



## **ON-SITE BEST PRACTICES:**

### **STANDARD:**

The health and safety of workers is a top concern amid the COVID-19 pandemic. During this time, Viana Roofing & Sheet Metal Ltd must place an increased focus on health and safety. All measures taken to prevent the spread of COVID-19 will be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives issued by the Chief Medical Officer of Health. In addition, below are a set of best practices to help our workers, sub contractors and everyone under Viana Roofing & Sheet Metal Ltd responsibility to prevent the spread of COVID-19.

### **PRACTICE:**

#### **Protecting:**

**Coronaviruses are spread through close contact, including at work:**

- **Wash your hands often with soap and water or alcohol-based hand sanitizer.**
- **Sneeze and cough into your sleeve.**
- **If you use a tissue, discard immediately and wash your hands afterward.**
- **Avoid touching your eyes, nose or mouth.**
- **Avoid contact with people who are sick.**
- **Stay home if you are sick.**
- **Avoid high-touch areas, where possible, or ensure you clean your hands after.**
- **Where possible, wear gloves when interacting with high-touch areas.**
- **Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.**
- **Wash your clothes as soon as you get home.**
- **If you are ill: notify your supervisor immediately follow the instructions, you get.**

#### **Reporting illness:**

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home.

#### **On-site sanitation:**

Coronaviruses are spread person to person through close contact, including at work. While employers always have an obligation to maintain clean worksites, that obligation is under sharper focus during an outbreak like the current COVID-19 pandemic.

#### **Focus on:**

- access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer,
- washroom facilities,
- sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units)
- avoiding the sharing of hand tools and power tools. If sharing is necessary, enable sanitization of shared equipment,
- posting signage on hygiene in English and the majority workplace language so everyone can understand how to do their part.

**Physical distancing (two metres):**

As advised by the Chief Medical Officer, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19.

**In order to ensure physical distancing on site, should consider:**

- staggering start times,
- staggering breaks,
- staggering lunches,
- restricting the number of people on-site and where they are assigned to work,
- controlling site movement (by limiting the potential for workers to gather, including personnel in material hoists and site trailers),
- limiting the number of people who use elevators and hoists at one time,
- holding meetings in an outside or large space to enable physical distancing,
- limiting unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas (for example, by removing coffee trucks from site),
- limiting number of workers to critical number by staggering work schedules,
- sanitation of sites and workspaces,
- site planning to facilitate appropriate physical distancing (two metres) between workers during any shift,
- work-site mobility and transportation, including hoist operations.

**Track and monitor workforce:**

Due to the latency period of COVID-19, it is important to track where employees have worked. If an employee tests positive for COVID-19, the local public health unit will ask to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Employers will track information and Public Health Units will respond.

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