

Standardized Protocol For Saskatchewan



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COVID-19 - Standardized Protocols for All Saskatchewan Construction Sites

The Standardized Protocols for All Saskatchewan Construction Sites outlines the best practices for construction sites in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection, response measures as well as links to jurisdictional agencies, will minimize the impact of the crisis and ensure business continuity in the construction industry.

The Objectives of the Standardized Protocols are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from federal, provincial and municipal Public Health Authorities to construction site procedures;
- Establish and maintain a common Pandemic Response Plan across construction sites;
- Maintain a healthy and effective workforce within the construction industry

Responsibilities

Prime Contractors

Prime contractors have specific responsibilities for health and safety and must ensure that the activities of employers, workers, sub-contractors and other parties at the workplace are coordinated. The prime contractor is also required to do everything that is reasonably practical to establish and maintain a system or process that will ensure compliance with the Occupational Health and Safety Regulations and the Workers Compensation Act.

Employers and Sub-Contractors

Construction employers and sub-contractors are responsible for ensuring the health and safety of workers by putting policies and procedures in place to keep workers healthy and safe, and providing workers with up-to-date instructions, training, and supervision on those policies and procedures.

Prime contractors, employers, and sub-contractors must have a process in place for workers to raise issues and concerns about COVID-19 exposure so that additional precautions and controls can be put in place where required.

Prevention Measures

Communication and Awareness

- All employers need to have a COVID-19 Exposure Control Plan, which includes policies and procedures, developed for conducting work both on site and for those working from home. Refer to Regulation 85 of the *Saskatchewan Employment Act, Occupational Health and Safety Regulations*
- All workers need to be trained on Exposure Control Plan including the policies and procedures on site. This should be covered at site orientations and reinforced regularly at site Toolbox meetings
- These policies need to include how the site will operate to minimize the risk of exposure as well as clearly define the expectations of all persons entering the site.
- Policies must have provisions for contractors, cleaners, delivery, and inspection services.
- There must be a method to communicate these policies for review and acceptance before parties are able to enter the site.
- Clear signage is to be posted at entry points on construction sites and outline the commitment of the contractor to maintaining health and safety measures during the COVID-19 crisis. Where this is not possible, an alternate means of communication shall be developed.
- Information is to be provided to employees working from home on how to prevent injuries from eye strain, improper working posture and psychological wellbeing.

General Control on Site

- If workers are feeling ill before work, they must contact their employer and not come to site
- All employers are to verify the health of any individuals before entering the jobsite. (*Health Questionnaire in Appendix*)
- Employers should document the date, time and purpose for each person entering the site.
- A means of communication while maintaining physical distancing on site shall be developed
- Any employee that starts to experience symptoms is to report to their supervisor immediately and will be sent home. The employee will be advised to complete the self-assessment on the [Saskatchewan COVID-19 website](#) or call 811.
- Detailed tracking of worker's status is kept at all times (e.g., fit to work, sick, off-work to care for family, etc.). This is important information that the Saskatchewan Health Authority may request if contact tracking is required.
- Employees who have been ill will not be permitted back on site until advised it is safe to do so by the Health Authority.
- Non-essential individuals and visitors are not permitted access to the site.

(The Saskatchewan Health Authority is the leading authority for all issues related to COVID-19 and only they can provide detailed instructions to employees and employers on when it is safe to return to work)

Site Scheduling and Daily Site Operations

In order to keep construction sites operating in a safe manner, production schedules will need to be adjusted. Extra time will be required to implement enhanced cleaning protocols, to maintain physical distancing and to allow for reduction of staff due to illness or the need to care for family members during this time.

Owners and trades will need to collaborate to ensure there is a clear understanding of how production will be adjusted and what the new site schedule will be. Employers should consider:

- Staggering start times, breaks and lunches
- Segregating sites into zones to keep different crews/trades physically separated at all times
- Limiting the total number of people on-site or in the zone they are assigned to work in
- A zone could be a piece of equipment to be operated
- Limiting the number of people allowed in facilities like washrooms, trailers, and eating areas at one time to allow for the recommended minimum physical distancing
- All workers are encouraged to eat outside or in their personal vehicle, if available. Enclosed lunchroom facilities are only made available during inclement weather. Lunchroom should have designated seating to ensure physical distancing is maintained. Signage should be posted on the door to ensure workers sanitize their hands upon entry, maintain physical distancing and sanitize eating areas and any other surfaces when finished.
- Minimizing the number of in person meetings. When required, meetings are to be held outdoors while maintaining physical distancing. Where this is not possible, conduct meetings through teleconferencing or videoconferencing.
- Designing the worksite to reduce high-traffic areas to provide the minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact.
- Every effort should be made to limit tool and equipment use to one employee only. Where this is not possible, the tool or equipment must be thoroughly sanitized in between users.
- Certain tasks that require a worker to be in close proximity with another worker will require extra time to allow for increased sanitization, minimization of contact and application of PPE. Every effort must be made to limit the duration of the task.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Worksite Hygiene

- All offices and jobsites implement additional cleaning measures of common areas. All door handles, railings, ladders, switches, controls, eating surfaces,

shared tools and equipment, taps, toilets, and personal workstation areas are wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations, personal tools and PPE. (*Sanitization Checklist in the Appendix*)

- Additional sanitary measures are implemented on site: hand washing stations with posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- If the site is not a fixed location, an adequate supply of hand sanitizer and disinfecting wipes must be made available
- Mandatory hand sanitization before entering site
- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users at a minimum.
- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar. Means to clean and disinfect such devices between uses must be provided.
- Discontinue use of common pens for sign-in sheet and site documentation.
- Consider an electronic means of sign-in, a designated person to record the information or all employees have their own pen
- Discontinue practice of passing paper around to be reviewed and signed
- Washroom facilities – wherever possible, limit number of users to ensure physical distancing is maintained.
- Where touch points like door handles and water coolers remain, paper towels are provided to avoid skin contact

Deliveries and Products arriving on site

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.
- If product is an immediate use item such as ready-mix concrete or a piece of equipment to be unloaded, instruct the delivery personnel on the site hygiene requirements and their responsibilities under the policy, in advance of them coming to site.
- Define an area for laydown of deliveries
- Small items should be disinfected before use, if possible
- Allow larger items to sit, if possible, for the time recommended by health agencies for the virus to expire

Personal Hygiene

All workers must exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease.

- Avoid touching eyes, nose, mouth or face
- If a worker must cough or sneeze
 - Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - Remove yourself from the area if you are near other workers
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
- Clean and disinfect frequently touched objects and surfaces, including all reusable PPE;
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
- Avoid common physical greetings, such as handshakes;
- Maintain a minimum physical distance of two meters from others
- Wash hands often with soap and water for at least 20 seconds before and after using the washroom, when preparing food, after blowing nose, coughing, or sneezing, and when arriving to or leaving site. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.
- Remove footwear at the door, wash your clothes and shower as soon as you get home

PPE

With world shortages and other essential front line services having mandatory requirements for PPE, a combination of good personal hygiene and site hygiene can reduce the need for pandemic-specific PPE. Refer to up to date information from Federal and Provincial health authorities on what is required.

- Continue to wear “non-pandemic” basic and specialized PPE as required by Saskatchewan Employment Act, OHS regulations.
- If a task requires PPE for protection against Covid-19 infection, select approved items where possible
- When the task is complete have workers remove the PPE and sanitize if reusable.
- If PPE is not reusable make available lined waste receptacles and dispose of items
- Wearing of latex gloves beyond task specific use can lead to unintentional spread
- If approved N95 masks are not available, provide alternate masks to be worn when physical distancing cannot be maintained. Homemade masks can be used as a last resort

Business-Related Travel

- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- All individuals returning from out of country must undergo a 14-day self-isolation period, as mandated by the federal government and outlined here: www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html.
- In the event some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.
- Workers should travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Where this is not possible, every effort to maintain physical distancing must be made such as limiting ride sharing to two employees with one in the front seat and one in the back seat, if possible keeping the same employees riding together and keeping windows cracked open to allow fresh air to circulate. Enhanced sanitization measures must be implemented in this instance as well as provision of PPE such as face coverings.
- Workers are not to share accommodations such as motel or hotel rooms.

Working Remotely

- Where possible, all office employees should work remotely. Meetings are to be held through teleconferencing or videoconferencing.
- Workers must be aware of the effects of eye strain and improper working positions.
- Workers must be monitored for signs of stress and mental fatigue.
- Workers should have access to mental health resources.

Service Industry

Many construction based companies are required to perform service work at public buildings and private residences. As the employer cannot ensure that proper sanitization has taken place, they must take extra steps for their health and safety

- Conduct a hazard assessment on the location where the work will be conducted
- If the work is taking place in a home or occupied space, complete a pre-screening with the owners or workers before entering the area. (Questionnaire in appendix)
- Extra time will be required to sanitize work area
- Pandemic-specific PPE may be required; such as disposable gloves and face masks
- Personal sanitization before entering and after exiting work area
- Instructions to persons in space to maintain physical distancing
- Scheduling work for certain times to limit exposure to workers such as after business closes or during the day when a homeowner is not in the house.

Response Measures

Possible cases of COVID-19

- Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, fatigue, coughing, or congestion are instructed to:
 - Not come to work;
 - Contact their supervisor and/or human resources department;
 - Stay at home and self-isolate; and
 - Contact local health authorities for further direction.
- Such individuals are required to follow the recommendations of the local health authority and may not return to work until given approval by the proper health authorities.
- Individuals who begin to display flu-like symptoms while on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo a 14-day self-isolation period.
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two meters away until the area is properly cleaned and disinfected.
- Employer may be asked to provide contact tracking information to health authorities

Response plans

- All contractors are to complete an integrated continuity plan to respond to partial or complete shutdown of construction sites or in the case of a severe limitation of site operations.

Resources

- Refer to www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html for the latest National information. Outlines the actions being taken by the Government of Canada, as well as information specific to provinces and communities across the country related to the virus. It also maintains a live update of the number of confirmed cases and probable cases by province.
- Refer to <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus> The leading authority for the most up-to-date Provincial resources and responses on COVID19, including:
 - links to evolving public health guidelines, position statements, and situational updates
 - recommendations for use of personal protective equipment
 - symptoms and treatments
 - how to protect yourself and self-isolate
 - testing information
 - other public resources
- Refer to <https://www.who.int/> Updates on the latest guidance and information related to the global outbreak and spread beyond Canadian borders. It is also providing the most up-to-date information on:
 - current research and development around the virus
 - a COVID19 situation “dashboard”
 - emergency preparedness measures
 - live media updates on the spread of the virus
- Other Resources:
 - <http://www.scsaonline.ca/resources/covid-19-coronavirus>
 - <http://www.wcbsask.com/>
 - <https://hcsas.sk.ca/>
 - <https://www.scaonline.ca/>
 - <https://saskatoonhomebuilders.com/>
 - <https://reginahomebuilders.com/>

Appendix

Sanitization Checklist

Company Name:				
<input type="checkbox"/> Pre Shift <input type="checkbox"/> Hourly <input type="checkbox"/> End Of Day				
Location	Employee in Charge	Immediate Supervisor	Date YY MM DD	Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	Sub-Contractor		Type of Operation	Crew Size
Sanitizing Conducted By :				

Surfaces Should Be Sanitized with Appropriate Products and Marked When Completed

	Exterior Sanitized Surfaces		General Workplace Sanitized Surfaces		Personal Workspace Sanitized Surfaces
	All main exterior door handles		All interior door handles both sides		Phone buttons and headset
	All exterior door push locations		Interior push or pull door surface		Computer keys/ buttons
	Building access or talk buttons		Countertops and flat resting surfaces		Mouse or touchpad
	Yard gate latches or locks		Interior light Switches		Personal Cell phone screen / Buttons
	Stair Handrails		Public seating		Chair arms and seating area
	Postage or courier drop boxes		Pens for public use		Desktops
	Storage areas or containers		All water tap handles,		Drawer and cabinet handles
	Smoking waste receptacle lids		Soap and towel dispenser handle		Pens, Pencils and writing devices
	Exterior light switches		Washroom stall Handles and latches		Staplers
	Remote door openers		Sharps container lid		Tape dispensers
	Broom or Shovel handles		Staff room: tables /chairs/ Fridge/ Microwave		Eye glasses
	Equipment Joysticks		Filing cabinet doors and handles		Earphones or headphones
	Vehicle/ equipment keys		Staff interoffice mail box		Binders and books used in meetings
	Vehicle Steering wheels		Thermostat buttons or switches		In office extra seating
	All Vehicle/ equipment switches and levers		Cabinet and drawer pulls and grab surfaces		PPE worn near other workers, or members of the public
	Vehicle/ equipment seat belts and releases		Staff printer/copier buttons, Lids and trays		Hand and power tools, handles and grips, cord ends, battery chargers
	Vehicle/equipment door handles in / out		All interior Stair and Hand railing		Small equipment handles, controls, pull start cords and keys
			Coffee/Water dispenser handles		
			Hand Sanitizer pump handles		

Reviewed By:	Comments:
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COVID-19 Pre-Screening for Service Calls

(Company Name)	Date:
Worker(s) Name:	Work Site Address:
Task Description:	Property Occupant(s):

Pre-Screening Questions for Service Calls

To ensure the safety of staff, subcontractors and clients **(Company Name)** is asking a few simple questions for the occupants, of the above listed address, before any work proceeds:

1. Are you or anyone else on the property experiencing any of the following symptoms?
 - No** **Yes** Fever
 - No** **Yes** Cough
 - No** **Yes** Sore throat
 - No** **Yes** Shortness of breath or difficulty breathing

2. Have you travelled outside Canada (including the United States) within the last 14 days?
 - No** **Yes**

3. Did you or anyone on the property provide care or have close contact with a person with COVID-19 (probable or confirmed) within the last 14 days? **No** **Yes**

4. Have you or anyone in your home had close contact with a person who has travelled outside of Canada in the last 14 days and who has become ill? **No** **Yes**

5. Have you or anybody in your home had contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19? **No** **Yes**

6. Other symptoms:

Property Occupant: _____
(Signature)

If the answer is YES to ANY of the above questions, STOP work! Report to your supervisor.

Verified by employee: _____

Supervisor: _____ Date: _____ Time: _____

COVID-19 HEALTH SCREENING TOOL

Guidelines:

To prevent the spread of COVID-19 and to reduce the potential risk of exposure to the workforce, please conduct this questionnaire, daily, at designated entry points, prior to accessing the site. This health screening applies to all trades, suppliers, union reps, employees, etc.

Health Screening is voluntary; however, any person who refuses to answer screening questions will be denied access our work locations – **without exception**. Complying with our safety measures is in the interest of maintaining worker safety and those choosing not to comply will **not** be permitted to work.

Screening Setup Station

1. In order to protect the person conducting the screening, each person screening must wear at a minimum gloves, a mask and safety glasses.
2. A barrier (i.e. table, cones, etc.) must be in place to keep a distance between each person being screened and the person screening.
3. The line for people being screened must be a minimum of 2 meters away to ensure privacy between the person being screened and the person conducting the screening.
4. Each person in the line must be a minimum of 2 meters apart from each other.
5. As each person is ready for screening, they are to approach the barrier.

Screening Process Questions

Workers should be asked these questions in a manner that respects their privacy. Please devise a process at your location where workers do not easily overhear co-workers who voluntarily divulge personal medical information.

Each person will be asked 5 questions:

1. Are you currently experiencing any cold, flu-like or other symptoms? Such as;
 - New onset or worsening of existing cough
 - Fever (38°C or 100.4 F)
 - Shortness of breath or difficulty breathing
 - Severe chest pains
 - Confusion or loss of consciousness
 - Sore throat
 - Severe fatigue
 - Runny nose
 - Vomiting
2. Have you travelled to outside Canada (including the United States) within the last 14 days?
3. Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat) within the last 14 days?
4. Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?
5. Have you or anybody in your home had contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19?

If the answer is YES to ANY of the above questions, please notify your supervisor and go home.

IMPORTANT: Disinfect pens before sharing them between people. Have visitors file their own documents to avoid sharing paper. Consider asking these questions verbally to avoid sharing pens and documents. This must be done in a private area where their responses will not be overheard by co-workers.

This questionnaire is based on the Government of Saskatchewan's COVID-19 Self-Assessment Tool.

DATE:		WORKER NAME	
EMPLOYER:		CONTACT PHONE #:	

1.	Are you experiencing any of the following: <ul style="list-style-type: none"> • Fever • New onset or worsening of cough or other symptoms • Sneezing/Running Nose • Sore throat • Difficulty breathing • Severe Fatigue • Vomiting 	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2	Have you travelled outside Canada (including the United States) within the last 14 days?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3	Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat) within the last 14 days?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4	Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing, or sore throat)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5	Have you or anybody in your home had contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19.	<input type="checkbox"/> No	<input type="checkbox"/> Yes