



TEMPORARY COVID - 19 PROTOCOLS

Version 2

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COVID-19 - STANDARDIZED PROTOCOLS FOR ALL COMCO WORKSITES AND OFFICE 3

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COVID-19 - STANDARDIZED PROTOCOLS FOR ALL COMCO WORKSITES AND OFFICE

The Standardized Protocols for Comco Worksites and Office outlines the best practices for construction sites in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection and rapid response measures, will minimize the impacts of the crisis and ensure business continuity and the protection of our staff.

These protocols are an adaptation of the original document produced by the Canadian Construction Association; much of the following text is a direct quote from the document. A link to the original document can be found in the reference section.

Objectives of the Comco Standardized Protocols

- Prioritize the health and safety of workers and of their surrounding communities.
- Apply recommendations and best practices from federal, provincial and municipal public health authorities to construction site procedures.
- Establish and maintain a common COVID-19 Pandemic Response Plan across construction sites.
- Foster open communication amongst stakeholders and ensure a respectful work environment.
- Standardized Protocols for Comco sites as well as the office.
- Allow for continued and safe business operations.

Prevention Measures

Communication and awareness

- All Comco employees are to be signed up to the group alerts@comcocanada.com. This group will be used to communicate all COVID related items. Employees are expected to check the group / emails in respect to the group regularly.
- Clear signage is posted at entry points on the sites and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis. All paper postings should be in weather resistant covers.



- Signage hand washing shall be posted at all hand washing stations.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada, Canada Public Health Agency:
 - Avoid touching 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;
 - Dispose of any tissues you have used as soon as possible in a lined wastebasket and wash your hands afterwards.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe;
 - Work from home when possible and safe to do so.
 - Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc;
 - Avoid common greetings, such as handshakes
 - Wash hands often with soap and water for at least 20 seconds, and especially after using the washroom;
 - When preparing food, and after blowing your nose, coughing, or sneezing. Use alcohol-based hand sanitizer if soap and water are not available.

Business-related travel

- Non-essential business travel is not authorized. Business travel is limited to travel to and from worksites.
- When travel is authorized all staff are required to personally disinfect their living and eating areas as part of their daily duties. Management of the accommodation is to be notified that no cleaning or access to the accommodation is permitted.
- When there is a break in use of an accommodation, for example over a weekend, staff will maintain possession of the accommodation and ensure no access is permitted while they are away.
- To limit the spread of COVID-19, the Government of Canada advises to avoid all non-essential travel outside of Canada, until further notice. Any worker who has travelled outside of Canada (or inter-provincially if applicable) must self-isolate for 14 days and seek approval prior to coming back to work. This includes any personal travel. Refer to your supervisor for detailed instructions as these may vary.

Working remotely

- Where practical, all office employees supporting a project should work remotely. Meetings are to be held through teleconferencing or videoconferencing. This can be



done through the Comco “Hangouts” or “Google Meet” which have been already installed on Comco managed devices.

- When work from home is not practical it becomes the employees duty to take extra cleaning precautions detailed later in this document.

Staff Status

- Detailed tracking of worker’s status on-site and off-site are kept at all time (e.g., fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily and their privacy maintained. All staff are required to disclose all interactions which present a danger of contagion of other staff members.

Construction site and office cleaning protocols

- All offices and jobsites implement additional cleaning measures of common areas as recommended by the CDC and PHAC. All door handles, railings and personal workstation areas are wiped down twice a day with a disinfectant, such as disinfectant wipes or spray.
- Individuals are responsible for cleaning their workstation area with disinfectant at the beginning of their shift and again during the day.
- Individuals are required to clean all common items prior to each use.
- Additional sanitary measures are implemented on site are hand washing protocols, hand sanitizer stations and provision of disinfectant wiping products. (As products become available).
- Commonly touched points in vehicles used by staff should be disinfected prior to use.

Limiting and removing internal touch point areas

- Limit access and use of coffee machines and water fountains.
- Do not use common pens for sign in sheets at construction sites.
- Where possible keep doors open to avoid touch points.
- Employees are expected to disinfect common area touch points before each use.

Compartmentalization

- Construction site is to be segregated to the extent possible in zones or other methods to keep different crews physically separated at all times. This promotes social distancing and supports the containment of propagation should it arise.



- Field staff should begin on site and not at the Comco office. Visits to the office space should be limited to parts pick up and necessarily paperwork drop off. Work day begins on arrival at the work site, not the Comco Office.
- When possible crews should remain consistent.
- When possible phone calls, video calls and emails are to replace in person interaction with those outside of your work crew.
- If the site has an elevator they may be occupied by only one individual at a time or where feasible, by respecting the social distancing guidelines.
- For business related travel, including to and from local job sites, staff must travel in separate vehicles in order to maintain social distancing, except for emergency situations.

Site operation

- Number of in-person meetings should be limited. If required, they should be five people or fewer and only with prior management approval. Management will seek alternative processes before authorizing. If authorized social distancing protocols must be maintained.
- Avoid crowded places and non-essential gatherings.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.
- Workers at sites avoid working less than two meters from others for prolonged periods unless their role requires closer proximity. In such cases, appropriate face masks and other PPE must be worn.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another.

Other

- Any other measures deemed to increase the safety or limit the propagation of the virus.

Detection measures

Screening at entry of construction site

- Workers are to control all 3rd party access to the work site.
- Visitors should be limited and postings in respect to visitors must be posted at all job sites.



Response measures

- Any individual exhibiting flu-like symptoms such as fever, chronic coughing or congestion is instructed to:
 - Not come to work.
 - Contact their supervisor and/or human resources department.
 - Stay at home and self-isolate as directed.
- Employees who have been identified as having potentially been exposed to the virus (i.e., first degree of separation level) or exhibit symptoms of the virus are required to not return to work until they receive medical clearance which includes having taken a COVID-19 detection test for which the result is negative. In addition the employee must have self isolated for a minimum of 14 days since exposure or being symptomatic.

Additional Notes and Responsibilities

- All employees are expected to keep informed and follow rules and guidelines set out by the various levels of Canadian Government. It is every Canadian's duty to do what is asked of them during this emergency for all our benefit. Employees found in violation of those guidelines may be deemed unfit for duty and required to quarantine for 14 days before returning to work.
- While Comco has been declared an essential service in most of its business activities non essential work will be discontinued. This may result in shortened work hours from time to time.
- When an item is found to be non compliant to this Protocol it is everyone's duty to make every effort to correct the non compliance without delay and should not continue operations unless it is fully safe to do so.
- The Ontario Government is implementing serious penalties for violations of social distancing and other emergency rules covered in this document. These fines can be up to a year in jail and \$100,000 for individuals. Directors of the company can be fined up to \$500,000 and corporations up to \$10,000,000. All staff is required to follow extreme diligence and refuse any work which violates these emergency protocols.

Reference Materials

Refer to following sites regularly to keep yourself informed on this evolving situation.



Government of Canada

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Ontario Provincial Government

<https://www.ontario.ca/page/2019-novel-coronavirus>

Simcoe Muskoka Health:

<http://www.simcoemuskokahealthstats.org/topics/infectious-diseases/a-h/covid-19>

Canadian Construction Association: (Original Document by Zack Mullins)

<https://www.cca-acc.com/wp-content/uploads/2020/03/CCA-COVID-19-Standardized-Protocols-for-All-Canadian-Construction-Sites-03-26-20.pdf>

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures. Please refer to the version number and date to ensure you are reading the most up to date document.