

# 2020 Construction Season

## Guidelines for Ministry of Highways and Infrastructure (MHI) Staff and Construction Contractors during COVID-19 Pandemic

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**MHI - Commitment:** The Ministry of Highways and Infrastructure (MHI), are putting additional safety measures in place to minimize the risks/hazards associated with the potential infection of COVID-19 to MHI employees, contractors, visitors and the public in the Province of Saskatchewan during COVID-19 construction season.

**Purpose:** To provide a guide to help MHI employees, contractors and visitors to identify a process for risks arising from COVID-19 and to outline best practices that identify potential hazards and controls.

**COVID-19 awareness:**

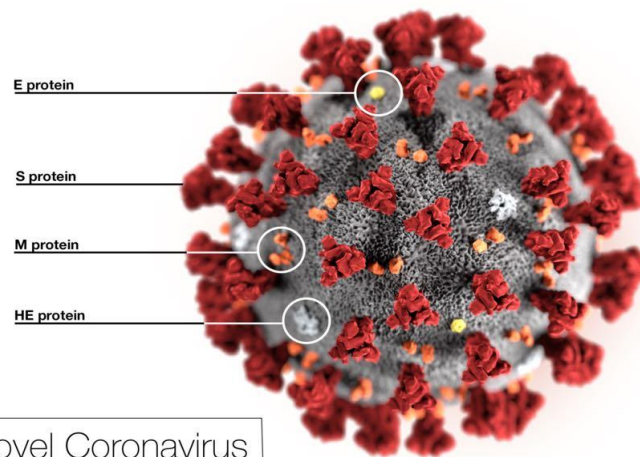
On March 11, 2020, the World Health Organization declared the COVID-19 virus a worldwide pandemic. Governments in Canada and its provinces, and across the world are declaring states of emergency and implementing dramatic health and safety measures daily.

The impacts on our world, our families, businesses and markets are and will continue to be significant and somewhat unpredictable.

**What is COVID-19:**

Coronaviruses are a large family of viruses. They can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). Some cause illness in people, while others circulate among animals. Some coronaviruses transmit easily from person to person while others do not.

COVID-19 is a new virus that has not been previously identified. At present it is causing mild to moderately severe symptoms and some deaths. The virus spreads through close person-to-person contact. As with new viruses, further details will be available as we learn more



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**Symptoms of COVID-19:**

Common signs include respiratory symptoms: fever, cough, shortness of breath and breathing difficulties. In more severe cases, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. Older people or those with chronic illnesses may be at higher risk for a more severe form of the disease.

**How COVID-19 Spreads:**

The infection transmits via coughing and sneezing (droplet transmission). It can also be spread by touching surfaces with the virus on it and then touching your mouth, nose or eyes before washing your hands. While it is not yet known exactly how long COVID19 lives on surfaces, preliminary evidence suggests it can live on objects and surfaces from a few hours to several days. Therefore, isolation at home or hospital is important to prevent transmission.

**Health and Safety:**

Develop, Review, revised and implement your health and safety policies and protocols to align with the Provincial Health Order (PHO) requirements. Enforce them on the work/project site and in the office.

*Regularly monitor for public health announcements and orders from applicable government agencies and regulators.*

Immediately implement following practices on all sites and offices:

- Hold project meetings by videoconference,
- Post applicable protocols and circulate by email,
- Make sanitizer (hand and cleaning) readily available,
- Consider arranging for additional temporary washing stations with soap/water and extra sanitizer,
- Confirm who might be coming in from outside the country and needs to be quarantined or self-isolated,
- Remove or check personnel exhibiting symptoms, etc.
- If you are a "contractor" or "prime contractor" under Saskatchewan occupational health and safety act/regulations, review your obligations for disease control as well as "General Duty Clause".
- Consider re-sequencing/re-organizing workflow and schedule to minimize the number of personnel on site at any given time, and to allow maximum social distancing while at the site (maintain min. of 2 m or 6 feet).

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### **Proactive Communications Strategy:**

These are very challenging times and even more so for construction projects. The health and safety of construction personnel are always paramount in construction, now more than ever.

1. The pandemic is very quickly evolving with new information from authorities and industry almost hourly. Any plan of action will need constant re-checking and re-evaluating.
2. Knowing your contractual and other legal rights and obligations is important.
3. Best practices in this environment would be to proactively communicate and coordinate with the entire project team on an established regular daily basis.
4. Don't forget to communicate beyond the project, e.g. carriers, shippers, waste services, cleaning services, suppliers, hotels, restaurants and others as applicable.
5. It would be prudent to collect emergency contact information, including cell phone numbers and alternate contacts of key individuals and share them with all involved.
6. Communication and alignment of strategies and efforts between owners, contractors, consultants, the trade contractors and regulators will be essential (It is fair to say that no one saw this coming, and no one yet knows how it will continue to develop or impact business).
7. Key relationships can be strengthened through a cooperative and emphatic approach.

### **MHI-Protocol:**

In MHI we identified the following six additional areas that have high risk for employees, contractors and public health and safety during the COVID-19 pandemic and developed a best practice document to minimize the potential spread of the virus on a construction project.

1. Site Based Risk Assessment Checklist
2. Routine Cleaning and Best Hygiene Practices
  - a. Sanitizing Work Surfaces – Safe Work Procedure(SWP/SOP)
  - b. Personnel Hygiene
3. Social Distancing
4. Travelling to/from worksite
5. Hotel and/or Camp Accommodation
6. Enforcement and Audits

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**1. Site based Risk Assessment Checklist:**

DATE:		LOCATION:	
Name of person(s) contributing to assessment: ▪ ▪ ▪		SPECIFIC LOCATION OR PROJECT BEING ASSESSED: ▪	
ACTIVITY/PROCEDURE BEING ASSESSED: To evaluate the COVID-19 risk to the company construction sites.		WHO IS AT RISK? ▪ MHI staff and/or ▪ Contractors and Sub-contractors (where applicable) ▪ Delivery drivers and other service suppliers	
KNOWN OR EXPECTED RISKS: Number of employees onsite:		Employees:	Contractors:
Is soap and water available onsite?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Is signage posted for hand washing at sinks and washrooms?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Is there regular cleaning of the washrooms in place?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Is there regular cleaning of lunch/break rooms in place?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Is equipment and machinery cleaned/disinfected regularly? (i.e. weekly, daily or if alternative operator is required)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
For meeting and break rooms, can social distancing be maintained?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Is social distancing maintained to perform duties required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Can the work duties be staggered to maintained social distancing?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
Each individual has their own personal protective equipment (e.g. gloves, etc.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Alternative Measures in place	
STAFF ASSESSMENT:			
Is there a policy and or procedure in place for employees who are ill?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", Have employees been made aware of it?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you administer a screening checklist for employees and visitors?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff who have travelled outside of Canada are in self-isolation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If there are negative answers with no alternatives in place, consideration should be given to postpone or cancel the activity until these identified issues are addressed.</b>			

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**2. Personal Hygiene:****a) Routine Cleaning/Sanitizing of Common Work Surfaces – SWP/SOP****Purpose:**

The purpose of this SWP/SOP is to ensure frequently used surfaces and objects are cleaned regularly to mitigate the risk of becoming infected after touching contaminated surfaces. The virus that causes COVID-19 has the potential to survive in the environment for several days. Cleaning frequently touched surfaces, can kill the virus, making it no longer possible to infect people.

- Increase frequency of cleaning of high use surfaces (ex. phones, computers, desks, lunch tables, kitchens, washrooms, steering wheels, seating areas, surface counters, customer service counters, tools, handles, railings, etc.).
- This is achieved through janitorial service and due diligence by staff to wipe/sanitize areas between cleans.

**Scope:**

This SOP/SWP covers procedures for disinfecting frequently touched work surfaces.

**PPE:**

- 
- Disposable gloves and recommendations from any Safety Data Sheet (SDS) for all chemicals

**Tools Required:**

- Surface disinfectant wipes (e.g. Clorox, Sani Cloth)

**Practice:**

<b>Responsibility</b>	<b>Activity</b>
Cleaning Service Employees	<ul style="list-style-type: none"> <li>• As a preventative measure, cleaning contractors perform increased daytime sanitizing of common area surfaces that are regularly touched by occupants such as door handles, railings, washroom and lunchroom taps, paper tower dispensers ....</li> <li>• The purpose is to sanitize high use areas at least once per day in addition to regular overnight sanitizing and cleaning.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Increased daytime cleaning of high touch common area surfaces that are accessible to the public, clients and/or multiple employees during a work day. The recommendation is three times daily – once in the morning, once midday and once in the afternoon. High touch areas include:               <ul style="list-style-type: none"> <li>○ Countertops, meeting rooms, shared workstations, included shared vehicles/PME Power Mobile Equipment</li> </ul> </li> <li>• Employee may elect to wipe down surfaces more frequently as needed (ex. if sneezing occurs)               <ul style="list-style-type: none"> <li>○ Wipe surface with a disinfectant wipe</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Let it air dry (as per SDS)</li> <li>○ Wash your hands thoroughly with soap and water after handling</li> <li>● Employees are responsible for utilizing disinfectant wipes once daily at their workstation.</li> <li>● Employee can elect to sanitize more than once, as needed (ex. if sneezing occurs)</li> <li>● Report any health and safety concerns to your immediate supervisor</li> </ul>
COVID-19 Officer/Coordinator	Audit three times a day
Area Supervisor	Enforce this SOP in your area of responsibility Immediately address any H&S concern raised by the employee

If you share a work vehicle/PME with others, you must sanitize the high-touch areas every time you take over the vehicle, especially during flu season.

Follow these three easy steps:

1. Wear gloves and use a disposable disinfectant cloth to wipe down the following:

- Steering wheel, controls/switches/radios
- Seatbelt clasp
- Door handles
- Gas caps
- Other areas that are commonly touched.
  - ❖ Carefully dispose of gloves and the wipe/cloth immediately after use.



**Safe Operation Practice: SWP/SOP**

**Hand Cleaning (Hygiene):**

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**Purpose:**

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission of COVID-19 and therefore minimize the likelihood of infection.

**Scope:**

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched.

**Practice:**

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water are not available, use an alcohol-based hand sanitizer to clean your hands.

Pay special attention to the areas of the hand most frequently missed.

- Keep all nails short
- Avoid wearing rings
- Avoid artificial nails or nail polish
- Remove watches and bracelets
- Wash wrists and forearms if they are likely to have been contaminated
- Make sure that sleeves are rolled up and do not get wet during washing.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after washroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

**Additionally:**


- Avoid touching your eyes, nose or mouth with hands

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- Use utensils: consider using forks, spoons or tooth picks when eating


### Handwashing with soap and water




1  
Wet hands and wrists




2  
Use a sufficient amount of soap




3  
Lather soap and scrub well, palm to palm




4  
Scrub in between and around fingers




5  
Scrub back of wash hand with palm of other hand




6  
Scrub fingertips of each hand in opposite palm




7  
Scrub each thumb clasped in opposite hand




8  
Scrub each wrist clasped in opposite hand



9  
Rinse thoroughly under running water




10  
Wipe and dry hands well with paper towel




11  
Turn off water using paper towel


### Cleaning with alcohol sanitizers




1  
Apply enough sanitizer to open palms




2  
Rub hands together, palm to palm




3  
Rub in between and around fingers




4  
Rub back of each hand with palm of other hand




5  
Rub fingertips of each hand in opposite palm



6  
Rub each thumb clasped in opposite hand



7  
Rub each wrist clasped in opposite hand



8  
Keep rubbing until hands are dry. Paper towels are not needed.

Illustrations courtesy of Ontario Ministry of Health

**Personnel Hygiene:**

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### **How to Protect Yourself and your Employees from COVID-19:**

Currently, no approved vaccine protects people against coronaviruses. As a respiratory illness, the best method to protect yourself against COVID-19 is to practice everyday preventive actions, including:

- Practice proper cough and sneezing etiquette (into the bend of your elbow);
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer;
- Avoid touching your eyes, nose and mouth with hands;
- Clean and disinfect your home regularly;
- Maintain safe food practices;
- Avoid close contact with people;
- Avoid unnecessary travel;
- Avoid large crowds and practice social distancing (do not shake hands, hug or kiss).

### **Use of Mask (Surgical):**

There is no evidence that surgical masks protect persons who are not sick. The World Health Organization (WHO) does not recommend the use of any masks if you do not have a travel history and respiratory symptoms.

If you have respiratory symptoms such as cough or difficulty breathing and a relevant travel history, you must wear a surgical/procedure mask when seeking medical care at a health facility.

If you are going to a health care facility for treatment of your respiratory illness and do not have a mask, ask for one at the admission desk and one will be provided to you.

### **Cotton Mask:**

See Appendix A for details

## **3.Social Distancing:**

### **Understanding Social Distancing at Work**

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### What is Social Distancing?

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other.

- Educate employees on “Social Distancing” in Orientation
- Informational signage, warning workers of the importance of self-distancing will be installed at locations on the work/project site where there is a potential for workers to congregate. Conduct regular inspections of the project to verify that workers are observing social distancing.
- All workers must observe social distancing. Social distancing measures include:
  - Limiting groups of workers coming together;
    - In orientation,
    - lunch and meeting rooms,
    - tool cribs,
    - change rooms,
    - smoking areas, etc.
  - Preventing employees from congregating at the entrance, washroom facilities, etc.
    - Restricting access to occupied work areas like trailer offices, etc.
    - Control Traffic Pattern
- Conduct regular inspections of worker areas to verify that workers are practicing social distancing, to the best of their ability
- Notify supervisor of any concerns you have for social distancing practices or SOP/SWP.



#### 4. Travelling to/from work site/office:

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MHI strongly recommends not sharing work vehicle with other employees to travel to/from the worksite or office. Use a separate vehicle for each person.

Supervisors should consider allowing employees to use their own vehicles, which are reimbursed for mileage at the organization's approved rate. Personal vehicles must have the appropriate safety equipment for the type of work being conducted (i.e. warning lights, backing up alarm).

*Travelling in the same vehicle should always be the last option and only used if no other option is available.*

- If carpooling must occur, physical distancing should be maintained as much as possible, including having people sit in the backseat (Limit the # of occupants to as minimum as possible e.g. one driving the vehicle and the other one in the back seat);
- In situations where it is impossible to maintain a two-metre distance between workers in a vehicle, the following adaptations should be made:
  - Encourage the same workers to ride in the same company vehicle every shift.
  - Workers should occupy the same seats in a vehicle for the entire shift (always sit in the same place in the vehicle, i.e. do not rotate drivers and stay in the same seat for each trip).
  - Avoid physical contact and sharing materials or equipment.
- Vehicles should be frequently cleaned and disinfected during the shift, as well as between each shift. This includes commonly touched surfaces, such as the steering wheel, gear shift, dash, radio, door handles (interior and exterior), rearview mirror, armrest and seatbelts.
- They must follow proper hand hygiene and respiratory etiquette during the travel including:
  - Use hand sanitizer approved by Health Canada (DIN or NPN number);
  - Avoid touching your face, mouth, nose and eyes.
  - Cover your coughs and sneezes.
- Follow Government of Saskatchewan recommendations on self-monitoring; Also, no one who is symptomatic or sick should be working;
- Because of the risk of asymptomatic transmission, occupants may wear cloth masks recognizing their limitations as outlined in [appendix A](#).
- Keep the time you're in contact to an absolute minimum and set the vent on fresh air intake or keep the window open;
- Sanitize the vehicle before and after use

## **5. Hotel and Camp accommodation:**

### **Purpose:**

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Guidelines where employees must stay at a hotel or camp for employment during COVID-19.

**Scope:**

Complying with the Hotel and Camp Accommodation Guidelines will help reduce the risk of infection of COVID-19 or spreading the infection to others.

**Best Practice:**

- Stagger start times
- Restrict the number of people on-site and where they are assigned to work
- Controlling site movement (by limiting the potential for workers to gather, including personnel in material hoists and site trailers)
- Limiting the number of people who use elevators and hoists at one time
- Holding meetings in an outside or large space that can accommodate physical distancing of two meter
- Limiting unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas (for example, by removing coffee trucks from the site, using cell phones for communications or conversations)
- If the two-meter distancing is not able to be maintained, other measures such as self-monitoring of personal health is required with additional PPE such as gloves and cotton face mask may be used recognizing their limitations as outlined in Appendix A.
- Where workplaces provide meals to employees, including cafeterias and work camps, meal service in common eating areas should occur on a rotation to minimize the number of people in the room in accordance with the current guidelines for gathering sizes in a common room, and social distancing should be practiced when seating. Food service staff shall serve food and common touch items should be removed.
- Lunchrooms and break rooms should be arranged to follow social distancing practices. Consider staggered lunch and break times to reduce employee gathering numbers.
- Where workplaces provide accommodations (such as work camps), shared facilities such as workout facilities, common rooms, games rooms, etc. should be closed.
- Essential shared facilities such as telephone/computers, washrooms, and laundry rooms must receive increased cleaning and disinfection.

**Camp Location Sanitation:**

While employers always have an obligation that of employees to maintain good housekeeping, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

**Employers must consider:**

- Administer Health Screening protocol for camp site
- Posting signage for hygiene
- Ensuring access to soap and water or alcohol-based hand sanitizer
- Provide sufficient washroom facilities to maintain social distancing. Ensure Washroom facilities are sufficiently provided with disposable toiletries
- Increased the cleaning and disinfecting frequency, based on # of employees.

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- Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units, phones, desks)

## **6. Enforcement and Audits:**

**To ensure that everyone is following the established rules/policies and procedures each company or organization on the projects shall assign a COVID-19 Officer (CO) for each project site or assign the following duties to someone on the project site with authority:**

*Roles and responsibilities for preparedness and response planning. What measures need to be planned for that are different than normal work, this is not a complete list of all roles and responsibility:*

### **Role and Responsibilities of Site CO:**

- ensure work place risk assessment are completed, controls are communicated and implemented
- ensure employees are trained and understand the controls
- ensure hygiene supplies are supplied and maintained
- ensure employees are maintaining social distances
- ensure regular audits are completed and documented
- ensure any non-conformance findings during an audits are to be addressed immediately with the supervisor
- provide daily audit reports to supervisors and management
- provide consultation to management, supervisors, workers, OHC
- develop, revise, implement site specific COVID-19 preventive procedures.
- conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings.
- review and store Health Questionnaires in accordance with privacy considerations.
- Audit/Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Inspect wash stations and hand sanitization stations to verify that they are cleaned in accordance with defined schedule.
- Post and inspect other signage to verify that it is located in the correct location and good order.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating any reports of workers that are not complying with procedures or concerns for worker's health.
- Coordinate with site management.
- Immediately report and investigate any employee health/safety concerns.
- Contractors, consultants, suppliers, ministry staff will provide the names and cell phone numbers of their COVID-19 Officer (CO) to the on-site CO.
- The on-site CO will ensure that the CO list is circulated and available for staff working on the project site.
- Identify essential employees and essential critical tasks.

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- Provide a list of employees that can work from home, consider teleconferencing or other means of communication
- Establish a list of employees that will be working at each site
- Establish essential tasks that may need to be changed or added
- Employers must ensure that the following workers do not come to work:
  - Workers who are ill, whether or not the illness has been confirmed as COVID-19.
  - Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
  - Workers who have an ill person in their home.
  - Workers who share a residence with a person who has been exposed to COVID-19.
  - Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call the Health Line at 8-1-1 for an assessment and to determine any necessary next steps.
- Identify measures to control exposures that follow the recommendations of the Public Health Order (Ministry of Health). Determine all high-risk areas (common spaces, etc.) and prioritize locations for cleaning and additional monitoring for social distancing.
- Post Educational posters and up to date bulletins can be found on their websites:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>  
 or  
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

*Site Supervisor/contractor are expected to follow all recommendations coming from COVID-19 Officer/Coordinator in order to reduce or eliminate the spread of the virus.*

#### Audit Checklist (Sample):

<b>Audit Date and Time</b>		<b>Audit Location</b>		
<b>Site Supervisor Name &amp; Contact #</b>		<b># of Workers @ Site</b>		
<b>MHI Project Manager Name &amp; Contact #</b>		<b>Contractor Company</b>		
<b>COVID-19 Officer Name &amp; Contact #</b>				
<b>Potential Hazards</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there a program in place and posted for COVID-19 hazard and prevention?				

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Are posters about “Social Distancing” posted in obvious locations? And are being followed?				
Are work stations, desks and tables further apart to comply with social distancing?				
Are toilets clean, serviceable, and adequate in number at the worksite?				
Instruction are given to workers to have meetings by phone or online instead of in person?				
If, not possible, require meeting are held in a large space (follow the Social Distancing)? And keeping meeting short in duration?				
Is there a schedule for servicing/cleaning, and cleaning supplies are available at each facility at the worksite?				
Is the posted scheduled being followed?				
Are changing rooms available for workers? Is the proper signing are posted for social distance? and proper storage/disposal of cloths/PPE?				
Are designated areas provided for the consumption/storage of food/beverages, and tobacco products? Are these areas following social distance guidelines?				

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Are commonly touched working surfaces being cleaned after each use?				
Are tools, materials, equipment cleaning frequency being followed as per the developed SOP/SWP?				
Are soap & water made available to workers for hand washing?				
Are any areas frequented by workers or others (e.g. visitors to work site) being cleaned at least daily with detergent or disinfectant?				
Are workers wearing all PPE (e.g. gloves, eye protection, etc..)?				
Are workers cleaning and washing their hands (with soap and water) thoroughly or with alcohol-based hand sanitizer before and after wearing PPE?				
Are cleaning of frequently touched areas (this includes equipment, handrails, tables, counter tops, door knobs, sinks and keyboards) surfaces being following the developed protocol? (i.e. several times a day with a detergent or disinfectant solution or wipe.)				
Are workers cleaning personal property that they bring to work such as, sunglasses, mobile phones and iPad with disinfectant, such as disinfectant wipes?				
Are the signs posted about the symptoms of COVID-19 in the workplace?				

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<p>Are handwashing facilities adjacent to each toilet facility? Do they contain: hot and cold or lukewarm running water and soap, or waterless skin-cleansing agents? Are clean, single-use hand towels stored in a sanitary container?</p>				
<p>Additional Observation?</p>				

**Employee Education & Training:**

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- Ensure employees are trained and understand their roles and responsibilities related to COVID-19 procedures
- Keep the message simple – Keep it Simple (Kiss) Principle
- All warning signs must be posted in all common areas
- Add COVID-19 as an agenda item in a daily tool box meeting
- ensure workers are following the plan and have all available information.

*Train and prepare an additional workforce when possible. Having employees cross-trained is vital.*

### **Health Monitoring:**

### **Develop a plan to manage large absences:**

Forecast and plan for absences during this situation due to factors including personal illness, family illness, community containment measures, self-isolation due to immuno-compromised family members.

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Call Health-Line at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.
2. Report the incident to your supervisor and site COVID-19 Officer/Coordinator

If you're feeling stressed or worried contact supervisor or contact the Family Assistance Program (EFAP) is available for those who feel they need support or counselling services.

### **RECORD KEEPING**

Any data collected as per this document shall be kept as per the MHI record retention policy or contract document.

### **Sample Signs:**

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Signs, courtesy of Saskatchewan Construction Association

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# Appendix A: MHI – Tool Box Topic

## Use of homemade masks in MHI locations during the COVID-19 pandemic

MHI employees can choose to wear a homemade mask in any of the MHI work locations but, consistent with current medical advice it is not an MHI requirement to do so. As a result, MHI will not be providing employees with homemade masks and will not reimburse the cost of procuring these masks. Any employee who chooses to wear homemade masks in any of the MHI work locations may do so keeping in mind the following:

- ***Wearing a homemade mask will not prevent you from getting sick.*** It is an additional measure you may take to protect others around you, particularly in situations where the recommended physical distancing cannot be maintained (such as on public transit or in grocery stores).
- Masks have limitations and in order to use a mask safely, you must do the following:
  - Wash your hands immediately before putting it on and immediately after taking it off (in addition to practicing good hand hygiene while wearing it);
  - **Mask should fit well, fully cover nose, mouth and chin area with no gaping; and,**
  - Do not share mask with others.
- Masks can become contaminated on the outside or when touched by hands.
  - Avoid moving the mask around or adjusting it often.
  - Change the mask as soon as it gets damp or soiled.
- Masks should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- ***A homemade mask does not replace public health measures that are proven to be effective.*** The best way to prevent the spread of COVID-19 is to continue to:
  - Stay home as much as possible;
  - Practice physical distancing;
  - Wash your hands for at least 20 seconds with soap and water;
  - Cover your cough or sneezes with tissues or your sleeve; and,
  - Self-isolate when ill.
- **Homemade cloth masks should:**
  - Fit snugly but comfortably against the side of the face;
  - Be secured with ties or ear loops;
  - Include multiple layers of fabric;
  - Allow for breathing without restriction; and,
  - Be able to be laundered and machine dried without damage or change to shape and fit.
- **Sanitizing and disposing non-medical homemade masks:**
  - Change a cloth mask as soon as it gets damp or soiled.
    - Put it directly into the washing machine or a bag that can be emptied into the washing machine and then disposed of; and,
    - Cloth masks can be laundered with other items using a hot cycle, and then dried thoroughly.
  - Homemade masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled.
    - Dispose of masks properly in a lined garbage bin; and,
    - Don't leave discarded masks in shopping carts, on the ground, etc.

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**Please visit following links for additional resources:**

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines>

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-COVID-19.html>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

<https://www.ccohs.ca/outbreaks/>

<http://www.bccdc.ca/health-info/diseases-conditions/COVID-19>

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/COVID-19-self-assessment>

<https://www.cca-acc.com/wp-content/uploads/2020/04/CCA-COVID-19-Standardized-Protocols-for-Canadian-Construction-Sites-03-30-20.pdf>

<http://www.chamber.ca/resources/pandemic-preparedness/businessprepguidepanprep2020>

[www.saskatchewan.ca/covid19](http://www.saskatchewan.ca/covid19)

[www.saskatchewan.ca/covid19-businesses](http://www.saskatchewan.ca/covid19-businesses)

[www.canada.ca/coronavirus](http://www.canada.ca/coronavirus)

<https://www.canada.ca/en/public-health>

<https://www.who.int/>

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