

DVS PANDEMIC PLANNING AND RESPONSE

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Current Threat – COVID-19

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WHAT IS COVID-19?

COVID-19 also known as Coronavirus is part of a large family of viruses. Some cause illness in humans and others cause illness in animals. Human coronaviruses are common and are typically mild illnesses, similar to the common cold.

COVID-19 is a new disease that has not been previously identified in humans. It is rare to have a virus that can transfer from animal to human and more rarely can then spread from person to person through close contact.

There have only been 2 other instances of coronavirus spreading from animals to humans that have caused severe illness in humans. They were SARS – severe acute respiratory syndrome and MERS – Middle East respiratory syndrome.

WHAT ARE THE SYMPTOMS OF COVID-19?

It is important to note that a majority of people infected may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms may take up to 14 days to appear after you have been exposed. This is the longest known incubation period for this disease. Health Canada is currently investigating if the virus can be transmitted to others if someone is not showing symptoms. Experts believe this is possible but considered less common.

Symptoms have included:

- Cough
- Fever
- Difficulty breathing
- Pneumonia in both lungs

Known cases of the virus have described it as trying to breathe through a paper bag. A thick mucus may build up in the lungs causing the person to require hospitalization and respiratory help through a ventilator. In severe cases, it can lead to death.

CAN I TREAT CORONAVIRUS?

A majority of people will have mild illness and recover on their own. If you are concerned about your symptoms, you should self-monitor and consult your doctor or 811 if you feel it is necessary. They may recommend steps you can take to relieve symptoms.

There is currently no vaccine for the virus and if you received a flu shot, it will not protect you from COVID-19.

HIGH OR INCREASED RISK

There are people with an increased risk of becoming more severely ill. They are currently identified as follows:

- ⇒ Aged 65 and older
- ⇒ All ages with underlying conditions, particularly if not well controlled including:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Cancer treatment, smoking, bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications
- ⇒ People that are severely obese (BMI of 40 or higher)
- ⇒ People with diabetes
- ⇒ People with chronic kidney disease undergoing dialysis
- ⇒ People with liver disease

This is not an increased risk of contracting the virus.

YOUR HEALTH & PROTECTING OTHERS

It is imperative that ALL workers take this seriously. It is also important not to panic but be proactive. Just like all safety rules, procedures and precautions, anyone that consciously makes a choice to not follow the pandemic plan, will be immediately escorted off site and may not be able to return. We all have to work as a team to keep our industry going, our friends, family and coworkers safe during this uncertain time. At the end of the day, risky behaviour on the part of one, puts all of us in jeopardy.

Prevention procedures will be based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting as well as contractor and project specific procedures to prevent the transmission of COVID-19 to workers on a project.

SOCIAL DISTANCING

Human coronaviruses are most commonly spread through:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact such as touching or shaking hands
- Touching something with the virus on it then touching your mouth, nose or eyes before washing your hands.

Centers for Disease Control and Prevention characterises “close contact” as persons within approximately 6 feet or within the room of a confirmed or probable case patient for a prolonged period of time, or with the direct contact with infectious secretions while the patient was likely to be infectious.

All workers shall observe social distancing. These measures include:

- Limiting groups of workers coming together during orientations, lunch, smoking areas etc.
- Preventing workers from congregating at the entrance, stairwells, scaffolding, washroom facilities, lunchrooms or any other areas of a project.
- Restricting access to occupied work areas like trailer offices.
- If possible, controlling traffic patterns when able such as having only “up” stairwells and a different stairwell for “down”.

Supervisors are required to:

- Communicate and re-inforce social distancing with their workers.
- Conduct regular inspections of their worksites to verify that workers are practicing social distancing to the best of their ability.
- Notify DVS Safety Officer of any concerns they have regarding social distancing practices or work procedures.

HAND WASHING AND HAND SANITIZATION

Hand washing/sanitizing is a key way to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious viruses from the hands to other parts of the body, particularly they eyes, nose and mouth or other surfaces that are touched.

Soap and water are the most effective way to clean your hands properly however a lot of sites do not have access to water. In these cases, hand sanitizer would be the next best bet.

All workers are required to wash or sanitize their hands:

- At the start of their shift and before they start work
- Before eating, drinking or smoking
- After using the toilet facilities
- After handling any tools or materials that may be contaminated
- Touching any common areas such as handrails or door handles
- At the end of the shift before they leave work

There are hand sanitizers located in the office at the front desk for customers/suppliers/workers to use and another pump located at the photocopying area for all workers. Again, soap and water is the best way to clean your hands.

DVS has supplied each truck with a travel size hand sanitizer and will fill them when required.

COUGH/SNEEZE ETIQUETTE

Workers are expected to follow cough/sneeze etiquette which is a combination of measures that minimizes the transmission of diseases through droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose in your elbow and turn away from any other workers.
- Use tissue to contain secretions when possible and dispose of them promptly in a waste container. Then wash or sanitize your hands immediately.

MONITOR YOUR HEALTH

If you are feeling sick with flu-like or cold symptoms such as a fever, cough or congestion, sore throat, **DON'T COME TO WORK.**

- Contact your Supervisor via text or phone call.
- If you feel your symptoms are extreme, contact 811 or your doctor to discuss your symptoms and get direction from them.

If you are already sick, you will not have to isolate for 14 days. This is only if you have been in direct contact with someone that has tested positive for COVID-19 or if you live with someone that has become ill with the same symptoms.

If you feel like you have a cold or flu coming on but you have minimal symptoms, **DON'T COME TO WORK.**

If after you have been home for a day or two you are feeling better with no new symptoms, advise your Supervisor. Once you have been well with no symptoms for two days, you are able to return to work.

When in doubt, contact your Supervisor and **DON'T COME TO WORK.**

PREVENTION PROCEDURES

Orientations

All workers must complete their DVS safety orientations on our online platform. This was already in place prior to the start of the pandemic.

Site Orientations

Some of our builders require workers to be site orientated. Times for this should be staggered to allow proper distancing during the orientations. If this is not the case, contact your DVS Supervisor for instruction and do not attend the orientation at that time.

Ensure you are aware of handwashing stations, sanitization requirements and the frequency of use.

Working on Sites

It is recommended by the Alberta Construction Association that no more than 3 or 4 people are working in 1,000 sqft space or 10 people working in 10,000 sqft. The exception to this rule is when the workers are familiar with each other and have worked together on a regular basis such as a regular “crew”. Again, all workers regardless of whether they know each other, should continue to maintain a distance of 6 feet from one another when practicable.

Meetings

All Supervisors will be participating in weekly meetings via Zoom or FaceTime. This will allow information to continue to be shared amongst parties and questions or concerns to be raised without being in the same space.

Service Workers

All service technicians will be given their daily work orders through the office via emails, texts to avoid unnecessary visits to the office. Phones will be the main source of communication. When supplies are required, service technicians will be directed to suppliers unless absolutely required to come to the office/warehouse environment.

Cleaning and Sanitization

When equipment is shared by several different workers, the following procedures must be followed.

PPE

➤ Gloves

- All workers must wear gloves in accordance with our Safe Work Practices and Job Procedures. Wearing gloves can help prevent the spread of COVID-19 however, if they are not disposable gloves, they must be laundered daily. If you have touched a surface with the virus, the virus may be on your gloves. You then touch your steering wheel and the virus is now on your steering wheel. Regular daily use gloves could give you a false sense of security.

➤ Face Shields at cutting stations

- All equipment must be wiped down or sprayed with disinfectant after each use. If a face shield is used by one worker, when done, that worker is to wash down with soap and water or a disinfectant wipe (or sprayed). All areas touching the face or near the face must be covered. The worker is then to wash their hands thoroughly and put back the equipment.

➤ Fall Protection

- All fall protection equipment such as body harnesses, lanyards, rope grabs etc. that are shared by multiple workers must be cleaned after each use. This includes a full wipe down of the equipment with mild soap and water. Do not use harsh chemicals on the equipment as it may weaken the fibers. It must be left to dry properly prior to another worker using the equipment.
- When a rope grab is used, spray or wipe down the rope grab with disinfectant after one worker uses it prior to another worker using it.

➤ Tools

- Tools such as mixers may be used by multiple workers. If possible, just have one person in the crew mixing the mud. Once the mixer has been used, it must be wiped down with disinfectant wipes or spray prior to another worker using it. Ensure you get the handles well and along the shaft is also cleaned.
- Saws must also be wiped down entirely. Include all areas that are touched. Ensure the machine is unplugged prior to any wipe down.

➤ Equipment

- Aerial work platforms – man lifts, scissor lifts. All handles, switches, keys, railings must be wiped down with disinfectant. If a different work will be in the lift, the first worker must clean the machine thoroughly. At the end of the shift, clean the machine again. Make sure you thoroughly clean all areas of the machine that have been touched.
- Forklift – wipe down or spray thoroughly the steering wheel, all lift handles, the key, the grab handles, seat arms and any other areas that may be touched. Each worker after parking the forklift must clean the machine as another work may be using the machine later that day.
- Photocopiers/printers/scanners – to be wiped down at the end of each day. Ensure paper drawer handles are included in this process. Scanners should be used only by the workers that have them. Should a worker require a scanner otherwise, please use the main photocopier to scan to your direct email. All office workers should hand sanitize or wash their hands each time this equipment is touched.
- Cell phones – don't share your cell phone. Clean it daily with a damp cloth or a disinfectant wipe or spray.

➤ Office Environment

- Desks/file cabinets – at the end of each day all desks, phones, calculators, keyboards, staplers, door handles, light switches must be wiped down or sprayed with disinfectant and more frequently when touched by others.
- Common areas – lunchroom, supervisor area, printing areas are to be wiped down after use. Each Supervisor is to clean their space including phones, staplers, drawer handles after use prior to leaving. Lunchroom must have fridge handles cleaned along with the microwave, chair arms, table and faucet handles.

PREVENTATIVE PRACTICES

Toolbox Meetings

Toolbox meetings should be held outside when possible to allow for proper social distancing. If the meeting is being held with 3 or less people, a smaller area is allowed but ensure you have 6 feet between people.

The Supervisor is to sign in on the sheet for all workers in attendance. No meeting should allow more than 10 workers in attendance.

Sign In/Sign Out

Some sites will require all workers to sign in and out of the site. This is due to emergency preparedness. During a pandemic, this will be done through the site Supervisor. All workers will text message the DVS Supervisor and the Supervisor will in turn, supply a list of workers to the project or Prime Contractor. This is all to be done via text message and/or emails.

DVS Supervisors will be required to ensure all workers going to site are healthy prior to them entering the site.

Some builders may have site specific requirements.

Work From Home

Office workers who are required to work from home due to sickness themselves or living with someone that is sick and are able to, will work from their home. This will mean workers are able to access their work station on a pc or tablet at home and will not require a lot of paperwork to be taken from the office.

Should a worker need paperwork, they are to let either the President of DVS or the Vice President know what they require. The information will be gathered and brought out to the worker in the parking lot. The worker is not to enter the office environment.

Travel

ALL workers whether they are DVS staff or subcontractors, must be aware that during the pandemic, no travel via airplane, train or cruise ship will be allowed without a 14 days quarantine after you arrive back.

This includes domestic travel as well as international. All workers must follow Health Canada's recommendations and only return to work after 14 days and if you are symptom free.

This includes visitors to the office environment or sites. Ensure all workers and visitors are aware of this preventative practice prior to their trip or immediately upon their arrival.

Hierarchy

If the builder or prime contractor has site specific requirements or their practices are more stringent than ours, we will follow their practices. Otherwise, these practices and procedures must be followed at all sites.