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Coronavirus (COVID-19) Site Safe Work Practice Effective: March 30, 2020 Updated: April 15, 2020

Activa is committed to ensuring the health and safety of all our employees and trade partners. In light of the recent coronavirus (COVID-19) pandemic there is an increased focus on health and safety requirements in order to keep job-sites open. Information regarding Activa's guidelines can be found in our Coronavirus (COVID-19) Policy as well as the Safe Work Procedures outlined below.

IMPORTANT! - Trade partners and their workers are **not permitted** to attend any Activa Work Site if:

- they have travelled outside of Canada within the last 14 days;
- Public Health Authority has identified them as a close contact of someone diagnosed with COVID-19;
- they are exhibiting symptoms similar to those for COVID-19 such as fever, coughing, difficulty breathing, muscle aches, fatigue, headache, sore throat, or runny nose;
- they have been diagnosed with COVID-19;
- they are waiting to hear the results of a laboratory test for COVID-19; or
- Public Health Authority has advised them to Self-Isolate or Isolate at Home.

The above restrictions will be posted in highly visible areas on all sites and must be adhered to at all times.

Safe Work Practices:

Personal Hygiene:

- Clean your hands frequently throughout the day. Portable hand washing stations are available on each site. Hand washing/sanitizing stations are also available in all portable washrooms.
- Sneeze and cough into your sleeve not your hand.
- Avoid touching your eyes, nose, or mouth.
- Avoid contact with people who are sick.
- If you are sick, stay home.
- Avoid high-touch areas (ex. handrails, door handles), 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.
- Do not share personal protective equipment (PPE) and limit the sharing of tools and equipment where possible.
- If you are sick, notify your supervisor immediately, complete the Ontario Health [self-assessment](#), and follow the instructions provided.

On-Site Sanitation:

- Regular cleaning of common contact surfaces will take place at the start and end of the day by Activa staff (ex. cleaning of door handles, shared tools, high touch surfaces in site trailers etc,) and will be documented on the Daily Site Sanitation Inspection Sheet.
- Shared tools should be sanitized by the user before and after each use using the sanitizing products provided on site.

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- Portable washrooms will be cleaned and emptied more frequently by the Supplier.
- Garbage and waste bins to be emptied regularly.

Social Distancing:

All workers are required to adhere to social distancing guidelines set out by Public Health at all times. In order to ensure social distancing can be maintained, Activa will practice the following:

- Reduce the number of workers, trades, and visitors in all of our work locations.
- Monitor site access points to enable social distancing.
- Stagger start and end times, as needed.
- Stagger lunches breaks and restrict the use of shared break spaces (ex. site trailers, units under construction etc).
- Reduce the number of people in smaller work spaces at any given time, for example, no more than two trade workers in a unit at a time and no more than 2 people in the site trailer at a time.
- Refrain from using handshakes as a greeting.
- Limit the number of visits to the worksites by outside guests (ex. fewer scheduled appointments). Non-essential visitors will not be permitted.
- Hold meetings and conversations via phone call. If a meeting is necessary, hold the meeting outside or in a large space to enable social distancing.
- Wherever possible workers should travel to site alone, using their own transport.
- Signage will be posted at the site trailer and in all units to remind workers of social distancing.
- All workers must keep at least 2m (6ft) from one another at all times. If a worker imposes on the space of another worker, the individual should politely request that the worker maintain the appropriate social distance. If this is not adhered to, the worker should leave the workspace immediately and report the incident to the Site Supervisor.
- There should be no passing of workers on stairs or in stairwells. The worker at the top of the stairs has the right of way and must descend and clear the stairway area before the worker at the bottom of the stairs ascends.

Track & Monitor Workforce:

- Site Supervisors will track and monitor all trades, Activa workers, and number of workers scheduled to work in each unit on a daily basis.

Site Worker Daily Screening Form:

- As required by the Ministry of Labour all workers on site will be required to complete the Site Worker Daily Screening Form before beginning work each day.
- Activa employees can retrieve a copy of the form from their Site Supervisor. Once complete, the form should be returned to the Site Supervisor via the mailbox outside of the site trailer.
- Activa Trades will be sent an electronic copy of the form. Each Trade Worker must complete the forms fully. The Trade Supervisor is to collect the Trade Worker's forms and give the completed copies to the Site Supervisor at the start of each day via the mailbox outside of the site trailer.
- Completed forms will be stored securely in the site trailer and will be destroyed in due course.
- The information contained in the form will be kept confidential to the extent possible.
- If worker has been diagnosed with COVID-19 in the last 14 days or answers yes to any of the questions on the declaration, they will not be permitted on our sites until they have been cleared by Public Health.

Illness Reporting:

If a worker is ill or is required to Self-Isolate or Isolate, Activa requires that they do the following:

1. Do not attend work.
2. Have the Trade Supervisor notify the Site Supervisor immediately. Activa may require that the Trade Supervisor communicate specific details pertaining to the isolated or ill employee (name, days worked, etc.).
3. Site Supervisor will inform Construction Management who will work with Human Resources to identify employees who may have been in close contact with the infected trade worker.
4. Trade worker to follow guidelines outlined by Public Health.
5. Trade worker to notify Public Health if symptoms appear or become worse.
6. The Trade Supervisor must confirm with the Site Supervisor prior to return to work that the isolation period is complete.
7. The Site Supervisor will work closely with Construction Management to identify an appropriate return to work date. The Trade Worker should not return to work until approval is granted by the Site Supervisor.

Non-Compliance:

Workers may face disciplinary action up to and including removal from site or contract review if they fail to adhere to the guidelines outlined in Activa's Coronavirus (Covid-19) policy and the On-Site Safe Work Procedures outlined above.

A copy of the acknowledgement form will be provided to the Site Supervisor and Health & Safety by Activa's Contracts department to ensure that only trades that have acknowledged Activa procedures are permitted on site.