



WHAT TO DO IF YOU FEEL ILL

- If you feel ill, STAY AT HOME:
 - Don't come in to the office
 - Don't go to the job site or to the shop
 - Do call your supervisor
- Monitor yourself daily for symptoms like fever, cough or difficulty breathing
- If you have symptoms, contact your local health care provider
- You can also call HealthLinkBC at any time by dialing 811
- If you have travelled internationally stay home for 14 days
- If you have had close contact with an infected person you are at high risk of exposure:
 - In this circumstance, stay at home for 14 days and call HealthLinkBC
 - Mandatory quarantine may be required
- There are various support programs coming available; if you don't know where to turn, call the office
- As always Windley Contracting Ltd. personnel have access to disability benefits if needed
- *Remember, if you have any concern whatsoever: if you may have been exposed to someone who travelled internationally, for example, contact your supervisor before coming to work.*

Want more information? Look up these reputable sources:

BC Center for Disease Control:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

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

World Health Organization:
<https://www.who.int/>

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

BC Self-Assessment Tool/Info App
<https://bc.thrive.health/covid19>

WorkSafeBC COVID 19 Updates
<https://www.worksafebc.com/en/about-us/covid-19-updates>

BC Construction Safety Association;
includes COVID information related to construction and **mental health resources**
<https://www.bccsa.ca/>

Windley Contracting Ltd.

Performance & Strength

COVID 19 Employee Information

3711 Shenton Road
Nanaimo, BC V9R 0E3

Phone: 250.758.3411
Fax: 250.758.0917
info@windleycontracting.com

Introduction

As we are all aware there is a worldwide pandemic of an unusually virulent illness (labeled Covid-19 or Coronavirus) currently spreading throughout the world. While this virus is not normally fatal to healthy people, it is new and spreading quickly, and there are some steps we can take to help protect the health of our all personnel.

Firstly, it is important that all sites spend extra time keeping common areas such as break-rooms, offices and first aid rooms or dressing stations clean. Surfaces in these areas should be cleaned after a meeting, after coffee, after lunch, after any first aid treatment and at the end of the day. Avoid sharing food from packages such as chip bags, doughnut boxes, etc.

Individually, we can all take standard precautions:

1. Wash your hands often and well
2. Avoid touching common surfaces like handles and buttons
3. Do not share your tools or your PPE
4. Do not touch your eyes, nose, or mouth
5. Cough or sneeze into your elbow
6. Do your part to keep the portable toilets clean
7. If possible sanitize publicly handled items like gas pumps or wear gloves
8. Wipe down touch points in your vehicle and home
9. Avoid areas where people congregate
10. Self-monitor at all times
11. If you experience symptoms of cold or flu, stay home
12. Follow the guidelines outlined in the BC COVID-19 Symptom Self-Assessment Tool <https://bc.thrive.health/covid19>
13. If directed to self-isolate, do it; follow the BCCDC Guidelines

SAFE WORK PROCEDURES

- 2 meter spacing must be maintained at all times.
- Only one person permitted per vehicle
- Extra hand washing stations and cleaning supplies are provided with signage on all projects.
- Sharing of tools and equipment is not permitted unless necessary; if sharing is needed, extra cleaning precautions (outlined on following page) is required.
- Site meetings will be held out of doors, or if indoors, must follow extra cleaning precautions (outlined on following page); 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.
- Wash your hands often & 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.

- 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.

Handwashing



Glove Disposal

