

To ensure the safety of the workers at the CPC Kitchener following procedure has been put in place. All workers and/or visitors must:

- The Visitor Assessment form must be completed by all visitors. Visitors may be not permitted to site depending on this assessment.
- All Subtrades are to complete the Worker Assessment Form twice daily.
- Wash hands regularly and/or using alcohol-based hand sanitizer, thoroughly including between fingers, under fingernails and wrists, especially:
 - **Before** eating food or drinking.
 - **Before** and **after** treating a cut or wound
 - **Before and after** using the toilet
 - **After** blowing your nose, coughing, or sneezing
 - **After** touching garbage
 - Refraining from touching any part of your face with unclean hands.
 - Avoiding contact with people and maintain social distancing (2m distance) with others when reasonably possible.
 - Do not share PPE and ensure that PPE is regularly and properly sanitized.
 - Using proper cough and sneeze etiquette. Cover your mouth when coughing or sneezing. Cough or sneeze into a tissue whenever possible,

dispose of tissue in garbage and sanitize hands afterwards. If a tissue is not available ensure you cough or sneeze into your elbow.

- Staying home if you are sick. Avoid contact with anyone showing symptoms of respiratory illness such as fever, cough, difficulty breathing. Report any illness to the Site Superintendent.
- Subcontractor's foremen shall canvas their personnel each morning for the health of every worker. If a worker has any symptoms and is determined to be ill, site management will request that the person leave the premises and follow the Ministry of Health guidelines.
- Anyone who has cold/flu symptoms or contact with anyone with cold/flu symptoms should self-isolate for a period no less than 14 days and not return to site until symptom free.
- Anyone with a confirmed case of COVID-19 must not return to site until it can be confirmed that the case is resolved. Anyone who has been in contact with a person with a confirmed case of COVID-19 must self-isolate for a period no less than 14 days and be symptom free before returning to site.
- Work surfaces, equipment, materials and tool should be regularly cleaned and disinfected, including phones, computers.
- Regularly touched surfaces such as keys and door handles are to be disinfected on a regular basis.

- Limited visitors and/or in-person meetings, unless necessary. Access to site construction office will be controlled. All Subcontractor personnel to contact site management staff by phone or email for discussions.
- If necessary, try to have meetings in open areas, preferably outside and use social distancing.
- Signage will be posted at entrance(s) instruct all workers & visitors of any new policies, restrictions and screening procedures in effect.
- Work is to be organize/schedule with the Superintendent in a manner that allows for maintaining physical distancing – to avoid numerous trades working simultaneously in a area.
- All Subcontractor Facilities to be controlled access by each trade foreman and access denied to any unauthorized personnel.
- If a worker or immediate family member has travelled outside of Canada (including the United States) since Friday March 13th, the worker must notify their employer and self-isolate for a period of 14 days from the date of return to Canada.
- Workers are to have staggered breaks and lunches to avoid large gatherings – if breaks must be taken at similar times, workers must maintain physical distancing.

Hand washing procedure:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.
6. Use hand sanitizer.