



Emergency Response Plan: COVID-19



OakWood

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Introduction

OakWood is committed to providing a safe and healthy workplace for all employees as outlined in our Health & Safety Manual. However, due to COVID-19 pandemic we have created this Emergency Response Plan to consolidate and expand on our Policies, Safe Work Plans & Forms as they relate to the pandemic.

Some of the ways we are monitoring our program include:

[COVID-19: Joining the Workforce Questionnaire](#)

- Required by all staff returning to work

[COVID-19: Sub-Contractor Screening Questionnaire](#)

- Required by all sub-contractors starting or returning to work

[COVID-19 | Safe Work Practice: Request to Work Within 2m](#)

- Required by supervisors who are requesting permission to have staff complete work within 2m of each other

We are actively monitoring the situation and listening to recommendations of various agencies including Ottawa Public Health, Ontario Ministry of Labour and the Government of Canada. We will keep operations going as long as it is safe to do so and our clients and the government allows.

These are challenging times, but we will make it through them together

Date: January 13th, 2021

A handwritten signature in blue ink, appearing to read "Pat Liptak-Satov", is written above a horizontal line.

Patricia Liptak-Satov



Policy – Keeping Our Families & Community Safe

We ask that all owners, consultants, sub-contractors, suppliers & the community follow these same principles when interacting with each other and our Team.

Company-Wide Principles:

- Stay positive - we will get through this together
- Support each other to the best of our ability
- Self-isolate in accordance with Ottawa Public Health
- Stay home if you're not feeling well
- Practice social distancing (2m rule) and be "handshake free"
- More frequent and thorough cleaning of work-areas
- Wash your hands regularly and after interacting with people, paper or devices
- All non-essential in person meetings have been replaced with video or phone calls
- No non-essential visitors and limited interactions with 3rd party deliveries
- No digital signatures on devices that are not your own

Jobsite Principles:

- Toolbox talks regarding best practices while practicing social distancing (2m rule)
- Discourage staff from gathering in groups, no group meetings in site trailers
- No transporting staff in work vehicles
- Limit movement of operators between equipment and only after a thorough disinfecting
- Disinfect yourself before & after working on equipment



Policy – Office & Field

With the goal of keeping our office and field Team safe we have implemented the following principles

Company-Wide Principles:

- Stay positive - we will get through this together
- Support each other to the best of our ability
- Self-isolate in accordance with Ottawa Public Health
- Stay home if you're not feeling well
- Practice social distancing (2m rule) and be "handshake free"
- More frequent and thorough cleaning of work-areas
- Wash your hands regularly and after interacting with people, paper or devices
- All non-essential in person meetings have been replaced with video or phone calls
- No non-essential visitors and limited interactions with 3rd party deliveries
- No digital signatures on devices that are not your own

Office Principles:

- The transfer of internal paperwork will be limited to the greatest extent possible
- Handling of paper should be done in bulk sessions and not periodically throughout the day



Policy – Recruitment, Interviews & Orientations

Recruitment

Participation in public job-fairs are suspended for the duration of the pandemic. The organization of internal job fairs and any other community facing events are suspended for the duration of the pandemic.

Interviews

Potential OakWood employees will apply for and be contacted for positions in accordance with our usual practices which include online and phone interactions. Priority will be given to conducting interviews via virtual portals. If not possible or practical interviews can be conducted in person while respecting company policy related to COVID-19 including submitting the [COVID-19: Joining the Workforce Questionnaire](#) prior to the in-person interview.

Orientations

Priority will be given to conducting orientations via virtual portals. If not possible or practical orientations can be conducted in person while respecting company policy related to COVID-19 including submitting the [COVID-19: Joining the Workforce Questionnaire](#) prior to orientation.



Policy – Potential Coronavirus in the Workplace

The following procedure is based on the recommendations of Ottawa Public Health and will be used to safely deal with any team member who has cold/flu like symptoms during the coronavirus outbreak.

If a team member is observed at work with cold/flu like symptoms:

1. If someone appears to have cold/flu like symptoms (i.e. fever, cough, sore throat, shortness of breath) they will be separated from other staff and sent home to seek medical attention as necessary.
2. The sick team member will report to their supervisor where they have worked since feeling sick, with whom they interacted with, if those interactions were for an extended time and if they were within the 2m social distancing bubble.
3. The sick team member will self-isolate in accordance with Ottawa Public Health.
4. All hard surfaces that the sick team member may contacted within the past 24hrs will be sanitized.
5. The supervisor will report this information to the Health & Safety Officer.
6. The Health & Safety Officer will notify management and supervisors of all potentially impacted staff of the situation.
7. All potentially impacted team members will monitor for cold/flu like symptoms and act in accordance with this procedure and will self-isolate in accordance with Ottawa Public Health. If the potentially impacted team members have not spent extensive time within the 2m social distancing bubble with the sick team member and are not showing cold/flu like symptoms they can continue working with discretion.
8. All external communication with owners, consultants, sub-contractors, suppliers and the community in general will be done by an OakWood designated spokesperson.



If a team member calls in with cold/flu like symptoms:

1. Team member is directed to remain at home and seek medical assistance as necessary.
2. The sick team member will report to their supervisor where they have worked since feeling sick, with whom they interacted with, if those interactions were for an extended time and if they were within the 2m social distancing bubble.
3. The sick team member will self-isolate in accordance with Ottawa Public Health.
4. All hard surfaces that the sick team member may contacted within the past 24hrs will be sanitized.
5. The supervisor will report this information to the Health & Safety Officer.
6. The Health & Safety Officer will notify management and supervisors of all potentially impacted staff of the situation.
7. All potentially impacted team members will monitor for cold/flu like symptoms and act in accordance with this procedure and will self-isolate in accordance with Ottawa Public Health. If the potentially impacted team members have not spent extensive time within the 2m social distancing bubble with the sick team member and are not showing cold/flu like symptoms they can continue working with discretion.
8. All external communication with owners, consultants, sub-contractors, suppliers and the community in general will be done by an OakWood designated spokesperson.



Safe Work Practice – General

Introduction

This document serves as a general guide to Safe Work Practices (SWP) that are expected of our field workers. The basic tenants that underpin this SWP include:

- Stay home if you're not feeling well; notify your Supervisor and complete the Province of Ontario - Self Assessment
- Practice social distancing (2m rule)
- Wash your hands regularly and after interacting with people, paper or devices
- Use the disinfectant supplies provided
- Self-isolate in accordance with [Ottawa Public Health](#)

Monitor each other. If you see someone doing something they are not supposed to or they have forgotten to do something, remind them. No one should take offence to this as these are necessary to keep everyone safe.

Social Distancing (2m Rule)

Social or physical distancing is 2-meters, people will be reminded of this during toolbox talks. The 2-meter rule will be strictly enforced by OakWood. People will be given one warning in a day, should the employee break the rule again they will be sent home by their direct supervisor without pay for the remainder of the day. It is expected that all people will look-out for each other and enforce this rule amongst each other.

Hand Washing (Soap & Water and/or Sanitizer)

Wash your hands at the start and end of every workday including after interacting with people, paper or devices. Regularly disinfect phones, tablets and computers. Do not share drawings, blueprints, tablets or phones. Avoid touching your face and wash your hands before and after eating, drinking, smoking or using the washroom facilities.



Toolbox Talks

Toolbox talks will be completed with a group of 5 workers or less and make mention of COVID-19. Supervisors may stagger start times or split workers in two groups as required.

Gloves

OakWood will supply work and nitrile gloves to employees as required. All employees should wash their hands prior to putting gloves on and after they are removed. Work gloves will be re-used as per normal use and cleaned at the end of every workday or throughout the day as required. Note that they can typically be washed in a washing machine. Nitrile gloves will be use for short term handling of paperwork and be disposed of directly after their use

Paperwork

Paperwork should be avoided to the greatest extent possible; where not possible it will be handled in a controlled environment in bulk batches.

Each supervisor / employee will have their own set of project specific paperwork. Sharing of paperwork under no conditions will be permitted.

Transportation to and from Work

Wherever possible, workers should travel to the site while respecting physical distancing measures by driving alone. If you are taking public transit to work, respect Social Distancing protocols and avoiding touching common surfaces. Wash your hands immediately after leaving public transit and avoid touching your face

Hand & Power Tools

All workers who work directly with hand tools will always be required to wear work gloves. All hand tools will be washed at the beginning and end of every shift. Sharing of hand tools is to be minimized to the greatest extent possible; they are to be washed before and after being shared.



Operated Equipment

The movement of operators between operated equipment will be minimized to the greatest extent possible. Equipment will be disinfected at the beginning and the end of each operator's workday. This includes door handles, steering wheels and all touchable controls and touchable surfaces. When equipment is required to be serviced it will be disinfected before and after servicing.

Site Trailers

Site trailers will not be used unless their use is unavoidable and social distancing can be respected. If they must be used, a toolbox talk will be conducted prior to each use. The site supervisor will be responsible for ensuring the trailers work surfaces, doorknobs and other touchable surfaces are disinfected after every use. Trailers will be locked when not in use. Workers belongings will not be allowed to be stored in site trailers

Storage Sea-Cans

Only one person at a time will be allowed in a storage Sea-Can to access tools or supplies. If workers are loading tools and equipment, respect social distancing. Workers belongings will not be allowed to be stored in Sea-Cans. Sea-Cans will be disinfected after regular use and at the end of each workday.

Company Vehicles

Each person assigned a company vehicle will be responsible for sanitizing the vehicle either at the beginning or end of each workday. Only the person assigned to the company vehicle can be in the vehicle, no workers will be transported in a company vehicle, unless it is an emergency.

Common Areas

Common areas include, but are not limited to door handles, coffee maker, photo-copiers, refrigerators and microwaves. Common areas should be disinfected a minimum of 2 times per day by a designated person. They should also be disinfected after use by the person using them to the greatest extent possible.

The Team should respect social distancing (2m Rule) and not congregate in groups greater than 5 people.



Face Masks

In accordance with Ottawa Public Health face masks are recommended, but not mandatory to be worn. The Team are welcome to provide their own face masks and wear them as they see fit. Generally, OakWood will not be providing face masks out of respect for the current shortage in supply but will provide them if mandated by Ottawa Public Health. OakWood will supply non-medical face masks for work that must occur within 2m as per our SWP – Work Within 2m.

Summary of Best Practices

- Stay home if you're not feeling well - notify Supervisor and complete the [Province of Ontario - Self Assessment](#)
- Practice social distancing (2m rule)
- Wash your hands regularly and after interacting with people, paper or devices
- Use the disinfectant supplies provided
- Self-isolate in accordance with [Ottawa Public Health](#)
- Conduct Toolbox talks with a group of 5 workers or less and make mention of COVID-19.
- Avoid touching paperwork to the greatest extent possible; where not possible handle it in a controlled environment in bulk batches
- Do not share paperwork with anyone
- Wash your hands immediately after leaving public transit - avoid touching your face
- Wear work gloves when working directly with hand tools – avoid sharing them
- Minimize movement of operators between equipment and disinfect regularly
- Site trailers can only be used after conducting a use specific toolbox talk and must be disinfected prior/postuse
- Storage Sea-Cans will be accessed by one person at a time and must be disinfected prior/post use
- No passengers in work vehicles and disinfect daily
- Disinfect PPE with mild soap and water at the start and end of every workday
- Disinfect common areas regularly by an assigned person and after use by the user



Safe Work Practice – Work Within 2m

This Safe Work Practice will only be used when all other options have been exhausted and should be considered a last resort. The H&S officer will be involved as requested by any party. The Project Manager will confirm in writing. A Toolbox Talk specific to Working Within 2m will be conducted prior to the start of work.

All workers shall always wear the appropriate PPE for the work they are completing.



Appendixes

[COVID-19: Joining the Workforce Questionnaire](#)

Required by all staff returning to work

[COVID-19: Sub-Contractor Screening Questionnaire](#)

Required by all sub-contractors starting or returning to work