



POLICY & PROCEDURE

COVID-19

This policy and procedure will be reviewed and updated as required.

1.0 PURPOSE

IWCE 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 IWCE 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 newly 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

3.0 COMMUNICATION of IWCE COVID-19 POLICY

- All IWCE 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
- IWCE 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 IWCE 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 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



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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.
- Have site meetings, lunch and coffee breaks outside rather than in site offices.
- 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.
- Do not share food, drinks, utensils, etc.
- 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

IWCE COVID-19 Procedures & Policies:

1. Travel Ban Effective March 13, 2020 - all non-essential work-related travel beyond Vancouver Island is suspended
2. Travel outside Canada – any employee that has travelled outside of Canada or come in contact with family members that have done so after March 13, 2020 are required to report their travel, and self-quarantine for 14 days upon their return.
3. Car Pooling –
 - No more than 2 people per truck or car. If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, consider other control measures, such as PPE where appropriate.
 - Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance, company van restriction to one person per row
 - All shared vehicles must be cleaned, and logs completed and submitted to the office weekly.
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 - If more than one person is in a vehicle, masks must be worn during entire commute
 - Carpooling teams must remain consistent when possible.



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4. Any sick or directly exposed employees will be quarantined to their residence for 14 days and are required to stay away from all IWCE operated buildings and sites during the length of their illness or until negative test results are confirmed. See Isolation Procedure.
5. All IWCE management and staff are required to communicate this plan to all within the organization to ensure clarity.
6. Open for Business
 - Sites – IWCE sites are operating, with strict COVID-19 procedures in place
 - IWCE office is open for business, but the doors will be closed to visitors and no in-person meetings will be held. Office personnel are not to attend in-person meetings at other offices and are to coordinate GoTo meetings or the like. Outdoor meeting using social distancing procedures are encouraged.
7. Hygiene Procedures
 - Dedicated sanitation control person will be assigned to disinfect commonly touched surfaces are cleaned every two hours, 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 IWCE 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 site and trucks these logs must be completed and submitted to the office twice a week
 - IWCE will provide masks
8. Education on the importance of handwashing.
9. All employees are expected to follow social distancing procedures and communicate through phone, text, or radio.
10. Job specific procedures will be developed, modified and communicated as necessary
11. Do not enter/exit trucks or equipment without disinfecting before and after each use.
12. Notify subtrades of the policies we have implemented, with our expectation they fully comply.
13. Notify consultants of policies we have implemented.
14. Area/department job specific procedures will be developed, modified and communicated as necessary.
15. IWCE will provide educational material and information as they become available.
16. All IWCE management and staff are required to communicate this plan to all within the organization to ensure clarity.



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

COVID-19 symptoms include:

- **fever**
- **cough**
- **difficulty breathing**
- **sneezing**
- **sore throat**

The following is IWCE'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-sheets are updated.

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

<https://docs.google.com/document/d/1Tv9UH8Nn5Y0iIGZ5GflvfhhXhpEaSDTbwthfTKfzZkl/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/>