

Appendix A:

COVID-19 - Standardized Protocols for All Canadian Construction Sites



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COVID-19 - STANDARDIZED PROTOCOLS FOR ALL CANADIAN CONSTRUCTION SITES

The Standardized Protocols for All Canadian Construction Sites outlines the best practices for construction sites in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection and response measures, will minimize the impacts of the crisis and ensure business continuity in the construction industry. This is not a legal document. Some provinces and municipalities have implemented stricter measures than those found in this document, and contractors are responsible for compliance with the rules, regulations and practices required by the applicable authorities. At the end of this document, there are links to information from some of our partner associations and other industry stakeholders that are further tailored to province specific requirements.

The objectives of the Standardized Protocols are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from federal, provincial, and municipal public health authorities to construction site procedures;
- Establish and maintain a common COVID-19 Pandemic Response Plan across construction sites; and
- Foster open communication amongst stakeholders and ensure a respectful work environment.

Standardized Protocols for All Canadian Construction Sites

Prevention measures

Communication and awareness

- Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities and self-identification screening tools.
- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease Control and Prevention, as well as provincial authorities:
 - o Avoid touching eyes, nose and mouth with unwashed hands;
 - o When coughing or sneezing:
 - 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 in a lined waste basket and wash your hands afterwards;
 - o Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE);



- o Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.;
- o Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
- o Avoid common physical greetings, such as handshakes;
- o Maintain a minimum physical distance of two metres from others; and
- o Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

Use of face masks

- All individuals on the site have facial respirators on hand at all times. N95 respirator masks, or the commercial-grade equivalent, should be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Masks should not be worn where they put an individual at risk (e.g. when it may get caught in machinery), however, physical distancing should be practiced in the alternative, whenever possible. Individuals working around an unmasked person without a shielding barrier should wear PPE.
- Such face masks are worn whenever individuals are:
 - o Unable to maintain two-metre distancing;
 - o Moving between zones, work areas, or other facilities;
 - o Indoors; or
 - o In non-open air environments or other areas with limited airflow.
- Individuals wash or sanitize their hands before and after applying, removing, or otherwise touching their face mask.
- Single-use facial respirators are disposed after use.

Business-related travel

- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- All individuals returning from out of country must undergo a 14-day self-isolation period, as mandated by the federal government and outlined here: Mandatory quarantine or isolation – [Travel restrictions in Canada – Travel.gc.ca](#).
- As some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

Working remotely

- Where practical, all office employees supporting a project work remotely. Meetings are held through teleconferencing or videoconferencing.
- Some provincial governments have imposed mandatory remote-working for employees, except for work that cannot be done remotely. Any such provincial requirements must be obeyed as applicable.



Access and movement to/from construction site

- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Additional parking arrangements are made as required.
- Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. Alternatively, the number of individuals inside a vehicle should be limited, and the number of trips should be increased to allow for physical distancing.
- If physical distancing within a vehicle cannot be respected, workers are encouraged to wear PPE.
- Workers are encouraged to change out of work clothes before entering their vehicle at the end of their shift. Work clothes should be handled carefully and washed upon arriving home.
- Entering and exiting of the worksite is monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end. Shift start and end times are staggered in five-minute intervals to accommodate this if needed.
- All non-essential individuals are not permitted access to the site.

Monitoring the status of workers

- Detailed tracking of worker's status on-site and off-site are kept at all times (e.g. fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily, with their privacy maintained.
- Records are kept of which individuals work together and when.
- Provide information, instruction, and supervision to workers to protect their health and safety.

Construction site and site trailer cleaning protocols

- All 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 wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations.
- Additional sanitary measures are implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per PHAC's recommendations here: [COVID-19: Cleaning and disinfecting - Canada.ca](#).
- Offices and jobsites are also encouraged to develop a Cleaning and Disinfecting Program, as per CCOHS's recommendations at: [CCOHS: COVID-19 Health and Safety Resources](#).

Limiting and removing internal touch point areas

- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar; and wash hands after handling such items. Means to clean and disinfect such devices between uses is to be provided.



- Limit use of common pens for sign-in sheets to construction sites. Supervisors are encouraged to sign-in for workers, or have workers sign-in through SMS, email, or other electronic means..
- Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- Remove doors/door handles - Look at all reasonable opportunities to remove doors or replace handles with hands-free options, such as foot-pull devices.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

Compartmentalization

- The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all times. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact.
- Freight elevators are operated/occupied by only one individual at a time or where feasible, by respecting the minimum physical distancing guidelines.

Working in close proximity

- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. Where this is not possible due to task-specific safety risks, a risk assessment is done to identify controls to protect the health and safety of workers. This can include methods to minimize the duration or proximity of the task, use of physical controls (such as the use of clear plastic barriers), and wearing of PPE.
- A record is kept of all tasks requiring close-proximity work, including the task-specific safety risks that justify close-proximity and all the control measures implemented to protect workers from the risk of infection. The record should be reviewed regularly to determine if there are any additional safety measures that can be implemented for each task.
- Whenever possible, allow for increased ventilation, including but not limited to keeping windows and doors open as much as possible, using portable ventilation fans, and continuing ventilation and air exchange after regular work hours.

Site operation

- The number of in person meetings is minimized. If required, meetings should involve only necessary individuals and include six people or fewer. Minimum physical distancing is maintained, and meetings are held in open



spaces when possible. If needed, 'Toolbox Talks' and similar meetings/updates are held in multiple sessions to accommodate this.

- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing. Travel paths on worksites should be designated to account for physical distancing requirements.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.
- Vehicles, equipment, and tools are assigned to a single individual, or, to the minimum number of operators needed for safe use.
- Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another. Enclosed lunchrooms are only made available during inclement weather.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Deliveries

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

Work in occupied spaces

- When working in spaces currently occupied (e.g. private residences), the minimum physical distancing with any occupants is strictly enforced. Where possible, workers and occupants are segregated in different rooms.
- Non-emergency work should not be done in any occupied spaces where an occupant is suspected to have contracted COVID-19 or is under self-isolation (per the directions of the applicable authorities). Emergency work can be carried out provided workers are equipped with nitrile gloves, Tyvek suits or coveralls, and facial/respiratory protection.
- Hands and tools are thoroughly cleaned before entering the workplace and after leaving, and any surfaces or equipment in the occupied space are disinfected before work is done on them.

Protocol auditing

- The jobsite's safety officer is responsible for ensuring appropriate health and safety measures have been implemented, and that directions of the appropriate health authorities are followed with respect to workers returning to work following a presumed or confirmed case of COVID-19.
- Contractors are to conduct periodic audits (frequency to be determined based on project scale and scope) to verify that the appropriate measures have been implemented and are maintained.
- Display signage to reinforce health and safety policies and control measures on worksites.

Other

- Any other measures deemed to increase the safety or limit the propagation of the virus.



Detection measures

Screening at entry of construction site

- Before entering the site, individuals must confirm that:
 - o They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
 - o They have not returned from outside of Canada within the past 14 days;
 - o To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and
 - o They have not been working on a site that was shut down due to the virus.
- Individuals who are at increased risk of serious illness (due to age, pregnancy or other medical condition) are not to be permitted on site.
- Any responses or results of any screening measures, whether they permit an individual on site or not, are to be kept private and treated as sensitive medical information.
- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.

Response measures

Possible cases of COVID-19

- Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:
 - o Not come to work;
 - o Contact their supervisor and/or human resources department;
 - o Stay at home and self-isolate; and
 - o Contact local health authorities for further direction.

Such individuals are required to follow the directions of the local health authority and may not return to work until given approval by the proper health authorities.
- Individuals who begin to display flu-like symptoms on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo self-isolation as directed by the local health authority.
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

- Employers must inform other workers that they may have been exposed to COVID-19 in the workplace, including details regarding the date and time of the potential exposure and where it took place. However, information that might identify the infectious person should not be shared.

Response plans

- All contractors are to complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.

Other

- Refer to canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html for the latest information.

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures.

For province specific guidance, please review the resources linked below. Questions on province-specific health and safety matters can be directed to the listed contacts.

British Columbia

British Columbia Construction Association

bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf

BC Construction Safety Alliance

Mike McKenna, Executive Director

mmckenna@bccsa.ca

Tammy Oliver, Senior Director

toliver@bccsa.ca

Alberta

Alberta Construction Association

albertaconstruction.net/wp-content/uploads/2020/04/PANDEMIC-PLANNING-FOR-THE-CONSTRUCTION-INDUSTRY.pdf

Alberta Roadbuilders and Heavy Construction Association

279e5ecb-ae4a-4a97-bda5-1b2fe77f0894.filesusr.com/ugd/77f1bc_683524748e3c482aac8a8f59e5a86218.pdf?index=true

Alberta Construction Safety Association

Dan MacLennan, CEO

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Tammy Hawkins, COO

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Saskatchewan*Saskatchewan Construction Association*scaonline.ca/third-party-information-bulletins.html*Saskatchewan Construction Safety Association*Thomas Archer, VP of Operations thomasa@scsaonline.caCollin Pullar, President collinp@scsaonline.ca*Heavy Construction Safety Association of Saskatchewan*Al Goldstone, Safety Director alg@hcsas.sk.ca**Manitoba***Winnipeg Construction Association*togetherwebuild.ca/*Construction Safety Association of Manitoba*Sean Scott, Executive Director sean@constructionsafety.caDerek Pott, Director of Operations derek@constructionsafety.ca*Manitoba Heavy Construction Association*Don Hurst, Director don@mhca.mb.ca**Ontario**

ORBA / OGCA / RESCON / OSPE / OHBA

orba.org/wp-content/uploads/2020/03/ORBA-branded-COVID19-resource-and-best-management-practices-document-Final.pdf*Infrastructure Health & Safety Association*Enzo Garritano, President egarritano@ihsa.caPaul Casey, Vice President pcasey@ihsa.ca**Quebec***L'Association de la construction du Québec*acq.org/coronavirus/sante-securite-du-travail/

Commission des normes, de l'équité, de la santé et de la sécurité du travail

cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/trousse.aspx?utm_source=CNESST&utm_medium=Carrousel-accueil&utm_campaign=Trousse_doutils*ASP Construction*Sylvie L'Heureux, Executive Director slheureux@asp-construction.org

New Brunswick

New Brunswick Construction Association

nbcsa.ca/wp-content/uploads/2020/04/Construction-Site-COVID-19-Prevention-Procedures.pdf

New Brunswick Construction Safety Association

Roy Silliker, CEO rsilliker@nbcsa.ca

Shelley Poirier, Senior Safety Advisor spoirier@nbcsa.ca

Nova Scotia

Construction Association of Nova Scotia

cans.ns.ca/covid-19-managing-covid-19-on-the-worksite/

Construction Safety Association of Nova Scotia

MJ MacDonald, CEO mmacdonald@constructionsafetyns.ca

Damon Alcock, Chief Safety Officer dalcock@constructionsafetyns.ca

Prince Edward Island

Construction Association of PEI

capei.ca/member_access/LiveEditor/images/Public%20Health%20Order%20-%20March%202020.pdf

Newfoundland and Labrador

Newfoundland and Labrador Construction Association

nlca.ca/critical-information-covid-19/

Newfoundland and Labrador Construction Safety Association

Jackie Manuel, CEO jmanuel@nlcsa.com

Yukon

Northern Safety Network Yukon

Sheila Sergy, Executive Director sheila@yukonsafety.com

Northwest Territories and Nunavut

Northern Construction Safety Association

Chris Johnston, Executive Director chris@nsa-nt.ca

