

1.0 PURPOSE

To provide direction to Backwoods employees in response to the COVID-19 pandemic. To reduce the risk of illness and/or loss.

2.0 RESPONSIBILITIES

Project Leadership

- Report all employee absences, travel plans, and other relevant COVID-19 related information to Divisional Leadership.
- Verify all company directives related to COVID-19 are communicated, reviewed and implemented by all employees.
- Review and implement all company directives for COVID-19 with all employees.

Supervisor/Foreman

- Monitors and enforces the requirements outlined in this SWP.
- Monitors and verifies site equipment and materials are made available.
- Ensures workers have received instruction and training on this SWP.

Employees

- Follows the requirements outlined in this SWP.
- Advises supervisor/manager if they are experiencing symptoms of COVID-19 or has come into contact with anyone experiencing symptoms.
- Does not come in to work if experiencing symptoms of COVID-19 or has come into contact with anyone experiencing symptoms.

3.0 EQUIPMENT REQUIREMENTS

Standard Personal Protective Equipment (PPE)



Eye Protection



Protective
Gloves

Task/Process Specific Equipment

- Diluted bleach solution (5 tablespoons bleach per gallon of water) and/or alcohol solution with a minimum 70% alcohol.

4.0 WORK PRACTICE

4.1 COVID - 19 Symptoms and Transmission

Most common symptoms of COVID-19:

- Fever

- Cough
- Shortness of breath

Depending on the virus, these symptoms can develop into more serious complications such as pneumonia, respiratory distress, septic shock or even death. The risks of complications increase with age and are greater for those with underlying conditions.

Transmission of COVID-19 occurs when infected droplets are inhaled or directly contact the nose, mouth or eyes (mucous membranes). Infected droplets may be airborne due to coughing or sneezing of an infected person, or can be spread by contact with hands or other objects that have come into contact with the virus.

4.2 Prevention

As a pandemic virus, humans have no pre-existing immunity to protect against COVID-19, and there is currently no pharmaceutical treatment or vaccine available to control transmission rates. The most effective way to slow transmission is to implement nonpharmaceutical interventions (NPIs) to prevent infection.

Personal Hygiene

- Wash hands frequently with soap and water, scrub for at least 20 seconds and rinse with clean running water.
- When hand washing is not an option, use alcohol-based hand sanitizer with at least 70% alcohol.
 - Use enough hand sanitizer to coat hands entirely.
 - Rub hands together, interlace fingers, and scrub nails against the palm of your hand.
 - Refer to **Appendix 1 – Hand Washing Guide**.
- Cover coughs and sneezes with the inside of your elbow, upper arm or a tissue.
 - Immediately dispose of the used tissue and wash your hands.
- Maintain at least two (2) metres distance between yourself and anyone who is coughing or sneezing to avoid inhaling contaminants.
- Avoid touching your face – COVID-19 infects the mucosal surfaces (the eyes, nose and mouth)
- Stay home if you are feeling sick and seek medical guidance – call **Alberta Health Link** (811) before going to a medical facility.



Note: Surgical masks are not designed to prevent inhalation of small particles or droplets as they do not seal tightly around the face, so are not an effective way to protect from inhaling airborne contaminants.

Housekeeping & Disinfection

Maintaining clean workspaces reduces the risk of indirect transmission of viruses, especially anything that has come into contact with the eyes, mouth or nose or could have been coughed or sneezed on.

- Disinfect worksurfaces frequently, focus on:
 - high touch areas (i.e. door handles, phones (including cellphones), remote controls, light switches and bathroom fixtures),
 - horizontal surfaces (i.e. countertops, kitchen tables, desktops and other places where respiratory droplets could land).
- Do not re-use disinfectant wipes on multiple surfaces.
- Disinfect shared spaces after each use including lunchrooms, kitchens, and meeting rooms.

- Follow the **Disinfecting Surfaces** procedure below.



Note: In order to effectively disinfect a surface, most disinfectants must remain wet on the surface for 10-30 seconds in order to kill the viruses. Always follow product label instructions.

Social Distancing

- Keep your distance and limit the density of people in a given location – respiratory droplets can travel up to 6 feet and can be inhaled into the lungs of people within range.
- Do not hug or shake hands – choose an alternative form of greeting that reduces physical contact.
- Plan for teleconference or reschedule meetings.
- Avoid:
 - Public transportation,
 - Large gatherings including work, school, stores, restaurants, faith-based gatherings, athletic events, etc.
 - Sharing household items (dishes, linens etc.)
 - Having visitors in your home – friends, family or delivery drivers may drop off food or other items.
- At the worksite/project:
 - Tailgate and safety meeting must be held in groups of no more than 15 people.
 - For large projects and shops, crew specific meetings must be held in the work area.
 - Stagger coffee breaks, lunch breaks, and camp meals to reduce the number of people in single areas.

5.0 JOB PROCEDURE

Disinfecting Surfaces

1. Use a disinfecting cleaner - Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada diluted bleach solutions or alcohol solutions with at least 70% alcohol.
2. Clean dirt off the surface.
3. Wipe the surface with disinfectant.
4. Leave the surface wet with disinfectant for as many minutes as the product instructions require – allow the product to dry.
5. Wash hands immediately after disinfecting.

5.1 Disinfecting Procedure for confirmed COVID-19 case

Immediately following an notification that a worker has or is exhibiting symptoms of COVID-19:

- closing off areas used by the ill worker and wait 24 hours or as long as possible before beginning to clean and disinfect,
- opening doors and windows to improve air circulation.
- After cleaning off any obvious dirt from the area disinfect the immediate work areas and shared spaces using diluted household bleach, alcohol solutions with at least 70 percent alcohol, or household disinfectants effective against the coronavirus.

- Cleaning crews should wear gloves and wash their hands immediately after removing their gloves.
- All gloves must be disposed of immediately.

6.0 DEFINITIONS

Close Contact – a person who:

- provided care for the individual, including healthcare workers, family members or other caregivers,
- had other similar close physical contact with the person without consistent an appropriate use of personal protective equipment, or
- lived or otherwise had close prolonged contact (within 2 meters) with the person while they were infectious, or
- had direct contact with infectious bodily fluids while not wearing recommended personal protective equipment.

Social Distancing – a measure used to describe public health measures that involve keeping distance from other people including (but not limited to) quarantining the sick, closing schools, and cancelling public gatherings.

Self-Isolation/Quarantine – avoiding coming in contact with others to reduce the possibility of exposing health individuals to the virus and reducing the spread of the illness.

7.0 REVISION HISTORY

Date	Details of Revision	Rev. No.	Prepared by	Checked by	Approved by
MAR-16-20	Initial Issue	00	J. Leiter	C. Stepien	C. Stepien

Appendix 1 – Hand Washing Guide



ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have reviewed and understand the contents of the **COVID-19 Safe Work Practice / Job Procedure**. I understand that I must have a thorough knowledge of, and abide by, these requirements. If I have questions during the process of this task I will stop and speak with my immediate Supervisor/Foreman. I further acknowledge that I understand that the requirements contained within this Safe Work Practice/ Job Procedure are conditions of my continued employment with Backwoods.

Print Name**Signature****Date**

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