



From the ground up

Coastal Cuts Landscaping Covid-19 Safety Message

As COVID-19 is affecting our lives and continues to evolve daily, it is imperative that landscapers implement safe operating procedures and best management practices based on and compliant with government guidelines. The first priority is the safety of staff, clients and the community as a whole.

Coastal Cuts Landscaping Ltd. is still open for business and will commence work in the coming days to service all of your property maintenance needs. We continue to follow all Public Health measures as well as work within Provincial guidelines and use best management practices.

All Coastal Cuts Landscaping Ltd. employees will:

- Abide by all Public Health, Provincial and best management practices.
- Maintain physical distancing (2M / 6FT) requirements.
- Not approach clients while on their properties.
- Not touch any hard surfaces (doors, windows, railing etc.) while working on your property.

While we work hard to keep our staff & clients safe, we ask that you help do your part by:

- Allowing our crews to work on your property without any contact.
- Please address all comments or concerns to the office via a phone call or email rather than with the crew on site.
- Although it is generally appreciated, at this time we cannot accept water, snacks, or other items from our clients while on site.

If all do our part, we will be able to continue service to all of our valued customers. Please feel free to reach out with any questions or concerns you may have. We are here to help!

Keep Well, Stay Safe & Stay Positive

The Coastal Cuts Landscaping Team

(902) 579-LAWN (5296)

halifax@coastalcuts.ca



From the ground up

SWP - 030 Managing COVID-19 on the Worksite

Purpose

While Nova Scotia has ordered that there be no gatherings of more than 5 people, the restriction *does not* currently apply to construction worksites (it applies to social events, conferences, etc.).

Workers' health and safety is a top priority. Although construction sites are exempt from guidelines on gatherings, anyone who's sick should not be going to work. Additional health and safety precautions should be put in place and information shared with crews. ***Operations should only continue while it is safe to do so.***

Guidelines

Do:

- Maintain safe social distance of 2 meters (6 feet) at all times
- If needed, adjust schedules or scale back operations,
- Wear PPE at all times that it is safe to do so – safety goggles, masks, and gloves,
- Introduce extra handwashing stations,
- Clean out Jobsite trailers daily – arrange for commercial cleaners to clean and disinfect areas of the project,
- Introduce an on-site COVID-19 committee to create a best-practices plan to ensure worker safety,
- Create a task force focused on supporting your company's staff and customers,
- Make sure workers know about the [Ministry of Health self-assessment tool](#),

Don't:

- Workers *should not* congregate in break areas and lunchrooms,
- Workers *should not* share PPE,
- Workers *should not* share tools,
- Workers *should not* come to work if they're feeling ill.



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In an effort to reduce the transmission of COVID-19, the following questionnaire is to be completed at work site reception by all employees as well as employees of any subcontractor engaged in activity on this site.

Please complete this short questionnaire to ensure your presence does not pose a risk to the project and return the completed form to the Health and Safety Manager, or to the Superintendent if no H&S Manager is assigned to the site.

All employees assigned to this site must complete this form on their first day of work on the site.

Worksite Name: _____

Employer: _____

Orientation Sticker #: _____

1. Do you currently have the following symptoms: fever (over 38°C), coughing & difficulty breathing?

☐ Yes

Date you returned: _____

☐ No

2. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

☐ Yes

☐ No

3. Do you intend to travel outside the province in the coming weeks?

☐ Yes

Departure Date: _____ Destination: _____

☐ No

Name (Please Print): _____

Signature: _____

Date: _____



From the ground up



APRIL 15, 2020

HAZARD ASSESSMENT AND CONTROL

A hazard assessment must be completed prior to undertaking a new activity and/or task. Regulation requires the identification and control of existing and potential hazards.

Company	BCCSA	Task	General Construction		
Original Assessment Date	April 03, 2020	Revision Date		Reviewed Date	
Name & Position of Assessor(s)	Erin Linde, CRSP, CHCS BCCSA Director, Health and Safety Services				
	Melanie Gorman Ng, PhD BCCSA Senior Research Scientist				
	Travis Robertson, NCSO BCCSA Regional Safety Advisor				

RISK LEVEL ASSESSMENT MATRIX				
Hazards are assessed for risk by considering the SEVERITY & LIKELIHOOD of the hazard causing injury or damage.		SEVERITY		
		3 - LOW CONCERN/STRESS	2 - MODERATE MEDICAL AID	1 - HIGH FATALITY/CRITICAL ILLNESS
LIKELIHOOD	C - UNLIKELY (Unlikely to occur)	LOW	LOW	MEDIUM
	B - LIKELY (Likely to happen)	LOW	MEDIUM	HIGH
	A - CERTAIN (Almost certain)	MEDIUM	HIGH	HIGH
>>> RISK RATING <<<				
LOW - Continue Working				
MEDIUM - Report to Supervisor to discuss controls and develop plan				
HIGH - Stop all work and develop a plan				



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HAZARD ASSESSMENT AND CONTROL -CONTINUED

ACTIVITY	HAZARDS IDENTIFIED	SEVERITY	LIKELIHOOD	RISK SCORE	CONTROLS	SEVERITY	LIKELIHOOD	RISK SCORE
Employees/Sub-trades entering site	Exposure to SARS-CoV-2 (coronavirus) through contact with people	2	B	MEDIUM	<ul style="list-style-type: none"> Conduct a self-assessment. https://bc.thrive.health/ Maintain secure entry/exit points Post signs on entry point with precautionary measures Keep distance of 2 meters (6.5 feet) from others Wash your hands. 	2	C	LOW
Close proximity to others	SARS-CoV-2 exposure, both touch and distance.	2	B	MEDIUM	<ul style="list-style-type: none"> Plan work ahead to not have 2 people working in close proximity Keep distance of 2 meters (6.5 feet) Wear gloves Wash your hands Post signage and resources around site https://www.bccsa.ca 	2	C	LOW
Material delivery	Exposure to SARS-CoV-2 through contact with outside people	2	B	MEDIUM	<ul style="list-style-type: none"> Post signs on entry point on precautionary measures and delivery instructions Use own pen/pencil to sign for material Wash your hands 	2	C	LOW
Vehicles and Equipment	Exposure to SARS-CoV-2 on surfaces.	2	B	MEDIUM	<ul style="list-style-type: none"> Wipe down with cleaner: door handles, steering wheel, seatbelt connectors and other touch surfaces Wash your hands 	2	C	LOW
Carpooling to work	Exposure to SARS-CoV-2 through contact with people	2	B	MEDIUM	<ul style="list-style-type: none"> Find alternate means of transportation to work to maintain 2 meters (6.5 feet) 	2	C	LOW
Hand and power tools	Exposure to SARS-CoV-2 on surfaces	2	B	MEDIUM	<ul style="list-style-type: none"> Do not share hand tools Wear gloves and clean handles/touch areas if sharing power tools Wash hands 	2	C	LOW
PPE	Exposure to SARS-CoV-2 on surfaces and on the outside of PPE	2	B	MEDIUM	<ul style="list-style-type: none"> Change gloves frequently Do not reuse wipe down materials on more item Clean or replace mask daily Inspect and clean respirator before and after use Only use PPE that you have been in control of Wash your hands 	2	C	LOW



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HAZARD ASSESSMENT AND CONTROL -CONTINUED

ACTIVITY	HAZARDS IDENTIFIED	SEVERITY	LIKELIHOOD	RISK SCORE	CONTROLS	SEVERITY	LIKELIHOOD	RISK SCORE
Break room	Exposure to SARS-CoV-2 on surfaces and through contact with people	2	B	MEDIUM	<ul style="list-style-type: none"> Wipe down surface area Keep distance of 2 meters (6.5 feet) from others Wash your hands before and after breaks 	2	C	LOW
Desks/Surfaces	Exposure to SARS-CoV-2 on surfaces and through contact with people	2	B	MEDIUM	<ul style="list-style-type: none"> Contain incoming paperwork to one location off desktop if possible Wipe down surface before and after each use Wipe down keyboard and mouse after each use Visitors to stand in doorway when room occupied Wash your hands 	2	C	LOW
Providing first aid	Exposure to SARS-CoV-2 on surfaces and through contact with people	2	B	MEDIUM	<ul style="list-style-type: none"> Use respirator and face protection if needing to go within 2 meters. Reference Schedule 3-A for first aid requirements Update annual First Aid Assessment Worksheet Follow first aid procedure for room cleaning 	2	C	LOW

NOTE: For any other concerns or situations that occur, contact your Supervisor immediately.

QUICK REFERENCE SUMMARY

PPE	Gloves, respirator, eye/face protection, hand soap
BCCSA COVID-19 Resources	https://www.bccsa.ca/
Support App & Self-Assessment Tool	https://bc.thrive.health/
Provincial Support & Information	https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support
WorkSafeBC COVID-19 Resources	https://www.worksafebc.com/en/about-us/covid-19-updates
WorkSafeBC First Aid Certification Extension	https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/short-term-extensions-of-occupational-first-aid-certificates
WorkSafe BC First Aid Assessment Worksheet	https://www.worksafebc.com/en/resources/health-safety/ohsr-searchable/first-aid-assessment-worksheet?lang=en
WorkSafeBC Schedule 3-A	https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-03-rights-and-responsibilities#Schedule3A



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COVID-19 - Standardized Protocols for All Canadian Construction Sites

Version 3
April 8, 2020

For inquiries: Contact Zack Mullins
at zmullins@cca-acc.com





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COVID-19 - STANDARDIZED PROTOCOLS FOR ALL CANADIAN CONSTRUCTION SITES

The Standardized Protocols for All Canadian 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 and response measures, will minimize the impacts of the crisis and ensure business continuity in the construction industry. This is not a legal document. Some provinces and municipalities have implemented stricter measures than those found in this document, and contractors are responsible for compliance with the rules, regulations and practices required by the applicable authorities. At the end of this document, there are links to information from some of our partner associations and other industry stakeholders that are further tailored to province specific requirements.

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 COVID-19 Pandemic Response Plan across construction sites; and
- Foster open communication amongst stakeholders and ensure a respectful work environment.

Standardized Protocols for All Canadian Construction Sites

Prevention measures

Communication and awareness

- Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities and self-identification screening tools.
- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.
- All workers 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 Control and Prevention:
 - o Avoid touching eyes, nose and mouth with unwashed hands;
 - o When coughing or sneezing:
 - Cough or sneeze into a tissue or the bend of your arm, not your hand;
 - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
 - o Non-medical face-coverings (such as homemade cloth masks) should be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Face-coverings should fit snugly and securely over the nose and mouth. Individuals must take care to refrain from touching their face-coverings while in use;





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- o Clean and disinfect frequently touched objects and surfaces, including all reusable PPE;
- o Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
- o Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
- o Avoid common physical greetings, such as handshakes;
- o Maintain a minimum physical distance of two metres from others; and
- o Wash hands often with soap and water for at least 20 seconds after using the washroom, when preparing food, and after blowing nose, coughing, or sneezing. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

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: canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html.
- As some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

Working remotely

- Where practical, all office employees supporting a project work remotely. Meetings are held through teleconferencing or videoconferencing.

Access and movement to/from construction site

- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Additional parking arrangements are made as required.
- All non-essential individuals are not permitted access to the site.

Monitoring the status of workers

- Detailed tracking of worker's status on-site and off-site are kept at all time (e.g. fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily, with their privacy maintained.
- Records are kept of which individuals work together and when.

Construction site and site trailer cleaning protocols

- 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.
- Additional sanitary measures are implemented on site: hand washing stations with a 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.





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- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per PHAC's recommendations here: canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html.

Limiting and removing internal touch point areas

- 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 is provided.
- Limit use of common pens for sign-in sheet to construction site.
- Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- Remove doors/door handles - Look at all reasonable opportunities to remove them.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

Compartmentalization

- The construction site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all time. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.
- One-way staircases are established wherever practical to minimize worker contact.
- Freight elevators are operated/occupied by only one individual at a time or where feasible, by respecting the minimum physical distancing guidelines.

Site operation

- The number of in person meetings is minimized. If required, meetings should involve only necessary individuals and include six people or fewer. Minimum physical distancing is maintained, and meetings are held in open spaces when possible.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.
- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. When this is not feasible, plans are made to minimize the duration of the task. For any work that ultimately must be done in close-proximity, a procedure is formalized outlining the required PPE and all steps to be taken to minimize risk.





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- Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another. Enclosed lunchrooms are only made available during inclement weather.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

Deliveries

- 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.

Protocol auditing

- Contractors are to conduct periodic audits (frequency to be determined based on a project scale and scope) to verify that the appropriate measures have been implemented and are maintained.

Other

- Any other measures deemed to increase the safety or limit the propagation of the virus.

Detection measures

Screening at entry of construction site

- Before entering the site, individuals must confirm that:
 - They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
 - They have not returned from outside of Canada within the past 14 days;
 - To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and
 - They have not been working on a site that was shut down due to the virus.

Responses are to be kept private and treated as sensitive medical information.

- Individuals who are at increased risk of serious illness (due to age, pregnancy or other medical condition) are not to be permitted on site.
- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.





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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, tiredness, coughing, or congestion are instructed to:
 - o Not come to work;
 - o Contact their supervisor and/or human resources department;
 - o Stay at home and self-isolate; and
 - o 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 on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo self-isolation as directed by the local health authority..
- All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

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.

Other

- Refer to canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html for the latest information.

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures.

For province specific guidance, please review the resources linked below. Questions on province-specific health and safety matters can be directed to the listed contacts.

British Columbia

British Columbia Construction Association

bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf

BC Construction Safety Alliance

Mike McKenna, Executive Director

mmckenna@bccsa.ca

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