



A COLAS COMPANY

Preamble

Terus Construction Ltd's Covid-19 safety measures have evolved organically as the pandemic has progressed. Our safety measures have been consistent with the ever evolving risks and precautions that have come into focus over time. As the Province of British Columbia has moved into its Restart Plan the company has moved away from our Covid Safety Plan towards a more permanent *Contagious Disease Prevention Strategy*

The basis for our response to the Covid-19 pandemic and plans for safe operation originate in our *Crisis Management Plan*. It establishes the resources required for timely response to a crisis (e.g., Covid-19) and provides for a means to communicate the actions necessary to ensure worker safety via *Crisis Response Measures*. To-date, eleven Covid-19 *Crisis Response Measures* (CRM) have been issued and circulated throughout Terus Construction with the first CRM having been circulated on 24 March 2020. The Covid Safety Plan was retired on July 1st of 2021.

Terus Construction is a subsidiary of Colas Canada Inc. (CCI). The senior management team at CCI has provided guidance on safe operations during the Covid-19 crisis by issuing a series of Guidelines and Memos. The first CCI Covid-19 guidelines were issued on 27 February 2020. Terus Construction has complied with the instructions included in the CCI Guidelines and Memos.

Terus construction has issued letters to our customers and subcontractors to ensure that they are informed about the Covid-19 safety precautions required at our worksites.

Our New Employee, Returning Employee and Subcontractor HSE Orientation training courses include information on Covid-19 risks and safety precautions. With regards to on-going training and education, Terus has two Toolbox Safety Talks that have been utilized to provide information on safety precautions required to prevent workplace illnesses.

In addition, Terus Construction Ltd. has included in our HSE Program Manual the Safe Work Practice: Contagious Disease Prevention Strategy – Pandemic that provide Covid-19 safety guidance and direction to our employees, subcontractors and site visitors:

You can contact the Terus HSE Manager as follows: 604-230-5879 or mark.ellett@terusconstruction.ca



Safe Work Practice: Contagious Disease – Pandemic

Issue Date:	1 July 2021	Reviewed & Revised by:	Terus HSE Manager and Regional Safety Supervisors
--------------------	-------------	-----------------------------------	---

Purpose

To inform personnel of the requirements for precautions required to protect Terus employees, subcontractors and worksite visitors from highly contagious disease during a pandemic, e.g., Covid-19.

Scope

This *Safe Work Practice* applies to all company employees, sub-contractors, on-site visitors at our worksites including paving, asphalt plants, ready mix operations, shops, crushing operations, civil construction, and offices.

Responsibilities

Division & Area Manager	Division and Area Managers must take reasonable and practical measures to ensure that systems and resources are in place to ensure work will be conducted in a manner that protects people, property and the environment during a pandemic.
Operations / Project Manager	It will be the responsibility of the Superintendent to take reasonable and practical measures to identify situations where work may be impacted by pandemic driven safety and health precautions. The Superintendent is responsible to ensure all work so impacted is planned in such a manner that the work is in compliance with safety and health requirements, and that workers are protected from potential workplace exposures to the contagious disease(s). The Superintendent will ensure all equipment, tools, protective clothing, etc. are made available and used in accordance with the applicable regulations and manufacturer's specifications.
Supervisor	It will be the responsibility of the Supervisor to take reasonable and practical measures to ensure personnel they supervise are protected from workplace exposure to the contagious disease(s) and use the safe work procedures for protection against exposure. The Supervisor is responsible to ensure workers have received proper instruction and training in the hazards, mechanisms of disease transmission, and safe use of related equipment and personal protective equipment prior to starting work where a pandemic risk exists. The Supervisor must ensure that personnel they supervise have access to all written instructions describing pandemic safety and health precautions, including applicable <i>Crisis Response Measures</i> , <i>Exposure Control Plans</i> , <i>Safe Work Practices</i> and <i>Safe Job Procedures</i> .
Worker	Workers must report to work fit for duty and adhere to the safety and health requirements as detailed in this <i>Safe Work Practice</i> , applicable <i>Crisis Response Measures</i> , <i>Exposure Control Plans</i> , <i>Safe Job Procedures</i> , company policy, manufacturer's instructions, and regulatory requirements. Workers will inspect their equipment prior to use, and inform the Supervisor of any damage, deviation in operation, unsafe conditions, excessive wear, etc., prior to using equipment or related materials.
Regional Safety Supervisor	The Regional Safety Supervisor is responsible to ensure that all applicable <i>Crisis Response Measures</i> , <i>Exposure Control Plans</i> , <i>Safe Work Practices</i> , and <i>Safe Job Procedures</i> are made available. Safety Supervisor will provide support resources to field personnel to help ensure worker safety and compliance with legal requirements necessary for maintaining safe and healthy operations during the pandemic.
Terus HSE Manager	The Terus HSE Manager will communicate and coordinate with Colas Canada and subsidiary representatives on a regular basis to determine best practices necessary for response to the pandemic. The HSE Manager will ensure all internal written instructions and performance standards are current with the changing conditions that develop during a pandemic. The HSE Manager is responsible to ensure the information on best practices and safety precautions are disseminated to the Terus organization in a timely manner. The HSE Manager will ensure that the program and practices required for response to pandemics are reviewed annually.

Safe Work Practice: Contagious Disease – Pandemic

Equipment Requirements

1. PPE and clothing as per company and site safety requirements:
 - a. For all worksites: safety footwear (CSA Grade 1 – above ankle), protective headwear (CSA Type 1 or 2, Class B, E or G), hi-visibility apparel (BC WCB Type 1 or 2), long pants, shirt with sleeves (min 4" sleeve).
 - b. Additional PPE and clothing required (reference *Safe Work Practice* when required):

✓	Gloves: Standard Work/General Purpose	✓	Safety Eyewear: Glasses
	Gloves: Chemical Resistant		Safety Eyewear: Face Shield
✓	Gloves: Disposable (nitrile or neoprene)		Coveralls: All Purpose/Standard
	Fall Protection: Harness and Lanyard		Coveralls: Tyvek, protective
	Hearing Protection: Plugs or Muff		Coveralls/Clothing: FR (flame resistant)
	Personal Flotation Device		Clothing: Cut resistant
*	Cloth face covering or surgical mask	*	Face shield (non-impact rated)
*	Filter Mask: NIOSH P95 or N95	*	Respirator: ½ face elastomeric, air filtering
*	Respirator: full-face elastomeric, air filtering	*	Filter Cartridge(s): P100

***Notes – Respiratory Protection:** The nature and risks of the specific disease pandemic, working conditions and guidance from public health officials will be taken into consideration when determining the specific requirements for respiratory protection. In general, P95 and N95 masks will provide adequate protection to the wearer from illnesses communicated by airborne particulates. A higher level of protection to the wearer can be provided by wearing a respirator fitted with a P-100 filter cartridge. In some specialized circumstances (e.g., Covid-19) a surgical mask or cloth face covering may be deemed an appropriate means to prevent the wearer from spreading any potential disease-carrying airborne droplets expelled during exhalation. In these types of circumstances a face shield may also be deemed adequate for preventing the wearer from spreading disease through exhalation and therefore limit the need to wear respiratory protection.

2. Cleaning and disinfecting agents for use on frequently touched surfaces such as diluted bleach solution (1 part bleach, 9 parts water), or commercial disinfectant products (e.g., Virkon, Enviro Care Neutral Disinfectant, Buckeye Sanicare, Spray Nine, etc.) See also: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>.
3. Hand-washing stations with soap and water (permanent or portable), and hand sanitization stations where hand-washing stations are not provided.

Environmental Requirements

1. All personnel will comply with the company and regulatory environmental protection requirements.
2. Waste generated from the work will be handled and disposed of in accordance with applicable regulatory requirements.

Hazards and Cautions

Personnel must be aware of the following hazards:

1. Routes and methods of disease transmission can be airborne. Working in close proximity (i.e., less than 2 meters) can result in disease transmission from person to person.
2. Work surfaces can become contaminated. Diseases such as viruses can live on solid surfaces for up to three days after initial contamination.
3. Touching the face with hands that have not been washed can result in disease transfer through the eyes, nose or mouth.
4. Disinfect solutions are hazardous to skin and eyes. Precautions must be taken to prevent direct contact.
5. Hand-sanitizers containing alcohol are very flammable. Open flame and sparks must be avoided.

Safe Work Practice: Contagious Disease – Pandemic

Work Practice – General Precautions

1. Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not available use an alcohol-based hand sanitizer that contains at least 60% alcohol.
2. Avoid any physical contact and maintain a safe distance of 2 meters between individuals.
3. Avoid touching eyes, nose and mouth with unwashed hands.
4. Cover a cough or sneeze into your elbow or a tissue. Throw the tissue in the trash.
5. Clean and disinfect objects and surfaces that are frequently touched.
6. Avoid sharing tools, pens, clipboards, computer keyboards, etc.
7. Do not share food, drinks, eating utensils or dishes.
8. Avoid contact with people who are sick.
9. Restrict travel and work from home if job duties permit.
10. Know the signs and symptoms, and do not report for work if you have symptoms or have been exposed to someone that has symptoms.
11. Get tested at the earliest opportunity when testing becomes available through the health care system.
12. Isolate yourself from others as quickly as possible if you have any symptoms and immediately call 8-1-1 Health Link (BC) or Health Line (Yukon). Describe your symptoms and travel history if applicable.
13. Stay at home and self-isolate if you have symptoms, even if you are not tested. The BC Centre for Disease Control website or a health care provider can provide information on self-isolation.
14. Supervisors must ensure personnel returning to work are screened to determine if they are at risk, it is necessary to self-isolate and be prevented from accessing the worksite.
15. Supervisors will provide training periodically on illness prevention, how to avoid the spread of disease, and company policies concerning illnesses. Training delivery (refresher training) will be required at any time that a public health emergency such as a pandemic is declared. Readily available resources to facilitate training should be used such as the following Terus Construction *Toolbox Safety Talks*:
 - a. Preventing Occupational Illness
 - b. Protection from Infectious Diseases

Work Practice – Travel

1. Keep informed about travel restrictions imposed by the government and public health agencies, and comply with the restrictions.
2. Do not travel to areas/countries that are identified as being “high-risk”.
3. Avoid international and domestic travel unless travel is permitted for business under “essential services” criteria defined by government and public health agencies.
4. Be prepared to “self-isolate” for a minimum of 14 days after returning from international travel.
5. Travel in company vehicles must be limited to one person in a vehicle with 3 seatbelts (e.g., regular cab pickup), and two persons in a vehicle with 5 or 6 seatbelts (e.g., crew-cab, driver and one passenger in the rear right seat) for **unvaccinated individuals**.

Safe Work Practice: Contagious Disease – Pandemic

Work Practice – Tracking and Notifying Personnel Exposed to Communicable Disease

1. Assign responsibilities locally for an individual or team to coordinate the actions required for response to a pandemic. This person will take the lead for coordinating the tracking and notification of personnel that are, or could have been exposed, to a communicable disease. This person must be prepared work in conjunction with the Joint Health and Safety Committee, management and supervisors, and regulatory agencies.
2. Track and keep a record of personnel that have come to the workplace during a pandemic in order to facilitate the need to inform personnel of possible, or known, contact with persons that are infected. This includes tracking employees, visitors, subcontractors, clients, and customers. A log must be kept of all site visitors.
3. Take appropriate measures to notify all personnel that have been in contact with persons that have been on-site in the previous 10-days that:
 - a. Have symptoms consistent with the pandemic disease.
 - b. Are being tested for the pandemic disease and are awaiting results.
 - c. Have received positive test results confirming the contraction of the pandemic disease.
 - d. Have been in contact with persons that are known or suspected of contracted the pandemic disease.
 - e. Have been in a location reporting that persons with the pandemic disease have been present.
4. Require that all persons that may have been in contact with persons infected by the pandemic disease to remain away from the workplace for a minimum of 14 days without any symptoms, or upon confirmation of a negative test result, before returning to the workplace.

Work Practice – Cleaning and Disinfecting

1. Know the difference between cleaning and disinfecting and apply each as necessary for maintaining a clean and sanitary workplace:
 - a. Cleaning – Removes visible soiling (e.g., dust, soil). Cleaning removes rather than kills viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.
 - b. Disinfecting – Kills viruses and bacteria. A disinfectant is only applied to objects, never on the human body. All visibly soiled surfaces should be cleaned before disinfection.
2. Clean and disinfect frequently touched surfaces as often as possible, and as a minimum at the beginning of the shift, before eating and between crew changes. The surfaces to be cleaned and disinfected include the following:

table tops	steering wheels	control panels	computer surfaces
door knobs	light switches	handles	bathrooms
eating areas	pens	stair railings	first aid equipment
tool handles	seats	control levers	lab surfaces
3. Disinfect any shared items before sharing.
4. Clean and disinfect as follows:
 - a. Wear nitrile, neoprene or other gloves as identified by the manufacturer or SDS while working with disinfectant products.
 - b. Remove visible dust and debris and clean using detergent or soap prior to disinfection.
 - c. Follow the instructions provided by the manufacturer or on the SDS while disinfecting surfaces. This may require leaving the wet disinfection product on the surface for several minutes before removal.

Safe Work Practice: Contagious Disease – Pandemic

- d. Change frequently mops, sponges, rags, cloths and/or disposable towels being used to avoid cross-contamination between surfaces.
- e. Do not use the same mop/sponge/rag/cloth and/or disposable towel for both cleaning and disinfection.
- f. Use disposable wipes/towels for disinfection whenever possible rather than reusable rags, cloths, etc.
- g. Remove gloves after cleaning/disinfecting as follows (see photo):
 - i. Pinch the outside of the glove about an inch or two down from the top edge inside the wrist (1).
 - ii. Peel downwards, away from the wrist, turning the glove inside out (2).
 - iii. Pull the glove away until it's removed from the hand. Hold the inside-out glove with the gloved hand (3).
 - iv. With your gloveless hand, slide your fingers under the wrist of the glove, do not touch the outside surface of the glove (4).
 - v. Repeat step 3. Peel downwards, away from the wrist, turning the glove inside out (5).
 - vi. Continue pulling the glove down and over the first glove. This ensures that both gloves are inside out, one glove enveloped inside the other, with no contaminants on the bare hands (6).
 - vii. Dispose of the gloves in a sealable garbage bag.
- h. Wash hands immediately after gloves are removed with soap and water using proper handwashing procedures. (See *Personal Hygiene* for hand washing procedure).
- i. Place all disposable materials into a leak proof garbage bag and seal for disposal.
- j. Maintain regular housekeeping practices in addition to enhanced surface cleaning/disinfection. Do not sweep up dust, instead use a vacuum with a HEPA filter.



Work Practice – Personal Hygiene

1. Install hand-washing stations at the worksite. They can be permanent or semi-permanent installations or portable units for use by crews that are mobile. The best practices for hand-washing stations at construction sites are as follows:
 - The use of clean, plumbed, temperate (warm) running water and soap is best for handwashing. If plumbing is not practicable, portable hand washing stations, which can store warm water, are available for purchase and/or rental.

Safe Work Practice: Contagious Disease – Pandemic

- Due to site restrictions, or in unusual circumstances, cold water and soap will suffice, provided proper hand hygiene is followed. Cold water may make proper hand washing more difficult in certain situations.
- It is reasonable to assume some workers' hands may be greasy, for example, when they apply lubricant or other oil-based products. In addition to regular soap, degreaser soaps should be made available for workers.
- Place washing station(s) where workers would need to walk through the station on the way to the lunchroom.
- Hand washing needs to be enforced as mandatory.
- A dedicated person should be assigned each shift to manage the cleaning of the facility.

2. Follow this hand-washing procedure:

- Remove any jewelry or watches from hands and arms.
- Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, under nails, and thumbs.
- Scrub hands for at least 20 seconds. (Need a timer? Hum the "Happy Birthday" song from beginning to end twice or sing the alphabet.)
- Rinse hands well under clean, running water for 10 seconds using a rubbing motion.
- Dry your hands using a clean towel or air-dry them.
- Turn off the tap using a paper towel so that you don't re-contaminate hands.



3. Use a hand-sanitizer with at least 60% alcohol if hand-washing facilities are not available. Consider the following when using hand-sanitizer:

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers are not effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.
- To correctly use a hand sanitizer:
 - Use a wipe or running water to remove any dirt, grease or soiling on the hands.
 - Make sure hands are dry before applying hand-sanitizer.

Safe Work Practice: Contagious Disease – Pandemic

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.
4. Do not assume that using gloves is a substitute for good hand hygiene. Gloves can provide a false sense of security. Gloves can become contaminated and when they come into contact with surfaces will contaminate that surface.

Work Practice – First Aid

1. First aid providers caring for patients with unknown or suspected illnesses (e.g., Covid-19) will follow standard PPE precautions (i.e., disposable nitrile gloves, eye or face protection and N-95 or better respiratory protection, and if possible a disposable isolation gown).
2. If possible, have the patient place a cloth face mask over their nose and mouth if they have not done so already, and if possible limit contact by staying back at least 2 meters until the patient has done so.
3. Limit the number of individuals in contact with the patient.
4. Use a breathing barrier as per standard first aid protocols if life-saving CPR is required. If a breathing barrier is not available then only continuous chest compressions without any mouth-to-mouth contact will be administered.
5. Following care to a patient, clean and disinfect items that have touched the patient while wearing standard PPE (i.e., gloves, respiratory protection and eye/face protection). After cleaning and disinfecting, dispose of PPE and perform hand hygiene.
6. First aid attendants should shower and change clothes as soon as possible after treating a patient.
7. Launder clothing items using the warmest appropriate water setting and dry completely. Do not shake dirty laundry prior to laundering to minimize the possibility of dispersing a virus through the air. Store soiled clothing in a sealed disposable bag if the clothing cannot be immediately laundered.
8. Anyone in contact with persons unknown or suspected to have a communicable illness (e.g., Covid-19) should monitor themselves for symptoms. If symptoms occur, they must self-isolate for 14 days and immediately contact 8-1-1 Health Link (BC) or Health Line (Yukon).
9. Anyone in contact with persons that are known to have a communicable illness (e.g., Covid-19) must self-isolate for 14 days and immediately contact 8-1-1 Health Link (BC) or Health Line (Yukon).

References and Requirements for Specific Disease Pandemics

Covid-19 (2020)

- Terus Construction documents:
 - Exposure Control Plan: Covid-19
 - Safe Job Procedure: Working When Safe Social Distancing is Not Possible (Covid-19 Protection)
 - Crisis Response Measures
- WorkSafeBC Resources: <https://www.worksafebc.com/en/about-us/covid-19-updates>
- BC Construction Safety Alliance Resources: <https://www.bccsa.ca/index.php?id=451>
- BC Provincial Health Officer: <https://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>
- BC Centre for Disease Control (CDC): <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Safe Work Practice: Contagious Disease – Pandemic

Checklist for control in contagious diseases at the worksite:

- Employees, subcontractors and site visitors are pre-screened prior to entering the worksite to determine if they have symptoms, have been in contact with person(s) with symptoms or have travelled from at-risk locations.
- Only persons that have been pre-screened and have been deemed to be low risk for transmission are permitted on site.
- Only personnel essential for the work are on site; otherwise, personnel that can do so work from home.
- All site personnel have reviewed the applicable safe work practices, safe job procedures, crisis response measures, exposure control plans, etc. prior to accessing the workplace.
- Supervisory staff actively assess for visible signs and symptoms that may be present in the individuals on site (e.g., personnel do not appear well - flushed, feverish, coughing, sneezing, breathing difficulties, etc.)
- Anyone exhibiting any symptoms are instructed to go home, call 8-1-1 for an assessment, and follow the directions given by 8-1-1 personnel.
- Site personnel have received instruction/directions on how to report any contagious disease concerns or symptoms.
- Work is planned and work assigned so that personnel can maintain 2 meter safe distancing.
- Safe Job Procedures for working in close proximity are followed in any work situation where the mandatory 2 meter safe distancing cannot be maintained.
- Personnel are trained to sanitize tools and equipment used by them, and common contact surfaces are cleaned and sanitized frequently.
- Disinfecting protocols are being followed as per BC/Yukon CDC Guidelines & Procedures and Orders by Provincial Health Officer.
- Hand-washing stations and/or hand sanitizer are readily available in accessible locations such as fire extinguisher locations, building or site entrances, stairwell entrances & landings, elevator locations, bathrooms, porta-potties, lunchrooms, etc.
- There sufficient and readily available inventories of materials needed to maintain hand-washing and hand sanitization stations, and cleaning and disinfecting supplies.
- Personnel are designated to monitor and conduct disinfection, and inspect/refill sanitation and hand-washing stations.
- Sharing of PPE and tools is discouraged and is avoided whenever possible. PPE and tools are disinfected if they are shared between workers.
- Personnel report to their supervisor at end of day and report how they are feeling, i.e., are they experiencing any symptoms.
- Break times are staggered or other measures taken to maintain 2 meter distancing during break times.
- Meetings on-site are held outdoors whenever possible, kept to an absolute minimum with group sizes that do not exceed 10. Safe distancing of 2 meters between individuals is maintained during the meetings.
- Information signs about the current contagion risks and safety requirements are prominently posted.
- First Aid supplies, equipment & services are available per regulatory requirements.
- First Aid protocols are developed and in place for managing persons infected or suspected of being infected that is consistent with BC/Yukon CDC Information for Health Care Professionals.