

Clearlite Glass Ltd. COVID-19 Standardized Protocols

Version 1

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COVID-19 - STANDARDIZED PROTOCOLS

These Standardized Protocols for Clearlite Glass Ltd Office and Worksites outlines the best practices in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection and response measures, will minimize the impacts of the crisis and ensure business continuity

The objectives of the Standardized Protocols are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from federal, provincial, and municipal public health authorities to construction site procedures;
- Establish and maintain a common COVID-19 Pandemic Response Plan across the company; and
- Foster open communication amongst stakeholders and ensure a respectful work environment.

Standardized Protocols for All Sites

Prevention measures

Communication and awareness

- Clear signage is posted at entry points and outline the commitment of the company to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities and self-identification screening tools.
- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease Control and Prevention:
 - o Avoid touching eyes, nose and mouth with unwashed hands;
 - o When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
 - o Non-medical face-coverings (such as homemade cloth masks) can be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should be created and used in line with

the guidelines provided by PHAC, found here: canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/instructions-sew-no-sew-cloth-face-covering.html;

- o Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE);
- o Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.;
- o Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
- o Avoid common physical greetings, such as handshakes;
- o Maintain a minimum physical distance of two metres from others; and
- o Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

Business-related travel

- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- All individuals returning from out of country must undergo a 14-day self-isolation period, as mandated by the federal government and outlined here: canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html.
- As some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

Working remotely

- Where practical, all office employees supporting the company work remotely. Meetings are held through teleconferencing or videoconferencing.

Access and movement to/from office/worksite

- Workers traveling to office or worksite will use individual modes of transportation. Only 1 worker per company vehicle when at all possible, where it is not possible both workers must have a clear personal health check for the start of shift, sanitize hands before entering the vehicle and wear non medical masks.
- Entry and exiting of the worksite is monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end.
- All non-essential individuals are not permitted access to the office or worksite

Monitoring the status of workers

- Detailed tracking of worker's status on-site and off-site are kept at all time (e.g. fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily, with their privacy maintained.
- Records are kept of which individuals work together and when.

Office cleaning protocols

- All offices and jobsites implement additional cleaning measures of common areas. All door handles, railings, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are wiped down at least once a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations.

- Additional sanitary measures may be implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per SWP's

Limiting and removing internal touch point areas

- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar. Means to clean and disinfect such devices between uses is provided.
- Limit use of common pens.
- Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- Remove doors/door handles - Look at all reasonable opportunities to remove them.
- Where touch points like door handles remain, paper towels or hand sanitizer is provided.
- Gloves are worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

Compartmentalization

- The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact. For shorter stairwells only one person allowed when possible. If not possible both workers passing will turn away from each other to limit accidental droplet contact.

Office/Site operation

- The number of in person meetings is minimized. If required, meetings should involve only necessary individuals and include six people or fewer. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.

- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close-proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.
- Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another. Enclosed lunchrooms are only made available during inclement weather.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Deliveries

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

Work in occupied spaces

- When working in spaces currently occupied (e.g. private residences), the minimum physical distancing with any occupants is strictly enforced. Where possible, workers and occupants are segregated in different rooms.
- Non-emergency work should not be done in any occupied spaces where an occupant is suspected to have contracted COVID-19 or is under self-isolation (per the directions of the applicable authorities). Emergency work can be carried out provided workers are equipped with nitrile gloves, Tyvek suits or coveralls, and facial/respiratory protection.
- Hands and tools are thoroughly cleaned before entering the workplace and after leaving, and any surfaces or equipment in the occupied space are disinfected before work is done on them.

Protocol auditing

- Safety Superintendent to conduct periodic audits (frequency to be determined based on a project scale and scope) to verify that the appropriate measures have been implemented and are maintained.

Other

- Any other measures deemed to increase the safety or limit the propagation of the virus.

Detection measures

Screening before start of work

- Before entering the site, individuals must confirm via Personal Health Assessment Form
 - They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
 - They have not returned from outside of Canada within the past 14 days;
 - To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and

- o They have not been working on a site that was shut down due to the virus.

Responses are to be kept private and treated as sensitive medical information.

- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.

Response measures

Possible cases of COVID-19

- Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:
 - o Not come to work;
 - o Contact their supervisor and/or Safety Superintendent;
 - o Stay at home and self-isolate; and
 - o Contact local health authorities for further direction.

Such individuals are required to follow the directions of the local health authority and may not return to work until given approval by the proper health authorities.

- Individuals who begin to display flu-like symptoms on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, notify their supervisor and return home immediately to undergo self-isolation as directed by the local health authority..
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

Response plans

- All contractors are to complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.

Other

- Refer to canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html for the latest information.

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures.
