

Lindsay Construction
COVID-19 Pandemic Response Plan
April 16, 2020



Platinum
member





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Overview

Lindsay Construction (Lindsay), an ISO 9001:2015 and 18001:2007 registered company, is committed to protecting the health and safety of employees, clients, sub-contractors, and suppliers. This commitment includes managing the COVID-19 (Coronavirus) pandemic in the workplace while maintaining business continuity. We actively monitor the COVID-19 situation and are connected to local, provincial, federal, and First Nation governments, public health authorities, occupational health and safety authorities, and business and trade organizations. Our procedures are aligned with requirements and recommendations of these groups and will continue to evolve as the situation and requirements change. Safety is always top of mind at Lindsay Construction and will continue to be so.

This COVID-19 Pandemic Response Plan outlines a general description of the measures currently in place.

COVID-19 Transmission

The COVID-19 virus is spread through respiratory droplets that are produced through coughing, sneezing, or normal breathing and speaking. These respiratory droplets may transmit the virus from an infected individual to a non-infected individual if they are close to one another. Some people might contract the virus and remain asymptomatic (do not show any signs or symptoms of the virus), which is why public health guidelines state that everyone should stay 2 meters away from others.

In some situations, the respiratory droplets land on surfaces, which can result in people catching the virus by touching those surfaces and then touching their eyes, nose, or mouth.

Emergency Response Team

To help navigate the COVID-19 situation, Lindsay implemented a COVID-19 Emergency Response Team (ERT). For each region, the ERT is comprised of the applicable Regional Director as well as the Director of Safety and Quality, the Director of Construction, and the Director of Corporate Human Resources and Stakeholder Engagement. The ERT reports into the Chief Operating Officer and is responsible for assessing unique situations and making quick decisions to support worksite operations. When a site-specific issue arises, supervisors contact an ERT member. The ERT member provides immediate direction or collaborates with other ERT members to reach a consensus before communicating a decision. The ERT's decision making support framework is depicted in Appendix A – [Decision Making Matrix](#), and it is modified as government and public health instructions evolve.

ERT Members and Contact Details:

- Devin Hartnell, Chief Operating Officer
 - 902-468-5000,8291; 902-818-8759; devin.hartnell@lindsayconstruction.ca
- Angela Langille, Director, Corporate Human Resources and Stakeholder Engagement
 - 902-468-5000,8238; 902-476-7702; angela.langille@lindsayconstruction.ca
- Ben Stokdijk, Director, Construction
 - 902-468-5000,8267; 902-483-2641; ben.stokdijk@lindsayconstruction.ca
- Paul Midgley, Director, Safety and Quality
 - 902-468-5000,1240; 902-233-3832; paul.midgley@lindsayconstruction.ca
- Andy Knowles, Regional Director, Nova Scotia
 - 902-468-5000,8225; 902-240-7808; andy.knowles@lindsayconstruction.ca



- Royce Williston, Regional Director, Higgins Construction
 - 902-755-5515,2502; 902-396-6516; royce@higginsconstruction.ca
- Howie Doiron, Regional Director, Cape Breton
 - 902-270-2121,8301; 902-578-6581; howie.doiron@lindsayconstruction.ca
- George Collins, Regional Director, Newfoundland and Labrador
 - 709-273-5000,3282; 709-743-7305; george.collins@lindsayconstruction.ca
- Marc Dixon, Regional Director, New Brunswick
 - 506-384-5001,2307; 506-381-5414; marc.dixon@lindsayconstruction.ca

The ERT also creates and distributes Emergency Preparedness and Response Plans, which outline guidelines, procedures, and other prevention methods related to how Lindsay is addressing the COVID-19 pandemic.

Employees must ensure they understand and adhere to the practices and procedures outlined in Appendix B - [Work Instruction - 3.5.3 Management of COVID-19 for Job Sites](#).

Your Health and Protecting Others

Employees are advised to stay home if they are feeling ill and have cold or flu like symptoms such as fever, sore throat, runny or stuffy nose, headaches, or coughing. Specifically, instructions to employees are:

- Do not come to work,
- Advise your supervisor or superintendent that you are exhibiting symptoms,
- Contact your health care provider or visit your applicable government online COVID-19 Assessment Tool and other health advice:
 - <https://811.novascotia.ca/>
 - www.princeedwardisland.ca/en/service/self-assessment-for-covid-19
 - www.gov-nl.ca/covid-19/
 - www.gnb.ca/coronoavirus
- Do not return to work until you are symptom free and advised to do so.

All site supervisors must complete appropriate site access forms for visitors prior to permitting them to access a job site (see Appendix C - [Visitor Health Screening Form](#) and Appendix D - [Visitor Log – Field](#))

If there is a confirmed case of COVID-19 at Lindsay, our procedure includes:

- Close the worksite for the remainder of the day and disinfect the work area
- Send employees home who came in contact with the individual/worksite (pending Lindsay Construction 811 call), remind them to self-monitor (or self-isolate if they have a high-risk household resident), and inform them a Lindsay Construction representative will be in touch with further information
- ERT member will contact 811, proceed as directed, and communicate with employees as appropriate.

Personal Hygiene

Strict personal hygiene is critical to limiting contracting and transmitting the virus. All employees are instructed to abide by the following guidelines:

- Avoid touching your face, i.e. eyes, nose and mouth



- Cover your cough or sneeze with your elbow or a tissue (properly dispose of tissue)
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.
- Refrain from shaking hands with others
- Wash your hand often with tap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.

See Appendix E - [Hand Hygiene](#) Toolbox Talk, which can be posted on job sites.

Meetings at Work

Work should be organized so that, to the maximum extent possible, social and physical distancing are maintained. Employee meeting, including health and safety meetings, should ensure that appropriate physical distancing is maintained. Work breaks and lunch breaks should be staggered to avoid close contact.

Lindsay recommends using technology wherever possible to conduct virtual meetings and share information.

If work permits and is approved by a regional director or department manager, working from home is supported.

Construction Site Protocols

Work Instructions are job or task specific procedures developed under the Lindsay Construction Health Safety & Environmental (HSE) Program. Work Instructions are designed to provide job site employees basic instructions on how to perform a specific job or task safely. The Work Instructions are provided to site supervisors to review with their crews during a daily safety meeting. All crew members must sign off on their understanding of the procedure. The sign-off is kept on site and provided to the Safety department

[Work Instruction – 3.5.3 Management for COVID-19 for Job Sites](#) was developed to help field employees understand their responsibilities with respect to working during this pandemic. Refer to Appendix B to review the complete Work Instruction.

Key points for managing COVID-19 on job sites:

- Signage should be posted at all job site entrances
- People and deliveries should not be permitted access to job site until approved by site supervisor
- Maintain physical distancing of 2 meters as much as possible
- Do not use site trailer for meetings or site orientations
- Whenever possible documentation should be transferred electronically
- Increase sanitization on frequently touched surfaces such as food preparation areas, desks, washroom facilities, hand tools, etc. (see Appendix F - [Lindsay Site Sanitization Checklist](#))
- Any task that requires individuals to work within 2 meters of proximity must be reviewed by the site supervisor. If the task cannot be postponed or safely completed by one individual then use of specialized PPE must be enforced such as a N95 mask, respirator, face shield, etc.



Subcontractor Responsibility

All subcontractors and their employees are expected to abide by applicable provincial regulations and guidelines with respect to COVID-19. Subcontractors must review, sign-off, and abide by Lindsay's Work Instruction – 3.5.3 Management for COVID-19 for Job Sites unless they have a safe work procedure that is more stringent and is reviewed by Lindsay's site supervisor.

After Work Protocols

The measures taken at work are designed to keep you safe at work, but safety protocols continue after you finish work. Additional measures and awareness will keep you and your family safe. When you return home from work consider following these steps:

- Remove washable PPE and clothes and wash them as soon as possible
- Non-washable PPE such as boots, hard hats and safety glasses should be sanitized and placed in a bag or away from other items that may be contaminated
- Any single use PPE items like masks should be discarded safely and not reused or left where others could access them
- Sanitize your hands before leaving the job site
- Leave safety boots outside your home or in your truck
- Shower before settling in to spend time with other members of your family
- If you drive your personal vehicle to work, take a moment to wipe down commonly touched surfaces at least once a day.

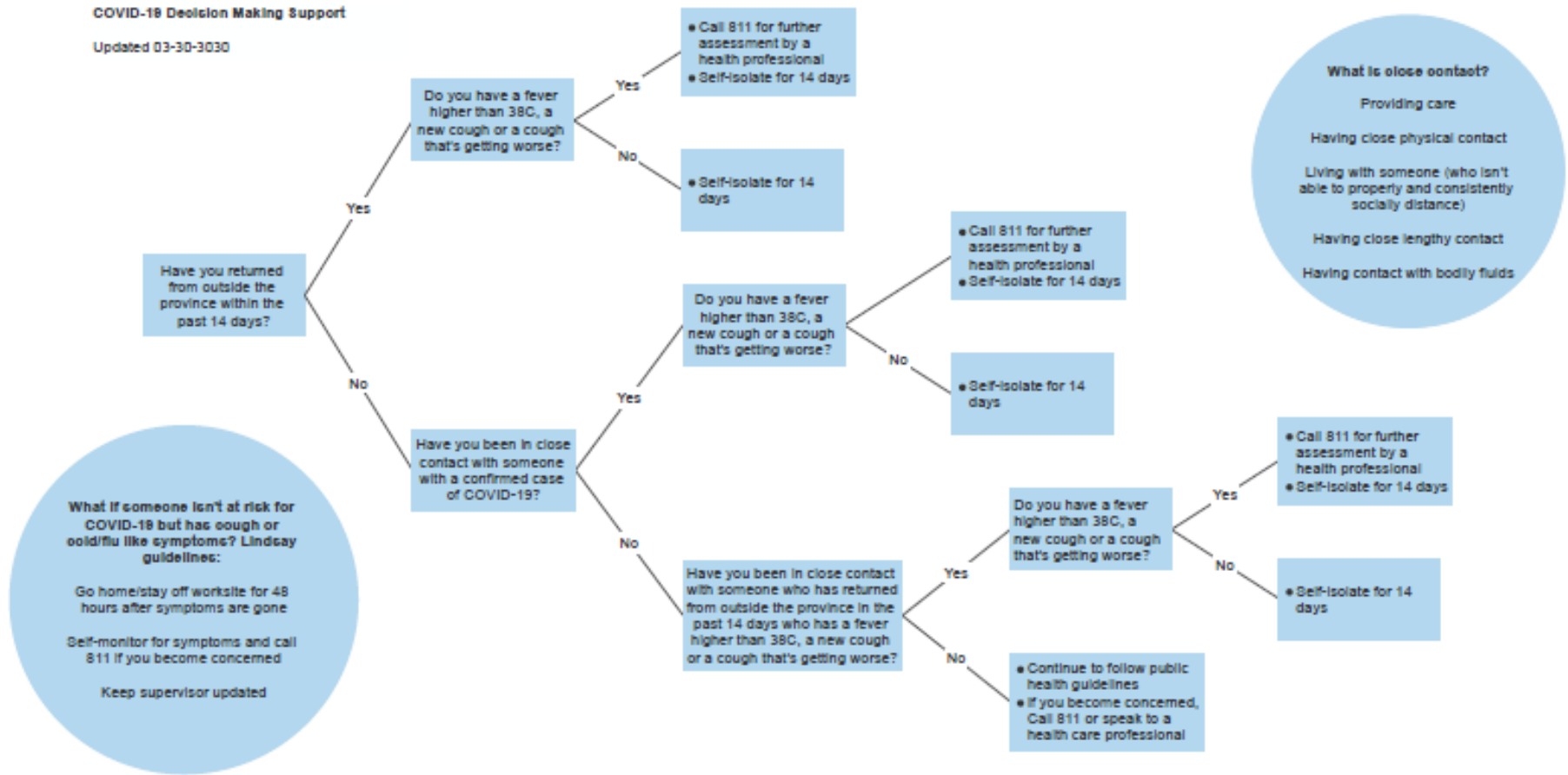
Summary

Lindsay Construction remains committed to the health and wellbeing of all individuals directly and indirectly involved with the day-to-day operation of the business and as outlined above, multiple provisions have been put in place. As the situation evolves, strong commitment by everyone will ensure the virus spread is contained. New information is continuously being reviewed and analyzed to ensure proper measures are in place and employees are educated. The [Visitor Log - Field](#) is a crucial piece of documentation ensuring in the advent an individual is confirmed as a suspected case or a confirmed case that the appropriate measures can be addressed including notification of individuals that potentially came into contact with the infected person.

All employees, subtrades, and visitors must please be vigilant and truthful to ensure the safety of all.



Appendix A - Decision Making Matrix





Appendix B - Work Instruction 3.5.3 Management of COVID-19 for Job Sites

Work Instructions are a job or task specific procedure which are developed under our Health Safety & Environmental (HSE) Program. They are designed to provide job site teams the instructions on how to perform a specific job or task safely. The Work Instructions are provided to Site Supervisors to review with their crews during a daily safety meeting. All crew members including Subtrades are responsible to sign off on their understanding of the procedure. The sign-off is kept on site and provided to the Safety Department.



Management of COVID-19 for Job Sites

IDENTIFIED HAZARD			WORK INSTRUCTION
3.5 Emergency Preparedness & Response			3.5.3 Management of COVID-19 for Job Sites
What Could Be Affected? <input checked="" type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Reputation & Legal Liability <input checked="" type="checkbox"/> Service Delivers <input checked="" type="checkbox"/> Financial			Detailed instructions on 'how' to accomplish a specific job, task or assignment. <i>Before starting work, all workers involved with this task should review and understand this Work Instruction, perform required pre-use inspections, ensure all applicable training is current with records readily available on site, and use all required task-specific: PPE, tools, equipment.</i> This Work Instruction is not a standard or regulation. This Work Instruction is intended as a tool for Site Superintendents and Foreman to help in planning and managing of COVID-19 on jobsites. All workers and subtrades* must review and sign-off – see attached. *Unless a subtrade has a more stringent safe work procedure which is reviewed by the Lindsay Supervisor. <u>If a subtrade or Supervisor identifies an area where they cannot meet the below guidelines they must then identify and document how they are adapting and/or what efforts are they using to manage for COVID-19.</u>
Risk Score	6	Risk Level High	
Personal Protective Equipment <i>(check-off all required PPE & list additional)</i> <input checked="" type="checkbox"/> Safety Glasses <input checked="" type="checkbox"/> Hearing Protection <input checked="" type="checkbox"/> Boots <input checked="" type="checkbox"/> Hard Hat (as applicable) <input checked="" type="checkbox"/> Reflective Vest (as applicable) <input checked="" type="checkbox"/> N95 Filtering facepieces <input checked="" type="checkbox"/> Face Shield <input checked="" type="checkbox"/> Disposable gloves <input type="checkbox"/> Other: _____			Site Management for COVID-19: <ol style="list-style-type: none"> 1. Site Specific Orientations & Toolbox talks should be completed outside or in an open space where everyone practice social distancing (2-meter) Gloves can be worn for sign-off or use of hand sanitizer prior to and following sign-off. 2. Site Supers/Foreman should stagger lunch breaks and all employees should ensure food preparation area is kept clean and is frequently disinfected. No more than 5 people should be in the trailer at one time – maintains social distancing. 3. Hold Daily Risk Assessment meeting (Complete Daily Risk Assessment and have all workers sign-off). Review this Work Instruction and have all workers sign-off. 4. Ensure (when available) specialized PPE is made available to workers such as: <ul style="list-style-type: none"> • N95 Filtering facepieces • Respirators including R/P95, N/R/P99, or N/R/P100 with appropriate filters • Face shield which meets CSA Z94.3 and ANSI Z87.1 combined with Cp5004 Holder • 8mil Heavy Weight Disposable Gloves 5. Ensure site signage is posted indicating the required basic PPE on site i.e. CSA approved hard hats, work boots & safety glasses. 6. Ensure all entrances to the job site have most up to date COVID-19 Site Requirements sign posted. 7. Provide workers with a reasonable hand washing station. If soap and running water are not immediately available, provide alcohol-based hand sanitizer (containing at least 60% alcohol). Promote frequent and thorough hand washing. 8. Shared responsibility to ensure soap/paper towel dispensers and hand sanitizing stations shall have constant supply. Garbage bin at or next to all doors leading from the washroom or hand washing station to encourage employees to utilize the paper towel or disinfect/wash hands following openings doors. 9. Ensure work sites are equipped with separate receptacles for receiving general trash and disposed of PPE (labelled), gloves, mask, face shields, wipes, contaminated rags to be placed in a sealed container and removed from site daily. 10. Waste containers must be locked when applicable, dumpsters must be protected from the public behind a fence to ensure potentially contaminated material is contained. 11. Encourage respiratory etiquette, including covering coughs and sneezes. 12. Discourage workers from sharing phones, desks, or other hand tools and equipment when possible. Ensure all tools are disinfected upon completion of use each time.
Tools & Equipment <i>(list all required tools & equipment)</i> <input type="checkbox"/> Other: _____ _____ _____ _____			

Management of COVID-19 for Job Sites

IDENTIFIED HAZARD			WORK INSTRUCTION																		
3.5 Emergency Preparedness & Response			3.5.3 Management of COVID-19 for Job Sites Detailed instructions on 'how' to accomplish a specific job, task or assignment.																		
What Could Be Affected?	Risk Score	Risk Level	<p><i>Before starting work, all workers involved with this task should review and understand this Work Instruction, perform required pre-use inspections, ensure all applicable training is current with records readily available on site, and use all required task-specific: PPE, tools, equipment.</i></p> <p>13. Maintain regular housekeeping practices, increase cleaning/disinfecting to every 4 hours (minimum twice daily) based on infectious control measures (at a minimum). Complete Lindsay Site Sanitation Checklist Daily. High touch surfaces should be cleaned and disinfected frequently*. Ensure proper disinfectant is utilized on all surfaces. Products with EPA- approved labeling are confirmed disinfectants and expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow manufactures instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE) review SDS and ensure a copy is on site with Appropriate controls.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">*Examples of High Touch Surfaces</th> </tr> </thead> <tbody> <tr> <td>Doorknobs</td> <td>Toilet flush handles</td> <td>Shovels</td> </tr> <tr> <td>Handrails</td> <td>Chemical toilets (hand wash stations or at minimum hand sanitizer should be placed outside door)</td> <td>Drills</td> </tr> <tr> <td>Ladders</td> <td>Equipment Controls</td> <td>Cell phones</td> </tr> </tbody> </table> <p>14. Ensure all employees tasked with a specific job have the valid training to perform, compliance with regards to fall protection, first aid, confined space will not change.</p> <p>Managing Personnel on Site:</p> <p>15. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, subtrades and others on a work site. Upon arrival to all Lindsay Construction work sites everyone is required to fill out a Visitor Health Screening Questionnaire and sign Visitor Log Sheet. Lindsay Site Superintendent/Foreman is to review each questionnaire prior to anyone permitted to gain access, upon review if questions arise the superintendent is to contact Lindsay Constructions HR Department Director to review concerns. Angela Langille 902-468-5000 (8238).</p> <p>16. Check in and talk to all workers. Encourage workers to bring any symptoms or health concerns to the attention of the Site Super/Foreman. If a worker reports feeling ill but is/has not been at risk for COVID-19 exposure i.e.:</p> <ol style="list-style-type: none"> Has not traveled internationally, has not been exposed to a confirmed or suspected case, has not been exposed to someone who has travelled internationally and has symptoms Has Cough or flu/cold like symptoms, low grade fever under (37.3 C or more) <p>It is the worker go home/stay off jobsite for 48 hours until symptoms subside or, self-monitor for symptoms and call 811 if required. Worker should contact Site Super/Foreman prior to returning to jobsite.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Symptoms of COVID-19 have included:</th> </tr> </thead> <tbody> <tr> <td>Cough</td> <td>Fever</td> <td>Difficulty Breathing</td> </tr> </tbody> </table> <p>Symptoms may seem similar to cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. *Call 811 if you believe you have been exposed and are exhibiting symptoms.</p> <p>17. Promote and ensure employees on a job site maintain a 2-meter distance apart.</p>	*Examples of High Touch Surfaces			Doorknobs	Toilet flush handles	Shovels	Handrails	Chemical toilets (hand wash stations or at minimum hand sanitizer should be placed outside door)	Drills	Ladders	Equipment Controls	Cell phones	Symptoms of COVID-19 have included:			Cough	Fever	Difficulty Breathing
*Examples of High Touch Surfaces																					
Doorknobs	Toilet flush handles	Shovels																			
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Ladders	Equipment Controls	Cell phones																			
Symptoms of COVID-19 have included:																					
Cough	Fever	Difficulty Breathing																			
<ul style="list-style-type: none"> ✓ Health & Safety ✓ Reputation & Legal Liability ✓ Service Delivers ✓ Financial 	6	High																			
Personal Protective Equipment <i>(check-off all required PPE & list additional)</i> <ul style="list-style-type: none"> ✓ Safety Glasses ✓ Hearing Protection ✓ Boots ✓ Hard Hat (as applicable) ✓ Reflective Vest (as applicable) ✓ N95 Filtering facepieces ✓ Face Shield ✓ Disposable gloves <input type="checkbox"/> Other: _____ 																					
Tools & Equipment <i>(list all required tools & equipment)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Other: _____ _____ _____ _____ 																					

Management of COVID-19 for Job Sites

IDENTIFIED HAZARD			WORK INSTRUCTION
3.5 Emergency Preparedness & Response			3.5.3 Management of COVID-19 for Job Sites
Detailed instructions on 'how' to accomplish a specific job, task or assignment.			
What Could Be Affected?	Risk Score	Risk Level	<p><i>Before starting work, all workers involved with this task should review and understand this Work Instruction, perform required pre-use inspections, ensure all applicable training is current with records readily available on site, and use all required task-specific: PPE, tools, equipment.</i></p> <p>18. Advise workers that if a work task requires that employees must work within 2-meters of each other, the task must be reviewed with Site Super/Foreman (while maintaining 2-meter buffer). If agreed upon by all parties that the task cannot be postponed or completed safely by one individual, then additional measures such as the utilization of specialized PPE must be enforced to ensure the safety of all individuals. Note: If the below PPE is not available please document what PPE is being used and/or measures taken.</p> <ul style="list-style-type: none"> • N95 Filtering facepieces • Respirators including R/P95, N/R/P99, or N/R/P100 with appropriate filters (Fit Test Required) • Face shield which meets CSA Z94.3 and ANSI Z87.1 combined with Cp5004 Holder • 8mil Heavy Weight Disposable Gloves (not when material handling gloves are required) • Safety Goggles with foam lining (when face shield may cause a safety concern) <p>19. Clothing which covers the arms, legs and torso area.</p> <p>20. Workers performing a task in close proximity to another worker (while using specialized PPE) should be reminded to avoid touching their face i.e. eyes, nose, mouth, or ears.</p> <p>21. Upon completion of task workers are not permitted to continue working in proximity.</p> <p>22. Site Supers/Foreman should continuously walk jobsite and ensure all work tasks are in compliance with social distancing.</p> <p>23. Disposable PPE listed above will be placed in a separate receptacle labelled as such. Workers must thoroughly wash their hands with an Antibacterial soap for approximately 20 seconds.</p> <p>24. If the work task requires an extended period of time within close proximity, the individuals performing the task will require a more frequent rest period, caution must be high as to not contaminate surrounding areas. Each worker is responsible for proper use of their PPE along with properly disinfecting the localized area.</p> <p>25. Consider how to identify persons who may be at risk and support them without inviting stigma and discrimination into the work site. This could include employees who have conditions (i.e. diabetes, heart and lung disease, older age) that put them at a higher risk of serious illness. Remain positive.</p> <p>Other Possible Controls:</p> <p>26. Engineering controls also include:</p> <ul style="list-style-type: none"> • Installing high-efficiency air filters • Increasing ventilation rates in the work environment • Installing physical barriers, such as clear plastic • Specialized negative air pressure ventilation units where required (i.e., hospitals, nursing homes, special care homes) • When utilizing a vacuum ensure a HEPA filter is installed <p>27. Administrative Controls also include:</p> <ul style="list-style-type: none"> • Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with audio or video conferences • Discontinuing nonessential travel to location to gather material, get it delivered • Provide training and/or follow manufacturer specifications for use of PPE, use/wear, and disinfecting. Ensure appropriate language and literacy levels for all workers
<ul style="list-style-type: none"> ✓ Health & Safety ✓ Reputation & Legal Liability ✓ Service Delivers ✓ Financial 	6	High	
Personal Protective Equipment <i>(check-off all required PPE & list additional)</i> <ul style="list-style-type: none"> ✓ Safety Glasses ✓ Hearing Protection ✓ Boots ✓ Hard Hat (as applicable) ✓ Reflective Vest (as applicable) ✓ N95 Filtering facepieces ✓ Face Shield ✓ Disposable gloves <input type="checkbox"/> Other: _____ 			
Tools & Equipment <i>(list all required tools & equipment)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Other: _____ 			



Management of COVID-19 for Job Sites

I, the undersigned, confirm that I have read, understand and agree to abide by the requirements listed in this Management of COVID-19 - Rev 1 2020-04-16 for Job Sites Work Instruction.

I am aware of the hazards involved and the required control methods to be followed. If a hazardous situation arises that is not identified STOP WORK, discuss, document and communicate the proper controls to all affected workers before starting work - which may include updating this site-specific work instruction for this jobsite.

Print Name	Signature
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____
16 _____	_____
17 _____	_____
18 _____	_____

Supervisor Sign-Off:

Print Name	Signature
1 _____	_____
2 _____	_____
3 _____	_____



Platinum member





Appendix C - Visitor Health Screening Form

While the risk of COVID-19 continues to remain low in Canada and provincially low in Atlantic Canada, we continue to examine ways to reduce the risk of any potential outbreak/exposure of COVID-19 for Lindsay Construction. Therefore, we have implemented a temporary Health Screening Questionnaire for all “Visitors” entering any Lindsay Construction worksite.

Visitor – All non-Lindsay employees, including Lindsay Corporate employees (not working at a Lindsay jobsite), Subcontractors, vendors, client representatives and suppliers (including delivery drivers) for the purpose to attend meetings, observe, evaluate activities, collect data, inspections or completing a task(s).

Name:		Company:	
Email:		Phone #:	
Reason for Visit:		Visit Date:	

You are asked to answer the following questions:

1. **Have you returned to Canada from travel on or since March 6?** YES NO

Date of Return: _____

If “Yes”, please list all the countries visited/airports utilized on the back of the Questionnaire.

2. **Have you returned from travel outside of the province on or since March 23rd?** YES NO

3. **Do you have any known exposure to confirmed/suspected cases of COVID – 19?** YES NO

If “Yes”, please provide the details of any known or potential exposure.

4. **Are you experiencing or displaying symptoms of COVID – 19?** YES NO

Symptoms include fever, cough and/or difficulty breathing.

5. **If any of the above information changes following completion of this questionnaire, you are to immediately inform your respective Supervisor and the Lindsay Site Supervisor.**

If “Yes” to any of the above, you may be declined access to the Lindsay Construction jobsite and should follow Government of Canada Public Health directives. All completed questionnaires can be sent to safety.info@lindsayconstruction.ca.

I certify that the information provided herein is accurate I all respects.

Signature: _____ Date: _____

Site Supervisor Approval (if all answers “NO”) Initials:



Q1:

Country (and airports/stopovers/connections)	Dates:

Q2:

Details of known/suspected/potential COVID-19 exposure:

Approved / Denied

Site Supervisor Signature: _____



Appendix D - Visitor Log - Field

DATE (MM-DD-YYYY): _____


SUPERINTENDENT/SUPERVISOR NAME: _____

WORKSITE/PROJECT NAME: _____

NAME	COMPANY	EMAIL	PHONE NUMBER



Appendix E – Hand Hygiene Toolbox Talk



Toolbox Talk

Hand Hygiene

Is it important to wash your hands?

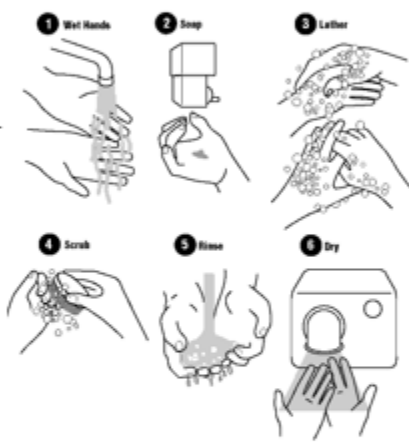
Simply put, yes. Hand washing is the single most effective way to prevent the spread of infections. You can spread certain "germs" (a general term for microbes like viruses and bacteria) casually by touching another person. You can also catch germs when you touch contaminated objects or surfaces and then you touch your face (mouth, eyes, and nose).

"Good" hand washing techniques include using an adequate amount of soap, rubbing the hands together to create friction, and rinsing under running water. Wearing gloves is not a substitute for hand washing, but can be helpful when properly worn, removed, and disposed of.

When should I wash my hands?

Different situations where people can pick up "germs" include:

- When hands are visibly soiled.
- After using the washroom (includes changing diapers).
- After blowing your nose or after sneezing in your hands.
- Before and after eating, handling food, drinking or smoking.
- After touching raw meat, poultry, or fish.
- After handling garbage or contact with contaminated surfaces such as garbage bins, cleaning cloths.
- Visiting or caring for sick people.
- After wiping another person's nose or handling soiled tissues.
- Before preparing or taking medications.
- After contact with blood or body fluids such as vomit or saliva.
- Before and after treating a cut or wound.
- Before inserting and removing contact lenses.
- Handling pets, animals or animal waste.
- After handling pet food or pet treats.




Making sure that employees wash their hands properly after using the washroom is very important in reducing disease transmission.

Using soap and lathering up is very important (rinsing hands in water only is not as effective). Use warm running water where possible for comfort, but water temperature is not important for effective cleaning. Hands should be washed for a minimum of 20 seconds all together (rinsing and lathering) – longer if the hands are visibly soiled. To help people wash long enough, one option may be to sing a short song such as "Happy Birthday" or "A, B, C" - you might need to sing it twice if you sing fast.

When there is no soap or water available, one alternative is to use hand sanitizers or waterless hand scrubs. Some of these products are made of ethyl alcohol mixed with emollients (skin softeners) and other agents. They are often available as a gel, or on wipes or towelettes. Alcohol-based hand sanitizers should contain at least 60% alcohol. Sanitizers do not eliminate all types of germs and might not remove some chemicals. Hand sanitizers may have odours which may be irritating to some users.

- Apply suggested amount to the palm of one hand based on the manufacturer's recommendation.
- Rub hands together.
- Spread and rub the product over your hands and fingers until your hands are dry.
- Use enough product to cover all of your hands and fingers.





Appendix F – Lindsay Site Sanitation Checklist



Lindsay Site Sanitation Checklist COVID-19

Rev 0 2020-03-25

IMPORTANT!

Cleaning and sanitization must be completed for all sites 2-4 times daily and documented on this form. The rigorous application of these measures aims to limit the risks of spreading the COVID-19 virus and to take action quickly when identifying non-conformities. The primary purpose of applying such measures is to protect the health of workers.

IDENTIFICATION

Project Name Job Number Date

CONSTRUCTION SITE TRAILER CLEANING CHECKLIST

Cleaning and disinfection - Common areas	Time:		Time:		Time:		Time:	
	1st Clean Complete Y/N or N/A	Initial	2nd Clean Complete Y/N or N/A	Initial	3rd Clean Complete Y/N or N/A	Initial	4th Clean Complete Y/N or N/A	Initial
Common areas (trailers and other site installations)								
Work Desks								
Tables (meals, conferences, etc)								
Chairs (surfaces, armrests)								
Refrigerator handles								
Microwave								
Door handles and pushers								
Handrails								
Battery chargers								
Shared radios								
Shared phones								
iPad Screens								
Planning board / markers								
Remotes								
Printers								

Sanitary Measures	Time:		Time:		Time:		Time:	
	1st Clean Complete Y/N or N/A	Initial	2nd Clean Complete Y/N or N/A	Initial	3rd Clean Complete Y/N or N/A	Initial	4th Clean Complete Y/N or N/A	Initial
Soap/Sanitizer dispensers								
Toilet areas (levers, tanks, sink, counter)								
Trash cans near toilet exit doors								



CONSTRUCTION SITE TOOLS, MACHINERY, ETC CLEANING

Tools/Equipment	Time:		Time:		Time:		Time:	
	1st Clean Complete Y/N or N/A	Initial	2nd Clean Complete Y/N or N/A	Initial	3rd Clean Complete Y/N or N/A	Initial	4th Clean Complete Y/N or N/A	Initial
Sanitization of tools								
Sanitization of heavy equipment interiors								
Sanitization of railings and site touch surfaces (doors, etc)								

COMMENTS / OBSERVATIONS

Please document your observations and accompany them with photos. When justified, a report must be drawn up and appended to this form.

VERIFIED BY

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>