

# COVID-19 Safety Plan

## Company Details

Business name:	Trican Masonry Contractors Inc.	Last Revision Date:	2021-04-28
Division/group:	Masonry	Developed By:	David Lachapelle
		Others Consulted:	Tania Da Fonseca

Trican Msaonry Contractors Inc. remains open for regular business operations. This plan will be updated should additional guidance be issued from the government.

At this time, this plan is designed to ensure employees are kept as safe as possible during daily work.

During this time, there will be absolutely no visitors allowed into the office, and on-site employees are to communicate via their foreman and direct supervisor to the office.

## 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

**Consider:** What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Action	Responsibility
<b>Ensure procedures are up to date by a daily review of Ministry of Health guidance.</b>	Trican Payroll Department
<b>Inform Trican Employees of updates to protocols</b>	Trican Office will notify Trican Supervisors, Supervisors will notify Foreman, and Foremen will notify their direct reports.
<b>Install reminder signage throughout Trican's office</b>	Trican Staff
<b>Ensure supplies of cleaning and sanitization product are available in the office.</b>	Trican Office Cleaning Staff
<b>Ensure supplies of cleaning and sanitization product are available on job sites</b>	Trican Foremen
<b>Initial COVID protocols training for office staff</b>	Vice-President
<b>Initial COVID protocols training for site staff</b>	Trican Supervisors and TRH Group

## 2. How will you screen for COVID-19?

**Consider:** How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

**Actions:**

- All Trican Office Staff entering the building will answer basic self-screening questions, take their temperature, and sign-in recording their temperature and confirm screening.
- All Trican Site Staff will report to their respective Foreman, who will administer COVID screening daily, and record names and answers to questions on reverse of COVID screening sheet.
- Trican staff will check provincial and federal websites for updates on COVID-19 symptoms as the pandemic progresses, in turn updating the sign-in questionnaire and informing employees of changes in protocol.
- Specific instruction is provided to all employees to stay home if they are exhibiting any COVID-19 symptoms, self-isolate and make arrangements for testing. Should an employee face a language barrier, our Payroll Department shall assist in arranging testing for employees.

### 3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

**Consider:** What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

**Actions:**

**In-Office Controls**

Action	Responsibility
Access to the building is limited to only employees who have a requirement to physically attend.	Trican Office Staff
In-Office Mask Policy - Masks must be worn in all public areas of the office, this includes all hallways. Additionally, masks must be worn when interacting with anyone.	Trican Office Staff
Signage posted at entrance to building indicating no visitors allowed, as well as screening for staff members	Trican Office Staff
Temperature checks of everyone entering the building	Trican Office Staff
Signage placed around office reminding staff to wash hands, maintain physical distance, and not to congregate.	Trican Office Staff

**On-Site Controls**

<b>Action</b>	<b>Responsibility</b>
<p><b>Travel to and from the site if in company vehicles will be limited to one passenger per vehicle row. Exception is if two employees are from the same household, they may ride in one row of the vehicle. All employees must be wearing masks at all times. Everyone inside the vehicle except the driver is to also wear safety glasses.</b></p>	<p>Trican Employees</p>
<p><b>Site will be inspected prior to work commencement. Job Site must have available and clean: bathroom facilities, handwashing stations and hand sanitizer.</b></p>	<p>Trican Foreman</p>
<p><b>Screening prior to work commencement will be done by the site Forman during the morning toolbox talk. Each employee will verify they have answered all the questions and their name and answers will be recorded on the toolbox talk sheet, and forwarded to the office weekly for record keeping.</b></p>	<p>Trican Foreman</p>
<p><b>If an employee answers NO to any of the questions, the foreman will immediately send the employee home and notify both their supervisor and the builder site supervisor.</b></p>	<p>Trican Foreman</p>
<p><b>All employees on the job site are to wear masks and safety glasses at all times.</b></p>	<p>Trican Employees</p>
<p><b>No employee will share tools with any other employee.</b></p>	<p>Trican Employees</p>
<p><b>All meetings to take place outdoors. No employee shall attend any meetings indoors under any circumstances.</b></p>	<p>Trican Employees</p>

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

**Consider:** What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

**Actions:**

- Anyone who begins to feel unwell with ANY COVID-19 symptoms MUST go home and self-isolate immediately.
- Employees must let their direct supervisor (foreman, supervisor or office manager) know if they or anyone in their group becomes ill and receives a positive COVID-19 test result. Trican Masonry office staff will then notify public health authorities, the Ministry of Labour, WSIB and Liuna Local 183.
- All staff who might have had contact with an individual who has become infected will also be sent home for quarantine and testing. With a negative test result, they will be allowed to return to work 14 days after exposure. With a positive test result, they may return to work 10 days after symptoms abate.

## 5. How will you manage any new risks caused by changes to the way you operate your business?

**Consider:** With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

**Actions:**

- As the situation evolves, any changes to safety precautions required will be relayed to all Trican Masonry employees. Trican Masonry staff are encouraged to relay concerns and suggest amendments to the plan as they see fit. This information is welcomed and the safety of everyone is of prime concern.
- Feedback from employees will be solicited periodically, following up on how the protocol is working.

## 6. How will you make sure your plan is working?

**Consider:** How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

**Actions:**

- This plan will be reviewed should any of our governing bodies make new recommendations or requirements. These include the Federal and Provincial Governments, as well as any local public health authorities and Liuna Local 183.