



2020

Pandemic – COVID-19 Exposure Control Plan

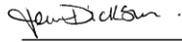






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Section 1: Introduction

This plan is prepared for:

All Sites

This plan is to be used in conjunction with:

- All Provincial Health Officer (PHO) orders,
- Windley Contracting Ltd.'s Corporate Safety Manual (2020) and any site specific safety plans (HSPs),
- Relevant Safe Work Practices and Safe Job Procedures,
- All other applicable site specific and regulatory documentation.

Our highest priority is the health and safety of our valued personnel, clients, contractors, the community and anyone else connected to our business operations.

Health Hazards Associated with COVID-19

Coronaviruses are a large family of viruses mostly found in animals. In humans, they can cause *communicable diseases* ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). A previously unknown Coronavirus that causes a disease called COVID-19 is currently causing a global *pandemic*.

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. The most common symptoms include fever, dry cough and fatigue. Other symptoms may include aches and pains, congestion and sneezing, sore throat, difficulty breathing, and, less commonly, vomiting and diarrhea.

Among confirmed cases, some have had no symptoms at all; others have had mild symptoms and some have been severe. Following initial infection, symptoms may take up to 14 days to appear. Often symptoms appear gradually and progress.

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes (*droplet borne*). Through these droplets, if you are in *close contact*, the virus can enter through the eyes, nose or throat. The virus is not known to be *airborne* and it does not come through the skin. If a person uses their hand to cover their mouth or nose when they cough or sneeze, the virus can then be spread by *direct physical contact*.

The virus can live for a time on inanimate objects, such as door handles and gas pumps.



Definitions

Airborne - transmitted through floating particles in the air

Close contact - being within 2m of a person

Communicable disease - a disease whose causative agents may pass or be carried from one person to another directly or indirectly

Direct physical contact - touching skin or hands of an infected person increasing risk of exposure

Droplet borne – transmitted through droplets of fluid from nose or mouth; method of illness spread

Pandemic - illness occurring over a wide geographic area affecting an high proportion of the population

Physical distancing - maintaining a distance 2 meter or more from other people and limiting interactions

Self-isolation - staying home and limiting your contact with others for an outlined period of time

Self-monitoring - monitoring for symptoms such as fever, cough and difficulty breathing for a period of time

Standard precautions - a group of infection-prevention practices applying to all persons at all times

Touch points - commonly touched areas or objects by multiple people (surfaces, printers, door handles, taps, coffee pots, etc.)

Section 2: Statement of Purpose

The information contained in this Exposure Control Plan is to be used by all persons working on any Windley Project to protect from illness associated with pandemic exposures as per WorkSafeBC Occupational Health and Safety Regulation 5.54. The plan includes engineering controls, regular inspections and cleaning and continual education.

Section 3: Responsibilities

Executives and Management are responsible for:

- Developing and providing a written Exposure Control Plan, established by a qualified person addressing the occupational exposure risks to pandemic and droplet-borne transmitted viruses in the workplace.
- Developing suitable written procedures to eliminate or reduce the risk of exposure to individuals with communicable diseases.
- Ensuring that the materials (for example, tools, equipment, PPE, and other resources such as worker training) are readily available or completed.
- Ensuring that supervisors and workers are educated in the hazards of COVID-19, and trained to work safely during the pandemic.
- Ensuring that workers follow the requirements of the Occupational Health and Safety Regulation and the Workers Compensation Act.
- Maintaining written records of training, crew talks, inspections, and other relevant communications.
- Conducting a continual review of this ECP to ensure that the most up to date information is provided, at least annually (or more often if conditions change). This includes a review of available control technologies to ensure that these are selected and used when practicable.



- Initiating immediate investigations into incidents/accidents and reporting these to WorkSafeBC, as required.
- Work with the owner and qualified coordinator to ensure the coordination of health and safety activities for the worksite.

Supervisors (Superintendents and Foremen) are responsible for:

- Obtaining a copy of this ECPs (*and/or other similar such information*), and ensuring such are made available at each work site.
- Ensuring that all the tools, equipment, PPE and materials necessary to implement the ECP is available (*and in good working order*) prior to allowing work activities to commence.
- Ensuring that all workers (*under the supervisor's direction and control*) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are able to “demonstrate competency” and understanding of risks and requirements.
- Ensuring that workers adhere to the ECP, including PPE and personal hygiene requirements.
- Coordinating work activities with the Owner and subcontractors as required, and/or otherwise implementing the controls necessary to protect others who could be adversely affected by Windley Contracting Ltd.'s acts (*or omissions*).
- Ensuring written procedures are conveyed to personnel to eliminate or reduce the risk of exposure to individuals with communicable diseases.

Employees (including contractors) are responsible for:

- Participating in all required health and safety education and training.
- Working in accordance with the project/task specific ECP and following all related rules and SJPs/SWPs.
- Using the assigned protective equipment in an effective and safe manner.
- Reporting (*immediately*) to their supervisor, any hazards (*i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.*).
- Reporting to the employer any exposure incidents or any signs or symptoms of illness.

Section 4: Risk Identification and Assessment

A risk assessment was conducted on March 18th, 2020; all office personnel are assessed at low risk, and site and shop personnel are assessed at moderate risk. Low risk workplaces are workplaces that typically have no contact with potentially infectious people through limited face to face interaction with others and limited or no travel outside of the office. Moderate risk workplaces are where people may be exposed to potentially infectious people from time to time, including through face to face meetings, discussions, document transfer and labour. There are no high risk scenarios on any Windley Contracting sites.



Section 5: Risk Control

Elimination

The primary control method used to decrease risk on our sites is to eliminate all close contact work. This means that 2 meter *physical distancing* between people will be maintained wherever possible. Office personnel are working from home where able, and the shop is limiting accesses by appointment only. All essential meetings will be held by phone or video conferencing.

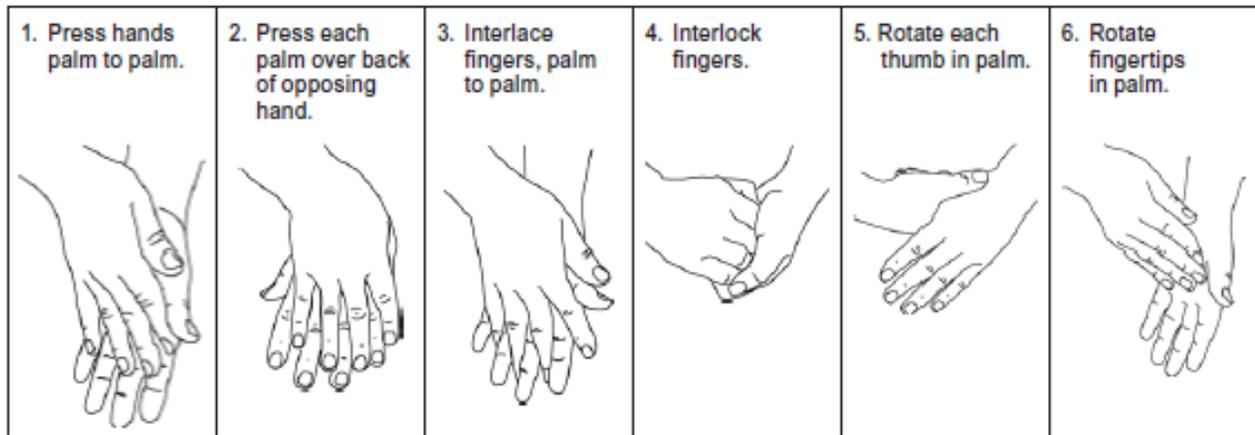
Engineering

- Only one person permitted per vehicle in order to maintain 2 meter *physical distancing*.
- Extra hand washing stations and cleaning supplies are provided on all projects.
- Sharing of tools and equipment is not permitted unless necessary; if sharing is needed, extra cleaning precautions (outlined below) is required.
- Site meetings will be held out of doors, or if indoors, must follow extra cleaning precautions (outlined below); 2 meter physical distancing must be maintained.
- Digital signing of documents is preferred. FLHAs may be completed by one person noting all those attending; individual signatures are not required at this time. If digital signing is not possible, use own pen, and wear a clean pair of disposable nitrile or latex gloves; dispose of them after use.
- Wherever possible, all documents should be shared electronically. If this isn't possible, use a clean pair of disposable gloves when joint handling. Dispose of gloves after use.

Administrative Controls

Hand washing

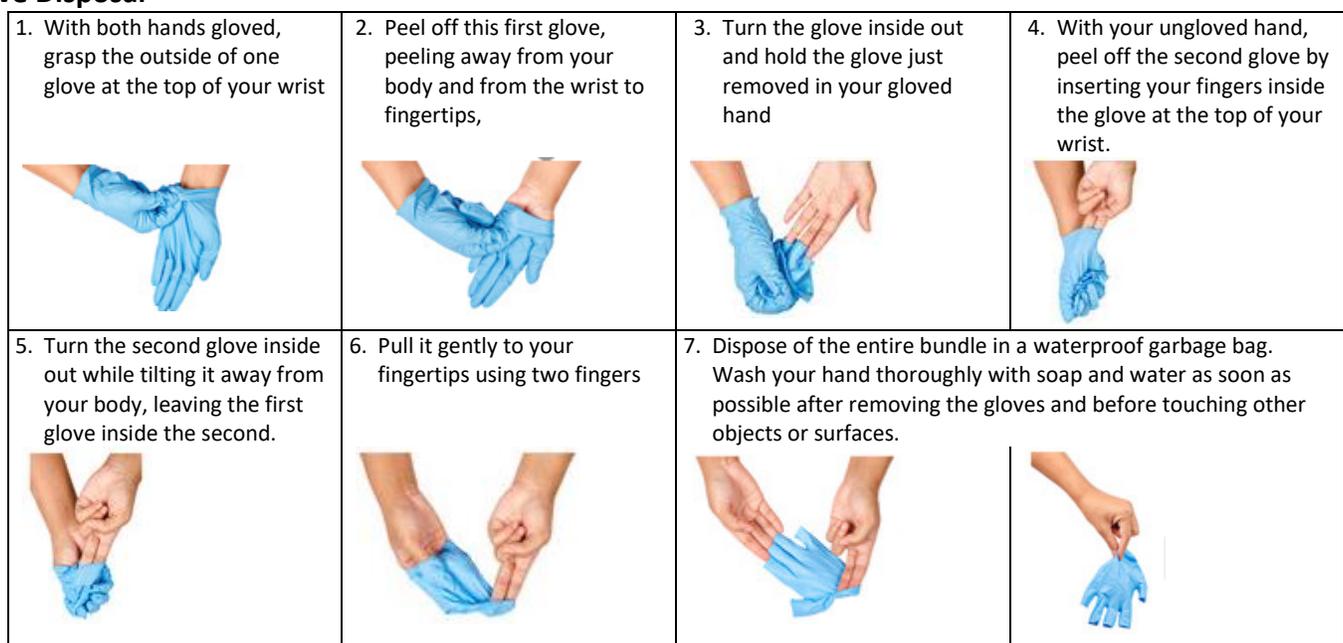
- Wash your hands often and wash them well
- Wash your hands immediately:
 - when arriving at a work area,
 - when you leave a work area,
 - after handling materials that may be contaminated,
 - before and after signing or handling joint documents or shared tools or equipment,
 - before eating, drinking, smoking, handling contact lenses, applying makeup or touching your face for any other reason, and
 - after using the washroom or blowing your nose.
- Wash your hands just generally often throughout the day.
- Wash with soap and water for AT LEAST 20 seconds; if soap and water are not available, use an alcohol-based hand sanitizer.



Surface Sanitization

- Clean all common surfaces often, including offices, break rooms, first aid rooms or dressing stations, shared equipment or tools.
- Clean surfaces in the morning, after coffee, after lunch and at the end of the day at a minimum. Also clean before or after any meeting.
- If tools or equipment are shared out of necessity, then the person using the tool or equipment must clean when finished; wipe down steering wheels, handles, levers, buttons, knobs, seats, etc.
- Wear disposable gloves when cleaning and dispose of all waste in a proper garbage bin.
- If supplies are low, please contact the shop.

Glove Disposal





Daily Health Checks and Contact Tracing

- All sites have daily health check and daily sign-in protocols in place.

To avoid bringing COVID-19 into the workplace or home

- If possible, carry protective gloves with you at all times.
- Use hand sanitizer or wipes to clean publicly handled items such as shopping carts, gas pumps etc. If not available, wear gloves.
- Wipe down *touch points* in your vehicle such as steering wheel, shifter, knobs, door handles (outside and inside) and seat belt mechanism after handling. If sanitizing wipes or cleaners aren't available then protective gloves should be used.
- Avoid handling cash and use the tap function on your debit/credit card if possible.
- Avoid activities or areas where people congregate.
- If restaurant meals are required, order food to go.
- Change/remove clothing (coveralls, work jackets and other apparel) and footwear at the workplace. Place clothing in a garbage bag and immediately upon arriving home, launder clothes or leave in bags until laundry is done at a later date. Leave footwear in a well-ventilated area at the workplace or leave shoes outside the house. Wash hands after handling clothing and footwear.

Other Standard Precautions

- Do not touch your eyes, nose or mouth.
- Cough and sneeze into your elbow.
- Self-monitor at all times.
- If you are sick stay home.
- Follow the guidelines outlined in the BC COVID-19 Symptom Self-Assessment Tool;
<https://bc.thrive.health/covid19>
- If directed to self-isolate, do it; follow these guidelines:
<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/COVID19-Self-isolation-for-contacts-travellers.pdf>

Personal Protective Equipment

All persons must wear a mask when indoors in common areas (do not need to wear in office or room while working alone); masks required outdoors when physical distancing cannot be maintained. All visitors must wear a mask. In addition, all standard PPE requirements apply for all tasks; the use of gloves including disposable nitrile or latex gloves are recommended as above for some situations, however, PPE as always is the last line of defense and all other controls should be considered and implemented first.



Section 6: Education and Training

All personnel involved on a Windley Project will be educated in this Exposure Control Plan and the associated SWP as well as any developing information via tool box meetings and other communication methods.

Section 7: References

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

<https://bc.thrive.health/>

<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/COVID19-Self-isolation-for-contacts-travellers.pdf>

<https://news.gov.bc.ca/releases/2020EMBC0002-000542>

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>