

PANDEMIC RESPONSE

EMERGENCY INFORMATION AND PROCEDURES

PURPOSE

To promote the health, safety and well-being of our employees, their families, our clients, our communities and those with whom we work, should a virus breakout occur which has an effect on the day-to-day operation of the business.

REFERENCE

- *Pandemic: an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.*
- *Virus: a microorganism that is smaller than bacteria that cannot grow or reproduce apart from a living cell. It invades cells and uses their infrastructure to maintain and replicate itself.*
- *Disease: an illness or sickness characterized by specific signs and symptoms.*
- [Canada's Pandemic Plan](#)
- [Canada's Pandemic Preparedness](#)

GUIDELINES

Prevention

Prevention is the best defence during viral outbreaks. The following efforts will be made in order to limit the chances of employees being infected:

- Internal communication of upcoming immunizations and internally coordinated vaccine schedules using newsletters, posters and signs;
- All employees and their families should obtain the necessary immunizations required to prevent diseases and viruses (e.g. influenza, measles, TB etc.);
- We will look at our operations, those of our customers, other companies and government sources for lessons learned from historic and current pandemic events and update our procedures accordingly;
- This Pandemic Response Procedure will be reviewed and updated annually;

Controls

Summary of measures that we will implement, in the event of a pandemic to help contain the virus while continuing to meet our clients' needs.

- Restrictions on non-essential travel for both international and domestic business travel, both by road, water and air. If travel is deemed necessary, this must be approved by senior management and in accordance with government restrictions and guidelines.
- In addition to our regular cleaning services, we will encourage all employees to clean their work areas with disinfectant cleaners at a higher frequency.
- All employees will be educated about proper virus-related hygiene and social distancing. Both personal hygiene and cleaning related supplies for use at work will be provided by the company.

- Sick leave policies may be adjusted to be flexible and consistent with public health guidance and we encourage ill employees and employees with ill family members to remain at home.
- Limiting in-person meetings in favor of digital platforms and conference calls.
- Those employees who are travelling abroad when a pandemic occurs will self-quarantine for the government prescribed period of time upon return home.
- Organize your work spaces so that all employees can maintain the recommended physical distancing while at work. If this is not possible, then a case-by-case consideration will be given to alternate work locations including working from home.

Suspected Exposures

If an employee is exhibiting any of the reported symptoms of an infection:

- They will be denied access to the workplace or isolated in place until they may be sent home
- If your condition dictates, seek immediate medical attention
- All employees will notify their supervisor/manager if they come into contact with a person with a confirmed or presumptive case of a virus. Current government guidelines will be followed.
- The company will examine remote work options if transmission within the workplace becomes likely.

Resuming Business

Upon guidance from the relevant health authority we will resume business as usual and communicate the next steps with all stakeholders, employees, clients and vendors. Once business has resumed all employees will adhere to health authority guidance to maintain our open for business status.

- Work local jurisdictions to discuss the requirements for working in their communities
- Follow Vehicle Travel During COVID guidelines document
- Continue restriction on face-to-face meetings and training classes
- Project site morning huddles to be carried out outdoors if possible, maintaining two-metre distancing
- Maintain distancing during coffee breaks and lunch breaks
- Two-person tasks require the wearing of a face-mask and gloves to reduce contact