

## **APPENDIX E – COVID-19 Site Procedures for Contractors**

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- City of Burlington COVID-19 Site Procedures for Contractors

## COVID-19 SITE PROCEDURES

The following procedures are implemented across all City of Burlington construction and maintenance projects to help minimize the impacts of COVID-19. To ensure all steps are taken to minimize the impacts of this crisis, we require our General Contractors, Sub-trades, Consultants etc. to follow the new directions required to operate on our sites. to review and adhere to the following procedures.

**Non-compliance poses a serious threat to the health and safety of everyone on the project. Anyone found on site that hasn't signed in and acknowledged the "fit for work" criteria or observed working within 2m of others and without the required PPE, will be disciplined or asked to leave the site immediately.**

Companies are asked to obtain the appropriate PPE for their workers, we suggest this process commence immediately to source the required equipment as needed to operate under these new requirements.

### WORKERS AND VISITORS ENTERING SITE

- All workers and visitors must check in with the Site Supervisor prior to entry.
- All workers and visitors working in a City facility must fill out the City of Burlington COVID-19 Screening Form daily. Work will not commence until the Screening Form is completed.
- If the Place of Work has become the jurisdiction of the General Contractor, they will ensure they implement this protocol and produce their own screening form and follow the same procedures as outlined in this document.
- If an individual is feeling ill or is exhibiting any flu-like symptoms, they will be instructed not to enter the site and seek medical treatment. At this time, a Safety Notice Warning will be filled out by the Site Supervisor and will be issued to the subtrade. All COVID-19 cases will be reported to the City of Burlington and Ministry of Labour within 24 hours.
- Any worker travelling out of the country is required to self-isolate for 14 days upon return to Canada.

### SITE PROTOCOL for ALL CONTRACTORS

#### Daily Screening:

- Anyone entering a City workplace must be screened daily before they begin working.
- Each project site will have a designated spot with a screening station where personnel will be required to verify they understand the criteria for entering the site and sign-in.

#### Hand Washing and Hygiene:

- Posters are to be installed on site informing personnel of the symptoms of the virus and hand washing directions.
- Hand sanitizing stations are to be provided throughout site. Locations to be marked on site safety plan at main safety board. Stations will be locked at the end of each day.
- Wash hands thoroughly with soap often, especially after using washroom. Use an alcohol-based hand sanitizer if soap and water are not available. Ensure to use proper hand washing methods
- Avoid touching eyes, nose and mouth at all times.
- When coughing or sneezing, direct into the bend of your arm or tissue.

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**Site Sanitization:**

- Construction project sites must be thoroughly cleaned and sanitized at a minimum of 3 times per day.
- Disinfecting wipes or cleaning solutions are to be used to clean door handles, railings, tables, chairs, microwaves, toilet facilities, etc.
- The Contractor will be responsible for sanitization of all common areas, while each trade will be responsible for sanitizing their own trailers, offices, shared tools and equipment with documentation of sanitization and submitted to the General Contractor.

**Entry and Exit:**

- All entry and exit from the building will be done through a single access. Upon entry workers are to clean their hands thoroughly before the start of their shift.

**Social Distancing and PPE Requirement:**

- Every effort must be taken to maintain 2m spacing between personnel on site.
- Work that needs to be completed by having personnel within the 2m physical distancing requirement, may only be done if the workers are all wearing eye protection, protective gloves and face mask.
- Trades are to stagger lunch and coffee breaks to minimize social gatherings.

**Movement Between Multiple Sites:**

- The City is requesting that all trades eliminate the movement of workers between multiple sites.
- We understand that for some trades this is not completely possible, and in those cases, we ask that each trade at least minimize site transfers as much as possible.

**Drawings and Tools:**

- Sub-trades are to provide their own set of drawings for the project. There is to be no sharing of drawings or any other documentation.

**Deliveries:**

- All deliveries to the site must be coordinated with the trade's foremen. At all times possible, drivers must stay in their vehicle with the foreman present and the workers from the trade accepting the delivery must offload the material.
- In the case where the delivery driver must offload the material themselves, the trade foreman must still be present to ensure the driver only completes the delivery.
- When receiving deliveries on site, workers are to wash their hands immediately after receiving their packages. Package boxes, wrapping etc. should be disposed of immediately in the garbage.

**Garbage:**

- All paper towels used for drying hands and cleaning surfaces are to be disposed of in the garbage and to be removed at the end of the day by the site supervisor