

## **PROLAS: COVID-19 Exposure Prevention, Preparedness, and Response Plan**

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The purpose of this plan is to outline the steps that we can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent worker exposure to coronavirus, protective measures to be taken on the jobsite, personal protective equipment and practice controls to be used, cleaning and disinfecting procedures, and what to do if a worker becomes sick.

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**PROLAS** takes the health and safety of our employees and clients very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout the Company and at all jobsites. We are also monitoring all Ministry of Health (MoH) and World Health Organization (WHO) bulletins and guidelines.

Please contact Narase Boodoosingh at 352 7831 if you have any questions or concerns.

### **Employer Responsibilities**

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings (toolbox talks) by phone if possible. If not, instruct employees to maintain 6.5 feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.
- Talk with business partners about our response plans. Share best practices with other businesses in our communities
- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching face, eyes, food, etc. with unwashed hands.

## **COVID-19 Safety Tailgate Talk**

### **What is COVID-19?**

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

### **How is COVID-19 Spread?**

- Like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread.

### **Know the Symptoms of COVID-19**

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call COVID-19 Hotline at 877-WELL(9355). Do the same thing if you come into close contact with someone showing these symptoms.

### **Prevention Points**

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow not your hands
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Work alone when safely possible.
- Directly sanitize surfaces such as dashboards, mower handles, gas containers or any shared surface area at the beginning and end of the day.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
  - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task.
  - Eye protection: Eye protection should always be worn while on-site.

### **Reaction Points**

- Self-isolate for 14 days if you have been in contact with anyone positively tested for COVID-19
- Maintain social distance of and on the job.
- Self- isolate when showing symptoms common to COVID-19 such as coughing, difficulty breathing, fever or pneumonia. Contact your care team as needed.
- Sick employees should follow MoH guidelines. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and MoH.

## **COVID-19 MANAGEMENT WORK RULES**

### **Containing the Spread of Coronavirus Company -Wide**

- Keep crews small and separate at all times
  - Crews shall not exceed 2 people
  - No interacting with other crews. No exceptions.
- Keep 6.5ft from the other crew members and 16.5 ft away from other crews and clients.
- Absolutely no changing members between crews. No swapping.
- While driving to sites, keep windows open an inch or two for better air circulation.
- Those who have cars should drive solo and directly to sites if they can.
- When possible, have crew leaders pick up crew members who would otherwise be taking public transportation.
- Crew managers especially need to distance themselves as they will be interacting with all levels of the company and will carry a greater risk of exposure.
- Minimize in -person meetings.
- Eliminate the use of paper attendance and documents.
- Do your part to contain the spread both at work and at home. What you do off the job will have an impact on your crew and company.
  - Use social distancing 6.5ft
  - Wash and sanitize surfaces frequently
  - Wash your hands regularly for a minimum of 20 seconds.

- Self-isolate and avoid group events.

### **Jobsite/workplace Standards**

- Bring your own water bottles and lunch to work
- Drivers must disinfect at the beginning and end of trips, handles, armrests and all interior surfaces.
- Drive through restaurants are permitted.
- Do daily Tailgate reminders with each crew for the first 3 weeks and then once a week ongoing.

### **In Case You Have Symptoms**

- If you have symptoms or have been around someone who does, inform your manager or crew leader immediately and seek medical attention.
  - Do not go to work.
  - Stay at home and quarantine.

### **PROLAS Support**

- During this trying time, PROLAS want you to be concern about keep COVID-19 free. If you have to be quarantined, contact your crew leader or manager and we will provide help.
- Your job is secured as PROLAS will not be terminating any staff in these trying time.
- We will be lending and sourcing financial support as discussed.