



COVID-19 Preparedness, Response and Safe Work Procedures

On March 11, 2020, the World Health Organization (WHO) classified COVID-19 as a pandemic. The number of cases are changing quickly and the provincial and federal governments are rapidly putting in place measures that are precautionary to minimize the risk of exposure and spread. Keeping our employees safe during the COVID-19 situation is of critical importance to our company. This document establishes the general and specific precautions that will be taken to ensure the health and safety of our employees and subcontractors.

1. IMMEDIATE PROCEDURES - GENERAL

- Any person expected to visit or report to our office may do so only with permission
- All employees will complete a daily health screening process and observe all safe work practices as outlined in this procedure and apply them consistently throughout the course of this pandemic.
- Subcontractors are required to comply with this policy and procedures and have additional duties as outlined in this procedure, including assistance with our daily screening process, until further notice.

2. HEALTH SCREENING PROCESS – EMPLOYEES AND SUBCONTRACTORS

Our **COVID-19 Safe Work Survey** must be completed by:

- All Leader Plumbing employees daily during this active pandemic period
- Every subcontractor worker (and any subcontractors employed by them) daily during this active pandemic period. Subcontractor to provide Leader Plumbing a daily summary of questionnaire results.

COVID-19 Safe Work Survey:

1. Do you have ANY of the following symptoms: fever, cough, shortness of breath, sore throat, nasal congestion, runny nose or body aches? YES/NO
2. Have you or anyone that you have been in close contact with been diagnosed with COVID-19? YES/NO
3. Have you travelled outside Canada and returned in the last 14 days? YES/NO



NOTE: If an employee or subcontractor employee answers “**YES**” to any of the above questions they will not be permitted on our sites. For subcontractors, any attempt to hide information or providing false information will result in the immediate cancellation of the contract and any and all costs for this action shall be the Subcontractor’s responsibility.

3. EMPLOYEE SAFE WORK PROCEDURES FOR COVID-19

GENERAL REQUIREMENTS

- All workers are expected to report any concerns to their foreman or management.
- All workers must immediately report any illness or any unsafe conditions to their foreman and management
- Anyone who shows signs or symptoms of COVID-19 will not be permitted at sites
- Anyone that has travelled from anywhere outside of Canada within the last 14 days will not be permitted at sites
- All foremen must hold a tool-box talk each morning to remind workers about COVID-19 precautions and other safe work procedures
- Keep the workplace clean and sanitary
- Please stay informed checking local, Provincial and Federal updates

SOCIAL DISTANCING

- All workers must practice social distancing of 2m throughout the workday including at lunch and during breaks
- Where a two-person job requires a physical distance closer than 2m workers **MUST** wear safety eyewear and masks supplied.
- Work may be re-arranged, deferred or re-scheduled by management in order to meet the 2m rule
- We strongly recommend against ride sharing to and from work.



TOOLS AND PROTECTIVE EQUIPMENT

- Sharing of personal tools is not permitted. Wipe down larger shared tools after use with antiseptic wipes.
- Wear gloves on site unless they interfere with work and present a hazard

HYGIENE

- All workers shall wash their hands or sanitize frequently throughout the day.
- Handwashing facilities complete with hot water and hand soap are provided throughout the site and office. When soap and water are not available, use hand sanitizer if possible.
- Never touch your eyes, nose and mouth with unwashed hands.
- Avoid touching commonly used surfaces such as handrails or doorknobs.
- Cough or sneeze into a tissue or elbow. Sanitize hands immediately after.
- Disinfect your mobile phones and other electronics daily.
- Do not share phones or electronics.

4. RESOURCES

Our site **Safe Work Procedures** involve many of the precautions posted by our Federal and Provincial Governments and the World Health Organization. More information on COVID-19 may be found at:

Federal Government:

[Canada.ca/coronavirus](https://www.canada.ca/coronavirus)

Ontario Government

[Ontario.ca/COVID19](https://www.ontario.ca/COVID19)

Self-Assessment Link

<https://covid-19.ontario.ca/self-assessment/#q0>

Public Health Ontario

<https://www.publichealthontario.ca/>

World Health Organization

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>