



Temporary Site Health and Safety Practice: COVID-19

Effective: April 1, 2020

Purpose:

To ensure all employees and trades on site understand all precautions and expectations set out by Granite Homes.

Policy:

The following Practices have been put in place to ensure the Health and Safety of everyone on site.

Site Access:

All employees, trades, workers and visitors must complete the following questionnaire (see Appendix 1) before entering the workplace each day.

There will be 2 mailboxes outside of the Site Trailer, one will contain blank forms and completed forms are to be deposited in the other. These mailboxes will be sanitized multiple times a day. The Site Supervisor will collect and review the forms each day and file them.

COVID-19 Questionnaire

1. Have you travelled outside Canada or anywhere by air in the last 14 days?
2. Do you currently have any symptoms consistent with COVID-19, including the following symptoms: fever, coughing and difficulty breathing, diarrhea, muscle aches/headaches?
3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Anyone who answers “yes” to any of the three questions must NOT be permitted access to the worksite until that person has completed a 14 day self-isolation period with no symptoms manifesting.

Physical distancing:

All employees, trades and visitors on site must maintain a distance of a minimum of 2 metres (6ft) between each other.

In order to ensure physical distancing on site

- All employees and trades are to stagger breaks and lunches or take them in personal vehicles
- Only one trade will be allowed in each unit
- Granite Homes employees will not be in a unit with a trade
- No eating of any meals inside units
- All personal garbage must be properly disposed of (coffee cups, cans, etc)



- If anyone on site needs to speak with the site supervisor, please call them, do not go to the Site Trailer, for the time being these are for Granite employees only.
- Effective immediately, meetings for the foreseeable future are to be conducted through conference calls as opposed to face-to-face meetings.
- Limit unnecessary on-site contact between workers, and between workers and trades.
- No carpooling to and from the job site.

Production Schedule Adjustments

In order to keep sites open, Granite Homes Site Supervisors may need to adjust production schedules as the impacts of physical distancing become clear. Physical distancing will result in lower staffing on sites.

Schedules will take the following into account:

- Limiting only one trade per unit
- Limiting number of workers on a particular site or in a specific home to critical number by staggering work schedules
- Sanitation of sites and workspaces
- Site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift

On-Site Sanitation:

Coronaviruses are spread person to person through close contact, including at work. In addition to the general obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

- Granite Homes employees have access to the model home washroom with soap and water.
- All trades and site visitors have access to the portable toilets and hand wash stations, equipped with soap and water.
- All employees, trades and visitors are expected to follow proper hand washing practices.
- The Site Supervisor will ensure sanitizing of commonly touched surfaces or areas 3 times a day (start of day, mid day and end of day)
- Sanitizer & Soap will be available throughout the site
- Avoid sharing hand tools and power tools. If sharing is necessary, enable sanitization of shared equipment.
- Proper hygiene posters will be posted on site.



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1-833-784-4397

@canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada

Canada

General Best Practices:

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 and the Site Supervisor immediately, complete the self-assessment and follow the instructions you get.

(Self Assessment: <https://covid-19.ontario.ca/self-assessment/#q0>)



Illness Reporting:

If any employee, worker or visitor is ill, experiencing any symptoms of the virus or has been exposed, Do NOT come to site or leave site immediately.

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 NOT be on site.

In addition, anyone with symptoms should complete the online self-assessment or call either:

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

If any employee, worker or visitor has been to the site in the past 14 days, and is diagnosed with COVID-19, they are to notify the Site Supervisor as soon as possible. The Site Supervisor will notify Granite Homes Human Resources immediately.

Granite homes will report all known positive test results for COVID-19, to:

- All trades who have been on site
- The Ministry of Labour (in writing) within four days
- The Health and Safety representatives

Enforcement:

The Site Supervisor is responsible for the entire job site. If any employee, worker, trade or visitor is in violation of any of the practices listed above, they will be asked to correct their practice and/or leave the site immediately.

-END-



Questionnaire to be completed by all personnel entering the site

All employees assigned to this site must complete this form and submit to the Site Supervisor prior to entering the site.

Personal information:

First and last name:
Email:
Cell Phone:
Employer:

1. Have you travelled outside Canada or by air since March 12th?

Yes _____ No _____

If Yes - Date of Return? _____ (must be 14 days minimum to stay on site)

2. Do you currently have any symptoms consistent with COVID-19, including the following symptoms: fever, coughing and difficulty breathing, diarrhea, muscle aches/headaches?

Yes _____ No _____

3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes _____ No _____

Declaration:

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine.

I undertake to inform the site supervisor in writing of any changes to the information already provided and to update the information on this form whenever requested to do so.

Signature

Date
