

# Element

## COVID-19 - Standardized Protocols for Element Construction Sites

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# COVID-19 - STANDARDIZED PROTOCOLS FOR ALL ELEMENT CONSTRUCTION SITES

The Standardized Protocols for All Element Construction Sites outlines the best practices 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.

The objectives of the Standardized Protocols are to:

- ➊ Prioritize the health and safety of workers and of their surrounding communities;
- ➋ Apply recommendations and best practices from federal, provincial and municipal public health authorities to construction site procedures;
- ➌ Establish and maintain a common COVID-19 Pandemic Response Plan across construction sites
- ➍ Foster open communication amongst management and ensure a respectful work environment.

## Standardized Protocols for All Element Construction Sites

### Prevention Measures

#### **Communication and awareness**

- ➊ Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, including any daily updates on the latest developments and guidelines from the relevant jurisdictions' public health authorities and self-identification screening tools.
- ➋ All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Centre for Disease Control and Prevention, Health Canada, Canada Public Health Agency:
  - o avoid touching eyes, nose and mouth with unwashed hands;
  - o when coughing or sneezing:
    - cough or sneeze into a tissue or the bend of your arm, not your hand; and
    - dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
  - o clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe;
  - o do not share personal items or supplies such as phones, pens, notebooks, PPE, etc;
  - o avoid common greetings, such as handshakes; and
  - o wash hands often with soap and water for at least 20 seconds, and especially after using the washroom; and when preparing food, and after blowing 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 and on an exceptional basis only.
- ⊕ 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. Refer to your supervisor for detailed instructions as these may vary.

### ***Working remotely***

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

### ***Access and movement to/from construction site***

- ⊕ 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.

### ***Construction site and site trailer 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. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
- ⊕ Additional sanitary measures are implemented on site: water stations, a hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products.

### ***Limiting and removing internal touch point areas***

- ⊕ Limit access and use of coffee machines and water fountains.
- ⊕ Limit use of common pens for sign in sheet to construction site.
- ⊕ Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- ⊕ Remove doors/door handles - Look at all reasonable opportunities to remove them.

### ***Compartmentalization***

- ⊕ Construction site is to be segregated to the extent possible in zones or other methods to keep different crews/ trades physically separated at all time. This promotes social distancing and supports the containment of propagation should it arise.
- ⊕ One-way staircases are established wherever practical to minimize worker's contacts.

- ④ Freight elevators are operated/occupied by only one individual at a time or where feasible, by respecting the social distancing guidelines.

### **Site operation**

- ④ Number of in-person meetings should be limited. If required, they should be six people or fewer, while maintaining social distancing protocol.
- ④ Avoid crowded places and non-essential gatherings.
- ④ 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.
- ④ 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.
- ④ Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another.

### **Other**

- ④ Any other measures deemed to increase the safety or limit the propagation of the virus.

## **Detection measures**

### **Screening at entry of construction site**

- ④ Workers who are not authorized to access the site will be safely transported to their preferred location of self-isolation.

## **Response measures**

- ④ Any individual exhibiting flu-like symptoms such as fever, 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.
- ④ 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, take a COVID-19 detection test for which the result is negative and have self-isolated for 14 days.
- ④ Refer to <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> for the latest information.
- ④ All contractors are to complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.

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.