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## Purpose

This guideline is written to ensure Black & McDonald workers, sub-contractors & visitors understand the methods and practices put in place to help prevent the spread of the novel coronavirus (COVID-19) in our community and reduce the risk of exposure within our workplace.

## Overview

The following is a general overview of how COVID-19 is transmitted. It is provided as background to assist in the development of strategies aimed at implementing the rules set out by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

- The virus is thought to spread through respiratory droplets and aerosols. Respiratory droplets and aerosols may be produced through a cough, a sneeze, normal breath or conversation.
- These respiratory droplets or aerosols may cause viral transmission from person to person when individuals are near one another. Guidelines from the health authorities provide further guidance and recommend that individuals should avoid being less than six feet from others for prolonged periods.
- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

## General Principles


These general principles should be considered when applying the practices outlined in this document.

To prevent the spread of the novel coronavirus (COVID-19) in our community and reduce the risk of exposure within our workplace, each employee and visitor of Black & McDonald is required to complete a Fit for Duty Questionnaire to ensure proper contact tracing. Employees, will be required to complete this form daily (see attached). Subcontractors and Visitors will also be required to complete this form prior to entry to a Black & McDonald project/facility.

This will be the first item completed daily, followed by the site PJHA to address site conditions and potential hazards. Please ensure that all COVID-19 related hazards / risks and controls are captured using the B&M PJHA process.

Please conduct a tool box talk / safety meeting with your crews (and any subcontractors) to go over these important details.

Black & McDonald will be responsible for ensuring all required PPE and sanitization products are available for the staff.

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Field staff can also make reference to Standard Operating Procedures (SOPs) for further direction, as required:

- SOP - Working in a potentially contaminated area
- SOP - Air Filter Maintenance (During COVID-19)

Employees have a duty to inform Black & McDonald management and supervision if they do not have the required products to complete their job safely.

## Fit for Duty Requirements

Each employee and visitor to Black & McDonald is required to complete a Fit for Duty Questionnaire. Employees, will be required to complete this form daily (see attached). Subcontractors and Visitors will also be required to complete this form prior to entry to a Black & McDonald project/facility. Once the Fit for Duty Form is completed, the Supervisor is to review the forms to ensure no-one has indicated “yes” to any of the questions.

**Workers** deemed fit for duty, shall gather with their crew to complete the PJHA (pre-job hazard assessment), while maintaining physical distancing and/or masking requirements as necessary.

**Sub-contractors** deemed fit for duty, shall gather their crew together, complete the PJHA, while maintaining physical distancing and/or masking requirements as necessary, and provide a copy to their B&M Supervisor.

**Visitors** deemed fit for duty will be allowed access to the site or facility as long as they are escorted (supervised) by their Black & McDonald Contact and maintain physical distancing and/or masking requirements as necessary.

**Fit for Duty:** If any worker, sub-contractor or visitor (who does not meet the Fit for Duty requirements) answered “Yes” on any question, please call your Supervisor/Manager and do not allow the individual to enter the work place.

- **NOTE:** Supervisor/Manager **must** inform a member of HSE/HR and they will document the event on the Event/Illness Log for follow-up and provide guidance on next steps.

## Pre-Job Hazard Assessments (PJHA) / Toolbox Talks

The Pre-Job Hazard Assessment (PJHA) is completed daily and if conditions change taking into account site conditions, potential hazards identified and the controls implemented to eliminate or control the hazards to the workers. Ensure that all COVID-19 related hazards / risks and controls are captured on the PJHA.

**PJHA Sign-off and Acknowledgement:** During this extraordinary time, sign-off and acknowledgement on the PJHA by crew members can be completed by the Foreman/Supervisor. After review of the PJHA and agreement by the crew that they have a safe work plan in place, the Foreman/Supervisor shall call out each crew member to receive a verbal confirmation and will initial on the PJHA next to that worker’s name. Employees have a duty to inform Black & McDonald management and supervision if they do not have the required products to complete their job safely. The handling of the PJHA sign off by one person (Foreman/Supervisor) will help to eliminate the potential for cross contamination.

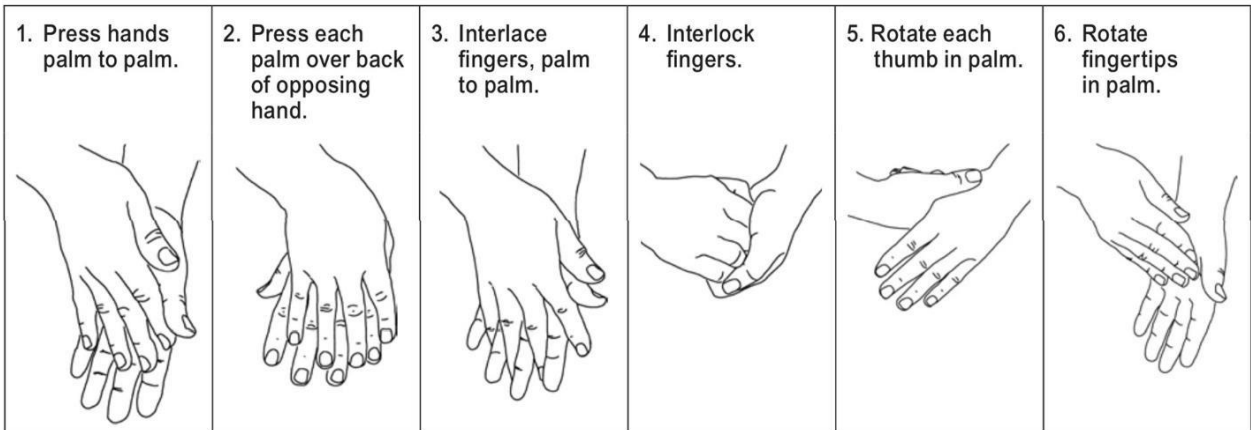
**Toolbox Talks:** A daily tool box talk/safety meeting shall be conducted with the crews (and any subcontractors) to go over any important details arising from the PJHA’s and any current topics related to COVID-19 for the day. Conduct in an open environment. Maintain physical distancing. Alternatively, tool box talks can be done in the smaller groups per crew.

## Hygiene Practices

Workers are required to wash and/or sanitize their hands with soap and water for at least 20 seconds. Hand sanitizer can be used as a substitute or in addition to proper hand-washing practices:

- 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
- When they return home from work
- Do not shake hands; avoid physical contact.
- Do not share food, drinks, clothes, personal hands tools.
- Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.)
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect commonly touched surfaces, PPE (mask/respirators) and tools
- Turn your head away from others when coughing or sneezing
- No transfer of papers. Site supervisor to sign on their behalf
- Informational signage, describing proper hand washing and hand sanitization techniques will be posted at hand washing and hand sanitization facilities.
- Do not apply hand sanitizer on the outside of latex/nitrile gloves as it may compromise the integrity of the gloves.


### Hand Washing Procedure



## Project Orientations

Where site orientations must be conducted, the following shall be followed:

- Limit the number of persons in the orientation. **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce physical distancing.**
- Do not share items such as pens, pencils or other office materials.
- Disinfect tables and chairs after each orientation.
- As part of the verbal orientation, discuss:
  - Physical distancing of 2 meters (6 feet)

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- Hygiene, and location of hand washing and hand sanitization stations.
- PPE (masking) requirements
- Additional government/company guidance related to Covid-19 Safe Work Procedures

### Project Offices/Trailers

- Access will be restricted. Contact information (phone #) is placed on the outside of the door.
- The limited the number of personnel allowed in the office trailers at any one time is to maintain 2 meter (6 feet) separation.
- Maintain the distance requirements (2m or 6 feet).
- Indoor environments require the use of facial coverings (surgical, N95 masks)
- Do not touch items – “keep your hands to yourself”.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, etc.
- Handrails leading up to the trailer or office: Routinely disinfect.


### Lunchroom

- Extra signage to be posted in trailers to remind workers to wash or disinfect their hands before and after eating.
- Lunch and coffee breaks shall be staggered to reduce the number of workers in the lunchroom at the same time.
- Maintain physical distancing by staggering seating arrangement, or don't eat in the lunchroom.
- Remove garbage often.
- Routinely disinfect the tables and other commonly handled items.
- Ensure sufficient fresh air supply to reduce “recirculating” the air inside the lunchroom. Set-up negative air if required.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- If you have to take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed – ideally separately.

### Washrooms & Wash-up Facilities

Washrooms & wash up facilities shall be provided for workers. A reasonable supply of water & soap shall be available at the site. When conditions dictate, hand sanitizer shall be provided as a supplement.

- **Service & Maintenance:**
  - The facilities shall be serviced, cleaned and sanitized as frequently as necessary to maintain them in a clean and sanitary condition.
  - Service frequency shall be a least twice per day.
    - End of shift so facilities are clean & ready for the following day.
    - Mid shift to maintain facilities in a clean and sanitary condition.
- **Responsibilities:**
  - Black & McDonald has a responsibility to ensure the facilities are available, serviced

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and maintained where we have control (ownership – constructor) of the project site.


- Supervisors have a responsibility to inspect the facilities regularly to ensure they are in a clean and sanitary condition.
- Workers have a responsibility to respect the facilities, leave them in a clean condition as found and report to their supervisor and concern related to the sanitary condition of the facilities.

## Work Locations

- Maintain physical distancing between workers (2m or 6 feet).
- Stagger work crews to reduce the number of people on site, if possible.
- Where possible, reduce the number of partner workers.
- If pairing of workers is required, try and maintain the same pairing of workers throughout the shift (i.e. avoid the interchanging of workers as much as possible, to avoid and limited exposure across a large number of workers)
- Avoid unnecessary talking / yelling – plan to have clear communication and work plan to execute the task(s).
- Use mechanical lifting devices / equipment if it allows for proper physical separation (i.e. as an alternative to a team lift). Disinfect/sanitize after use.
- Use other devices (tag lines, lifting equipment, etc. to hold / steer objects in place) Maintain distance with other crews on project – particularly those who work for other contractors.
- Stagger work times within the same environment to ensure crews remain separate
- **Optional:** A supervisor may utilize his vehicle as an isolated work space in work environments where a 6ft distance cannot be maintained. Provided that this is safe to do so and it does not create additional work hazards, the supervisor may conduct his regular duties through use of a communication device such as their cell phone or a radio.
- Clients may require proof of vaccination status prior to entry onto site.

## Vehicles/Mobile Equipment

- Ensure vehicles/mobile equipment are sanitized and disinfected daily, at the end of each use. The operator of the vehicle/mobile equipment must ensure that at least once per day, or more often as required, the vehicle/mobile equipment is sanitized and disinfected. Use designated product (i.e. Sanitizer wipes, Spray 9, Bleach/Water mixture, etc.)
- Where possible/feasible, maintain 1 person per vehicle/mobile equipment. Under circumstances where this cannot be adhered to, PPE (masking) requirements must be followed where workers are within 2m (6feet) distance of each other, which includes the mandatory use of a mask. Internal air recirculation on the vehicle's temperature control board, must be turned off.
- If emergency conditions require two workers or more within the same vehicle (where the extra seats allow), all workers shall follow the PPE requirements where workers are within 2m (6feet) distance of each other, which includes the mandatory use of a mask. Internal air recirculation on the vehicle's temperature control board, must be turned off.
- When refueling, use appropriate PPE such as latex/nitrile gloves and use hand sanitizer to ensure no cross contamination.
- Operators of vehicles/crews and equipment shall be specifically assigned to a particular vehicle or equipment where practical to eliminate the potential for cross contamination.

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- Circle check/operators logs shall be provided to each driver and operator. They are to bring the books with them and remove them from the vehicle/equipment at the end of the work day and or the end of their work assignment for the day.

## Tools

- Avoid sharing tools or equipment.
- If you have to share equipment, clean and disinfect points of contact on the equipment. Example: on a shared extended work platform, before use wipe down controls, gate, guardrails and any other parts touched by hands. Disinfect it when you are done.

## First Aid Treatment

- First Aid Attendants to wear a *surgical mask, KN 95 mask, N95 mask* or ½ mask respirator (P100) face shield and medical gloves when treating workers.
- Any treatment shall be recorded in the First-Aid Treatment Log.

## PPE Requirements


- Type II Class E Hard Hat as required
- Eye protection (safety glasses, spoggle, form fitting eye protection). Please remember that your eyes are another pathway, so glasses or goggles are prudent.
- Face shield (FR, where the electrical hazard exists).
- Safety Boots – minimum 6” meeting minimum CSA/ANSI Standards (*worker supplied*)
- Disposable Tyvek Coveralls / FR rated coveralls where required by task
- Nitrile Gloves in combination with task specific gloves with appropriate cut ratings
  - *Where leather gloves are used, they must be cleaned/disinfected daily*
- Surgical Mask, KN95 Mask, N95 Mask or a Respirator with P100 filters or equivalent, where 2m (6feet) separation cannot be maintained.
  - *Consider wearing a cloth mask over a surgical mask (double masking) where 2m (6 feet) separation cannot be maintained. This ensures a tighter fit of the surgical mask.*
- If surgical/paper half masks are used, replace daily or more often as necessary (i.e. if the mask becomes soiled).
- N95/KN95 masks shall be maintained as required.
- If half-face respirator (*P100*) are used, properly disinfect the mask and change out cartridges as required. Fit testing requirements must be adhered to.

**\*\*\*\* In situations where live electrical hazards exist, PPE worn must meet minimum FR rating requirements related to the identified electrical hazard. \*\*\*\***

- Hand Sanitizer or Wipes

## Other Considerations and Prevention Procedures

- Workers are expected to comply with the physical distancing requirements of 2m (6ft), but if this cannot be applied in certain situations, a surgical mask mask is required. In addition, it is imperative for our workers to understand and respect the importance of coughing / sneezing away from anyone, and into their sleeve, and practicing good hygiene measures.

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- There will be times when workers will need to be closer than 2m (6feet) due to the nature / task of the work and must adhere to the PPE Requirements listed above in addition the following mitigation measures:
  - No sharing of tools, if required, must be cleaned/disinfected before use.
  - Cough or sneeze into your sleeve if you must. Try to move to an area away from others.
  - Limit time working within a 2m (6feet) radius of others to essential tasks.
  - Avoid unnecessary talking / yelling – plan to have a clear communication / plan to execute the work.
  - Do not share communication devices. 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.
  - For larger groups working together, who cannot manage physical distancing to do their work must have a conversation with the HSE Advisor and the Project Team to ensure the work can proceed safely. Crews that work together all the time will have a lower risk than rapidly assembled crews.
  - Consider adjusting shifts to accommodate reduced density of crews and rotate availability of workers who may have other challenges
  - Consider double masking (wearing a cloth mask over a surgical mask)

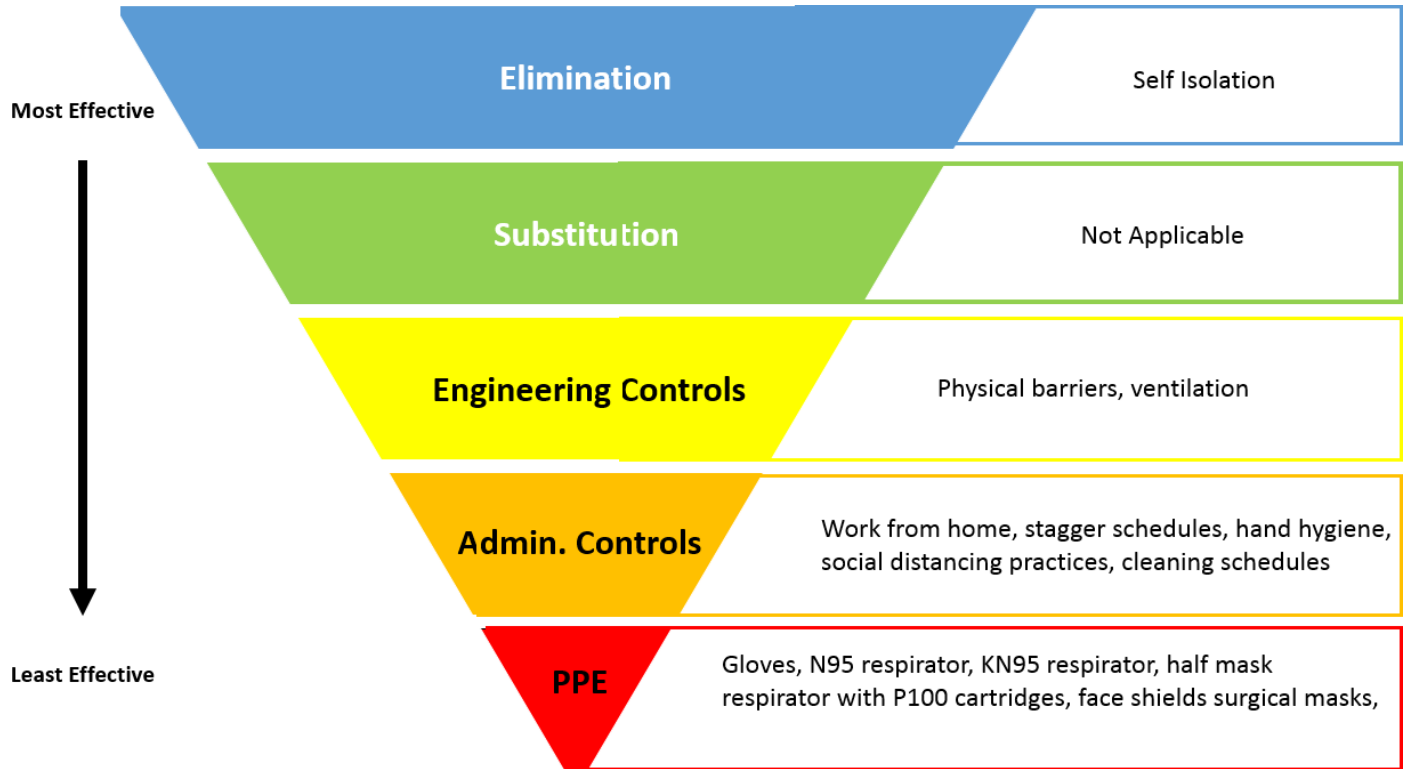
## Risk Control

Health and Safety legislation and best practices require employers to implement controls in the following hierarchy:

1. Elimination
2. Substitution
3. Engineering
4. Administrative
5. Personal Protective Equipment (PPE)

Elimination of the hazard, while the most difficult to implement, is the most effective measure of control as it completely removes the hazard from the workplace, or removes the worker from the hazard.

Personal Protective Equipment (PPE) is considered the least effective measure of control as the worker is exposed to the hazard. If the equipment is ill-fitting, the wrong selection for the task, or worn improperly, the risk of incident can increase.



We understand that all job sites/offices and work locations provide a unique set of challenges in regard to mitigating the risks for exposure to Covid-19. So for site/work location specific plans please contact your local HSE representatives for assistance.

At any time any worker is uncomfortable with the process, the work is to be stopped and reassessed.