

1 COVID-19 EXPOSURE CONTROL PROGRAM

1.1 PURPOSE

Plan Group is committed to providing a safe and healthy workplace for all of our employees. This program outlines a combination of measures that are recommended to reduce the potential of worker exposure to COVID-19. These procedures are aimed to protect not only our workers but also those that are working around them as well.

1.2 SCOPE

This program applies to all Plan Group Inc. employees, subcontractors and visitors on our projects and/or offices.

1.3 DEFINITIONS

“COVID-19” refers to:

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

1.4 RESPONSIBILITIES

1.4.1 Employer / Senior Management

- Ensure workplace hazard assessments are conducted to identify hazards and assess the risk associated with those hazards.
- Ensure exposure control plans in the form of a Job Hazard Analysis (JHA) are created and implemented to control risks associated with identified hazards.
- Ensuring the materials, equipment and other resources required to fully implement and maintain Exposure Control Plan (ECP) are readily available where and when they are required.
- Ensure workers and Supervisors are adequately trained and maintain records of this training.
- Periodically review the effectiveness of this program and the ECP (at least annually).

1.4.2 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.
- 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.

1.4.3 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.

1.5 EXPOSURE CONTROL PLAN (ECP)

An ECP must be developed for each project using the Job Hazard Analysis (JHA) form. The following control measures should be referenced and implemented, as necessary, into the ECP:

NOTE: If Prime Contractor has implement more stringent measures on their project these requirements should be incorporated into the ECP as well

1.5.1 COVID-19 Assessment Questionnaire

- Obtained by following our QR code posters or by visiting <https://plan-group.com/covid-19>.
- Must be answered daily by all field and office staff, including visitors (online or paper copy).

- This process applies to all new workers, transferred workers and visitors to our projects.
- Those hiring / transferring workers or arranging for visitors to be present on the project are responsible for administering this questionnaire.
 - The questionnaire is to be used as screening questions prior to the worker / visitor being present at the office or project.
 - When employee / visitor are present on project ensure the questionnaire must be completed prior to allowing them to conduct any further activities on the project.
- After completion of the COVID-19 Assessment Questionnaire the worker or visitor will be provided or denied access on the project based on the summary of questionnaire results. For Plan Group Inc. employees, contact the HSE team for further assistance.

1.5.2 Physical (Social) Distancing Guidelines

- Recommended to maintain a minimum of approximately 2 m (6 ft) between other workers. Some control measures that could be considered to achieve this are outlined below.

General

- Employees at both field and office locations should reconsider any non-essential travel between multiple locations.
- Visitors should only be present on the project as required and should not be visiting multiple sites and offices on the same day.
- When possible meetings should be completed remotely (email, teleconference or video conference).

Field Staff

- Recommended to stagger start time to avoid crowding at the site entrance (i.e. earlier or later start times) as well as breaks and lunches.
 - Limit the number of workers allowed to sit at each table in the lunch room as well to maintain minimum distance between workers of approximately 2 m (6 ft).
- Organize individual work groups to contain no more than 5 workers at a time.
 - Crews should be designated to specific locations on the project and limit unnecessary on-site contact between workers.
 - It is recommended to maintain approximately 2 meters (6 ft) between each other as well.
- Stagger other forms of gatherings as well to allow for distancing between workers. For example:
 - Safety meetings should be staggered and limit the amount of workers allowed to attend at one time. During these meetings workers should be mindful of their distance between themselves and other workers. It is recommended to maintain approximately 2 meters between each other.
 - If signs-offs are required on specific documentation it is recommended to revise approach to avoid passing around of documentation and sharing of pens.

- In situations where workers cannot maintain a minimum distance of approximately 2 m (6 ft) between workers the following should be completed, the following is recommended:
 - PPE must always be worn (minimum is the appropriate three-layer mask)
 - Additional hygiene during the course of work
 - Keep the crews that interact with each other the same, as much as possible

Office Staff

- Meetings should take place using remote options. Email, video or teleconference) are the preferred methods.
- When meeting in person it is recommended to maintain approximately 2 metres (6 ft.) between each other.
- Remote working should be implemented where possible to limit the number of workers in the office environment.

1.5.3 Mask and Facial Covering Guidelines

- Masks must fit securely to the head with ties or ear loops.
- Masks must maintain their shape.
- Must be large enough to completely and comfortably cover the nose and mouth without gaping.
- Wearers shall maintain their face cover so that it is clean and does not pose a health risk. This may require changing of the cover throughout the day.
- Wear a mask when in meeting rooms with others, even with plexiglass barriers in place.
 - At minimum, must wear blue, medical, 3-ply masks only (provided to staff)
- Field
 - At minimum, must be made of at least three layers of tightly woven materials (such as cotton or linen).

1.5.4 Hygiene Guidelines

- **Proper hygiene can be an effective way to reduce the risk and spreading of a virus / bacteria.**
- Wear gloves for your task at all times while performing work on the project.
- Ensure the project has enough designated wash facilities.
- Adequately wash hands often with soap and water in designated wash facilities, especially prior to breaks and lunch. Refer to “*Wash Your Hands*” attachment for recommended practices.
 - If soap is not available an alcohol-based hand sanitizer could be used.
- When coughing or sneezing cough into tissue or the bend of your arm. If using a tissue discard of it in proper waste disposal bin and disinfect hands afterwards.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid common greetings, such as handshakes.

1.5.5 Cleaning / Sanitizing Guidelines

- Lunchroom tables shall be cleaned and disinfected between breaks and garbage will be taken out at least once daily.
- Tools shall be cleaned and disinfected regularly, at minimum daily. Sharing of tools shall be discouraged as well.
- Regular disinfecting/sanitizing of the office / site office of commonly used items such as door handles, lunch tables, keyboards, light switches, etc.
- In an effort to ensure the office space can be properly cleaned daily we are asking all employees in the office to:
 - De-clutter all desks.
 - Remove and store all non-essential items.
 - Tidy and organize all shelves, the tops of filing cabinets and other areas where items could accumulate.
- For further guidelines on “Cleaning and Disinfecting Surfaces” please refer to the attached document.

1.5.6 Posting Requirements

- The following must be posted in office locations and all projects:
 - Copy of COVID-19 Policy Statement
 - Copy of ECP 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”

1.6 BUSINESS-RELATED TRAVEL

- To limit the potential spread of COVID-19 the Government of Canada has advised to avoid any non-essential travel outside of Canada, until further notice.
- In addition, any travel within Canada is not authorized unless it has been approved by your Business Unit (BU) leader.

1.7 REPORTING / SELF-ISOLATION OR ISOLATION

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.

1.7.1 Additional Reporting

In cases where an employee tests positive for COVID-19, the HSE Department will work with the appropriate parties to ensure the reporting requirements are met

1.8 TRAINING

Each worker will receive awareness training that covers the following items:

- The potential risks of exposure to COVID-19
- The potential signs and symptoms of COVID-19
- Responsibilities of workplace parties
- The recommended procedures and controls to mitigate potential exposure through review of the site specific JHA for exposure control.
- The correct use of equipment / materials referred to in the ECP
- How to report potential exposure to or symptoms of COVID-19