

COVID-19 Preparedness Plan

FORSITE CONSULTANTS LTD.

Table of Contents

1.0	Introduction	2
1.1	COVID Information	2
1.2	Screening of Staff	3
1.3	Training / Awareness.....	3
1.4	When Employees Should Not Come To Work	4
1.5	Hygiene, Cleaning, & Physical Distancing.....	5
1.6	Transporting Employees	6
1.7	Field – Measures to Reduce Risk	6
1.8	Office – Measures to Reduce Risk.....	7
1.9	Monitoring/Tracking	7
1.10	Action Plan – Employee with Signs of COVID or Testing Positive	8

1.0 INTRODUCTION

A person infected with COVID-19 can infect other people with whom the infected person is in direct contact, through droplets in the air or from fluid left on surfaces. People living and/or working in close contact with one another can promote the transmission of COVID-19 and increase the number of people who develop COVID-19.

Forsite takes its guidance regarding COVID-19 from public health officials and is committed to remaining current with changing conditions and requirements. We will always take the necessary steps to address the challenges COVID-19 brings and keep workers safe.

1.1 COVID INFORMATION

- Government of Canada
 - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- BC Centre for Disease Control
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- WorkSafeBC
 - <https://www.worksafebc.com/en/about-us/covid-19-updates>
- BC Government
 - <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
- Alberta Government
 - <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
- Saskatchewan Government
 - <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>
- Ontario Government
 - <https://www.ontario.ca/page/2019-novel-coronavirus>
- Nova Scotia Government
 - <https://novascotia.ca/coronavirus/>

1.2 SCREENING OF STAFF

- Applicable to new and returning staff.
- Purpose being to identify whether self-isolation is required for new or returning employees. See Section 1.4.
- Ideally, this would happen in advance of employees' first day of work.
- Supervisor/manager obtains information from employee before their start date so a COVID-19 risk assessment can be completed. The assessment is recorded on a COVID-19 information sheet.

1.3 TRAINING / AWARENESS

Awareness of COVID-19 for new and returning employees starts with the screening process outlined in Section 1.2.

For all employees, regular COVID-19 communications, safety meetings incorporating physical distancing, reviewing provided COVID-19 information, such as this document, and training from supervisors/managers ensures staff are aware of what they need to know about COVID-19.

Section 1.10 details various documentation that is to be used to ensure that COVID-19 safety related practices are being followed.

1.4 **WHEN EMPLOYEES SHOULD NOT COME TO WORK**

Forsite has a work from home policy for any employee who is feeling ill in any way or if an employee is able to and chooses to work from home. The vast majority of office staff are now working from home. For those unable to work from home but are not able to come to work, Forsite provides access to government support information.

Per WorkSafeBC guidelines, Forsite is required to ensure that the following workers do not come to work:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from the onset of symptoms, until their symptoms are completely resolved.
 - **The BC Centre for Disease Control is recommending that anyone with cold, influenza or COVID-19 like symptoms, even mild ones, get tested for COVID-19.**
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
 - Complete online assessment tool: <https://bc.thrive.health/>
 - ***Forsite requests that employees comply with government testing recommendations.***
 - After a negative COVID-19 test there can still be self-isolation requirements.
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
- Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
- Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for assessment and to determine any necessary next steps.

For employees outside of BC, please refer to your province's COVID-19 website for additional information specific to your province. These links are provided in Section 1.1.

If Employees Are Not Able to Come to Work Due to COVID-19:

1. If an employee is not able to come to work, then working from home is the first choice but this must be approved by the employee's manager.
2. If working from home is not an option, then an employee can use holiday pay or banked time to offset non-work days.
3. If holiday pay or banked time is not an option, then employees will need to explore accessing government assistance programs.

1.5 HYGIENE, CLEANING, & PHYSICAL DISTANCING

All Employees Must Practice Good Hygiene and Cleaning

Limiting potential transmission of COVID-19 requires everyone to practice increased hygiene and increased cleaning.

Guidance for Increased Hygiene

Frequent hand washing and avoidance of face touching can prevent infection transmission.

- Cough and sneeze into elbows.
- Avoid touching one's face.
- Dispose of used tissues immediately, to avoid contaminating hands.
- **Wash hands with plain soap and warm running water or use hand sanitizer with a minimum of 60% alcohol. *WARNING: Hand sanitizer is extremely flammable***

Guidance for Increased Cleaning

- All common areas and surfaces should be cleaned at the end of each day. Examples: Taps and door handles.
- Regular household cleaners are effective against COVID-19. Instructions on labels should be followed.

Physical Distancing

Ideally, **physical distancing of at least 2 metres should be maintained at all times.** However, there will be times when doing so is not practical. For example, traveling to a work site.

The amount of time spent when physical distancing is less than 2 metres should be minimized. Workers are expected to perform on-going hazard assessments to determine for themselves if they need to wear a clean cloth mask or covering across their nose and mouth (e.g. a bandana) to minimize the spread of droplets.

1.6 TRANSPORTING EMPLOYEES

- Where possible have one worker assigned to one vehicle.
- In situations where employees are required to travel together in vehicles to a work site, workers are expected to perform on-going hazard assessments to determine for themselves if they need to wear a clean cloth mask or covering across their nose and mouth (e.g. a bandana) to minimize the spread of droplets.
- At a minimum, Forsite vehicles that are in use should have their surfaces sanitized daily.
- Wear gloves when re-fueling. Unless disposable gloves are being used, hands should be washed with soap and water or sanitized before re-entering the vehicle.
- Hand washing or hand sanitizing is required before getting in vehicles in the morning and before getting in vehicles in the afternoon.
- Two employees are allowed to travel together on a 2up ATV if the following requirements are met:
 - Hand washing or hand sanitizing occurs before getting on the ATV at the beginning of the day and at the end of the day.
 - At a minimum, the ATV's surfaces are sanitized daily.
 - Workers are expected to perform on-going hazard assessments to determine for themselves if they need to wear a clean cloth mask or covering across their nose and mouth (e.g. a bandana) to minimize the spread of droplets.

1.7 FIELD – MEASURES TO REDUCE RISK

For field staff, additional practices have been implemented. This varies somewhat between regions as each office is unique.

- Crews marshalling from their homes to eliminate larger group gatherings at offices and shops.
- When office or shop visits are required times are staggered to avoid crowding.
- Daily pre-works conducted remotely.
- Keeping crews consistent whenever possible.
- One person per assigned truck when possible.
- Section 1.5 hygiene, cleaning, and physical distancing practices followed.
- When interacting with clients, contractors, and the public in the field, minimize contact and practice physical distancing of at least 2 metres.

1.8 OFFICE – MEASURES TO REDUCE RISK

Additional practices have been implemented. This varies somewhat between regions as each office is unique.

- Section 1.5 hygiene, cleaning, and physical distancing practices followed.
- Restricting office access to employees only.
 - Locking outside doors.
 - Having couriers drop off packages outside office and pickup packages outside office.
- Posting maximum occupancy numbers for meeting rooms, whereby proper physical distancing can still occur.
- Daily office tracking sheet indicating number of staff in each office, cleaning having taken place, and social distancing measures being followed.
- Minimize contact with clients and suppliers by having video meetings, conference calls, and email conversations where appropriate.

1.9 MONITORING/TRACKING

- New hire COVID-19 information sheet. Supervisor/manager obtains information from new hire before their start date so a COVID-19 risk assessment can be completed.
- Office COVID-19 tracking sheets submitted weekly when employees are working in offices.
- Supervisors/Managers to ensure COVID-19 policies are being followed.

1.10 ACTION PLAN – EMPLOYEE WITH SIGNS OF COVID OR TESTING POSITIVE

Any presumptive COVID-19 case in BC should be reported to Public Health by calling 8-1-1. For employees outside of BC, please refer to information contained in the web site links in Section 1.1.

All medical, treatment, and management decisions related to the treatment of workers with COVID-19 symptoms should be based on guidance from medical professionals. This includes seeking immediate medical advice for any presumptive case and medical attention as directed by a doctor.

- **Any potential symptoms or signs of infection will result in immediate self-isolation.**
 - Provide face coverage for those with symptoms.
 - Remove person to separate area.
 - **The BC Centre for Disease Control is recommending that anyone with cold, influenza or COVID-19 like symptoms, even mild ones, get tested for COVID-19.**
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
 - Compete online assessment tool: <https://bc.thrive.health/>
 - ***Forsite requests that employees comply with government testing recommendations.***
 - After a negative COVID-19 test there can still be self-isolation requirements.
 - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
- **Refer to Urgent Medical Care Only if Indicated.
 - For most cases (with mild symptoms), symptomatic individuals can be cared for in the community without referral to a hospital.
- Workers shall self-isolate. If workers are working away from home, they shall only travel home if they have their own transport.
 - Once self-isolation begins, it will only stop when all of these apply:
 - The patient has had no fever for 5 days.
 - It has been at least 10 days since the onset of symptoms (based on standard identified by BC Chief Medical Health Officer)
 - Or, a Public Health Official or doctor clears the person for return.
 - In the case of any presumptive or verified case of Covid-19, the affected worker's co-workers will maintain isolation from all outside parties and follow intensive monitoring, including additional testing for infection.

Ensure Confidentiality

It is important that any targeted communicable disease interventions are non-stigmatizing and respect confidentiality. This includes maintaining privacy for those seeking healthcare or who may be part of self-isolation, contact tracing, or outbreak investigations.