



VBN Paving Limited.

COVID-19 Guidelines and Response Plan

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Recommendations to Employees, Contractors, Subcontractors

Until further notice all employees, contractors, subcontractors and related parties are being strongly encouraged to:

- Maintain ongoing communication with the Response Team on any issue related to COVID-19, potential exposure, risks, or related concerns
- Work remotely (from home office)
- Cancel all in person meetings and hold using remote technology like teleconference, web conference
- Cancel all work-related travel and use remote technology like teleconference, web conference instead
- If working from the office, travel to and from work during “off peak hours” to avoid crowded transit
- Maintain “safe” distances of at least 2 meter from other persons
- Practice the protection measures recommended by the CDC/PHAC - including:
 - Cleaning hands regularly with an alcohol-based sanitizer, or wash them with soap and water. The CDC also makes this recommendation, advising that sanitizer should contain “at least 60% alcohol” and that people should wash their hands for at least 20 seconds.
 - Take extra precautions to routinely clean all frequently touched surfaces in the workplace such as door handles, appliances, seats, desks, computers, etc. — regularly with disinfectant.
 - Avoid crowded areas
 - Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
 - Try to avoid close contact with people who display flu-like symptoms, including coughing and sneezing.

If you feel unwell, or have been exposed to someone who feels unwell:

- If you feel unwell, have been exposed to a person who has tested positive to COVID-19, or you have tested positive for COVID-19, **immediately notify the members of the Response Team, and stay home**
- **Stay home if sick or if you feel unwell, or leave the office immediately**, and do not return to the office or work in person until such time as you are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Workplace position on sick leave, verification and caring for those ill:

- We do not take any punitive measures for sick leave. We trust that you will work as you can, and we are committed to supporting colleagues through sickness and health.
- There is no requirement for a healthcare provider's note for employees who are sick with acute respiratory illness.
- All employees, contractors, and collaborators are permitted to stay home to care for a sick family member.

COVID-19 Response Team

Steve Thorne, Health & Safety Manager steve@vbnsafety.ca mobile: (647) 673-6264

Angelo Ventrella, Crew Supervisor
Tony Ventrella, Crew Supervisor
John Ventrella, Crew Supervisor
Nancy Mazzucco, Office Manager

Health Organizations

PHAC (Public Health Agency of Canada)

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

CDC (Center for Disease Control)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html><https://www.ca>

Overview of COVID-19 Situation

Governments and businesses across the globe are attempting to quickly formulate an effective response to COVID-19, whose reach has quickly expanded to over 71 countries. Recent reports suggest that COVID-19 will continue to adversely impact businesses in many ways in the coming weeks and months. In the past few days, businesses, government and other organizations have substantially increased preventative measures to prevent the spread and contraction of the virus.

About COVID-19

What is COVID-19 and how is it spread?

Coronaviruses are a large family of viruses that can cause illnesses ranging from the common cold to more serious respiratory infections. **They are mainly spread from person to person through close contact with respiratory droplets.**

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around

the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 2 meter (6 feet) away from a person who is sick.

The likelihood that a person will become severely ill is higher where the person has a weakened immune system. COVID-19 is a form of coronavirus that is believed to have originated in Wuhan, China. COVID-19 causes a respiratory infection and its symptoms range from common to severe respiratory illnesses, including fever, cough, difficulty breathing and, in severe cases, pneumonia, kidney failure and death.

Can the virus that causes COVID-19 be transmitted through the air?

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air. See previous answer on “How does COVID-19 spread?”

How long is the incubation period for COVID-19?

The “incubation period” means the time between catching the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from **1-14 days, most commonly around five days**. These estimates will be updated as more data become available.

Can COVID-19 be caught from a person who has no symptoms?

The main way the disease spreads is through respiratory droplets expelled by someone who is coughing. The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill. WHO is assessing ongoing research on the period of transmission of COVID-19 and will continue to share updated findings.

More info:

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Protection measures for everyone (CDC)

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website and through your national and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Maintain at least 2 meter (6 feet) distance between yourself and anyone who is coughing or sneezing.
Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- Avoid touching eyes, nose and mouth.
Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.
Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
- Keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places – especially if you are an older person or have diabetes, heart or lung disease.
Why? You have a higher chance of catching COVID-19 in one of these areas.

Workplace Guidelines (all employees, contractors, clients):

- If you are sick or feel unwell, notify Laura, Jeremy, Ryan or Justine immediately and:
 - If you are at the office, leave the office as soon as possible
 - If you are not at the office, plan to work remotely (see below) until you are well and have followed the guidelines for self isolation
- If you are sick or feel unwell, stay home and work remotely (when able):
 - Colleagues who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- We do not take any punitive measures for sick leave. We trust that you will work as you can and we are committed to supporting colleagues through sickness and health.
- There is no requirement for a healthcare provider's note for employees who are sick with acute respiratory illness.
- All employees, contractors, and collaborators are permitted to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Separate sick employees:
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Work from home
 - All employees, contractors, and collaborators are permitted to work from home until further notice and use teleconference and web conference technology as needed to complete their work.
- Travel to and from work
 - Employees who plan on working from the office are encouraged to travel to and from the office during off peak times. Travelling at off peak times may reduce the risk of contracting the illness.
- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Before traveling, take certain steps:
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Check yourself for symptoms of [acute respiratory illness](#) before starting travel and notify the Response Team and stay home if sick.
 - Employees who become sick while traveling or on temporary assignment understand that they should notify the Response Team and should promptly call a healthcare provider for advice if needed.

Response Plan for Employees Who Have Come Into Contact with Someone Who Has Tested Positive for COVID-19 or in Case of an Employee Testing Positive for COVID-19

- If you or someone you have come into contact with, has tested positive to COVID-19, immediately notify the Response Team
 - Employees who are well but who have a sick family member at home with COVID-19 should notify the Response Team and refer to CDC and PHAC guidance's for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19, employers should inform fellow employees and listed parties (see below) of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required. Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC and PHAC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- The person should make a list of people and places (listed parties) they have been in contact with in the past 5 days and provide the list to the Response Team
- The Response team will then notify the Public Health Agency of Canada (PHAC) and follow recommendations as provided by PHAC
- The Response Team will notify listed parties including customers, employees, contractors, suppliers, building managers, venues, restaurants etc.
- The person will follow the precautionary guidelines as outlined by PHAC, including self-quarantine, and work from home for a period not less than 20 days
- All company employees and related parties (those listed) should also follow precautionary quarantine procedures as outlined by PHAC and the CDC
- As a precautionary measure, the office will be immediately closed to all persons for a period not less than 20 days (the quarantine period), and notices should be posted on all exterior doors of the office notifying potential parties of the COVID-19 risk
- After the 20 day period, the office should be thoroughly cleaned - preventative surface and office sanitizing procedures as recommended by the CDC and PHAC should be followed prior to reentry by any person

Internal Guidelines and Mitigation Measures

- Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.