

COVID-19 EXPOSURE
CONTROL AND RESPONSE
PLAN
rev 0

Think Safety, Act Safely



**Providing Structural & Mechanical Design, Construction, Modifications and Repair Services
To Commercial, Residential and Bulk Commodity Handling Industries**

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PURPOSE

Termel Industries Ltd. is committed to protecting the health and safety of its employees, Clients and surrounding community. The purpose of this document is to communicate the Ministry of Health, Provincial Health Officer, WorksafeBC and Termel Industries Ltd requirements to all Termel employees for continued safe operations during the COVID-19 (Coronavirus) outbreak.

BACKGROUND

COVID-19 is a respiratory disease caused by a novel coronavirus. Symptoms of those afflicted with COVID-19 include typical flu-like symptoms, however the most common symptoms are a fever, dry cough and shortness of breath. Most people with COVID-19 have a mild version of the disease but some develop more severe symptoms leading to hospitalization and in rare circumstances death.

The elderly, those with compromised immune systems or underlying health conditions such as diabetes, heart and lung disease are at greater risk of more severe health effects when they contract COVID-19. Many people with COVID-19 experience only mild cold/flu symptoms but it is likely that they can transmit the disease to others.

The BC Centre for Disease Control and the Provincial Health Officer have declared the outbreak as a Health Crisis and have moved to impose Health Act Orders restricting movements of the general population of BC similar to many other jurisdictions.

TRANSMISSION

When someone who has COVID-19 coughs, sneezes or exhales, they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects such as tools, desks, tables or telephones. People can catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. In addition, transmission from an infected person is also likely under conditions of close contact (working in close proximity, shaking hands, sharing tools etc). Current evidence from the Health experts indicate that even asymptomatic people (those not showing direct symptoms) are able to spread this virus.

Contact transmission as described above by way of your eyes nose or mouth is understood to be the primary transmission mechanism.

PRIMARY PREVENTION MEASURES

As outlined by the Health Officer, we all have a responsibility in preventing the spread of this virus. The most important prevention measures have been **ordered** by the Provincial Health Officer under the Health Act and are:

1. **Stay home if you have any flu-like symptoms.** Individuals are required to self isolate for a period of no less than 14 days from the onset of symptoms by order of the Health Officer. This is absolutely critical for contact transmission prevention. Please note that there are a number of Government Programs providing financial and health information support for those exhibiting symptoms (refer to the Additional References' section for more information).
2. **If you have travelled outside of Canada since March 12th, you must self-isolate for 14 days prior to returning to work.** A self isolation plan including details on how to get supplies you need without contact with the general public will be required as you enter Canada.
3. **Monitor yourself for symptoms.** If you experience any cold or flu-like symptoms at any point (during the work day or after), please notify your supervisor and go or stay home. Self isolate for a period of 14 days. Additional on-line assessment tools and the Ministry of Health 811 service are available to everyone.
4. **Wash your hands often with soap and warm or tepid water for at least 20 seconds each time.** Where hand washing is not possible, an alcohol based hand sanitizer is the next best option. Please see 'Additional References' section for proper hand washing procedure.
5. **Eliminate touching your eyes, nose and mouth with unwashed hands.**
6. **Cover your cough or sneeze with your elbow or a tissue.** Immediately throw out the tissue and wash or disinfect your hands.
7. **Disinfect surfaces often.** Clean and disinfect frequently touched objects and surfaces such as doorknobs.
8. **Avoid close contact with all people.** Maintain a minimum 2m distance between people whenever physically possible.

ADDITIONAL WORK SPECIFIC PREVENTION MEASURES

In addition to the measures listed above, Termel requires that workers follow the additional measures listed below:

1. **Follow and participate in job Safe Work Plans, Safety Alerts, PSIs and other safety related instructions.**
 - Discuss concerns with your Supervisor and suggest additional measures where practical.
 - 2 Safety Alerts have been issued so far and require all employees to review and sign through SiteDocs.
 - As new information becomes available, it will be communicated through the documents listed above and presented by your Supervisor and recorded through SiteDocs.
2. **Sign a daily declaration of health confirming that you do not have any flu-like symptoms.**
 - A form on SiteDocs is available for this purpose and can be signed by each worker during the morning PSI.
 - Please see Appendix A for a sample form.
3. **Execute work plans while following the 2m social distancing wherever physically possible.**
 - Where specific tasks require close contact, disposable nitrile gloves, safety glasses and minimum N95 respirator must be used for the duration of the close contact tasks.
 - Please note that the use of PPE is a last resort control.
4. **Exercise proper mask use, care and storage.**
 - Before donning your respirator, wash your hands.
 - Ensure your mask has a proper fit.
 - Worker must be clean shaven
 - Remove, clean and store or dispose of non-reusable respirators according to the manufacturer's recommendations.
 - Replace your respirator if it becomes ineffective (not properly sealed or becomes soaked).
5. **Dispose of Nitrile gloves and disposable masks in appropriate garbage and immediately wash your hands.**
6. **Exercise proper social distancing during lunches and breaks.**
 - Wash your hands before eating and maintain a minimum 2m distance during lunch and breaks.
 - Do not share food or drinks, cigarettes or vapes.
7. **Exercise proper social distancing during meetings.**
 - Conduct Safety Talks outdoors with a minimum 2m spacing. The following changes will also apply for the foreseeable future:

- i. JOHS committee meetings will be held via Microsoft Teams.
 - ii. Supervisors will be signing SiteDocs documents on behalf of employees attending safety meetings to avoid handing around paper or ipads to the crew.
 - iii. Alternately, crew members can sign on their own phone when possible.
8. **All common area high traffic surfaces should be cleaned regularly.**
 - Please see the 'Regular Cleaning' section for more information
9. **Shared transportation must be eliminated where possible and limited to staggered seating to maintain a minimum 2m spacing.**
 - Use 'designated operators' for vehicles and mobile equipment to reduce multiple employee contact on high traffic touch surfaces
10. **Supervisors will make every effort to avoid mixing crews between jobsites and within each job.**
 - Stagger start times and breaks where possible.
 - Non essential site visits and access will be eliminated.
11. **Supervisors will limit tool sharing between employees.**
 - Where tool sharing is absolutely necessary, ensure the tool(s) are disinfected and appropriate PPE used.
12. **Workers must isolate their tools and equipment brought home.**
 - Wash your hands immediately when you get home.
13. **Non-essential visitors will not be permitted at jobsites or on Termel property.**
 - When a visitor or subcontractor is required, they must review and sign the following:
 - i. Daily Health Declaration
 - ii. Agreement with this COVID Exposure Control and Response Plan
14. **Be aware of Site Specific or General Contractor Specific requirements prior to the start of work.**
 - For example, all personnel working on PCL jobsites are required to wear at minimum cloth face masks covering your mouth and nose regardless of physical distancing.
 - Requirements are dynamic, Project Managers and Supervisors must coordinate site specific requirements.
15. **Workers able to work from home or otherwise in a remote manner will be requested to do so.**
 - Detailing, Administration and Project Management (where applicable) functions will be done remotely where possible

REGULAR CLEANING

Maintaining clean contact surfaces at the worksite is an important administrative control. The frequency of cleaning for each surface will depend on the frequency and number of people that come into contact with that surface.

Shared high contact surfaces should be cleaned and disinfected at least every work shift by a worker designated by the job Supervisor. Examples of high contact surfaces include:

- Microwaves
- Fridge handles
- Water cooler taps
- Door handles
- Table surfaces
- Countertops
- Washroom taps
- Toilet flush handles
- Coffee makers
- Handrails
- Elevator buttons
- Tools and equipment
 - Printers,
 - All common useshop equipment,
 - All common use field tools,
 - Heavy equipment controls,
 - Shared vehicles,
 - ipads,
 - Computer equipment,
 - Radios, etc)

Soap and paper towel dispensers or hand sanitizing stations should be stocked frequently and kept in good working condition at all times.

RESPONSIBILITIES

Workers

Termel Industries Ltd's expectations of each worker are as follows:

- Read, understand and follow the primary and work specific prevention measures outlined in this COVID Response Plan
- Actively participate in the implementation of the COVID Response Plan
 - Signing the Daily Health Declaration
 - Maintaining 2m distancing and avoiding groups
 - Raising concerns where warranted and assisting in the development of additional controls.

Supervisors

Termel Industries Ltd's expectations for Supervisors include:

- Reviewing this COVID Response Plan with the workers
- Arranging the logistics of jobs to comply with the details of this plan
 - For example shifting, cleaning, tool use, PPE usage etc.
- Promoting proper physical distancing and hygiene amongst workers
- Enforcing details set out by this plan using the escalating discipline policies outlined in our HSE Manual
- Periodic inspection of worksites to ensure compliance with this plan
 - Minimum weekly review of each job
 - Refer to attached inspection form
- Connecting workers with training resources if required
- Working with Project Managers to develop Job Specific Safe Work Plans
- Monitoring workers for signs of illness
- Working with workers with concerns and assisting in developing solutions
- Coordinating Site Specific Requirements with workers
- Assigning cleaning duties

ADDITIONAL REFERENCES

Medical Advice:

- BC Self Assessment Tool: <https://bc.thrive.health/covid19>
- BC Public Health: Call 811
- BCCDC: Call 1-888-268-4319
www.bccdc.ca/health-info/diseases-conditions/covid-19
- Health Canada: www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19

Economic Resources:

- Canada's Economic Response: <https://www.canada.ca/en/department-finance/news/2020/03/canadas-covid-19-economic-response-plan-support-for-canadians-and-businesses.html>
- CERB: <https://www.canada.ca/en/services/benefits/ei/cerb-application.html>

Government Agencies:

- Provincial Health Officer Orders www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus
- WorkSafeBC (Construction) www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction

Hand Washing Procedure:

- Public Health Agency of Canada SEE NEXT PAGE



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

canada.ca/coronavirus



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

HAZARD ASSESSMENT

The following Hazard Assessment has been developed to evaluate Control measures to mitigate the risk of COVID-19 exposure. Further information regarding a breakdown of tasks and hazards are located in the Job Hazard Analysis (JHA) / Safe Work Procedures sections.

Hazard Assessment and Control for Possible Exposure to COVID-19 - HA #F16

A hazard assessment must be completed prior to undertaking a new activity and / or task. Regulation requires the identification and control of existing and potential hazards.

Task: Office, Shop and Field Worker Exposure to Corona Virur (COVID-19 Biological Hazard)		Frequency: Annually
Original Assessment Date: April 18, 2020	Revision Date:	Reviewed Date:

Name and Position of Assessor(s) (Manager / Supervisor):
Robin Newington - Structural Services Manager

Name and Position of Assessor(s) (Worker Representative):

Name and Position of Reviewer (Senior Management):

Hazards are assessed for risk by considering the consequence and probability of the hazard causing injury or damage.

Consequence/Severity:

- 1 - Insignificant, minor injury, no damage
- 2 - First Aid or minor Property Damage
- 3 - Could cause time loss, serious injury or significant damage
- 4 - Could cause serious injury or major damage
- 5 - Death, permanent injury, devastating damage

Probability/Likelihood:

- 1 - Unlikely to occur
- 2 - Unlikely, some chance of occurrence
- 3 - Moderate chance of occurrence.
- 4 - Likely to happen.
- 5 - Almost certain it will happen if not controlled

		Probability/Likelihood				
		1	2	3	4	5
Consequences	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Assessment Score

	Pre-Assessment	Post Assessment
1-4: Low	Review possible controls	Work your plan
5-9: Moderate	Implement controls to reduce the risk	Monitor that all controls are being utilized
10-16: High	Do not continue until additional engineering controls implemented	Proceed with caution and ensure all control measures are utilized at all times
20-25 Critical	Job shut down for re-evaluation with Manager(s)	Do not proceed, additional control measures required

Materials Used	Soap & water, disinfectant
Tools and Equipment	PPE - Nitrile gloves, Safety glasses, Respiratory protection

Item #	Description of Activity or Item	Hazards Identified	Consequence	Probability	Risk Score	Control(s)	Training Required	Consequence	Probability	Final Risk Score
1	Employee/ Subcontractor entering site	Exposure to COVID-19 through contact with people	4	3	12	<ul style="list-style-type: none"> • Conduct Daily Health Declaration for all Employees and Subcontractors • Maintain secure entry/exit points • Post signs at points accessible and visible to all employees • Keep a distance of at least 2m between workers • Wash your hands frequently 		4	2	8
2	Close proximity to others	Exposure to COVID-19 through contact with people	4	3	12	<ul style="list-style-type: none"> • Plan work to avoid people working in close proximity to each other • Maintain minimum distance between workers of 2m • Wear gloves • Wash your hands frequently • Post signs at points accessible and visible to all employees 		4	2	8
3	Material deliveries	Exposure to COVID-19 through contact with 3rd parties	4	3	12	<ul style="list-style-type: none"> • Instruct delivery companies on precautionary measures prior to arrival on site • Post signs on entry points on precautionary measures and delivery instructions • Use your own pen/pencil to sign for materials • Wash your hands frequently 		4	2	8
4	Vehicles and Equipment	Exposure to COVID-19 through contact with surfaces	4	3	12	<ul style="list-style-type: none"> • Wipe down high contact surfaces with cleaner: door handles, steering wheel, seatbelt connectors and other touch surfaces • Wash your hands frequently 		4	2	8
5	Carpooling to work	Exposure to COVID-19 through contact with people	4	3	12	<ul style="list-style-type: none"> • Find alternate means of transportation to work in order to maintain 2m spacing between workers 		4	2	8
6	Use of Hand and Power tools	Exposure to COVID-19 through contact with surfaces	4	3	12	<ul style="list-style-type: none"> • Avoid sharing tools and equipment whenever possible • Wear gloves and clean handles/touch areas if sharing tools • Wash your hands frequently 		4	2	8

Item #	Description of Activity or Item	Hazards Identified	Consequence	Probability	Risk Score	Control(s)	Training Required	Consequence	Probability	Final Risk Score
7	Use of PPE	Exposure to COVID-19 through contact with surfaces outside PPE	4	3	12	• Change gloves frequently		4	2	8
						• Do not reuse wipe down materials on more than one item				
						• Clean or replace masks at least daily, more frequently if necessary				
						• Do not handle anyone else's PPE				
						• Wash your hands frequently				
8	Break Room Use	Exposure to COVID-19 through contact with people	4	3	12	• Wipe down surfaces		4	2	8
						• Keep a minimum of 2m between workers				
						• Stagger breaks if possible				
						• Do not share food, drinks or cigarettes				
						• Wash your hands before and after breaks				
9	Desks/Surfaces	Exposure to COVID-19 through contact with surfaces	4	3	12	• Contain incoming paperworks to one location off desktop if possible		4	2	8
						• Wipe down common surfaces before and after use				
						• Wipe down common keyboards and mouse after each use				
						• Visitors to stand in doorway when room occupied				
						• Wash your hands frequently				
10	Providing first aid	Exposure to COVID-19 through contact with people	4	3	12	• Use respirator and face protection if needing to go within 2m of another person		4	2	8
						• Update annual First Aid Assessment				
						• Follow first aid procedure for room cleaning				

QUICK REFERENCE SUMMARY

Training	COVID-19 Exposure Control and Response Plan
PPE	Gloves, respirator, glasses/face protection, hand soap
Required Safe Work Practices	SWP - COVID-19 Exposure

SAFE WORK PRACTICE

The following Safe Work Practice (SWP) has been developed for general knowledge on the topic. Safe work practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes. Further information regarding a breakdown of tasks and hazards are located in the Job Hazard Analysis (JHA) / Safe Work Procedures section.

Purpose: ▪ To prevent the spread of the COVID-19 novel coronavirus



Major Potential Hazards



Serious and Potentially Fatal Illness

Pre-Job Safety Considerations:



Ensure workers are protected from contracting or spreading the COVID-19 novel coronavirus

Personal Protective Equipment (PPE) Required:

Warm or tepid water, commercially available hand soap, Nose-and-mouth covering masks

Training Required:

COVID-19 Orientation, Safety Talk or Toolbox Talk

<p>Do's</p> 	<ul style="list-style-type: none"> • Wash your hands often with soap and warm or tepid water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, use an alcohol-based hand rub. • Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough. • Regularly clean and disinfect frequently touched surfaces. • Practice physical distancing of at least 2 metres between individuals • Have crew members eat in their own vehicles or other isolated areas • Stay home if you feel you are sick and contact your supervisor. • Wear a mask if you are infected in order to prevent spreading the virus • Frequently touched surfaces such as toilets, sink tap handles, doorknobs and tables should be cleaned regularly. Make sure to clean surfaces before disinfecting. • Wear gloves, ensure ventilation and use store-bought disinfectants or diluted bleach when disinfecting surfaces.
<p>Don'ts</p> 	<ul style="list-style-type: none"> • Do not touch your face, eyes, nose or mouth with unwashed hands. • Do not share food, drinks, utensils, etc. • Assemble crew lunches in proximity until further notice.

WorkSafe BC OHS Legislation:






- Regulation Part 2, Application, Section 2.2 General Duty
- BC Centre For Disease Control
- COVID-19 Prevention & Risks

SAFE JOB PROCEDURE

The following Safe Job Procedures (SJP) have been developed for all Critical Tasks and provide a further breakdown of tasks and hazards than the general information provided in the SWPs.

All SJPs also have an associated Job Hazard Analysis (JHA) to review the hazards, controls and pre and post controls risks.

All SJPs contain the following icons for quick reference:

Hazards and Safety Controls	
	IDENTIFIED SAFETY HAZARD: Task specific hazards will be identified within the document to draw attention and point out their control options. These will be indicated by red highlighting.
	DECISION MAKING POINT: This symbol represents a decision point. A decision point includes the need for more information; SWP review, supervisor consultation, manufacturer manual or worker choice. These will be indicated by bold black writing.
Personal Protective Equipment	
	TASK SPECIFIC PPE: PPE required for all jobs will appear at the beginning of the document and sections requiring the use of specialized PPE to perform a task. These will be indicated by blue highlighting.
Hazards and Safety Controls	
	Environmental Best Practices. General work controls are listed at the beginning of the Series section and task specific items will be highlighted in green. High importance task specific items will be highlighted, and the environmental logo will appear.
Lock-Out procedure	
	This symbol represents a safety step to de-energize/lock-out/engage a safety mechanism to prevent the opportunity of injury from moving parts, rolling, stored energy, electrical shock, etc.

Purpose: ▪ To prevent the spread of the COVID-19 novel coronavirus



Major Potential Hazards



Serious and Potentially Fatal Illness

Pre-Job Safety Considerations:





Ensure workers are protected from contracting or spreading the COVID-19 novel coronavirus




Personal Protective Equipment (PPE) Required:

Warm or tepid water, commercially available hand soap, Nose-and-mouth covering masks

Training Required:

COVID-19 Orientation, Safety Talk or Toolbox Talk

PROCEDURE		
1.		Complete the form *COVID-19 - Daily Self Assessment in SiteDocs
2.		Wash your hands often with soap and warm or tepid water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, use an alcohol-based hand rub.
3.		<ul style="list-style-type: none"> • Do not touch your face, eyes, nose or mouth with unwashed hands. Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough. • Regularly clean and disinfect frequently touched surfaces. • Do not share food, drinks, utensils, etc. • Have crew members eat in their own vehicles or other isolated areas • No crew lunches in proximity until further notice. • Stay home if you feel you are sick and contact your supervisor.
4.		<ul style="list-style-type: none"> • Supervisors to emphasize hand hygiene etiquette by all employees at toolbox talks and orientations – lead by example, put up posters of proper hand washing techniques. • Supervisor to ensure that hand washing stations and hand sanitizer is on site and available for all workers.
5.		<ul style="list-style-type: none"> • All offices and non-porous tools and equipment controls are cleaned regularly.
6.		<ul style="list-style-type: none"> • Plan to minimize exposure between employees and the public – follow social distancing procedures, as practical. (2 meters apart).
7.		<ul style="list-style-type: none"> • Make available Termel COVID Exposure Control and Response Plan to all employees.

8.		<ul style="list-style-type: none"> • Actively tell sick employees to stay home. DO NOT Permit Anyone to Enter Site if: <ul style="list-style-type: none"> ○ They or a member of their household have travelled outside the country within the past 14 days ○ They or a member of their household have exhibited symptoms of COVID-19 in the last 14 days ○ They show symptoms: (fever, cough, difficulty breathing, sore throat)
9.		<ul style="list-style-type: none"> • If you have any symptoms, isolate yourself from others as quickly as possible. Immediately conduct the Government Self-Assessment https://bc.thrive.health/covid19 and follow directions it advises. You may also call a health care professional or Public Health Authority at 811. They will have you describe your symptoms and travel history if applicable.
10.		<ul style="list-style-type: none"> • Additional hygiene measures for toilet facilities The posting of an effective hand-washing method, like the one recommended by the World Health Organization, is always mandatory. Supervisor to place these hand-washing information signs near toilets and break rooms. Information on healthy hygiene habits will continue to be communicated, and the recommended signage should be posted.
11.		<ul style="list-style-type: none"> • Soap / paper towel dispensers, hand dryers and hand sanitizing stations should be checked frequently by a worker designated by the Supervisor. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.
12.		<ul style="list-style-type: none"> • Place a garbage bin near the toilet's exit doors to encourage people to use a paper towel to open the door. If necessary, set up a separate supply of paper towels near the exit door.

13.	<ul style="list-style-type: none"> Visitors should be discouraged if possible; if absolutely required on site then they must go through review of our SWP and sign-off prior to access site. Review to be delivered by Site Supervisor.
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REFERENCES	
Regulatory References	<ul style="list-style-type: none"> WorkSafe BC OHS Legislation, Regulation Part 2, Application, Section 2.2 General Duty
Associated Work Practices	<ul style="list-style-type: none"> COVID-19 Safe Work Practice
Other References	<ul style="list-style-type: none"> BC Centre For Disease Control, COVID-19 Prevention & Risks

This procedure works in conjunction with the formal Hazard Assessment Form and associated Safe Work Practices (SWP). It is mandatory that these documents are available to all workers completing this work instruction

APPENDIX A: COVID-19 – DAILY SELF ASSESSMENT

Attached is the Daily health declaration form required prior to the start of each shift for each worker. This form will be filled out on SiteDocs, Termel’s Safety Management Systems software. At sites where ipads or phones are not permitted, a paper version of this form may be filled out and submitted to the Office for filing after each shift.

***COVID-19 - Daily Self Assessment**

Label	
	
	

General

This Information is not intended to provide medical advice. If you have medical questions, consult a health practitioner or your public health unit.

Who should be tested for COVID-19? People with respiratory symptoms who are: Hospitalized or likely to be hospitalized, Health Care Workers, Residents of long term care facilities, Part of an investigation of a cluster or outbreak.

Who does not need to be tested for COVID-19? People without symptoms. Patients with mild respiratory symptoms who can be managed at home, including returning traveller's with an onset of illness within 14 days of returning to Canada.

Anyone who has symptoms - including a fever, cough, sneezing, sore throat, or difficulty breathing - to self-isolate for 14 days. To protect yourself while out in public, wash your hands frequently and maintain a distance of about 2 metres from others.

Assessment - High Risk

YES	NO	N/A	Severe difficulty breathing (ie: Struggling to breathe or speaking in single words)
YES	NO	N/A	Severe chest pain
YES	NO	N/A	Having a very hard time waking up
YES	NO	N/A	Feeling confused
YES	NO	N/A	Losing consciousness

If you answered YES to any of these, please call 811 or 911. These symptoms require immediate attention. You should call 811 or 911 immediately, or go directly to your nearest emergency department.

Assessment

YES	NO	N/A	Shortness of breath at rest
YES	NO	N/A	Inability to lay down because of difficulty breathing
YES	NO	N/A	Chronic health conditions that you are having difficulty managing because of difficulty breathing

If you answered YES to any of these, please contact your primary care provider (For example, family doctor). Let them know you have used this self-assessment tool.

Symptoms

YES	NO	N/A	Fever
YES	NO	N/A	Cough
YES	NO	N/A	Sneezing
YES	NO	N/A	Difficulty Breathing

If you answered YES to any of these, Please stay at home. As a precaution, health officials are asking anyone with symptoms (fever, cough, sneezing, sore throat, or difficulty breathing) to stay home for 14days. Continue with this tool to determine additional precautions/steps you should take. Notify your Supervisor immediatley.


Travel


YES	NO	N/A	Have you travelled outside of Canada in the last 14 days?
YES	NO	N/A	Does someone you are in close contact with have COVID-19? (Someone in your household or workplace)
YES	NO	N/A	Are you in close contact with a person who is sick with respiratory symptoms who recently travelled outside of Canada?


If you answered YES to any of these, Please self-isolate. You do not need testing for COVID-19. Since you don't have symptoms, you do not need testing for COVID-19 at this time. However, there's a chance you could get sick since its less than 14 days since your exposure. You should self-monitor for any symptoms (fever, cough, sneezing, sore throat, or difficulty breathing). If you begin to develops these, you should take this self-assessment again.

Signing Documents during COVID-19

During the times of COVID-19 all employees have agreed to allow Supervisors to sign on behalf of them to limit any unnecessary sharing during times of social distancing.

Worker 1,  Location Signature
Date and Time


Worker 2,  Location Signature
Date and Time

Worker 3,  Location Signature
Date and Time

Add Workers as needed

APPENDIX B: SUPERVISOR COVID-19 JOBSITE INSPECTION FORM

Attached is Termel Industries Ltd's COVID-19 Jobsite Inspection form to be filled out weekly by Supervisors. This form will be filled out on SiteDocs, Termel's Safety Management Systems software. At sites where ipads or phones are not permitted, a paper version of this form may be filled out for filing and submitted to the Office after each inspection.

	Termel Job #:	Jobsite / Location:	Date:	Doc #:
				SCJI-01
SUPERVISOR COVID-19 JOBSITE INSPECTION FORM				

INSPECTION BY:

Worker Rep Inspector's Name

Title/Position

Management/Supervisor Rep Inspector's Name

Title/Position

COPIES TO:

For Action

For Information Only

1. Worker Assessment	OK ✓/✗	Haz. Rating A,B,C	Repeat Item? Y/N	To be Corrected by:		Action Taken	Date Complete	Authorized Signature
				Whom	When			
Have all workers completed the Daily Health Declaration?								
Have all workers reviewed and signed the Covid Response Plan?								
Do workers appear well (not flushed, feverish, coughing, sneezing or having breathing difficulties)?								
Are workers trained to sanitize tools and equipment?								
Are PPE and tools being properly disinfected if shared between workers?								


1. Worker Assessment (Cont'd)	OK ✓/✗	Haz. Rating A,B,C	Repeat Item? Y/N	To be Corrected by:		Action Taken	Date Complete	Authorized Signature
				Whom	When			
Are workers following the COVID control measures set out by the Job Safe Work Plan?								
Are workers physically distancing by 2m where possible (including during breaks)?								
Is PPE being used appropriately when distancing measures are not possible?								
Are workers washing their hands frequently?								
Other:								
Other:								
2. Working Conditions								
Are hand washing or hand sanitizing stations available and well stocked?								
Is disinfecting of high contact surfaces being performed?								
Are break rooms sufficiently sized to maintain 2m spacing or breaks being staggered?								
Is work arranged to maintain 2m spacing between workers?								

2. Working Conditions (Cont'd)	OK ✓/✗	Haz. Rating A,B,C	Repeat Item? Y/N	To be Corrected by:		Action Taken	Date Complete	Authorized Signature
				Whom	When			
Are meetings being conducted maintaining 2m spacing?								
Other:								
Other:								
3. Worksite Conditions								
Are COVID signs prominently posted?								
Is there good ventilation maintained for interior spaces?								
Have Subcontractors been informed and agree to Termel's COVID Response Plan?								
Other:								
Other:								

Notes:

APPENDIX C: COVID-19 RESPONSE PLAN EMPLOYEE CHECKLIST FORM

Attached is the Termel Industries Ltd's COVID-19 Response Plan Employee Checklist Form to be filled out weekly all employees after having reviewed the Response Plan with their Supervisor. This form will be filled out on SiteDocs, Termel's Safety Management Systems software. At sites where ipads or phones are not permitted, a paper version of this form may be filled out and submitted to the Office for filing after each worker has completed.

	Termel Job #:	Jobsite:	Date:	Doc #:
				CRPC-01
COVID-19 RESPONSE PLAN EMPLOYEE CHECKLIST FORM				

I have read or have had explained to me Termel’s COVID-19 (Respiratory Pathogen Hazard) Response Plan. I have no further questions regarding:

- A. Primary Prevention Measures _____Initial
- B. Work Specific Prevention Measures _____Initial
- C. Regular Cleaning _____Initial
- D. Worker and Supervisor Responsibilities _____Initial
- E. Termel’s Hazard Assessment and associated Safe Work Practices and Safe Work Procedures _____Initial
- F. Termel’s Daily Health Declaration Form _____Initial
- G. Termel’s COVID-19 Jobsite Inspection Form _____Initial

My signature certifies and verifies that I have received an orientation to Termel’s COVID-19 Response Plan and have received or have read the material. I understand completely the program and have no questions in regard to its implications. I fully understand and am aware that if I have questions regarding this Response Plan, the Company Safety Program or my personal safety, I may inquire of my Supervisor for additional information and explanation.

Worker Name

Signature

Date

Supervisor Name

Signature