



POLICY & PROCEDURE

COVID-19

This policy and procedure will be reviewed and updated as required. **Current version January 7/2022**

1.0 PURPOSE

IWCD takes the health and welfare of our employees extremely seriously and we understand the importance of keeping our employees working. In order to take a proactive approach, we have developed strict policies to be adhered to in order to ensure a safe work environment for everyone.

This procedure is in place to:

- prevent the outbreak and spread of COVID-19 at IWCD offices and sites
- provide policies on preventative measures
- provide policies in the event an employee has been exposed to, has COVID-19 symptoms, or has COVID-19
- provide policies for when sick with non-COVID-19 related symptoms
- provide factual information known today about the virus

We will keep our Project sites open and operating as long as the Public advisories advise but we ask that everyone be diligent and take responsible personal actions through this time.

2.0 DEFINITIONS

COVID-19: COVID-19 is the name for the identified coronavirus; it is also known as 2019-nCov. The outbreak was declared a pandemic by the World Health Organization (WHO) March 2020.

Self-Isolation / Quarantine: Isolation of the sick and high-risk employees from the rest of the organization to prevent other employees from acquiring the illness.

High Risk Employees:

- Employees that have had direct contact with any person suspected or confirmed to have COVID-19
- Employees that have travelled to any high-risk area
- Employees who are exhibiting symptoms of COVID-19

All workers should follow the direction set out by the PHO and VIHA for Self-Isolation & Quarantine procedures. As of the revision of this policy

Self-isolation-when you self-isolate, you stay home and keep away from others to help stop the spread of COVID-19. You should self-isolate if:

- ***You have symptoms of COVID-19.*** Start your self-isolation right away if you have a positive test or symptoms of COVID-19. The length of time you will need to self-isolate depends on your situation and if you need to get tested.
- ***You are a close contact of someone with COVID-19 and you are not fully vaccinated.*** If identified as a close contact, you will need to at minimum self-monitor for symptoms for 10 days after being exposed to a person with COVID-19 and those who are not fully vaccinated also need to self-isolate for 10 days.
- You have been asked to self-isolate by public health or because of recent travel you must follow the instructions as per the PHO or your health care provider.



Self-monitoring-when you self-monitor, you check yourself for symptoms of COVID-19. You must self-monitor if:

- You are a close contact of someone with COVID-19.
- You recently arrived in British Columbia from another country.

3.0 COMMUNICATION of IWCD COVID-19 POLICY

- All IWCD management and staff are required to communicate this plan to all within the organization to ensure clarity
- subtrades must be notified of the policies and fully comply
- consultants must be notified of policies and fully comply
- IWCD will provide educational material and information as they become available
- Signage to assist in implementing policies will be provided

4.0 SAFETY POLICY & REQUIREMENTS

The main goal during the COVID-19 outbreak is:

- For IWCD and every employee take precautions to prevent themselves from contracting the virus, and spreading it
- Identify sick or high-risk employees as soon as possible and quarantine them if required to prevent the spread of the illness
- Provide direction on what to do if you may have COVID-19
- Provide direction in the event you have a cold or other non-COVID-19 illness

What can you do at work and at home?

- Remember to listen to the health professionals, not social media.
- Communicate this plan within, discuss the plan, provide feedback as things evolve in order to modify the plan to suit the rapidly changing face of COVID-19
- SOCIAL DISTANCING, as much as reasonably possible.
- Avoid social gatherings outside the workplace. (As per the PHO restrictions)
- Have site meetings outside rather than in site offices when possible and ensure that when indoors 2 meters distance within workers and personnel.
- Eating, drinking and smoke breaks should be conducted outdoors where possible and workers should be mindful not to share food, drinks, utensils, etc. When workers are taking breaks in an indoor space, they must ensure to space themselves 6 feet away from other workers and wear a mask when not physically eating or drinking.
- Communication through phone, text, or radio whenever possible.
- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection
- If a sink is not available, alcohol-based hand rubs (ABHR) or sanitizing dispensers can be used to clean your hands if they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them
- Do not touch your face, eyes, nose or mouth with unwashed hands
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough



- Regularly clean and disinfect frequently touched surfaces before and after each occurrence. This includes common toilets, doorknobs, etc. it is critical that each person is responsible for cleaning surfaces as they go.
- Avoid all group settings on jobsites (5+ staff), and when small group settings take place, implement social distancing procedures
- Be responsible, and take immediate action if you exhibit symptoms or have been exposed to COVID-19

IWCD COVID-19 Procedures & Policies:

1. Federal requirements for travel - The Government of Canada requires all travellers 12 years and older to be fully vaccinated and show proof of vaccination to use federally regulated methods of travel this includes:
 - Departing from any Canadian airport
 - Travelling on VIA Rail and Rocky Mountaineer trains
 - Staying on a non-essential passenger vessel for more than 24 hours (like a cruise ship)
 - ***BC Ferries does not require proof of vaccination***Travel within Canada:
 - Recreational travel within Canada is allowed. Wherever you travel, keep your group small and respect local communities.Travel outside Canada:
 - When you return to Canada, you must use ArriveCAN to submit your travel and health details in the 72 hours before your arrival back in the country. Travellers arriving from all countries except the United States must take a COVID-19 test on arrival in Canada and self-isolate until they receive a negative test result.
2. Car Pooling & – Worker transportation
 - Site Supers should assess the number of workers being transported at any one given time and employ measures to ensure distance between workers is maintained.
 - Measures that may be taken to ensure appropriate distancing while in company transport vans include having workers sit one to a seat (per row), with riders staggered to allow maximum distance. Where this is not achievable workers should wear mask to protect themselves and others in the vehicle.
 - All shared vehicles must be cleaned, and logs completed and submitted to the office weekly.
 - Carpooling teams must remain consistent when possible.
3. Any sick or directly exposed employees will be required to follow the Self-Isolation / Quarantine definitions and requirements listed within section #2 of this document and are required to stay away from all IWCD operated buildings and sites during the length of their illness or until negative test results are confirmed. See Isolation Procedure section #2.
4. All IWCD management and staff are required to communicate this plan to all within the organization to ensure clarity.
5. Open for Business
 - Sites – IWCD sites are operating, with strict COVID-19 procedures in place



- IWCD office is open for business, but Visitors have been asked to wear face masks while on premises. In-person meetings can be held but should ensure that safe distances are respected.

6. Hygiene Procedures

- Dedicated sanitation control person will be assigned to disinfect commonly touched surfaces are cleaned **twice daily at the middle and end of shift**, and that the site never runs out of supplies.
- ALL persons are responsible to do their part and perform additional housekeeping measures for their personal space, common areas, and frequently touched surfaces. Each person is responsible to ensure disinfection of surfaces before and after each use.
- Wash stations have been installed at the entrance to all sites. All workers, subtrades, delivery people, consultants, inspectors EVERYONE must wash their hands upon arriving on site.
- signage clearly outlining IWCD COVID-19 policies and procedures is being installed on all sites. This includes (a) directional signage for mandatory wash stations, (b) COVID-19 policies/procedures signage, etc.
- Logs have been distributed for regular cleaning of sites and trucks. These logs must be completed and submitted to the office twice a week

7. Education on the importance of handwashing.

8. All employees are expected to follow social distancing procedures and communicate through phone, text, or radio.

9. Job specific procedures will be developed, modified and communicated as necessary

10. Do not enter/exit trucks or equipment without disinfecting before and after each use.

11. Notify subtrades of the policies we have implemented, with our expectation they fully comply.

12. Notify consultants of policies we have implemented.

13. Area/department job specific procedures will be developed, modified and communicated as necessary.

14. IWCD will provide educational material and information as they become available.

15. All IWCD management and staff are required to communicate this plan to all within the organization to ensure clarity.

5.0 SELF ASSESSMENT – SHOULD I BE GOING IN TO WORK?

<p>COVID-19 symptoms include:</p> <p>Key symptoms of COVID-19 include:</p> <ul style="list-style-type: none"> • Fever or chills • Cough • Loss of sense of smell or taste • Difficulty breathing 	<p>Other symptoms may include:</p> <ul style="list-style-type: none"> • Sore throat • Loss of appetite • Extreme fatigue or tiredness • Headache • Body aches • Nausea or vomiting • Diarrhea
---	---

Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.



POLICY & PROCEDURE COVID-19

The following is IWCD's policy and procedure to determine if you should be going in to work:

1. Self assess. Do you have any symptoms of COVID-19? Identify what the signs of your illness are, and use the BC COVID-19 Symptom Self-Assessment Tool found at <https://covid19.thrive.health/>
If you have ANY symptom of COVID-19 proceed to Step 3.
2. Have you been in direct contact with someone with COVID-19 or with symptoms of COVID-19? Direct contact is defined as being in the same household or having reason to believe you have been directly exposed in other ways. If you answer 'yes' to this, move to Step 3.
3. If you answer 'yes' to Step 1 or Step 2 IMMEDIATELY remove yourself from the workplace, and IMMEDIATELY notify your Site Supervisor you will be taking medical leave and you will be applying for EI Insurance per the government implemented EI program.

It is important that your t-shirts are updated.

Additional information on applying for EI in BC during COVID-19 Pandemic can be found at:

<https://docs.google.com/document/d/1Tv9UH8Nn5Y0ilGZ5GflvfhhXhpEaSDTbwthfTKfzZkl/mobilebasic>

Your Supervisor will notify Mike Martin, who will notify payroll to prepare your ROE. You will be contacted as soon as the paperwork is complete.

6.0 ADDITIONAL RESOURCES

It is important to ensure you are getting the most accurate and reliable information about COVID-19. These are trustworthy sources:

Public Health Agency of Canada 2019 novel coronavirus telephone information line: 1-833-784-4397

The Government of Canada will waive the one-week waiting period for people who are in quarantine or have been directed to self-isolate and are claiming for Employment Insurance (EI) sickness benefits. More information can be found at <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse/government-canada-takes-action-covid-19.html>

Island Health Website: <https://www.islandhealth.ca/learn-about-health/diseases-conditions/novel-coronavirus-information>

WorkSafe BC: <https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>

World Health Organization: <http://who.int/>

BC Center for Disease Control: <http://covid-19.bccdc.ca/>