



BIRNAM

COVID-19 RESPONSE PLAN

Created March 27, 2020
Revised March 31, 2020

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1. PROCEDURES SUMMARY FOR ALL

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time all parties must place an increased focus on health and safety in order to keep job sites open. Until further notice all employees, trade partners and related parties are being strongly encouraged to:

- o Maintain ongoing communication with Birnam Excavating Ltd. on any issue related to COVID-19 by emailing hr@birnam.ca or calling 519-828-3449
- o Apply remote work policy (home office)
- o Maintain safe distance of at least 2 meters (6 feet) from other persons (1 meter if necessary)
- o Cancel all in-person meetings and hold using phone call or videoconference
 - o If an in-person meeting is necessary, as it is the case on worksites:
 1. Limit the number in meetings to max 6 people but use teleconferencing when possible
 2. Participants should exercise recommended practices for reducing the risk of transmission as identified by the [Centers for Disease Control and Prevention](#), [Health Canada](#) and the [World Health Organization](#). These include:
 - o If you are feeling sick, do not go to work and do not come back until symptom-free for 48 hours
 - o If you are at work and feel sick, go home and do not come back until symptom-free for 48 hours
 - o Seek medical advice before returning to work
 - o Avoid touching your eyes, nose and mouth
 - o Cough or sneeze into a tissue or the bend of your arm, not your hand
 - o Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
 - o Clean and disinfect frequently touched objects and surfaces, use alcohol-based hand sanitizer if soap and water are not available or not possible
 - o Do not share personal items or supplies such as phones, pens, PPE, etc.
 - o Do not shake hands with others
 - o [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
 - o Wash your clothes when you get home from work
 - o Ensure social distancing (at least 2-metre / 6 feet distance) between individuals
- o Cancel all work-related travel and replace by phone call or videoconference when applicable
- o Postpone personal travel to a later date
- o Respect protection measures recommended by [Health Canada](#)

2. COVID-19 EMERGENCY RESPONSE CONTACT

2.1 Objectives

- o Organizing emergency measures, managing their operations and communicating decisions
- o Protecting employees and their families' health and safety
- o Assuring business continuity and mitigating impacts on our operations

2.2 Contact Information

- o Birnam Office = hr@birnam.ca or 519-828-3449
- o HR emails go to Melanie, Teresa, Kevin, Phil

For any questions on Birnam procedures and policies, to report that you have been in contact with an infected person, or if you have been diagnosed with COVID-19 please contact the Birnam office.

2.3 Committed Contractor

With several contractors, we are participating as a *Committed Contractor* in order to limit the COVID-19 spread. As such, we are committed to:

- o Prioritize the health and safety of workers, visitors and of the surrounding community
- o Establish and maintain the COVID-19 Response Plan
- o Apply workplace inspection policies
- o Foster communication and a respectful work environment

Any site applying the measures of the COVID-19 Response Plan should install the [Committed Contractors sign](#) at the entrance(s) of its site.



3. PREVENTION MEASURES

3.1 Basic Rules

For the time being, the [Public Health Agency of Canada \(PHAC\)](#) recommends adopting the same basic respiratory hygiene measures applicable to the prevention of seasonal infectious diseases like influenza and the common cold.

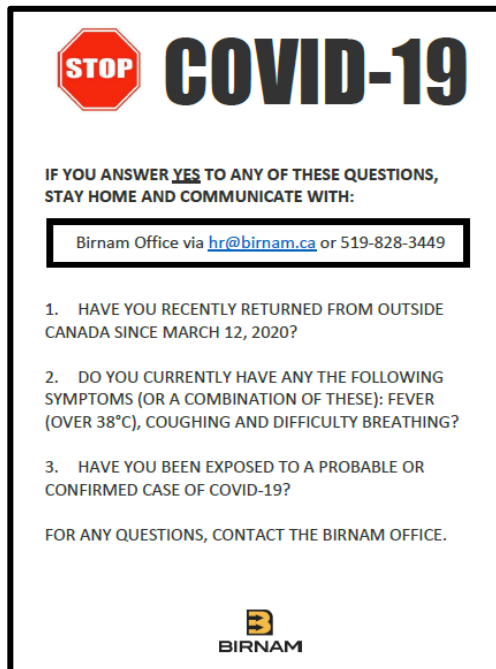
These recommended hygiene measures include:

- o Washing your hands as frequently as possible
- o Avoid touching your eyes, nose and mouth
- o Cover your mouth and nose when you sneeze or cough
- o Avoid hugs and handshakes; instead, opt for a friendly elbow bump
- o Clean all objects and surfaces you handle regularly, such as door knobs, keyboards, and phones, etc.
- o Avoid crowds or groups of people, as well as contact with people exhibiting flu-like symptoms such as sneezing and coughing

3.2 Mandatory STOP Flyer

Everyone entering our sites and offices will see a [Stop Flyer](#) and are to remain off site and contact Birnam hr@birnam.ca or 519-828-344 if they answer “Yes” to any of the questions asked.

1. Have you recently returned from outside Canada since March 12, 2020?
2. Do you currently have any of the following symptoms (or a combination of these): fever (over 38°C or 100.4°F), coughing and difficulty breathing?
3. Have you been exposed to a probable or confirmed case of Covid-19?



3.3 Daily Checklist

All sites will have to complete the [COVID-19 Daily Checklist](#) at the end of each shift in order to ensure that the preventive measures implemented are checked.

The rigorous application of these measures aims to limit the risks of spreading out the COVID-19 and to take actions quickly when identifying non-conformity. The primary purpose of applying such measures is to protect the health of workers.

The Foreman must send the completed COVID-19 Daily Checklist by email to hr@birnam.ca or submit to office daily.

Subcontractors must also submit Birnam's COVID-19 Daily Checklist on a daily basis to the Project Manager.

All sites must display all preventive signage available to ensure our message is clear to everyone.

3.4 Regular Cleaning of Worksite Equipment

Properly clean your offices, trailers, containers, workshops and other facilities. The frequency of cleaning each work area and surface depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands. Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift.

- o Doorknobs and push bars
- o Coffee makers and water containers
- o Shared radios and phones
- o Handrails
- o Toilet flush handles
- o Toilets will be supplied with wash stations inside
- o Refrigerator door handles
- o Conference/meeting room surfaces (for example, tabletops, chairs, PC cables, markers) and telephones
- o Copiers and fax machines

Personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.

3.5 Frequent Cleaning of Tools, PPE and Equipment

Gloves can only protect when they are worn; removing and then putting them back on can cause cross-contamination. Think about cleaning, storing, and replacing your gloves.

Avoid the sharing of hand and power tools. If sharing is necessary, ensure sanitation of shared equipment.

3.6 Additional Measures for Toilet Facilities

The posting of an [effective hand-washing method](#) is mandatory at all times. Place these hand-washing information signs near toilets and break rooms.

1. Soap / paper towel dispensers and hand-sanitizing stations should be checked frequently. Place additional temporary soap dispensers in locations where it often runs out, or where fixed dispensers don't work properly.
2. Place a garbage bin near the toilet's exit doors where possible to encourage people to use a paper towel to open the door.
3. Place paper towels near high-touch surfaces such as water coolers, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.
4. Display the cleaning log times (dates and time) in the washrooms and lunchrooms

3.7 Deliveries Preventive Measures

Main measures to be taken with employees and suppliers who deliver to our sites and offices:

1. Access and delivery locations should be clearly identified.
2. All visitors and suppliers should disinfect or wash their hands if touch contact made.
3. Access is limited and restricted to entrances. No traffic without permission. If any suppliers have to come to work and answer yes to any of the [3 STOP COVID-19](#) questions, they are not to enter site and contact Birnam office
4. No contact or transfer of paper. Suppliers ask for the names of the person who receives the materials - no signatures required. The deliverers should be taking precautions or wearing gloves and must be aware of the social distances to be respected (2 metres / 6 feet). Packing slips are to be emailed daily to Project Manager.
5. Packages should be stored in a location that is well identified at reception and should be left for at least four hours before use. When the packages are to be opened please be cautious and respect all the preventive measures; wearing the proper PPE and always washing your hands after unloading the materials.

4. WORKPLACE POLICIES

4.1 Travel and Self-Isolation Policy

- o To limit the spread of COVID-19, the [Government of Canada](#) advises to avoid all nonessential travel outside of Canada until further notice.
- o All visitors coming from outside Canada are mandated to quarantine for a period of 14 days

4.2 Access to the Worksite Policy

We are maintaining our active operations and are in constant communication with our owners, engineers, subcontractors and suppliers. We are closely monitoring the situation on all worksites.

4.3 Positive COVID-19 Test

If you were exposed to a person who has tested positive for COVID-19, or if you yourself tested positive, immediately notify Birnam hr@birnam.ca or 519-828-3449 and stay home.

Birnam must report all known positive test results for COVID-19 to

- o [Ministry of Labour](#) in writing within 4 days
- o Birnam Health and Safety Rep
- o Union (if applicable)

4.4 Logistics and Supply Chain

Reporting material and equipment supply issues

To ensure our Logistics team is efficiently prioritizing its efforts, you must report any anticipated material and equipment supply issues on your worksite. By doing so, your Project Manager will gain a better overview of the situation and be able to mitigate impacts on our operations.

Close coordination with our subcontractor partners and suppliers

To prevent issues that could disrupt operations, the project team should strive for clear, open communication with our partners. While not limiting, the following aspects should be covered regularly:

- o Labour issues
- o Supply issues
- o Payment and financial issues

4.5 Cyber Security

There has been a rise in COVID-19 scam websites and phishing emails. Do not click links from unsolicited emails offering pandemic information and please stay vigilant when looking for updated information online.

If you receive any suspicious email, please contact the Birnam office or [Leadwave IT support](#).

5. ABOUT COVID-19

5.1 Current Situation

On March 11, 2020, the [World Health Organization \(WHO\)](#) assessed COVID-19 as a pandemic.

The [Public Health Agency of Canada](#) continues to reassess the public health risk, based on the best available evidence as the situation evolves. Global efforts are focused on containment of the outbreak and the prevention of further spread.

5.2 Resources

COVID-19 information: 1-833-784-4397 or phac.info.aspc@canada.ca

[Public Health Agency of Canada](#) website

[Government of Canada](#) website

[Ministry of Labour](#) website

[Center for Disease Control](#) website (USA)

[World Health Organization](#) website (worldwide)