

## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Contractors / Subcontractors
<b>PROCEDURE TITLE:</b>	COVID-19: Protocol for Contractors
<b>LAST UPDATED:</b>	June 8, 2020

### PURPOSE

The purpose of this document is to provide the contractor with the guidelines Ontario Northland will require the contractor to comply with while working on Ontario Northland property relating to the prevention of workplace exposure to the COVID-19 virus.

Physical distancing is a public health safety intervention used to reduce the likelihood of transmitting the COVID-19 virus. It is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Coronaviruses are most commonly spread from an infected person through respiratory droplets when coughing or sneezing, close personal contact, such as touching or shaking hands, touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands. These viruses are not known to spread through ventilation systems or water.

### PREVENTION

#### The best way to prevent the spread of infections is to:

- Keep a safe distance of at least 2m (6ft) from others and avoid crowded places. When it is not possible to consistently maintain a 2m (6ft) physical distance from others, then a mask must be worn.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, Health Canada recommends using approved hand sanitizer products which Stores maintains a supply of. Hand sanitizer can be obtained by submitting a stores requisition.
- Avoid touching your eyes, nose or mouth, especially with unwashed hands.
- Cough or sneeze into a tissue or the bend of your arm, not your hand. Dispose of any tissues you have used as soon as possible and wash your hands afterwards.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces, such as computers, electronic devices, doorknobs and any tools and equipment shared with other people.
- Stay home if you are sick to avoid spreading illness to others.

#### If a worker has symptoms:

Symptoms such as fever, cough or difficulty breathing may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus. Any employee of a contractor or subcontractor or supplier that is feeling unwell or has symptoms must not attend the work site. Contractors are encouraged to use the Ontario self-assessment tool, found at <https://covid-19.ontario.ca/self-assessment/>, to determine if a worker is able to attend the work site.

If a worker develops symptoms of COVID-19 while at the work site, the worker shall leave the work site and follow public health directions. The supervisor at the work site will restrict access to the areas the affected worker was working in and have those areas and related equipment and tools cleaned immediately.

## **PROCEDURE**

Social/physical distancing and hand cleaning hygiene must be strictly enforced at all times. Contractors who are working at ONTC locations shall follow the standard operating procedure and precautions described below to help prevent the spread of COVID-19 in the workplace.

**The Contractor shall comply with the following protocols while performing work on Ontario Northland sites.**

### **Communication and Awareness**

1. Clear signage shall be posted in appropriate areas to remind workers to practice physical distancing and perform proper hand hygiene.
2. Potential risks (including those associated with COVID-19) and the preventative measures will be discussed by the contractor with workers during the daily safety meeting, prior to starting any work. The contractor will educate workers on reducing the risk of transmission and how to protect themselves and others from the virus.
3. Meetings at the work site will be held in a location where all people attending the meeting can maintain a proper distance of 2m (6ft) from each other.

### **Access and Movement to/from Worksite**

1. Workers shall be monitored upon entry to and exit from the work site.
2. Work site access will be limited to essential workers only.
3. Only the designated gates/doors shall be used to access ONTC sites and buildings.
4. Where possible, work and processes shall be scheduled to allow workers the ability to maintain 2 m (6ft) distance from each other.

### **Meetings & Communication**

1. Where practical, all office employees supporting a project will work remotely and all meetings will be held through teleconferencing or videoconferencing. If a meeting needs to be face-to-face, the meeting should be held in an open space or other location that allows attendees to implement physical distancing measures including maintaining a 2m (6ft) distance from each other. The meeting location shall be cleaned before and after the meeting.
2. Encourage phone, email or radio interactions rather than face-to-face meetings.

### **Business-related Travel**

1. Ensure all workers returning from out of country undergo the 14-day self-isolation period, as mandated by the federal government and outlined here: [www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html)

### **Construction Site/Site Trailer Cleaning Protocols**

1. Have a process in place to ensure the public health recommendations to clean frequently touched surfaces is adhered to. This may involve ensuring offices and jobsites implement additional cleaning measures of common areas. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are to be wiped down with a disinfectant after each use.

2. Have a process in place to ensure that the public health recommendations for proper hand hygiene is adhered to. This may involve deploying hand washing and sanitizer stations with a posted hand washing/sanitizing procedure at site entries, washrooms, eating areas, and any other areas with common touched surfaces.
3. Ensure that all cleaning and disinfecting is carried out as PHAC's recommends here: [www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html)

### **Site Operations**

1. Follow the public health requirements as identified above to reduce exposure/spread of the COVID-19 virus.
2. Have a process to ensure all work performed on ONTC property is structured to ensure safe physical distancing of 2m (6ft) wherever possible.
3. If 2m (6ft) physical distancing is not possible then Personal Protective Equipment (PPE) is required. A process shall be in place for the selection and safe use of required Personal Protective Equipment (PPE).
4. Increase the monitoring of the site to ensure physical distancing and proper safe work practices are occurring. Where it is not, this must be reported to the site supervisor.
5. Have a process in place to screen for symptoms of COVID-19 prior to workers reporting to the workplace. Upon request the contractor will provide ONTC with the number of employees who have been deemed fit and unfit for work as a result of the screening. Additional information related to monitoring the status of workers can be found at <https://www.cca-acc.com/covid-19-resources/>.
6. Notify ONTC as soon as possible if a worker is unfit for work, develops symptoms of COVID-19 while at the work site or if a worker tests positive for COVID-19.

### **ONTC Facilities**

1. If the worksite is in or near an ONTC facility with washrooms, ONTC will assign designated washrooms to be utilized by contractors and their workers only. Proper signage shall be provided by the contractor. ONTC employees should not use these washrooms.
2. Provide onsite portable washrooms if the number of onsite workers exceeds five (5) per day at any time over the course of the project or if the worksite is not in or near an ONTC facility with washrooms at a site without access to an ONTC facility with washrooms.

### **Deliveries**

1. Delivery zones shall be clearly identified and limited to receivers and deliverers only.
2. Have a process in place for accepting and delivering items to construction sites/areas that meets the requirements for physical distancing.

### **Inspections and Stop Work Orders**

1. If an inspector or enforcement officer with jurisdiction over the worksite attends to conduct an inspection of the worksite, the contractor shall contact Ontario Northland immediately.
2. If an inspector or enforcement officer issues a warning or an offence notice or a stop work order to the contractor due to any violation on the worksite by the contractor or its workers, subcontractors or suppliers of the applicable health and safety laws and regulations or public health recommendations and advice, the contractor shall advise Ontario Northland immediately.
3. The contractor shall be responsible for and indemnify Ontario Northland for all costs, including fines and legal fees, incurred by Ontario Northland arising from a violation on the worksite by the contractor or its workers, subcontractors or suppliers of the applicable health and safety laws and regulations or public health recommendations and advice.