



# ACE COVID-19 Workplace Procedure

Procedure Number	Functional Area	Effective Date	Revision Level
ACE-003	General	05/07/2020	000
Author	Technical Contact/s		Approver Name
Luke Durst	Warren Karlson		John Komar

## 1. Scope

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health. Workers should raise any concerns to their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This document will help ensure ACE has taken all reasonable precautions. Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario’s workplaces are not. Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry’s Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

## 2. Purpose

The purpose of this document is to provide a framework for ACE staff to safely continue with the ACE enhancement project and in future continue operations during the COVID-19 pandemic.

## 3. Location

- ACE Facility including IRTF

## 4. Procedure

### 4.1 – Protecting yourself and your co-workers

Coronaviruses are spread through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.
- If you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.

Refer to Appendix B for Public Health Ontario fact sheets,

- How to wash your hands
- How to use hand sanitizer
- Mask Use for Non-healthcare workers

### 4.2 – What are the symptoms?

Symptoms range from mild, like the flu and other common respiratory infections, to severe. The most common symptoms include:

- fever
- cough
- difficulty breathing
- fatigue

Complications from the 2019 novel coronavirus (COVID-19) can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

### **4.3 – Reporting illness**

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home.

In addition, employers should advise these workers to complete the online self-assessment or call either:

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

Please note that additional resources, policies and procedures are being developed to provide additional support in this area.

### **4.4 – Communication:**

- ACE COVID-19 Workplace Procedure is to be shared with all project stakeholders, posted on site, and updated as necessary.
- Signage is to be posted at all site entry points restricting access to essential services only and clearly confirming conditions of entry.
- ACE Project Manager to issue email to owners, consultants, subcontractors clearly indicating the effective open date and the procedure required to resume work.
- In the event of a change in operating status of the ACE facility, notice will be provided via email from ACE project manager regarding further direction.
- ACE to communicate to all staff regarding their return to work and expectations and update the team regularly of any changes.
- ACE Project Manager to complete daily briefing with contract staff to re-enforce COVID-19 response measures and provide any new updates available.

### **4.5 – Site Access:**

- All individuals required to be on site must complete the 'COVID-19 ACE Screening Form\_V6', see Appendix A, prior to entry each day.
- All visitors must use the sign in / out sheet on arrival and departure each day located at the security desk, each visitor must sign with their own pen.
- All visitors must contact their appropriate site representative once on site for daily updates or changes to the COVID-19 response.
- It is recommended that contractors COVID-19 response plans are reviewed prior to allowing work to commence on site.
- Site review will be conducted daily to ensure sufficient PPE and sanitization materials available.

## Track and Monitor Workforce

It is critical that all employers track where employees have worked in the event of a positive test for COVID-19. This information will assist local public health unit to contact other employees who may have been exposed.

- ACE will track their own employees & the work areas of each contractor.
- Contractors are required to track their own employee information.

As noted in the COVID-19 screening form, any visitor to site must report to the ACE site contact or JHSC representative if they meet the listed COVID-19 evaluation criteria within 14 days of being on site.

## 4.6 – Physical Distancing:

Maintain physical distancing. Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.

Refer to the Public Health Ontario factsheet for Physical Distancing in Appendix B.

### Additional Controls:

- ACE has implemented maximum occupancy for each room to ensure physical distance is maintained; signage will be posted on the exterior of each occupied room.
- ACE has implemented a directional site map to limit bi-directional travel in restricted areas, directions will be clearly marked along the path of direction.
  - Where single use / direction hallways or stairwells are unavoidable, signage will be posted to ensure individuals yield until the path is clear.
- Site access to contractors and visitors will be limited to essential work areas only.
- Second floor mezzanine will be limited to staff and essential contractors only, the kitchenette will be reserved for employees only.
- Use of lunchrooms and trailers should be minimized. Spread out throughout the site for all breaks, lunch & meetings.
- Arrive prepared to work and leave the site before de-gearing/changing (do this privately at your vehicle or home). Use individual transportation methods if possible.
- Use email, phone, conference calls, or small spread-out groups in open areas for communications and meetings.
- If hoists or elevators are in use, limit to **1 person** only to maintain the physical distancing requirements (2 meters).

### Mask use for workers:

Masks (either surgical masks or non-medical masks such as cloth masks, bandanas or other face coverings), should be worn to reduce the spread of COVID-19 to others (also known as source control). Source control masks must be worn if physical distancing is not possible.

Refer to Public Health Ontario factsheet for Mask Use for Non-Healthcare Workers in Appendix B.

## 4.7 – Special work scheduling requirements:

- ACE project coordinator will be responsible for ensuring the site work plan is managed to limit the number of individuals in the same working area.
- Adjusted schedules for start-times, breaks, lunches, meetings, shift ends to minimize the potential for gatherings and groupings is recommended.

### Close Proximity Work

The considerations listed above are to be made as necessary to ensure workers avoid breaking the minimum physical distance. When this is not feasible, plans must be made to minimize the duration of the task. For any work that ultimately must be done in close proximity, a plan is formalized with the ACE site contact outlining the required PPE and all steps to be taken to minimize risk prior to the work commencing.

## 4.8 – Site sanitization and hygiene:

Limit use where possible and increase frequency of proper cleaning of washroom facilities, offices, trailers, containers, and other facilities. The frequency of cleaning each work area and surface depends on the number of people who use it and the duration of use.

“High-touch” surfaces should be cleaned and disinfected frequently; these include:

- Doorknobs and push bars
- Handrails
- Washroom fixtures
- Light Switches
- Coffee makers and water coolers
- Handles (i.e. toilet flush, refrigerator door, etc.)
- Conference/meeting room surfaces
- Elevator buttons
- Photocopiers

Personal keyboards, mobile phones, heavy equipment controls, and small personal tools are frequently used only by one person; and during this pandemic should be limited to a single individual and therefore, they may be cleaned less often but no less than daily.

All sites to post effective cleaning and hand-washing method information signs near washrooms and break rooms. Additional sanitary measures are implemented on site: **hand washing stations** with a posted hand washing protocol, and **tool cleaning stations** are to be provided where applicable.

Surfaces frequently touched with hands are most likely to be contaminated. It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days. — Public Health Agency of Canada

Refer to Public Health Ontario factsheet for Cleaning and Disinfection for Public Settings in Appendix B.

## **4.9 – Tool & Equipment Sharing:**

Communicate worksite protocols for proper hygiene expected to be practiced to ensure all contractors and workers are aware of expectations.

- Plan for enough tools to be on site (as is practical) so each worker does not need to share.
- Identify commonly shared tools in some fashion, and store these in a separate toolbox.
- Provide a label with cleansing instructions at the toolboxes where hand tools are stored, and have washing supplies available for that toolbox.
- Recommend daily cleansing of unshared tools and regular cleansing of shared tools immediately after use throughout the day, and at the start of the day before use.
- Recommend use of gloves as practical.
- Personal clothing worn at work should also be treated as a potential source of exposure. Place work clothes into a bag before taking home to launder. Ideally, wash suspected clothing separately.

When a worker has been discovered to have symptoms of COVID-19, the tools and equipment that the worker recently used should be isolated from further use, cleaned, and disinfected.

### **How to clean and disinfect tools and equipment (recommended):**

1. Protect from the possible transfer of germs to yourself by wearing PPE. Wear PPE such as waterproof gloves for your hands and face shield and mask to protect your eyes, face, and mouth. Wear coveralls to protect your clothing.
2. Make sure all power is off and disconnected on power tools and equipment. Read the manufacturer's directions for cleaning to avoid possible damage from liquids and chemicals.
3. Clean surface with soap and water to remove all visible debris and stains, and some of the germs.
4. Follow labeled instructions and safety data sheets on all containers of cleansing products you use.
5. Many disinfecting products are available to buy; however, they may be difficult to obtain under extreme demand. You can make your own by mixing a water and bleach solution. Check the bleach manufacturer's recommendation for mixing ratios. To disinfect, typical recommendation is to allow surface to remain wet for 5-10 minutes. Rinse thoroughly, and air dry.
6. Remove disposable PPE and discard. Remove coveralls and place in a bag for washing in a bleach wash as per the bleach manufacturer's guidance.
7. Wash your hands after removing all PPE.

If use of a respirator for a specific job task is required, refer to the 3M Respirator Cleaning Guidelines provided in Appendix E.

#### **4.10 – Supervisors:**

When a worker has tested positive and has removed themselves from the site, the supervisor shall remotely communicate with the worker to:

- Create a list of people that this worker could have been in direct contact with that day and, if possible, in previous days.
- Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms.
- Initiate immediate cleaning and disinfection of these locations, since they are potentially contaminated with the COVID-19 virus.
- Identify and create a list of tools and equipment that the worker was recently using. These are also potentially contaminated by the COVID-19 virus and need to be immediately cleaned and disinfected.

Ministry of Labour, Training and Skills Development reporting requirements. Employers must report all known positive test results for COVID-19, to:

- The Ministry (in writing) within four days
- The joint health and safety representative
- A trade union (if applicable)

#### **4.11 – Receiving of Deliveries:**

**Potential exposures to coronavirus while handling and receiving packages from couriers include:**

- Receiving a physical package and being in close contact with the delivery person.
- Handling delivered packages and the cardboard or plastic packaging without personal protective equipment (PPE).
- Exchanging paperwork during delivery, as well as clipboards and pens.
- Sharing the scanning equipment keypad and stylus pen.

Controls:

1. Maintain physical distancing
2. Request contactless delivery
3. Avoid the use of shared materials
4. Open the package outside
5. Clean and sanitize exposed areas
6. Practice good hygiene

Refer to Appendix D, ILSA Guidance on Handling and Receiving Packages During COVID-19. ]

## 5. Definitions

- 5.1. This section outlines various definitions of terms and acronyms located throughout this document.

Term	Definition
PHO	Public Health Ontario
ISHA	Infrastructure Health and Safety Association
ACE	Automotive Center of Excellence

## 6. References

- 6.1. Not applicable, refer to Section 8 appendices.

## 7. Revision History

- 7.1. This section outlines the revision history for this document.

Revision	Date	Revised By	Description of changes
000	05/07/2020	Luke Durst	Initial Issue

## 8. Appendices





**Appendix A - COVID-19 ACE Screening Form\_V6**

## **Appendix B – Public Health Ontario, factsheets on COVID-19**

- Cleaning and Disinfection for Public Settings
  - Physical Distancing
  - How to wash your hands
  - How to use hand sanitizer
  - How to self-isolate
  - How to self-monitor
  - Mask Use for Non-Healthcare Workers (PHO)
  - How to Protect Yourself from COVID-19
  - Take Care of Yourself and Each Other
-

**Appendix C – Construction Site health and safety during COVID-19 (Ontario)**

## **Appendix D – Infrastructure Health and Safety Association0 (IHSA) Guidelines**

- Guidance on Worker Procedures Handling Paperwork
  - Guidance on Worker Responsibilities with COVID-19
  - Guidance on Construction Facility Hygiene During COVID-19
  - Guidance on Construction Supervisor Responsibilities (COVID-19 Symptoms or Exposure)
  - Best Practices for the Employer- Responding to a Suspected COVID-19 Exposure
  - Best Practices for the Constructor - Responding to a Suspected COVID-19 Exposure
  - Guidance on Tool Sharing (Hand Tools) Constructor/Employer Procedure During COVID-19
  - Guidance on PPE (Cleaning Respirators) During COVID-19
  - Guidance on Handling and Receiving Packages (All Persons at Work or at Home) During COVID-19
-

**Appendix E - Cleaning and Disinfecting 3M Reusable Elastomeric Half and Full Facepiece Respirators following Potential Exposure to Coronaviruses**

---