

# COVID-19/INFLUENZA EXPOSURE CONTROL PLAN

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.

A number of respiratory viruses can make people sick in the workplace. These include viruses that circulate in the population regularly, such as seasonal influenza, as well as new and emerging respiratory viruses which can cause the common cold or be more severe, such as COVID-19. Cold and flu season typically runs from November to April.

SBI will follow the recommendations of the Government and Provincial Health Authorities in the area which we operate and will update this document periodically as recommendations/restrictions change.

## SCOTT BUILDERS' PLAN FOR DEALING WITH COVID-19, INFLUENZA AND OTHER RESPIRATORY VIRUSES

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

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

### 1. BUSINESS CONTINUITY ACTION TEAM

SBI has appointed an Action Team to take the lead in business continuity initiatives related to COVID-19/Influenza and other respiratory illnesses. Key responsibilities of this team include:

- Effective communication of SBI's COVID-19/Influenza 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
Laura Starchuk	Lead Coordinator
Dusty Brown	Site Coordinator – Red Deer
Whitney Rutherford	Site Coordinator – Edmonton
Kristin St. Louis	Site Coordinator - Calgary
Thomas Horn	Site Coordinator - Corporate
Kormakur Danielsson	ITS Lead

## 2. EDUCATION

To reduce SBI's exposure to COVID-19, Influenza or other infectious respiratory viruses, it is critical that all Employees stay informed. Information about the viruses 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, Influenza and other infectious respiratory viruses 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:

- Frequent emails to Employees with updates and changes released by the Alberta Government and Provincial Health Authorities and the processes/procedures implemented by SBI
- Designated section in the SBI Health & Safety Manual related to Covid/Influenza Virus & Pandemic Exposure Control
- 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 have been implemented at SBI to prevent the spread of COVID-19, Influenza or other infectious respiratory viruses in the workplace. Further actions may also be considered if the risk of exposure to these viruses 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, Influenza or other respiratory viruses are confirmed in our office or worksite, we will work with and follow the guidance of the appropriate Provincial Health Services to coordinate sanitization of the work area to reduce risk of exposure to co-workers.

- **Self-Isolation/Quarantine**
  - We require workers to stay home if they become sick with symptoms and to remain home until they are symptom free to prevent the spread of illness in the workplace, if they:
    - have a confirmed case of COVID-19
    - have influenza or other infectious respiratory illness
    - present with a **fever, cough, shortness of breath, runny or stuffy nose, sore throat, body aches or chills**
  - If a worker has been in close contact with a person who is confirmed as having COVID-19 or influenza, we require the worker to watch for symptoms and to remain home if symptoms occur
  - Mandatory isolation/quarantine requirements may be imposed based on the restrictions set out by the Provincial Government and Public Health Authorities
- **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, lunch rooms, site shacks, etc (remove chairs, tables if necessary)
  - Ensure narrow hallways, stairwells are clear before proceeding
- **Masking** – we encourage mask use when physical distancing cannot be maintained and will impose restrictions as determined by the Government and Provincial Health Authorities.
- **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. In some cases, clients may have additional restrictions based on their business and as such, we will adhere to the additional standards outlined by our clients.

### 5. MONITORING OF COVID-19, INFLUENZA & OTHER RESPIRATORY SYMPTOMS

To protect the health and safety of our workers and workplaces, a Worksite Orientation-Health Measures 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 Respiratory Viruses:

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

## COVID-19/INFLUENZA EXPOSURE CONTROL PLAN

In the event a worker does not meet the criteria to work on-site or develops signs/symptoms of COVID-19, Influenza or other respiratory illness while at work, the Managers/Supervisor should refer to and follow the SBI procedure; *Illness at Work*.

Managers should notify Safety and HR if an Employee is reporting respiratory virus symptoms so that SBI can determine the extent of exposure and determine if further preventative actions are required.

***Personal information regarding these 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 are removed from the workplace and refer to the Illness at Work procedure

### 7. EMPLOYEES RESPONSIBILITIES

#### **Reduce your risk of exposure:**

- Maintain a physical distance of at least 2 meters. In the event you cannot maintain the required distance, we recommend taking 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 symptoms (noted above):**

- You will not be allowed in SBI's offices or on SBI's worksites and will be required to remain home until symptoms resolve
- Report your absence to your Manager. If this is a serious outbreak, your Manager will report your status to Safety for reporting purposes
- Seek medical attention or contact Health Link at 811 if necessary
- If testing for COVID-19 is available, we encourage you to get tested

#### **If you have been in close contact with a confirmed case of COVID-19 or Influenza:**

- You are required to watch for symptoms and remain home if any symptoms occur
- You will not be allowed in SBI's offices or on SBI's worksites if symptoms occur
- 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, in the event of a pandemic or potential outbreak we will consider the following additional 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 an outbreak within our office or worksites 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**
  - Safety measures in offices will follow the guidelines and recommendations of the Alberta Government and Alberta Health Services
  - 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 may remain open to employees depending on the recommendations of the public health authority at a reduced capacity or if it is determined that the work can only be done in an office setting. In such cases, appropriate safety measures will be put in place and notices to physical distance will be placed throughout the office.
  - Office employees may be required to work remotely temporarily and recalled once it is safe to do so. 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 / Site Visits & Orientations**
  - Attendance to conferences, open houses, networking events, etc. should be limited and if attendance is required, appropriate safety precautions should be in place following the guidelines and recommendations of the provincial health authorities.
  - Workers may attend required/mandatory training so long as the training providers are following the safety precautions outlined by the provincial health authorities
  - All international travel for business purposes must be approved by the CEO.
  - Limit in-person meetings where possible – use technology to connect.
  - Meetings, site visits, inspections, site-orientations may continue to happen where there is no alternative to do it remotely. Follow physical distancing and PPE recommendations and ask people beforehand if they are well enough to meet.
  - Proper physical distancing and PPE must be maintained for all in-person meetings
- **Handling of Documents/Forms** - To reduce the spread of the virus through documents, the transfer of documents/forms between workers should be limited where possible. If documents must be handled by workers, ensure appropriate safety measures are in place by consulting with a Safety Advisor and following the recommendations of the provincial health authorities. This includes but is not limited to sign in/out documents, site orientation forms, toolbox attendance forms, hazard assessments, etc.

### 9. SUPPORTING DOCUMENTS:

- Worksite Orientation: Health Measures
- Procedure – Illness at Work

#### Sources:

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