

Modified Worksite Operating Protocols



Navigating work
safely through the
COVID-19 Pandemic

IUOE*
LOCAL 115



LiUNA! LOCAL 1611
Construction and Specialized Workers' Union

Modified Work-Site Operating Protocols

Keeping projects moving forward during COVID-19

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Introduction

Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

The health and safety requirements of any construction activity must not be compromised. Joint health and safety committees and worker representatives should be utilized to inform employers of concerns related to exposure to COVID-19. The responsibility for the health and safety procedures at a given workplace are the responsibility of the employer.

This guidance is intended for employers' consideration when defining the procedures to be used to prevent the spread of COVID-19 at the workplace, with the goal of introducing consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Protocols which are aimed at protecting them, their co-workers, their families, and the population.

If a site is not consistently implementing the measures set out in this protocol it could be deemed 'unsafe' and it may be required to shut down

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1.0 Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a fever or a new persistent cough and/or shortness of breath - [follow the provincial guidance on self-isolation](#)
- Is a vulnerable person (by virtue of their age, underlying health condition, other clinical conditions).
- Is living with someone in self-isolation or a vulnerable person.
Is living with a person that is in quarantine due to a presumptive or confirmed case of COVID-19

1.1 Procedure if Someone Falls ill

If a worker develops a fever or a persistent cough while at work, they should:

- Advise manager/supervisor
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Obtain medical advice and assistance as necessary

They must then follow the [provincial guidance on self-isolation](#) and not return to work until their period of self-isolation (typically 14 days) has been completed and they are healthy.

2.0 Travel to Site

Wherever possible workers should travel to worksites alone using their own transport. Worksites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if water is not available
- How someone taken ill would get home.

2.1 Site Access Points

Stop all non-essential visitors.

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – the number of access points may need to be either increased to reduce congestion or decreased to enable monitoring

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- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering, frequently during the day, and when leaving the site
- Allow plenty of space (two metres) between people waiting to enter the site
- Regularly clean and disinfect common contact surfaces such as telephone handsets, desks, washrooms, tools, equipment doors, equipment controls and steering wheels.
- Reduce the number of people in attendance at site meetings and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean/sanitize their hands before unloading goods and materials.

2.2 Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres, in this case follow these General Principles:

- Non-essential physical work that requires close contact between workers **should not be carried out**
- Work requiring skin to skin contact **should not be carried out**
- Plan all other work to minimize contact between workers
- Re-usable PPE should be thoroughly cleaned after use and **not shared**
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used, lower their capacity to reduce congestion and contact at all times. Regularly clean touchpoints, doors, buttons etc.
- Regularly clean the inside of vehicle and equipment cabs and between use.

2.3 Site Meetings

Only absolutely necessary meeting participants should attend.

- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.
- Consider using technology such as video conferencing to conduct meetings

3.0 Hand Washing

Provide additional hand washing facilities on large spread out site or when significant numbers of personnel are on site. Ensure soap and fresh water is readily available and kept topped up at all times

- Provide hand sanitizer where hand washing facilities are unavailable

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- Regularly clean the hand washing facilities and check soap and sanitizer levels
- Provide suitable and sufficient bins for used hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitizer, and paper towels.

3.1 Personal Protective Equipment

Train workers on the safe use/operation of all protective clothing and equipment. This includes how to put it on, use/wear it, and take it off correctly in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Examples of PPE's include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks **may change depending on geographic location**, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Employers should check government websites such as WorkSafeBC and BCCDC regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, **to avoid contamination** of self, others, or the environment.

While the correct use of PPE can help prevent some exposures, it should not take the place of other prevention strategies.

4.0 Cleaning

Enhanced cleaning and disinfecting procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps, washing facilities, toilet flush, and seats
- Door handles, push plates, and hand rails
- Lift and hoist controls, machinery and equipment controls
- Shared tools
- Food preparation and eating surfaces
- Telephone and communication equipment

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- Keyboards, photocopiers and other office equipment.

Rubbish collection and storage points should be *increased and emptied regularly* throughout and at the end of each day.

4.1 Eating Arrangements

Some construction sites provide a means of heating food and making hot drinks. When it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed or locked out.

The workforce should also be required to stay on site once they have entered it.

- Dedicated eating areas should be identified considering 2 metre social distancing
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Plates, bowls, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism
- Tables should be cleaned between each use
- Rubbish must be put straight in the bin and **not left for someone else** to clean up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

4.2 Changing Facilities, Showers and Drying Rooms

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Provide suitable and sufficient garbage cans in these areas with regular removal and disposal.

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4.3 Toilet Facilities

Restrict the number of people using toilet facilities at any one time. Refer to WorkSafe section 4.85 concerning washrooms facilities and standards.

- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where they are used they should be cleaned and emptied frequently
- Provide suitable and sufficient garbage cans for hand towels with regular removal and disposal.

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Appendix 1 - Tool Box Talk

Date: _____

Jobsite: _____

Discussion Leader: _____

Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Discussion/Key message:

COVID-19 is believed to spread from person-to-person, often through droplets from coughing or sneezing.

The virus is also believed to spread by people touching a surface or object and then touching their mouth, nose, or eyes.

Current evidence suggests that **the virus may be active for days on some surfaces.**

Cleaning and disinfecting surfaces is critical.

What are the symptoms of COVID-19?

- Symptoms for COVID-19 include fever (over 37.3c or 99.1f) and shortness of breath, cough, or sore throat.

How does COVID-19 spread?

- COVID-19 is thought to spread mainly from person to person through coughing or sneezing.
 - It may also be spread by touching something containing the virus then touching the mouth or nose
 - **Symptoms usually appear 7-14 days after exposure.**

Who is at higher risk for COVID-19 complications?

- Pregnant women, children, or adults with underlying conditions such as asthma, diabetes, suppressed immune systems, heart disease, and kidney disease, are more likely to have complications.

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How severe is illness associated with COVID-19?

- Illness has ranged from mild to severe. Most people have recovered without needing medical treatment, however, hospitalizations and deaths have occurred.

How do I protect myself?

Practice good hygiene!

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect **frequently touched objects** and surfaces
 - Hand rails, door knobs, portable toilets, equipment controls, work tools
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty

How to clean and disinfect:

- Wear disposable gloves when cleaning and disinfecting, discard them after each use
- If a surface is dirty, clean it using a detergent or soap and water
- Disinfect using diluted household bleach solutions, alcohol solutions (at least 70% alcohol), or most common registered household disinfectants.

Preparing a 1:50 Household Bleach Solution:

- 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water
- 100 ml (7 tablespoons) household bleach + 5000 ml (20 cups) water

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Appendix 2 - Job Site Poster



As construction workers we know how to keep our social distance

Keep two metres between you and everyone else

Keep a supply of soap and fresh water, or cleaning alcohol on site, and clean your hands regularly

Keep your work area clean by wiping down your cab, tools, protective clothing, office equipment and toilet areas

Make sure people bring their own food, drink, and eating utensils

For the latest information on keeping safe during the pandemic, call the

BC Government hotline at 1-888-COVID19



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Appendix 3 - Self-Assessment

Fighting this pandemic involves the mutual cooperation of governments, employers, unions, community, and workers.

The symptoms of the virus include:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Sneezing

The BC Ministry of Health has developed a self-assessment tool to help people determine if they need further assessment for COVID-19. It is available at:

<https://COVID19.thrive.health/>

People who have been infected with COVID-19 may not exhibit any symptoms for up to 14 days but can still transmit the virus during that time.

Most people do not need to be tested for COVID-19 because it will not change your care.

People who **do not** need to be tested for COVID-19 include:

- People without symptoms
- People who have mild respiratory symptoms that can be managed at home
- Returning travelers.

Who should be tested for COVID-19?

People with respiratory symptoms who may require testing for COVID-19 include people who are:

- Hospitalized, or likely to be hospitalized
- Health Care Workers
- Residents of long-term care facilities
- Part of an investigation of a cluster or outbreak.

Anyone who has symptoms - including a fever, cough, sneezing, or sore throat - should [self-isolate](#) for 10 days. Continue to complete this assessment to determine if you may need care.

Call ahead before you get medical care.

If leaving your work or home for medical care, call ahead and tell the clinic you are coming in and that you need a COVID-19 test.

By calling ahead, you help the clinic, hospital, lab, urgent care or doctor's office prepare for your visit and stop the spread of germs. Remind each health care provider that is taking care of you that you are waiting for COVID-19 test results.

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Appendix 4 - Right to refuse unsafe work

Every worker has the right to refuse to work in unsafe work conditions. Workers must follow company specific reporting procedures that meet a minimum standard as per WorkSafe BC.

WorkSafe Regulation 3.12

Steps to follow when work might be unsafe:

1. Report the unsafe condition or procedure.

As a worker, you must immediately report the unsafe condition to a supervisor or employer.

As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task.

As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.

This investigation *must take place in the presence of the worker* and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

3. If a worker still views work as unsafe, notify WorkSafeBC.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

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Appendix 5 - Health Declaration

Jobsites may require all individuals accessing their sites to complete and sign a health declaration. This form can only ask questions directly related to preventing the spread of COVID-19 including:

- Have you traveled outside Canada since March 12, 2020 or been in close contact with someone who has been?
- Are you experiencing symptoms? (do the Ministry of Health self-assessment for COVID-19 to answer)
- Are you or have you been in close contact with a person with COVID-19?

If you are experiencing symptoms other than COVID-19, contact your family physician.

If you are unable to reach your regular health care provider, call 8-1-1 to speak with HealthLink BC, or visit [HealthLink BC's Symptom Checker](#).

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Appendix 6 - Website Resources

[B.C. Government Support and Information](#)

[Guidance to B.C. Construction Sites Operating During COVID-19](#)

[WorkSafeBC Construction Information](#)

[Government of Canada Public Health Services](#)

[Government of Canada-Coronavirus Disease \(COVID-19\) – Benefits and Services](#)

[B.C. Construction Safety Alliance](#)

[Handwashing BC Centre for Disease Control](#)

[Self-assessment Tool and Support App](#)

[List of Hard-surface Disinfectants for Use Against Coronavirus \(COVID-19\)](#)

[International Union of Operating Engineers Local 115](#)

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Appendix 7 - References

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

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https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

<https://www.khl.com/international-construction/construction-considered-essential-in-many-us-regions/142938.article>

<https://builduk.org/wp-content/uploads/2020/03/Site-Operating-Procedures-23-March-2020.pdf>

https://www.cpwr.com/sites/default/files/Milwaukee_Tools-Tool_Cleaning.pdf

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

<https://www.agcwa.com/wp-content/uploads/2020/03/ToolboxTalk-COVID-19.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

<https://www.bccsa.ca/index.php?id=450>

<https://bc.thrive.health/> (BC Self-Assessment Tool)

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities>

www.cdc.gov/niosh/topics/respirators.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

<https://bc.thrive.health/covid19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

<https://www.healthlinkbc.ca/health-topics/hwsxchk>

<https://news.gov.bc.ca/releases/2020EMBC0002-000542>