator and face shield (if available)).
- 1.5. If you need assistance, ensure the above steps are taken before your assistant/s proceeds.
- 1.6. Only handle the equipment required during the treatment to reduce contamination.
- 1.7. Provide first aid within the level of your training. Once EMS arrives follow directions given.

2. Hygiene and disposal

This process is to be followed by every First Aid Attendant each time they render first aid treatment during a walk in or onsite response.

- 2.1. The entire first aid room and all equipment touched are sanitized. All potentially contaminated equipment, first aid room and PPE must be cleaned and disinfected before it is used, or access is allowed.
- 2.2. Remove all PPE (non-latex gloves, mask) carefully to ensure no cross contamination and dispose of it along with any potentially contaminated wipes, rags, first aid disposable materials.

Wash hands thoroughly before doing any paperwork.

11. Projects & Spare Truck Cleaning Requirements (APPEN 7 & 10)

Our construction sites operating during the Covid-19 Pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection. This guidance is intended to introduce consistent measures on all active projects.

The following shall be in place on each site:

- A Site Sanitation Checklist and schedule for cleanings
- Sufficient toilet facilities with soap/sanitizer dispensers
- Hand washing facilities with soap/sanitizer and paper towels
- Sufficient cleaning products for daily usage

Cleaning procedures will be in implemented on each project, with minimum of daily cleaning / wipe downs particularly in communal areas and at touch points including:

- Toilet and washing facilities ensuring dispensers stocked
- Door handles and push plates
- Handrails on staircases and corridors
- Elevator and hoist controls where shared use
- Machinery and equipment controls where shared use
- Shared keyboards, computer or phones
- Shared site radios o Photocopiers and other shared office equipment with touch points (eg coffee makers, microwaves etc)
- Common Areas desks/meeting tables/sign in points

Trash collection and storage points will be increased and emptied regularly and at the end of each day or as needed.

Efforts will be taken to reduce the need for the use of spare company trucks throughout the Pandemic. However, if the need is unavoidable, proper cleaning procedures will be completed to ensure the vehicle cab is properly sanitized for the next user. The Spare Vehicle Inspection Checklist will be completed (Appendix 11). Cleaning supplies such as wipes and hand sanitizer will be kept in the vehicle for immediate use.

APPENDIX 1 – REFERENCE MATERIAL SUMMARY

The following key reference materials were reviewed in the development of the PRP:

External Resources:

- Alberta, British Columbia, and Ontario Self-Assessment Tools
- World Health Organization
- Public Health Agency of Canada & Public Safety and Emergency Preparedness Canada Working Group on COVID-19 Influenza Planning Discussions Notes
- Public Safety and Emergency Preparedness Canada
- Health Canada
- New Zealand Ministry of Economic Development

- Canadian Electrical Associations Preparedness and Response, COVID-19 Influenza
- The Economic Impact of an COVID-19 Influenza Department of Finance Economic analysis and forecasting division January 24, 2006 Presentation
- Canadian Manufacturers & Exported COVID-19 Influenza: Continuity Planning Guide for Canadian Businesses

APPENDIX 2 – COVID-19 WARNING NOTICE

	COVID – 19 WARNING
	IF YOU HAVE:
•	A FEVER, FLU LIKE SYMPTOMS, A DRY Cough and shortness of breath
•	KNOWN EXPOSURE TO SOMEONE DIAGNOSED WITH COVID – 19
•	TRAVELED INTERNATIONALLY FOR THE LAST 14 DAYS
	PLEASE HELP US PROTECT THE
	PEOPLE ON THIS PROJECT AND DO NOT ENTER THE SITE.
	INFORM YOUR DIRECT SUPERVISOR VIA TEXT OR PHONE CALL

APPENDIX 3 – COVID-19 INFORMATION SHEET

DIFFERENCE BETWEEN COVID-19 AND A COMMON COLD									
SYMPTOM	COVID-19	Common Cold							
Fever	Usual, sudden onset 38C – 40C and lasts 3 – 4 days	Rare							
Headache	Usual but can be severe	Rare							
Aches and pains	Usual but can be severe	Rare							
Fatigue and weakness	Usual and can last 2 – 3 weeks or more after acute illness	Sometimes, but mild							
Debilitating fatigue	Usual, early onset can be severe	Rare							
Nausea, vomiting, diarrhea	In children <5 years old	Rare							
Watering of the eyes	Rare	Usual							
Runny, stuffy nose	Rare	Usual							
Sneezing	Rare in early stages	Usual							
Sore throat	Usual	Usual							
Chest discomfort/Cough	Usual and can be severe	Sometimes, but mild to moderate							
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache							
Fatalities	Well recognized	Not reported							
Prevention	frequent hand-washing, cover your cough, maintain two metres from other individuals, sanitize office and work areas daily	Frequent hand-washing, cover your cough							

DIFFERENCE BETWEEN COVID-19 AND A COMMON COLD

APPENDIX 4a – Corporate Response Team (CRT)

Member	Job title	Location
Harold Reinders	CEO	Mississauga
Jeremy Olthuis	COO	Edmonton
Paul Gibson	VP HR	Mississauga
Chris Moran	General Council	Mississauga

APPENDIX 4b – Pandemic Committee (PC)

Member	Job title	Cell Phone	Email	Location
Craig Sparks	H&S Manager	416-459-7344		Mississauga
Steve Van Hoffen	Director of Finance	905-745-5240		Mississauga
Kevin Dreyer	I.T. Director	416-4597930		Mississauga
Robin Sodia	HR Manager	416-948-1505		Mississauga
Jonas Van Gin Hoven	RM	780-289-7461		Edmonton
Glen Spalding	RM	250-470-8400		Kelowna
Natasha Braganza	H&S Admin	416-899-3874		Mississauga

APPENDIX 5 – COVID-19 TRACKING

General Instructions:

Each Regional H&S Coordinator will complete a weekly tracking sheet and report the HR Manager.

APPENDIX 6 - SUSPECTED COVID-19 HEALTH CASE AT WORK

General Instructions:

In order to ensure that an employee's private and medical information is properly managed and protected, all Regional Managers are asked consult with HR and to adhere to the following protocols:

- All medical information is personal information that must be held confidential. As such, electronic information containing such medical information must be kept in a protected location where access is limited and secure from viewing by other employees. Hard copies of medical information must be kept in a secure cabinet that cannot be accessed by others.
- 2. If it is necessary to raise an issue relating to an employee's medical information for business purposes (i.e. return to work decisions, coverage, etc.) any documents and e-mails must be marked "Confidential" and should be sent ONLY to those necessary to make a decision. Limit the amount of personal information (i.e. information that can identify a person such as their name, medical information, address, date of birth, etc.) to only that which is necessary in such communications.
- 3. If it is necessary to advise groups of co-workers who have been in contact with an employee who is away for medical reasons for the purpose of maintaining public health, convey the information without disclosing personal information of the employee who is away. Use generic terms whenever possible, like "an individual in your work area" or "an individual on your floor".
- 4. Aggregating any medical information for trending and reporting purposes is fine, as long as individual employees cannot be identified from the aggregated material.
- 5. All documentation should be placed and kept in a protected/secure location (electronically or hardcopy) in accordance with document retention requirements. The Regional Manager shall ensure that records of any confidential information beyond the time period that the information is required for business purposes, is disposed of in a secure manner.

APPENDIX 7 – CONTAINMENT AT WORKSITE – CLEANING

Disinfectants	Recommended Use	Precautions		
Sodium Hypochlorite				
1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach.	Disinfection of material contaminated with blood and body fluids.	Should be used in well- ventilated areas. Protective clothing required while handling and using undiluted bleach. Do not mix with strong acids to avoid release of chlorine gas. Corrosive to metals.		
Granular Chlorine I.e. Det-Sol 5000 or Diversol, to be diluted as per manufacturer's instructions.	May be used in place of liquid bleach, if it is unavailable.	Same as above.		
Alcohol I.e. Isopropyl 70%, ethyl alcohol 60%.	Smooth metal surfaces, tabletops, and other surfaces on which bleach cannot be used.	Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation. Keep away from heat sources, electrical equipment, flames, and hot surfaces. Allow it to dry completely, particularly when using diathermy, as this can cause burns.		

APPENDIX 8 – PERSONAL COVID-19 PLANNING

Personal Health

- Eat, rest well and exercise in moderation
- Wash your hands frequently with warm water and soap
- Cover your nose and mouth when coughing or sneezing
- Minimize visitors at home
- Check up on friends and family who live alone
- Teach your children to wash hands frequently with soap and water
- Stay informed watch for updates from public health providers
- Get the COVID-19 vaccine when available

Stay away from crowds

- Stock up (not panic buy) on basic items (food, water, medical supplies)
- Shop at smaller stores with smaller line-ups
- Shop at off peak hours
- Consider pre-ordering groceries and then just pick up or have delivered
- Pay bills electronically
- Postpone family gatherings, outings, trips

Stay healthy at work and at home

- Maintain contact with colleagues who may be working remotely
- Use Teams or Zoom to talk face to face (virtually)
- Continue to look after your physical and mental condition
- Maintain a healthy diet

APPENDIX 9a – COVID-19 ON-Employee Screening Questionnaire

(all #9 Appendices can be found on the Maple Reinders COVID-19 Website)

Maple * Reinders	SEST MANAGEI COMPANI Platinum memb	D ES er					
Maple Reinders' COVID-19 Screening Questions Ontario Region							
MRCL would like to ensure that the Health and Safety of all our workers and visitors during the COVID 19 pands primary priority. Please complete the following questionnaire. For the purpose of the questionnaire, <u>CLOSE CONTACT</u> means: Working with, socializing with or caring for an individual with a confirmed case of COVID-19 for a prolonged period of t minutes) within 6 a foot distance without the use of approved personal protective equipment (fitted N-95 mask and fa	time (greate	er than 15					
with someone who has COVID-19 OR has come in direct contact with bodily fluids of an infected person (e.g. was coug	hed on, sne	ezed on					
or shared food and/or drink).							
1. Are you experiencing:							
Any of the following symptoms: severe difficulty breathing, severe chest pain, lost consciousness, feeling confused or unsure of where you are.	Ŷ	N					
Any of the following symptoms: fever, new cough, shortness of breath (even when inactive)	Y	N					
Two or more of the following symptoms: muscle ache, fatigue, headache, sore throat, runny nose, lost sense of taste or smell	Ŷ	N					
2. Do ANY OF the following apply to you:							
I have a condition that compromises (weakens) your immune system (lupus, rheumatoid arthritis, HIV)	Y	N					
I have a chronic (long-lasting) health condition (diabetes, emphysema, asthma, heart condition, COPD)	Ŷ	N					
I am getting treatment that compromises (weakens) your immune system (chemotherapy, medication for transplants, corticosteroids, TNF inhibitors)	Ŷ	N					
Regularly going to a hospital or health care setting for a treatment (for example, dialysis, surgery, cancer treatment)	Y	N					
 In the last 14 days, have you been in close physical contact with someone who currently has COVID-19? This includes getting a COVID Alert exposure notification. 	Y	N					
 In the last 14 days, have you been in close physical contact with someone who either: 							
is currently sick with a new cough, fever, difficulty breathing, or other symptoms associated with COVID-19?	Y	N					
returned from outside of Canada in the last 2 weeks?	Y	N					
5. Have you travelled outside of Canada in the last 14 days?	Y	N					
If you answer YES to <u>ANY</u> of the above questions, do NOT proceed on to site. Immediately contact your direct supervisi instructions.	or for furthe	er					
If you feel you may be at a higher risk from contracting COVID-19, MRCL encourages you to practice prudent social distancing and consider whether your presence on site today if necessary. Please indicate that you understand this request.	Y	N					
SITE: COMPANY:							

NAME:

DATE:

APPENDIX 9b – COVID-19 AB-Employee Screening Questionnaire

Maple 🝁 Reinders



Maple Reinders' COVID-19 Screening Questions Alberta Region

MRCL would like to ensure that the Health and Safety of all our workers and visitors during the COVID 19 pandemic remains our primary priority. Please complete the following questionnaire.

For the purpose of the questionnaire, CLOSE CONTACT means:

Working with, socializing with or caring for an individual with a confirmed case of COVID-19 for a prolonged period of time (greater than 15 minutes) within 6 a foot distance without the use of approved personal protective equipment (fitted N-95 mask and face shield) OR is living with someone who has COVID-19 OR has come in CLOSE contact with bodily fluids of an infected person (e.g. was coughed on, sneezed on or shared food and/or drink).

1. ARE YOU EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS: Severe difficulty breathing (e.g. struggling for each breath, speaking in single words), severe chest pain, having a Y Ν hard time waking up, feeling confused, lost consciousness Shortness of breath at rest Inability to lie down because of difficulty breathing Y Ν Chronic health conditions that you are having difficulty managing because of your current respiratory illness Fever, new onset of cough or worsening of chronic cough, new or worsening shortness of breath, new or Y Ν worsening difficulty breathing, sore throat, runny nose, lost sense of smell and taste 2. In the past 14 days, has your employer or AHS told you that you've been in close contact with a confirmed case Ŷ Ν of COVID-19? 3. In the past 14 days, did you return from travel outside of Canada? Y Ν

If you answered YES to ANY of the above questions, do NOT proceed on to site. Immediately contact your direct supervisor for further instructions.

The Maple Reinders' Pandemic Committee urges all age groups to take the appropriate steps to stop the spread of this dangerous disease. Governing authorities have provided factual evidence that COVID-19 affects all age groups and health levels.

If you feel you may be at a higher risk from contracting COVID-19, MRCL encourages you to practice prudent social distancing and consider whether your presence on site today is necessary. Please indicate that you understand this request.							Y	N		
SITE:						COMPANY:				
NAME:						DATE:				

APPENDIX 9c – COVID-19 BC-Employee Screening Questionnaire

Monlow
Maple * Reinders
Reinders



Maple Reinders' COVID-19 Screening Questions British Columbia Region

MRCL would like to ensure that the Health and Safety of all our workers and visitors during the COVID 19 pandemic remains our primary priority. Please complete the following questionnaire.

For the purpose of the questionnaire, CLOSE <u>CONTACT</u> means:

Working with, socializing with or caring for an individual with a confirmed case of COVID-19 for a prolonged period of time (greater than 15 minutes) within 6 a foot distance without the use of approved personal protective equipment (fitted N-95 mask and face shield) OR is living with someone who has COVID-19 OR has come in direct contact with bodily fluids of an infected person (e.g. was coughed on, sneezed on or shared food and/or drink).

1. ARE YOU EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:		
Severe difficulty breathing, severe chest pain, having a hard time waking up, feeling confused, losing consciousness	Y	N
Mild to moderate shortness of breath, inability to lie down because of difficulty breathing, chronic health conditions that you are having difficulty managing because of difficulty breathing	Y	N
2. Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones? Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell or taste, headache, muscle aches, fatigue or loss of appetite	Y	N
3. Have you travelled to any countries outside Canada (including the United States) within the last 14 days?	Y	N
4. Did you provide care or have close contact with a person with confirmed COVID-19? Note: This means you would have been contacted by your health authority's public health team.	Y	N
If you answered YES to <u>ANY</u> of the above questions, do NOT proceed on to site. Immediately contact your direct further instructions.	supervisor	for

The Maple Reinders' Pandemic Committee urges all age groups to take the appropriate steps to stop the spread of this dangerous disease. Governing authorities have provided factual evidence that COVID-19 affects all age groups and health levels.

			 MRCL encoura essary. Please	• • •		Y	N
SITE:			COMPANY:				
NAME:			DATE:				

APPENDIX 9d – COVID-19 Active Screening Sign-In Sheet

Maple 🝁		50				JOB SITE S	GN IN/OUT LOG
Reinders		*					
Integrity in Building Excellence				This Documen		d submitted prior to	beginning your shift.
Project Name & Number:					Date:		
COVIDScreening Questions							
Question 1: Have you travelled outs	ide of Canada in the past 1	4 days?					
Question 2: Have you had close co	ntact with a confirmed or p	robable case of COVID-1	19?				
Question 3: Do you have any of the	following symptoms? feve	er or chills, dfficulty breat	thing or shortness	of breath, cough	, sore throat, trouble b	reathing, runny nose,	
loss of smell or taste, nausea, vomi	ting, diarrhea, abdominal pa	ain, not feeling well, extre	eme tiredness, so	re muscles			
If you answer yes to any of the	se questions please im	mediately leave the p	roject or office a	and contact the	superintendent or	your manager.	
Name (Printed)	Company	Signature	Have You Received a Site Specific Orientation? YES OR NO	Time In	Question 1 Yes(Y) or No(N)	Question 2 Yes(Y) or No(N)	Question 3 Yes(Y) or No(N)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

APPENDIX 10–COVID-19 Site Sanitation Checklist

Maple * Maple Reinders	COVID	- 19 Daily	Site Sa	nitation	Checklis	t	
IMPORTANT! To ensure all Maple Reinders' projects and offices are kept sanitized	and safe to a	operate, the follow	ing steps sho	all be taken. So	anitary faciliti	es and	
wash stations are to be cleaned a minimum of three times per day.		, , ,	<i>y</i> ,				
Project Name		Project Number					
Project Representative		Time					
SITE ADMINISTRATION		_					
COVID - 19 Screening Process Screening Questionnaire	Complete	Not Completed				N/A	
Daily Sign-In							
COMMUNICATIONS							
Item Title / Details	Complete	Not Completed				N/A	[
COVID - 19 discussed in orientations							
Covid-19 ToolBox Talks delivered in an open air setting							
Handwashing, coughing/sneezing, and symptoms posters							
CONSTRUCTION SITE TRAILER CLEANING CHECKLIST							
Cleaning and disinfection - Common areas		Not Completed	AM	Midday	PM	N/A	
Common areas (Trailers - desks, tables, lunch room, door handles)							
Computer equipment, keyboards etc if shared Handrails on stairs and corridors							
Door handles							
Sign In points							
Site radios/phones that are shared							
Printers/Copiers/ Fax machines/Plannir (2)40ard markers)							
Sanitary Measures	Complete	Not Completed				N/A	
Hand washing method display (WHO)							
Water stations available							
Soap dispensers or Hand Sanitizer Available Paper Towels Available							
Disinfectant wiping products Available							
Chemical toilets / sanitary blocks		Not Completed	AM	Midday	PM	N/A	
Toilets Cleaned and supplies available - including sink, handles) Trash Cans regularly emptied (when necessary)							
Washing stations - Cleaned and supplies available							
CLEANING OF CONSTRUCTION SITE TOOLS, MACHINERY Item	Complete	Not Completed	AM	Midday	PM	N/A	
Sanitization of shared tools			AIVI	Wildday	F IVI		
Elevator/Hoist controls							
Sanitization of heavy equip interiors (1 per day if single use)							
ON SITE ITEMS							
Workers	Complete	Not Completed				N/A	
Good hygiene practices discussed during ToolBox Talks							
All meetings conducted virtually or in open air settings Staggered breaks and lunch breaks where required							
Staggered preaks and junch preaks where required							1
COMMENTS / OBSERVATIONS and RECCOMENDATIONS							
Please document your observation	s and accompo	any them with photos	f appropriate				
VERIFIED BY	Data						
Superintendent or designate	Date						
	_					-	
Signature							
	_						

APPENDIX 11–COVID-19 Spare Vehicle Inspection Checklist

Maple * Reinders										
Integrity in Building Excellence			Vehio	cle Info	rmation					
Vehicle:			Da	te Out:		DATE In:				
License Plate: Prov: Km Out							Km In			
Driver:										
Drien to Cto	untino en			Check	list					
Prior to Sta		d condition?)				∏ Ye	<u> </u>		0	
		el (adequate for c	ondition	e2)						
		low, missing lug i		3:)			od		eeds Repair	
									Needs Repair	
Leaks (visible leakage under vehicle?) Body condition (dings & scratches?) Indicate on reverse								Damage Noted		
COVID19-Have you sanitized high touch areas in the					Yes I		N] No		
		g wheel, radio, arm								
		ooling is not all	owed in	this veh	nicle.					
After Star			•							
		ht (did it come or							es	
		nfirmation (did it							es	
¥		ney all work? Hi	beams?)		│ │ Ye	-	N N	-	
U	,	they all work?)					-		-	
Upon Retu		they work?)					3		0	
		ess (appropriate o	condition	(?)		∏ Ye	s		0	
Fuel tank				,		Ye	s		0	
Deficienci	ies repo	orted				Ye	s		0	
		nance performed	?			🗌 🗌 Ye	s	🗌 N	0	
Receipts						🗌 🗌 Ye	S	🗌 N	0	
		s returned?				🗌 Ye	s	N	0	
		you sanitized hi	•			🗌 🗌 Ye	S	🗌 🗌 N	0	
		g wheel, radio, arm								
		you left enough		ig produ	ices in	Ye 🗌	S	□ N	0	
this vehic	cle for	the next person	?							
Notes										
SIGNATU	RE.									

APPENDIX 12–COVID-19 Contact Care Table

Table 1. Categories of contacts by exposure risk level

Risk Level	Description of Risk Level	Isolation Level/ Contact actions	Public health authority (PHA) actions
High	 Close contact(s) of a case: provided direct care for the case (including health care workers, family members or other caregivers), or who had other similar close physical contact (e.g. intimate partner) without consistent and appropriate use of recommended personal protective equipment . OR who lived with or otherwise had close, prolonged f contact (within 2 metres) with a case up to 48 hours prior to symptom onset or while the case was symptomatic and not isolating, OR had direct contact with infectious body fluids of a case (e.g., was coughed or sneezed on) without the appropriate use of recommended personal protective equipment. e 	 a. Quarantine (self-isolate) 9 at home for 14 days from last unprotected exposure b. Follow good respiratory etiquette and hand hygiene practices. c. Self-monitor for the appearance of symptoms, particularly fever and respiratory symptoms such as coughing or shortness of breath. d. Take and record temperature daily and avoid the use of fever reducing medications (e.g., acetaminophen, ibuprofen) as much as possible. These medications could mask an early symptom of COVID-19; if these medications must be taken, advise the PHA. e. Isolate within the home setting as quickly as possible should symptoms develop, and contact the local public health authority for further direction, which will include: where to go for care, appropriate mode of transportation to use, and IPC precautions to be followed. 	 Conduct an individual risk assessment Active daily monitoring of contacts for symptoms
Medium	 Non-close contact: provided direct care for the case, (including health care workers, family members or other caregivers) or who had other similar close physical contact with consistent and appropriate use of personal protective equipment OR who lived or otherwise had prolonged f contact but was not within 2 metres of a case up to 48 hours prior to symptom onset or while the case was symptomatic and not isolating. 	Self-monitor for symptoms for 14 days following their last contact. Follow actions recommended for the entire population Avoid close contact with individuals at higher risk for severe illness https://www.canada.ca/en/public- health/services/diseases/2019-novel- coronavirus-infection/health- professionals/interim-guidance- cases-contacts.html#co	 Conduct a risk assessment for non-close contacts, if feasible No active monitoring
Low/No known risk	Only transient interactions (e.g., walking by the case or being briefly in the same room) or unknown but possible transient interaction due to the occurrence of local community transmission.	• Follow actions recommended for the entire population https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html#co	 Provide community level information Provide individual advice, if required

APPENDIX 13–COVID-19 Confirmed and Non-Confirmed Case Response Flowcharts

Confirmed C	OVID-19 Case - Response Flowchart - Office	e Locations
	A Maple Reinders' office is notified of a	
	confirmed case of an employee or an	
	office guest	
	Stop work at the office location	
	Make contact your Division Manager	
Governing officials do not	and a member/s of the	
need to be notified at this	Pandemic Committee	
time		
	Inform office employees of the	
	confirmed case and close the office	
	Use the provided definitions and	
	investigation form to determine who	
	has had Close Contact or Secondary	
	Contact with the confirmed case at the	
	office or spare vehicle	
CLOSE CONTAC	Conduct an investigation using the	INDARY CONTACT
	Contact Tracing Form	
letermine who had close contact with		Determine who had secondary
the confirmed case and send them	Determine what areas will need to be	contact with the confirmed case, the
nome immediately to <u>self-isolate</u> for 14	deep cleaned. Areas may include but	will be required to continue with self
day	are not limited to: reception, meeting	monitoring
	rooms, washrooms, personal offices,	

All flowcharts in their entirety can be found on the website

Commed CC	VID-19 Case - Response Flowchart - Pro	ject Locations
	A Maple Reinders' project or a Maple	
	Reinders' JV project is notified of a	
	confirmed COVID-19 case on site	
	Stop work on site or designated areas	
	Make contact your Division Manager	
Governing officials do not	and a member/s of the	
need to be notified at this	Pandemic Committee	
time		
	Inform workers and subs of the	
	confirmed case	
	Using the provided definitions,	
	determine who has had Close Contact	
	or Secondary Contact with the	
	confirmed case at the project, in a	
	vehicle or in a hotel room	
	Conduct an investigation using the	
CLOSE CONTACT	Contact Tracing Form	SECONDARY CONTACT
Determine who had close contact with	Determine what areas will need to be	Determine who had secondary contac
the confirmed case and remove them	deep cleaned. Areas may include but	with the confirmed case, they will be

			× 1.1					
			You or your child	do not fe	el well			
existing ed to:	Your illness is <u>NOT</u> related to a pre- existing condition such as but not limited				such as a diagnosed cold or a	lated to a pre-existing condition lergies AND is showing more than		
cold	to: diagnosed flu, diagnosed cold, allergies				sunny nose AND sore throat			
					Do not take your child to school and isolate			
	COVID-19 test ASAP.	come in to work and schedule a			test is completed o	r there is an emergency		
	direct supervisor you are off due to testing and immediately inform them of the results.			Consult with your family doctor, inform them of the symptoms and take your child in for a COVID-19 test				
If you receive a Neg	rative test	lf you	receive a Positive test	lf your	child's test result is	If your child test result is		
result and you feel well, inform result, in		result, inform your family doctor and supervisor		e, they can return to f: they do not have a	Positive, they cannot return school unless they are cleare			
and continue with protocols im		imn	immediately for further instructions		(without the use of it has been 24 hours	by Public Health. Inform the school or day care		
			since their symptoms have improved and they have not		immediately. As the parent guardian, you must also sel			
					close contact with one diagnosed with COVID-19	isolate and follow instructions/flowcharts regarding Close Contact with		
					0000-13	confirmed case		

APPENDIX 14-COVID-19 How to create a safe Social Circle/Bubble/Cohort Group



Safe Social Circle/Bubble/Cohort Group

Ontario, BC and Alberta

To all Maple Reinders employees and partners, as the second wave surges in all Provinces and restrictions on Social Circles, Bubbles and Cohort Groups continuously change, the Pandemic Committee asks you to keep yourself up to date and informed on regional restriction.

The only way we get through this is if everyone does their part.

https://news.ontario.ca/en/release/58449/ontario-limits-the-size-of-unmonitoredand-private-social-gatherings-across-entire-province#resources

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/social-interactions

https://www.alberta.ca/restrictions-on-gatherings.aspx