

# SAFETY MEETING

## COVID-19

### WHAT IS COVID-19?

Coronaviruses are a large family of viruses with some that can infect animals where others can infect people. The strain of the coronavirus that is present currently is the most recent of seven (7) known strains and can cause infection to people.

COVID-19, if infected, can produce symptoms in humans that are typically mild illnesses that are similar to a cold or flu and may take up to 14 days to appear after exposure to the virus. Symptoms can include but not limited to:

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

There may be more severe illnesses experienced by certain groups that have weakened immune systems as well. For example, this may be the case for:

- Elderly people
- People with chronic disease (i.e. cancer, chronic lung diseases, etc.)

Several studies suggest that COVID-19 can be transmitted from an infected person through:

- Close personal contact (i.e. shaking hands)
- Touching something with the virus on it then touching your eyes, nose or mouth before washing hands

- Close contact with respiratory droplets from a sneeze or cough

### REPORTING

All scenarios that require reporting to HR or HSE and self-isolation / isolation are listed on the FAQ located on <https://plan-group.com/covid-19>. As this information is being constantly updated, memos will be sent out to each business unit as updates are provided to ensure everyone has the most current information. Each Business Unit (BU) leader is responsible for ensuring their team receives these updates as well.

### ADDITIONAL REPORTING

In cases where an employee tests positive for COVID-19, Public Health will be contacted initially for guidance and next steps. In addition, the HSE Department will work with the appropriate parties to ensure the following reporting requirements are met:

- Notice to the Joint Health and Safety Committee representatives, if applicable

### RESPONSIBILITIES

#### SUPERVISORS

- Selecting, implementing and documenting the appropriate site-specific control measures on their respective project(s).
- Providing adequate instructions to workers on the hazards and controls in the job-specific ECP.
- Directing work in a manner that ensures the risk to workers is minimized.



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- Communicating with other trades and contractors to ensure a safe work environment.
- Report any potential cases of illnesses related to COVID-19 immediately to HR or HSE for further guidance.

## WORKERS

- Know the hazards associated with COVID-19.
- Follow the ECP as instructed by their Supervisor.
- Reporting any unsafe conditions or acts to the supervisor.
- Reporting any potential cases of illnesses related to COVID-19 immediately to their Supervisor, HSE or HR.

## EXPOSURE CONTROL PLAN (ECP)

An ECP must be developed for each project using the **Job Hazard Analysis form**. The following areas must have control measures outlined and implemented for them in the ECP:

- *COVID-19 Assessment Questionnaire* and how this process will be implemented
- Physical (social) distancing measures for both office and field , as applicable
- Hygiene measures for both office and field staff, as applicable
- Cleaning and sanitizing measures for both office and field staff, as applicable

The site specific JHA, once developed, must then be reviewed and approved by HSE, Project Management and the project Supervisor.

**\*\*Supervisors must then review the JHA with all workers and have them sign-off on it\*\*.**

## POSTING REQUIREMENTS

The following must be posted in office locations and all projects:

- Copy of ECP (JHA) that has been developed for office / project
- Poster - “Wash Your Hands”
- Poster - “Know the Difference: Self-Monitoring, Self-Isolation and Isolation for COVID-19”
- Copy of “Cleaning and Disinfecting Surfaces” guidelines
- Copy of “COVID-19 – Assessment Questionnaire”

**NOTE:** All content discussed can be found in Plan Group Inc.’s HSE Manual that is located on the corporate database.