

Industra COVID-19 Prevention Procedures & Orientation

Version 4 (April 1, 2021)

Purpose of Program

The purpose of this program is to protect our workers, our customers and the people we work with from the spread of the COVID-19 virus and to maintain our good reputation as a responsible employer and construction company by following the latest government and safety protocols.

Procedures & Orientation

These procedures must be issued to, read, and acknowledge by all Industra employees, subcontractors, suppliers and visitors entering the jobsite.

The situation with COVID-19 changes daily. These procedures will be updated regularly as we improve our understanding about COVID-19 and as we improve the safety precautions for workers on Industra projects.

Your participation is critical! If you have any ideas to make things safer, please share them with your superintendent. If you have a concern for your safety and health at work or the safety and health of other workers, you are strongly encouraged to share any concerns with your superintendent.

Adherence to safety procedures is a requirement, as your safety and health and the safety and health of all our workers is our number one priority.



Contractors and workers who do not comply with these procedures may be asked to leave the site.

One person's risky behaviour puts all of us in jeopardy!

To prevent the transmission of COVID-19 to workers on this project, Industra's prevention procedures include:

- Health monitoring.
- Social distancing.
- Hand hygiene.
- Cleaning and disinfecting.
- Contractor and project specific procedures.

COVID-19 OHS&E Personnel

At each Industra worksite, the superintendent is appointed as Industra's COVID-19 OHS&E Personnel (CSC) and will:

- Review and assess contractor COVID prevention procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID-19 prevention procedures and record inspection findings in the Superintendent Daily Field Report.
- Conduct the Daily COVID-19 Assessment.

- Report and investigate presumed and confirmed cases of COVID-19 to health and safety manager and project manager.
- Review and instruct Industra project workers in this procedure and other Industra COVID-19 policies and procedures.
- As per standard procedures, document contractor attendance issues in the Superintendent Daily Field Report.
- Ensure posters explaining hand washing and hand sanitization and other signage are posted, are in correct location and in good order.
- As per standard procedures, verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- As per standard procedures, investigate any reports of workers not complying with these procedures or concerns expressed by workers.
- Refer any issues or concerns to the project manager and/or the health and safety manager.

Subcontractor COVID-19 Prevention Procedures

Subcontractors are required to provide Industra with a copy of their procedures to prevent the transmission of COVID-19.

If subcontractors have not provided Industra with COVID-19 Prevention Procedures, they will not be allowed to work on an Industra project.

1. Subcontractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. For example:
 - Tasks that involve two or more workers working in close proximity, such as carrying a pipe or drywall.
 - Restricted work locations where there is insufficient space to maintain social distancing, such as cab of a vehicle or small room.
2. The procedures must be covered in the subcontractor's worker site orientations and training.
3. Subcontractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:
 - PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
 - Tools – hand saws, chop saws, grinders, vacuums, etc.
 - Equipment – aerial work platforms, forklifts, power trowels, etc.
4. Where subcontractors are responsible for cleaning and disinfecting, they are required to provide to Industra copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID-19.
5. Subcontractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID-19 for the subtrades working for them.
6. Contractors are required to appoint a COVID-19 OHS&E Personnel (CSC) at each work location.

Health Verification of Workers and Visitors

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Industra superintendents

and subcontractor superintendents to be vigilant and that includes monitoring for symptoms of COVID-19.

1. Workers and visitors who are exhibiting symptoms of COVID-19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on Industra projects.
2. Any workers or visitors intending to access the site must complete an Industra COVID-19 Assessment questionnaire. The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
3. Subcontractor superintendents are required to verify, at start of shift and end of shift, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.

Social Distancing

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other. Industra requires that all workers observe social distancing. Social distancing includes measures to:

- Limit groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, and so on.
- Prevent workers from congregating at the entrance to the project, hoist, stair wells, scaffolding, washroom facilities, and so on.
- Restrict access to occupied work areas like trailer offices.
- Control traffic patterns. For instance, designate only up and only down stairwells and in or out gates. These measures will help avoid the potential for workers to pass each other within the social distancing space.

Subcontractors are required to:

- Communicate and reinforce self-distancing practices with their workers.
- Conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability.
- Notify Industra of any concerns they have for social distancing practices or work procedures.

Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water as hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- At the start of their shift and before they start 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.

Industra will provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Cough and Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

Cleaning and Disinfecting

Industra will conduct daily cleaning of hard non-porous surfaces throughout construction sites including:

- Site office trailers.
- Lunch, meeting and first aid room(s).
- Stair, including scaffold stair railings.
- Portable toilets.
- Elevator/hoist and equipment controls.

The following new procedures must be followed by all workers:



- ***Before using a tool or operating a piece of equipment or vehicle that another worker has operated prior to you, use an alcohol- or bleach-based cleaner provided, clean all surfaces that you could potentially touch.***
- ***Do not use someone else's PPE. Additional PPE will be made available or must be requested from the superintendent.***

In addition, special cleaning must now be completed by an assigned Industra worker. These new cleaning procedures, called COVID-19 Wipe Down Cleaning Procedures, are documented in the Safe Work Practice – COVID-19.

In the event there is a presumptive (i.e., non-confirmed) case of COVID-19 on the site, Industra will immediately isolate and clean work areas and surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, Industra will close the site and a specialized biohazard remediation abatement company will professionally disinfect the contaminated areas.

Wearing Gloves, Safety Glasses and Masks

All workers must wear gloves and safety glasses at all times during this COVID-19 pandemic. Wearing gloves and safety glasses, besides being a safety requirement reduces the likelihood of workers touching their eyes, nose or ears reducing the potential of transmission from contaminated surfaces.

Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

Safety glasses should be cleaned with hand soap and water on a regular basis.
At this time, the use of a reusable (e.g., cloth) face mask is optional.

Project Orientation

The current concerns for COVID-19 make orientations and toolbox talks especially important as a means of communicating with new workers the safety precautions that they must comply with for them to work on this site.

It is also a moment when we can reassure workers that our project is being managed for their safety, that we take COVID-19 seriously and that the most important thing to us is their health and safety because a healthy workplace is a happy and productive workplace.

Before providing an orientation to new workers and visitors, complete the COVID-19 Assessment to verify that each person is healthy and fit for work. Workers that are not permitted access according to the assessment must be turned away.

As part of the verbal orientation, review:

- What is social distancing of 2 meters (~6 feet).
- Location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- Location of Industra posters and other communications.
- Site specific procedures for hoists, stairwells, and so on.
- What Industra is doing at the site to promote a safe workplace and remind them that their health is important to us.
- The importance of reporting to their superintendent if they are feeling unwell and leaving the project.
- Mask requirements for the location and contract tracing methods in use

Project Radios, Cell Phones and Tablets

- Do not share communication devices such as radios, cell phones and tablets. Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.
- Disinfect radios and cell phones at start of shift and regularly throughout the shift.
- To sign the COVID-19 Assessment on Industra's superintendent's tablet, workers can use a disposable object or wrap their finger in a clean tissue.

Stairwells and Scaffold Stair Towers

If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:

- Calling out and communicating that they have entered the stair and are proceeding up or down and thus warn people to prevent them from entering the stairwell until they have passed.
- Staging outside stair entrances until it is clear for them to enter.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.

Project Offices or Trailers

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain social distancing. The following applies:

- Hold discussions outside where practicable.
- Make use of vacant offices or trailers to redistribute staff to limit contact.
- Post “Restricted Access” signage on door with contact information including phone number.
- Keep the door locked to prevent access.
- Restrict the number of people who are allowed to enter these offices to social distancing allowances.
- If you are a visitor in an office or trailer, do not touch things and, if possible, keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards, or documents.
- Disinfect commonly touched items like door handles, chairs, tables, and stair handrails.

Lunchrooms

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee and lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside.
- Remove garbage often.
- Clean and disinfect tables, microwaves, and other commonly handled items between lunch shifts.
- If air circulation is a concern, install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed— ideally separately.
- Masks are mandatory when distancing is not an option, only to be removed for eating / drinking.

First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA).



As a precaution, First Aid Attendants must wear an Industrial P95 or P100 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers’ health in accordance with the COVID-19 Assessment questionnaire.

If workers are feeling unwell or exhibiting symptoms of COVID-19, they need to inform their superintendent and Industra ASAP. If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self -isolating and treatment. If workers are travelling on public transit or in close contact with others to get to their homes and if available, Industra will provide sick workers with Industrial P95 or P100 masks to be worn by them to help prevent any transmission from the sick worker.

Acknowledgement

I acknowledge that I have read, understood, and will abide by the COVID-19 Prevention Procedures and the following, and any future, Safe Work Practice (COVID-19).

Date

Time

Industra Project Name

Project No.

Superintendent's Name

Signature

Name of Employee, Subtrade
Supplier or Visitor

Name of Company









Signature

Safe Work Practice

As per our Safe Work Practices & Job Procedures, a Safe Work Practice has been created and, given the significance of the COVID-19 pandemic, is reviewed at least once a week. See sample below.

Updated versions are emailed to all staff, posted at job sites and offices, and posted on Industra’s website (www.industra.ca).

Table 1: Sample COVID-19 Safe Work Practice

Safe Work Practice							
COVID-19				Version 7 April 1, 2021			
Potential Hazards and Symptoms							
<ul style="list-style-type: none"> • Fever. • Cough. • Sneezing. • Sore throat. • Difficulty breathing. • Feeling confused. • Losing consciousness. 							
Required Personal Protective Equipment and Devices							
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							
Illness Severity							
<p>The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, a report out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe underlying health conditions (e.g., heart disease, lung disease and diabetes) are most at risk of contracting the virus. Based on the rapid spread of COVID-19, there is now mounting evidence that people without symptoms can be carriers of the virus.</p>							
How COVID-19 Spreads							
<ul style="list-style-type: none"> • Person to person (within 2 meters of each other). • Respiratory droplets (coughing and sneezing). • Contact with contaminated surfaces. 							

Safe Work Practice

COVID-19

Version 7 | April 1, 2021

Safe Work Practice on the Jobsite

All Workers:

- Follow the requirements and procedures in the Industra Project Site COVID-19 Prevention Procedures & Orientation, which includes all the items listed below.
- Put a distance between yourself and other people. Maintain a minimum distance of 2 meters at all times.
- Clean your hands often. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- Cough into your sleeve, not your hand.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact. DO NOT shake hands.
- If you are ill, your immune system is compromised. Stay home to avoid contracting COVID-19.
- Before using a tool or operating a piece of equipment or vehicle that another worker has operated prior to you, using an alcohol- or bleach-based cleaner provided, clean all surfaces that you could potentially touch.
- Do not use someone else's PPE. Additional PPE will be made available or must be requested from the superintendent.
- Wear a mask when specified or distancing cannot be maintained

Superintendents:

- Reduce the number of people on site, if possible.
- Increase workplace cleaning. Provide the necessary supplies such as hand sanitizer, disinfectant spray, wipes, and soap.
- Conduct or assign someone each day to conduct the COVID-19 Wipe Down Cleaning Procedures (see procedures below).
- Enforce social distancing measures at all times to a minimum 2 meters between.
- Enforce all the other requirements in the Industra Project Site COVID-19 Prevention Procedures & Orientation and in the subcontractor's COVID-19 Prevention Procedures.
- Do not congregate in close quarters such as the lunchroom. Stagger breaks if required.
- Pay very close attention to all workers health status (e.g., cough, sore throat, sneezing).
- Complete the COVID-19 Assessment Report daily and as required (e.g., visitor to jobsite).
- Communicate with your PM on a regular basis.
- Wear a mask when distancing cannot be maintained, when in meetings and

Safe Work Practice

COVID-19

Version 7 | April 1, 2021

transporting workers.

- Monitor crew for compliance with COVID-19 protocols, strictly enforce non-compliance.

Steps to Protect Others

- Any employee that has been out of the province or country within the last 30 calendar days will not be permitted on site.
- Stay home if you are sick, except to get medical care.
- Cover coughs and sneezes using your elbow or a tissue and IMMEDIATELY wash your hands in soap water for at least 20 seconds.
- Clean and disinfect frequently touched surfaces daily (e.g., doorknobs, faucets, tables, electronic devices). Common disinfectants work.
- DO NOT share masks or respirators.
- DO NOT share drinks or food.
- DO NOT touch items that do not belong to you.

If You are Diagnosed with COVID-19

- Contact your superintendent immediately so they can ensure everyone is also screened.
- Stay home. Do not go to work, school, or public areas.
- Stay away from others in your home, including animals. Stay in a specific room and use a separate washroom.
- Continue to wash your hands often.
- Clean surfaces.
- DO NOT share personal household items.
- Monitor your symptoms.
- Seek medical attention if your illness is worsening.
- Alert health department (ask your doctor to do this).
- Stay home until instructed to leave.

COVID-19 Wipe Down Cleaning Procedures

At least twice a day, preferably at the start of the work shift and at the end, the following steps must be conducted by the superintendent or assigned person:

1. Locate appropriate cleaners (alcohol- or bleach-based) and PPE at the job site to do the site cleaning.
2. Put on the appropriate PPE.
3. Clean all necessary surfaces including doorknobs, handles, faucets, tabletops, and all other non-porous surfaces touched or near where people may have been.
4. When finished, store cleaners and PPE accordingly.

Safe Work Practice

COVID-19

Version 7 | April 1, 2021

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This safe work practice must be reviewed at a minimum once a week.

References

- [BC Government – COVID-19 Provincial Support and Information](#)
- [BC Centre for Disease Control – COVID-19](#)
- [BC Government – BC COVID-19 Symptom Self-Assessment Tool](#)
- [Government of Canada – Coronavirus disease \(COVID-19\)](#)
- [WorkSafeBC – COVID-19 Information and Resources](#)
- [BC Construction Association – Construction Briefing: COVID-19](#)