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**Reyner Electrical Construction**

835988 Hubbard Rd. Drumbo ON N0J 1G0

## **COVID-19 Response Plan, Policy and Guidelines**

Updated January 2021

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## 2 Revision History

August 19, 2020- The following items have been added and /or updated

1. Policy created
2. COVID-19 Symptoms added to Fit for Duty Sign Off Sheet

November 29, 2020- The following items have been added and/ or updated

1. Case Management, Definitions, and Incident Reporting

## 3 Introduction

At Reyner Electrical Construction, we are and have always been committed to the health, safety, and wellbeing of all our employees. We will continue to closely monitor the COVID-19 situation, its impact on our business, our employees, their families, our communities, and our clients and partners. There are two critical items that we feel our employees have on their minds during these challenging times: their family's physical health and wellbeing, and the health of our business. We are committed to do our best to keep both items as our primary focus as we deal with the COVID-19 situation; as such, we have taken a number of pre-cautionary measures in an effort to mitigate the many health concerns, and we are doing our best to keep our business strong and our people busy.

We are also reaching out to our clients and partners to try and understand what they are doing in response to this situation and seeing how we can collectively manage through this challenging time. This is an ongoing and evolving situation. Any questions or concerns, please speak with your supervisor.

## 4 Pandemic Preparedness Procedure

### 4.1 Policy

Management is committed to providing a safe and healthy workplace for all staff. This procedure is designed to protect out workers, and people in our workspaces from infectious diseases and disease related pandemics.

### 4.2 Scope

This procedure applies to all management, supervisors, workers, contractors and guests at all work locations

### 4.3 Definitions

**Pandemic-** A pandemic is the worldwide spread of a new disease that makes humans sick and is easily transmitted from person to person. (World Health Organization)

**Infectious Disease-** Diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread directly or indirectly, from one person to another. (World Health Organization)

**OSHA-** Occupational Health and Safety Act

**Social Distancing-** Social distancing also referred to as "physical distancing" means keeping a safe space between yourself and others. To practice social or physical distancing, stay at least 6 feet from others.

Reyner Electrical Construction will use telephone, video conferencing or internet to facilitate business communications where possible to limit contact between individuals.

## 4.4 Role and Responsibilities

### **Management:**

- Provide information, instruction, and supervision to workers to protect themselves from infectious disease hazards.
- Stay up to date on pandemic related government directives and provide updates to workers.
- Ensure all workplace parties are trained on pandemics and infectious disease policies and procedures.
- Provide the required equipment and personal protective equipment (PPE) appropriate to the pandemic and ensure that the PPE is used and properly maintained.
- Keep adequate stock of hygiene products (e.g., hand sanitizer, soap, tissues, paper towels)
- Conduct period reviews of this plan's effectiveness.
- Adapt this plan and procedures to meet government recommendations specific to pandemic control.

### **Workers:**

- Report to your supervisor or employer any hazards related to the pandemic or infectious diseases.
- Report immediately to your supervisor if you are experiencing any symptoms related to the pandemic or infectious diseases
- Work in compliance with the OSHA and its regulations
- Follow safe work practices as directed
- Follow the pandemic specific hazard controls instructed by the employer
- Use any personal protective equipment required by the employer or client

### **All Workplace Parties:**

- Follow routine precautions to control and prevent the transmission of infectious diseases
- Use proper hand washing techniques and hygiene practices
- Use infection control practices such as covering a cough or sneeze, and staying away from the workplace when sick

## 4.5 Procedures

General hygiene products including hand washing facilities, antiseptic hand cleaners, and other general hygiene products will always be available for employees in accordance with the OSHA and regulations.

Work methods and procedures will vary based on the type of pandemic and government recommendations (both federal and provincial) as well as client procedures. Pandemic specific procedures will be developed and communicated to workers on an ongoing basis. This may include but

is not limited to change of work processes, additional personal protective equipment, limiting the number of workers in an area, contact tracing, illness reporting procedures, social distancing and restricting access to work for individuals with symptoms.

Workers presenting symptoms, or workers who are providing care to others presenting symptoms, should report to their supervisor for case-by-case evaluation of their ability to work from home or eligibility for other options such as sick leave.

The procedure and any pandemic specific plans will be reviewed in consultation with the Safety Representative.

## 4.6 Training

All employees will be trained on this procedure as part of their orientation and through supervisors at safety meetings. Pandemic specific plans will be communicated on an as needed basis whenever a pandemic is declared.

## 4.7 References

- Occupational Health and Safety Act, Section 25
- Government of Canada- Pandemic Plans
- Government of Ontario- Pandemic Preparedness
- Worksafe BC- Controlling Exposure: Protecting Workers from Infectious Disease
- CCOHS- Business Continuity Plan: Infectious Diseases
- Ministry of Labour- Infection Prevention Control
- World Health Organization

# 5 Covid-19 Pandemic Plan

## 5.1 Policy

Senior Management is committed to providing a safe and healthy workplace for all staff. This procedure is designed to protect our workers and people in our workplace from COVID-19. Reyner Electrical Construction will be implementing additional precautionary measures to protect our employees, clients, the community and our company itself. This plan is subject to change as new information come available in order to be in line with government directives.

This policy applies to all managers, supervisors, workers, contractors and guests. This policy will be posted on our health and safety board and released to workers.

## 5.2 Company Plan for Covid-19

Reyner Electrical Construction will be implementing the following processes:

1. Daily internal screening
2. Improved hygiene practices
3. Increased access to disinfectant products
4. Increased cleaning of frequently touched surfaces
5. Social distancing
6. Internal hygiene audits
7. Travel policy
8. Subcontractor management (where applicable)
9. Use of additional personal protective equipment

### **Daily Internal Screening Policy**

Prior to the start of each shift, each employee will complete the internal screening form:

- Have you traveled anywhere outside Canada in the last 14 days?
- Have you been in direct contact with anyone confirmed to be infected with Covid-19
- Are you exhibiting any symptoms of Covid-19 (Fever, cough, difficulty breathing? Muscle aches, fatigue, headache, sore throat, runny nose).

If the answer to all questions is no, please sign the fit for duty daily sign in.

If you answer Yes to any of the above questions, contact your supervisor immediately by phone. Do not go to work and await further instructions.

### **Personal Hygiene Practices**

Personal Hygiene Practices are used to reduce the transmission and therefore exposure to Covid-19. The following practices must be followed by all individuals at Reyner Electrical Construction:

- Wash your hands often for at least 15 seconds, especially after you have been in public places, after blowing your nose, coughing or sneezing, or using the toilet. If soap and water are not readily available use hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- Cover your nose and mouth with a tissue when you cough or sneeze, if you don't have tissues, cough or sneeze into your upper sleeve or elbow
- Do not share drinking bottles, food dishes or cutlery

### **Increased Access to Disinfectant Products**

Reyner Electrical Construction is committed to provide disinfectant products. Disinfectant products will be provided and located in the office, shop and where applicable on site (in company vehicle). Disinfectant products include soap and water hand washing facilities, hand sanitizer, and/or disinfectant cleaners with paper towels

### **Increased Daily Cleaning of Frequently Touched Surfaces**

In line with the directive from Public Health Ontario. Reyner Electrical Construction will require twice daily cleaning of frequently touched surfaces using the disinfectant products previously outlined.

Examples of frequently touched surfaces include:

- Doorknobs and push bars including car handles
- Elevator Buttons
- Light Switches
- Toilet handle
- Counters
- Computer keyboard and mice
- Tools and equipment controls
- Job boxes
- Cell phones
- Sanitizer bottles

### **Partake in Social Distancing**

The Government of Canada defines social distancing as changes in your everyday routines in order to minimize close contact with others including:

1. Avoiding crowded places and non-essential gathering
2. Avoiding common greetings such as handshakes
3. Limited contact with those of higher risk
4. Keeping a distance of at least 2 arm's length (approximately 2 m) from others, as much as possible

Due to the nature of the construction industry social distancing is difficult to achieve. Employees of Reyner Electrical Construction should do their best to follow social distancing guidelines. Construction specific examples of social distancing include:

1. Do not take breaks or congregate in crowded site trailers
2. When possible, avoid in person meetings in favor of emails or phone calls
3. When possible maintain a two-meter distance between others during site tasks
4. When possible avoid working in close proximity to other trades
5. Stagger lunch breaks with other trades

Reyner Electrical Construction will post the Social Distancing Poster from the Government of Canada in a conspicuous location in the shop. Workers should ensure that they review this poster

### **Travel Policy**



With travel being limited under COVID-19, any individual who leaves the country is required to self-quarantine for 14 days after their return and by symptom free with a negative COVID test prior to returning to work. As a result, employees are encouraged to follow travel guidelines from the government of Canada and not leave the country during this time period. Any travel plans should be reviewed with Management prior to time off.

### **Limited Use of Carpooling**

In response to government directives, Reyner Electrical Construction will be limiting carpooling in an effort to increase social distancing. When possible, workers should avoid carpooling unless no other means are available.

## 5.3 Ongoing Communication

The government's response to COVID-19 is changing daily. Changes that affect Reyner Electrical Construction will be communicated using either email, or re-releasing this policy depending on the breadth of change.

## 5.4 Training

This plan will be sent out to all employees. All employees will be required to report to their supervisor that they understand the procedure and their role in it prior to continuation of work.

## 6 Employees Affected Directly by COVID-19

### 6.1 Policy

Symptoms of COVID-19, as outlined by the CDC, include fever, cough and shortness of breath. As explained in the CDC guidelines, employees who have tested positive for COVID-19, or believe they may have contracted it, are not to return to work (including site) until the criteria to discontinue home isolation are met, in consultation with their health care provider and applicable state, provincial and local health departments and authorities. Employees are also to notify their supervisor immediately if they test positive, believe they may have COVID-19 (are a suspected or probable case), or are in mandatory self-quarantine due to COVID-19, AND, within the previous 2-week period they have been to any workplace, including a worksite, and/or believe they may have exposed an employee and/or client worker to COVID-19 by means of physical contact. will work with the employee as per our guidelines below. To the extent that you need to contact HR due to COVID-19 concerns, the Company wants you to

know that it will respect your privacy and will only notify other Company employees, clients or work associates, only if the Company has reason to believe they may have been exposed to a person who has contracted COVID-19, or who is in mandatory self-quarantine due to COVID-19, or has reason to believe they may have contracted or come in contact with the virus. Reyner Electrical Construction will not disclose the identity of any employee who has contracted COVID-19 or believes they have contracted or come into contact with the virus, unless that employee authorizes the Company to do so, or unless it is deemed absolutely necessary by the Company to do so in order to protect the health and safety of employees.

## 6.2 Case Management, Definitions, and Incident Reporting

As indicated above, employees who have tested positive for COVID-19, or believe they may have contracted the virus (such as being a suspected or probable case as defined below) and have been to the office or client site within the last 2 weeks or think they may have exposed another employee and/or a client worker through a form of work-related physical close contact, are to contact their supervisor immediately. We ask this of our employees in order to assist us in ensuring the safety of all employees and client workers, as well as to fulfill any legal obligations regarding notification of exposure. Despite the 'close contact' definition below, we still require employees to notify their supervisor if they have been to the office and/or client site in the previous 2-week period from start of symptoms or test date (for both confirmed and suspected cases). Depending on several factors (such as symptoms/contact dates, types of contact), contact tracing, contact notification and/or deep cleaning may need to be initiated. Employees who test positive, or are considered a suspected or probable case, and have not been to the office or client site or been in contact with a work associate in the last 2 weeks, are still required to follow the return-to-work protocols detailed in Section 6.5 below.

## 6.3 Suspected or Probable Cases at Reyner Electrical Construction

A suspected or probable case of COVID-19 at Reyner Electrical Construction refers to any one of the following scenarios:

- An employee who has had 'close contact' (see definition below) with someone who has been confirmed to have COVID-19
- An employee who is experiencing the symptoms of COVID-19
- An employee who has been tested for COVID-19, but has not yet received their results
- An employee who has returned from travel outside their home base country within the last 14 days

Suspected cases will be encouraged to seek testing and/or professional healthcare advice (if not already done so).

## 6.4 'Close Contact' with Work Associates

As per CDC, "close contact" is defined as:

"someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from \*\*2days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated."

\*\* although the CDC states the period of 'close contact' to be 2 days before illness onset or testing date, out of an abundance of caution, when triggering the contact notification process, Reyner Electrical Constructions will count this exposure risk period to be 5 days prior to onset of symptoms (or 5 days from test collection if asymptomatic).

## 6.5 Returning to Work- After a positive COVID-19 Test and/or Suspected/ Probable Case

### **For confirmed COVID-19 cases (positive test results):**

Most public health officials or testing facilities will provide an individual who tests positive for COVID-19, with a specific infectious or isolation period timeline; this period is generally based on the date symptoms first appeared, and/or the testing date.

Reyner Electrical Construction's policy regarding returning to work after a positive test is as follows:

Employees may return to work (the office or site) once;

1. The later date of the following has been achieved:
  - a. The self-isolation period imposed by your healthcare professional and/or applicable public health official has ended
  - b. 14 days since the date you received your positive COVID-19 test results
2. You have been at least 72 hours with no fever, without the use of fever-reducing medications
3. You have no other symptoms of COVID-19

Note- if your healthcare provider recommends re-testing before ending self-isolation, this requirement is then also applied to the above requirements.

### **For unconfirmed/probable/ suspected cases:**

The following return to work protocols are to be followed for all other probable/ suspected cases (unconfirmed):

1. Employee has symptoms of COVID-19, but is NOT getting tested:

- a. Employee is required to stay away from work (the office and site) for at least 14 days (for mild symptoms), or 20 days (for severe symptoms), from the date of start of symptoms.
  - b. Employee may return to work following this period, providing they have been at least 72 hours with no fever, without the use of fever-reducing medications, and have no other symptoms of COVID-19.
2. Employee has symptoms of COVID-19, and is getting tested:
  - a. Employee is required to stay away from work (the office and site) until they at least get their test results back
  - b. If test results are negative and are no longer experiencing symptoms (for last 72 hours), they may return to work. If test results are positive, refer to confirmed COVID-19 cases (positive test results) above.
3. Employee has had 'close contact' with a person who is confirmed to have COVID-19. Close contact includes physical contact with that individual starting in the previous 5 days (CDC states 2 days) from the date they first experienced symptoms (or if asymptomatic, from the date they tested positive), and the 2 weeks after.
  - a. Employee is required to stay away from work (the office and client site) for 14 days following the date of contact with the infected person.
  - b. Employee is still required to stay away from work for the full 14 days, even if they receive a negative test result.
4. Employee has returned from out-of-country travel:
  - a. Employee is required to stay away from work (the office and site) for 14 days following the date of return to the country

## 5.6 Contact Tracing and Notification of Exposure

The Contact Tracing / Notification process is a detailed procedure, structured to quickly determine what work-associated individuals a confirmed COVID-19 infected employee has had close contact with. This process will include determining their physical work-related locations over a specific period of time (the determined 14-day Window), including contact with individuals during this period. It is initiated following a positive confirmed COVID-19 test where the individual has been at the office and/or client site in the last 14 days or has had contact with a work associate.

It has two goals:

1. To determine as quickly as possible, who (work-related persons) the individual may have been in physical contact with while they were potentially infectious
2. To limit the spread of the disease within our workspaces by communicating our findings to all contacts, both internal employees and external clients, and isolating all cases as quick as possible.

Again, we will attempt to do this without disclosing the infected employees' identity. However, to ensure successful and effective contact tracing, disclosing the employee's name may be necessary.

Reyner Electrical Construction will only inquire on work-related locations and contacts and will not seek to trace or record any personal related information.

## 5.7 Notifying Individuals and Employees of Confirmed or Probable Exposure

### 5.7.1 Contact with Confirmed COVID-19 Cases

The process of contacting all individuals identified as at risk through the Contact Tracing Process will begin immediately once the infected individual has been identified to Management, and will be completed within one working day, unless circumstances beyond our control prevent us contacting or identifying an individual.

The CDC states individuals who have had 'close contact' with an infected person, must be notified immediately of their potential exposure, so that they can commence their mandatory 2-week isolation period. The CDC 'close contact definition states that the risk/exposure period starts 2 days before illness onset of infected individual (or, for asymptomatic patients, 2 days prior to test specimen collection). Therefore, individuals with COVID-19 are considered at risk of infecting others, starting at 2 days prior to the onset of symptoms, and for 2 weeks after that. For contact tracing notification purposes, Reyner Electrical Construction will extend the exposure risk period to start at 5 days prior to the onset of symptoms

Following completion of the Contact Tracing process, notification will be relayed to each identified affected individual or party, including clients:

- For Clients: "An individual from our company that has tested positive for COVID-19, has been physically present in your work environment during their defined infectious period [additional details are also provided as per below]."
- For Employees: "An employee at Reyner Electrical Construction that has tested positive for COVID-19, has been physically present within your work area during their defined infectious period. Therefore, out of an abundance of caution, the company is requesting that you stay home from all work-related sites for the next 14 days at a minimum, and we encourage you to self-quarantine. We also encourage you to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken by you and your family / household members—including confirming whether the 14-day quarantine period is sufficient."

All identified individuals or parties will be provided the following information, where possible and known:

- date(s) of their first symptoms.
- date(s) of the affected person's positive test.
- the extent and circumstances of their exposure (i.e., incident indirect contact vs prolonged direct contact);

[For clients] the names (if known) of any individual(s) who the affected person may have come in contact with. Additionally, the work-site locations the person may have been physically present within.

### 5.7.2 Contact with Suspected/Probable COVID-19 (unconfirmed) Cases

Reyner Electrical Construction will notify internal employees of potential exposure of suspected cases, under the following circumstances:

- An employee is in the process of getting tested due to having had close contact with a confirmed COVID-19 case
- An employee is in the process of getting tested due to having COVID-19 symptoms

## 5.8 Client Site cases

In the event that a Reyner Electrical Construction client has had a confirmed case of COVID-19 at any of their worksites, it will be the responsibility of the applicable client to directly notify Reyner Electrical Construction regarding any probable employee exposure; more specifically, if any of our employees have been identified as having had close contact with the infected individual(s), we would be made aware of this directly by the client. For this reason, Reyner Electrical Construction may not always be made aware of COVID-19 positive cases at a client site, if in fact no employees are identified as having been directly exposed to the virus. As such, out of an abundance of caution, Reyner Electrical Construction employees are advised to always ensure they are wearing their PPE, in accordance with applicable client requirements, and are continually practicing physical distancing where applicable while at the client site. Employees made aware of a potential case at a client site, whether officially or unofficially, and/or via a source within or outside the facility, are asked to contact their supervisor immediately, who will determine if an investigation is required. Further, all internal communications regarding any Reyner Electrical Construction client associated confirmed or alleged COVID-19 cases will be coordinated via Management.

## 5.9 COVID-19 and Income Security

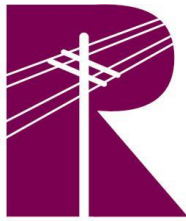
As a result of COVID-19, the government of Canada has changed employment insurance requirements and introduced the emergency care benefit. In the case that you are no longer able to work if you are sick, quarantined or forced to stay home to care for children Reyner Electrical Construction will follow the government instructions. Workers who are unable to work will be provided with a Record of Employment which clearly states that they are on a temporary sickness and illness leave due to COVID-19. Some of the changed that the government has made to income support includes:

1. Waiving the one-week waiting period for those individuals in imposed quarantine that claim Employment Insurance (EI) sickness benefits.
2. Waiving the requirement to provide a medical certificate to access EI sickness benefits
3. Creating a COVID-19 benefits support package which includes up to \$2000/month for up to four months for:
  - a. Workers, including the self-employed, who are quarantined or sick with COVID-10 but do not qualify for EI sickness
  - b. Workers, including the self-employed, who are taking care of a family member who is sick with COVID-19, such as an elderly parent, but do not qualify for EI sickness benefits
  - c. Parents with children who require care or supervision due to school or daycare closures, and are unable to earn employment income, irrespective of whether they qualify for EI or not.

## 6 Appendix

### References

- Fit for Duty Sign in Sheet



## Reyner Electrical Construction

835988 Hubbard Rd. Drumbo ON NOJ 1G0

### Fit for Duty Sign Off Sheet

Date	Location	Time In	Name (please print)	Signature	Fit for Duty including free of COVID Symptoms	Time out	Signature	Incident Free
					<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> Y <input type="checkbox"/> N
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Fit for Duty: By selecting yes (Y), and signing this form, you are acknowledging that you are fit for duty, including free of COVID-19 symptoms including fever, dry cough, tiredness, uncommon aches and pains, sore throat, diarrhea, uncommon headache, loss of taste or smell, difficulty breathing or shortness of breath, chest pain or pressure or sudden loss of speech or movement. By selecting yes (Y), and signing this form, you also acknowledge that you have not travelled outside of Canada in the past 14 days, and that you have not had close contact with a confirmed or probable case of COVID-19.

Incident Free: By selecting yes (Y), and signing this form, you are acknowledging that you have had an incident free day. This includes any development of COVID-19 symptoms or interactions with possible COVID-19 cases

Supervisor End of Day Signoff	
Incidents Reported	<input type="checkbox"/> Y <input type="checkbox"/> N (If yes, refer to Incident Report and Investigation Documentation)
Signature	