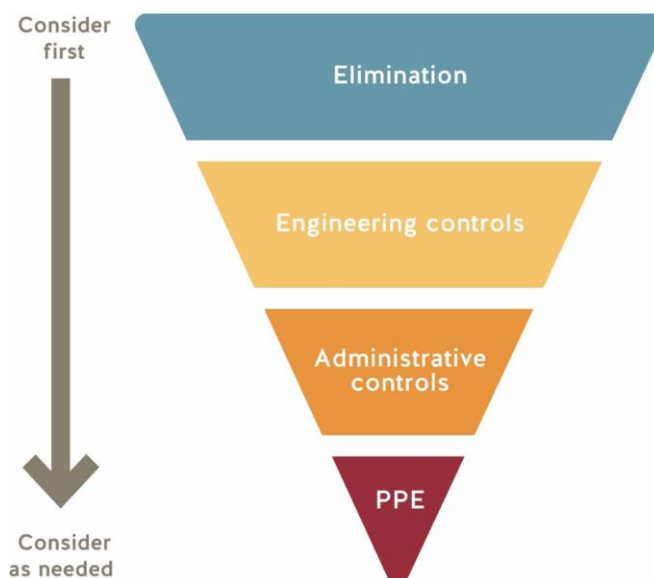


COVID-19 Safety Plan (November 22, 2020)

Covid-19 and how we are effected, is evolving. Given that, we too will continue to evolve as we work to align with the recommendations and updated changes from the World Health Organization (WHO), Public Health Agency of Canada (PHAC), and Alberta Health Services (AHS). We appreciate your patience and understanding while we manage this situation and work through unforeseen obstacles. We will continue to keep our communication up to date, as new information is available. Thank you for your patience and trust in Abarent Construction Ltd. We are working hard to ensure continuity of your needs and projects while enforcing proactive measures to safeguard the health and safety of our employees, clients and partners in these unique times.

Step 1: In Assessing the risks at the workplace we have considered:

- The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes.
- It can also spread if you touch a contaminated surface and then touch your face.
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
- We have identified areas where there may be risks, either through close physical proximity or through contaminated surfaces.
- We have considered that the closer together workers are and the longer they are close to each other, the greater the risk.
- We have involved frontline workers, supervisors, and the joint health and safety auditor in our assessment.
- We have identified areas where people gather, such as break areas, work areas, meeting rooms and offices.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs / handles and light switches.

Step 2: In implementing protocols to reduce the risks we have considered the following:

First level protection (Elimination): Limiting the number of people in our workplace where possible by, establishing occupancy limits in the shop, in vehicles, in the front office and limiting contact with clients.

- The office is closed to the public except by appointment or for planned deliveries.
- The office will be limited to 4 office employees and 1 outside person at a time
- The shop will be limited to 10 shop employees
- Vehicles will be limited to a maximum of 4 employees at one time. Each employee will sit in the same location while in the vehicle on the way to job site and back or for any other reason (ie: breaks)
- Shop employees will not enter the front office area for any reason
- Office employees will work in their own office areas and not share any work spaces
- Office employees are to practice distancing of 6 feet minimum from other office employees
- Shop employees will wear gloves when handling equipment and loading trucks

Second level protection (Engineering): Barriers and partitions

At this time, the number of staff in the front office is at a minimum and all have their own work areas well distances from other employees. If this changes or if it is determined that barriers are needed in other areas, this topic will be revisited.

Third level protection (Administrative): Establishing rules and guidelines, such as occupancy limits for shared spaces, designated delivery areas, cleaning practices, interaction with clients, symptom and testing protocols and methods of keeping people physically separated.

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. Anyone over the age of 18 who has the following symptoms is legally required to [self-isolate](#) and should be tested for COVID-19.

- Fever
- New onset of cough or worsening chronic cough
- New or worsening shortness of breath or difficulty breathing
- Sore throat
- Runny nose

If you are not tested for COVID-19, you MUST self-isolate for 10 days following the start of these symptoms and until you are feeling better (whichever is longer). If you are tested, further instructions are available at ahs.ca/results based on your test results.

People with other symptoms are also recommended to be tested. These include:

- Chills
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint ache
- Feeling unwell, fatigue or severe exhaustion
- Nausea, vomiting, diarrhea or unexplained loss of appetite
- Loss of sense of smell or taste
- Conjunctivitis (pink eye)

If you have these symptoms, it is strongly advised that you stay home and minimize contact with others until you are feeling better. Complete the COVID-19 Self-Assessment choosing the [COVID-19 Testing / Online Booking](https://www.albertahealthservices.ca/topics/Page17058.aspx) (<https://www.albertahealthservices.ca/topics/Page17058.aspx>) button for more information.

- All employees will have submit to a temperature reading when entering the workplace. Any employee with a high reading will be send home to isolate and get tested.
- Any employees exhibiting any of the listed symptoms will be send home to isolate and get tested

Implementation of effective cleaning and hygiene practices:

- All employees are to wash hands before and after washroom use
- All front office employees are to use hand sanitizer when entering the office from the outside or from the shop
- All office employees are to use hand sanitizer before and after use of the photocopier or any other office equipment other than their personal computer.
- Door knobs, light switches, microwave buttons, bathroom facet handles and toilet handles will be cleaned at 9 am and 1 pm with disinfectant. Office Manager will be responsible for cleaning
- Hand sanitizer will be used after opening mail or handling any paper touched by others
- Coffee makers, utensils and plates will not be shared for use

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, we will incorporate the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

Employees understand the limitations of masks to protect the wearer from respiratory droplets. Employees understand that masks should only be considered when other control measures cannot be implemented.

- All employees will wear a mask while in a vehicle with another employee
- Any front office employees entering the shop area will wear a mask
- Any front office employee interacting with another front office employee inside of the 6 foot distance rule if absolutely required will wear a mask and not share office equipment
- Masks will be worn by all employees, shop, office, engineering, estimating and management during all interactions with clients inside a home, building or closer than 6 feet distance.
- All outside people must wear a mask when entering the office or shop areas

Step 3: Development of policies

We will develop and evolve the necessary policies to manage our workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

- We will endeavor to ensure that workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.
- Our policy addresses workers who may start to feel ill at work. It includes the following:
 - Sick workers should report to management, even with mild symptoms.
 - Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home.
 - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Developing communication plans and training

- We will do our utmost to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.
- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitoring our workplace and update plans as necessary

Things may change as our business operates. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures. We will involve workers in this process.

Step 6: Assess and address risks from operations

- We have a training plan for new staff and for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the requirements for vehicles, equipment, and machinery

Step 7: All employees will pledge to follow current AHS guidelines

	All purple zone areas	Calgary Area ¹	Edmonton Area ¹	Fort McMurray	Grande Prairie	Lethbridge	Red Deer
No social gatherings inside your home or outside of your community	✓	✓	✓	✓	✓	✓	✓
15-person limit on family & social gatherings	✓	✓	✓	✓	✓	✓	✓
Limit of 3 cohorts, plus child care	✓	✓	✓	✓	✓	✓	✓
Mask use encouraged in all indoor workplaces	✓	✓	✓	✓	✓	✓	✓
Employers in office settings to reduce employees in the workplace at one time	✓	✓	✓	✓	✓	✓	✓
Restaurants/pubs stop liquor sales by 10pm, close by 11pm (Nov 13-27)	✓	✓	✓	✓	✓	✓	✓
Ban on indoor group fitness classes & team sports (Nov 13-27)	✗	✓	✓	✓	✓	✓	✓
Ban on group singing, dancing & performing activities (Nov 13-27)	✗	✓	✓	✓	✓	✓	✓
50-person limit on wedding and funeral services (indoor & outdoor)	✓	✓	✓	✓	✓	✓	✓
Faith-based gatherings limited to 1/3 capacity	✓	✓	✓	✓	✓	✓	✓