

Scott Builders Inc. (hereinafter referred to as SBI) is committed to providing a safe and healthy workplace for all Employees as well as visitors who enter our facilities. SBI will follow the recommendations of the Chief Medical Officer of Health and Provincial Health Authorities and will update this document periodically as recommendations/restrictions change.

## SCOTT BUILDERS' PLAN FOR DEALING WITH COVID-19

SBI's plan for an outbreak involves all Employees and focuses on 8 key areas:

1. COVID-19 Action Team
2. Education
3. Communication
4. Prevention
5. Monitoring of COVID-like symptoms
6. Managers Responsibilities
7. Employees Responsibilities
8. Business Operations
9. Supporting Documents

### 1. COVID-19 ACTION TEAM

SBI has appointed an Action Team to take the lead in COVID-19 planning initiatives. Key responsibilities of this team include:

- Effective communication of SBI's COVID-19 Exposure Plan
- Implementation of all preventative measures as outlined in the plan
- Revisions to the plan as required

If you have any concerns or any suggestions for the Action Team, please contact one of the representatives on the team.

#### Action Team:

Employee Name	Action Team Role
Murray Cunningham	Executive Sponsor and Influenza Coordinator
Laura Starchuk	Lead
Dusty Brown	Site Coordinator – Red Deer
Whitney Rutherford	Site Coordinator – Edmonton
Kristin St. Louis	Site Coordinator - Calgary
Thomas Horn	Site Coordinator - Corporate
Peter Mactavish	ITS Lead

### 2. EDUCATION

Information about COVID-19 changes daily. To reduce SBI's exposure to the COVID-19 virus, it is critical that all Employees stay informed. Information about the virus and any changes to the Exposure Control Plan will be available through communications via email, SharePoint and our website. Informational Posters will also be displayed throughout our facilities.

In addition, the following links are excellent sources for you to stay up-to-date:

- [Government of Alberta](#)
- [Alberta Health Services](#)
- [Public Health Agency of Canada](#)
- [World Health Organization](#)
- [Center for Disease Control & Prevention](#)

### 3. COMMUNICATION

To help reduce the risk of exposure of COVID-19 and to ensure our Employees are staying informed on the recommendations of guidance of the Alberta Government and Provincial Health Authorities, we have implemented the following communication measures:

- Weekly emails to Employees with updates and changes released by the Alberta Government and Provincial Health Authorities and the processes/procedures implemented by SBI
- Designated COVID-19 site on SBI's intranet where all SBI communications and general information is posted for Employees to access
- Posting of SBI's business continuity/exposure plan on the company website
- Notifications, posters and signs placed throughout SBI offices and worksites to increase awareness and ensure Visitors, Contractors and Trades are aware of the precautions that need to be taken on SBI sites

### 4. PREVENTION

Several initiatives are underway at SBI to prevent the spread of COVID-19 in the workplace. Further actions may also be considered if the risk of exposure to a virus rises. Currently, the plan includes:

- **Personal Hygiene** –anti-bacterial products in all washrooms, and hand-sanitizing stations have been installed in convenient locations throughout all company facilities and worksites.
- **Disinfecting** – disinfecting wipes are available in all common areas for use on equipment/items and surfaces that are frequently used.
  - Employees are expected to disinfect commonly used items (ie. Photocopier, water cooler, coffee station, counters) before/after each use
  - Employees work stations (desks, keyboards, mouse, etc) are to be cleaned daily
  - External cleaning services have increased disinfecting processes
- **Work Area Sanitization** – if a case of COVID-19 is confirmed in our office or worksite, we will work with and follow the guidance of the Provincial Health Services to coordinate sanitization of the work area to reduce risk of exposure to co-workers.
- **Self-Isolation/Quarantine**
  - A worker is legally required to self-isolate for a minimum 14 day period (even if they test negative) if:
    - They are returning to Alberta after having travelled internationally; or
    - They have had close contact with a person who is confirmed as having COVID-19
  - A worker is legally required to self-isolate for a minimum 10 day period from the start of the symptoms, or until symptoms resolve, whichever is longer if:
    - They have a confirmed case of COVID-19

- They present with a **fever, cough, shortness of breath, runny nose or sore throat**
- **Physical Distancing** - allow for a distance of 2 meters between yourself and others
  - Limit in-person meetings, use teleconferencing where possible
  - Ensure appropriate physical distancing in board rooms and lunch rooms (remove chairs, tables if necessary)
  - Ensure narrow hallways, stairwells are clear before proceeding
- **Limit Size of Gatherings** – We will follow the recommendation of the Alberta Government and Provincial Health Authorities regarding the permitted number of individuals gathered in a single area while maintaining the physical distance requirements.
- **Employees Working on 3<sup>rd</sup> Party Sites** - If we are working (anything more than a day) in another company’s workplace with renovations, special projects, or service and maintenance – we will confirm the client has an appropriate plan in place to reduce our Employees risk of exposure. If they do not, we will shut down the work until we can confirm it.

### 5. MONITORING OF COVID-19 SYMPTOMS

To protect the health and safety of our workers and workplaces, a COVID-19 Worksite Orientation has been implemented and workers are required to acknowledge they are monitoring their symptoms and do not have any symptoms that prevent them from working on site.

Symptoms of COVID-19:

- Fever\*
- Shortness of breath/difficulty breathing\*
- Sore Throat\*
- Cough\*
- Runny Nose\*
- Stuffy Nose
- Painful Swallowing
- Headache
- Chills
- Muscle or joint aches
- New fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis (pink eye)

In the event a worker does not meet the criteria to work on-site or develops signs/symptoms of COVID-19 while at work, the Managers/Supervisor should refer to the COVID-19 Health Screening Checklist and follow the SBI procedure; *Illness at Work (COVID-19)*

Managers are required to contact Safety and HR if an Employee is reporting COVID-like symptoms so that SBI can determine the extent of exposure and determine if further preventative actions are required.

***Personal information regarding COVID-19 symptoms will be used only for the purpose of tracking the spread of the virus at SBI, to determine if further preventative actions are required.***

### 6. MANAGERS RESPONSIBILITIES

- Review exposure control plan and expectations with new employees and employees returning to the workplace
- Review any safe work practices/procedures specific to their office/location
- Continue to communicate expectations pertaining to physical distancing, proper hygiene and disinfecting
- Ensure employees that have symptoms of COVID-19 are removed from the workplace and refer to the Illness at Work procedure

### 7. EMPLOYEES RESPONSIBILITIES

#### Reduce your risk of exposure to COVID-19:

- Maintain a physical distance of at least 2 meters. In the event you cannot maintain the required distance, take additional precautions using PPE (face masks)
- Wash your hands often and thoroughly, and avoid touching your eyes, nose, or mouth
- Cover your mouth and nose with a tissue when coughing or sneezing, or use your sleeve to reduce the risk of the virus passing from your hands to common contact surfaces (e.g. door handles, shared pens, etc.)
- Avoid close contact with people who are ill
- Avoid shaking hands with others
- Keep common surfaces and items clean and disinfected, and be conscious of surfaces you may come in contact with that have a higher risk of carrying germs
- Look after yourself – maintain a healthy diet and exercise

#### If you are sick with COVID-like symptoms (noted above):

- You will not be allowed in SBI's offices or on SBI's worksites and will be required to self-isolate for a period of time as noted above
- Report your absence to your Manager. If this is a serious outbreak, your Manager will report your status to Safety for reporting purposes
- Complete the [COVID-19 Self Assessment](#) on-line to determine if further testing is required

#### If you have returned to Alberta after travelling internationally or have been in close contact with a confirmed case of COVID-19:

- You are required to self-isolate for a period of time as noted above
- You will not be allowed in SBI's offices or on SBI's worksites
- It may be possible to work from home. Please contact your Manager to discuss your options.

### 8. BUSINESS OPERATIONS

To ensure continuity in our business operations, we will take the following steps:

- **Long Lead Items** –We will communicate with our consultant, trade and supplier partners to review all undelivered items. They are to report to our Project Teams if there are any delays so we can review and make alternate plans if there are issues.
- **Schedules** – While the risk of schedule delay from quarantined work crews, or potential quarantined site teams is expected to be low, our projects are scheduled tightly now and if there is

any delay, we will communicate with our clients promptly to review what actions/adjustments may need to be made

- **Payments** – We have business plans in place to continue invoicing for the work completed and will continue to monitor and communicate with our clients to ensure business and any financing arrangements continue.
- **Office Closures/Remote Work**
  - SBI offices may be closed to the public to reduce the risk of spreading the virus. It is recommended that clients/customers make appointments prior to attending an SBI office.
  - The office remains open to Employees. Appropriate safety measures have been put in place and notices to physical distance have been placed throughout the office.
  - Employees working remotely may return to the office. If an Employee has a health and safety concern regarding returning to the office, they should contact their Manager, Safety Advisor or HR to discuss their concerns.
- **Meetings / Conferences**
  - Attendance to conferences, training, open houses, networking events is suspended until further notice. All international travel is suspended.
  - Limit in-person meetings unless absolutely necessary – use technology to connect. Proper physical distancing must be maintained for all in-person meetings
  - Meetings, site visits and inspections may continue to happen where there is no alternative to do it remotely. Follow physical distancing recommendations and ask people beforehand if they are well enough to meet.
- **Handling of Documents/Forms** - To reduce spreading the virus through documents, we are limiting the transfer of documents/forms between workers.
  - Site Sign in/out will be done by texting the Supervisor at \_\_\_\_”. The Site Supervisor will update the sign-in log regularly throughout the day to know who is at site.
  - All site orientations to be done verbally without signature outside the job shack. The Site Supervisor will complete the paperwork on behalf of the worker.
  - Job toolbox meetings to be held outside or with appropriate physical distancing or have people call in. Site Supervisors will document who attended the meeting.
  - Hazard Assessments and other paper submission document boxes have been moved outside and documents will be picked up 24 hours later.

### 9. SUPPORTING DOCUMENTS:

- Worksite Orientation COVID-19
- COVID-19 Health Screening Checklist
- Procedure – Illness at Work-COVID

Sources:

*Alberta Health Services, Alberta Government, Public Health Agency of Canada*