



KCM COVID-19 Response Contractor Requirements

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Contents

Introduction	3
Understanding COVID-19	3
The Global Situation.....	4
Guidance from Worksafe BC.....	6
KCM COVID-19 Impact Reduction Practices Required of Contractors.....	7
Workers to Self Declare	7
Workers to Practice Social Distancing	7
Expectations of All Onsite Workers to Practice Cleanliness and Disease Avoidance	7
Expectations of Contractors.....	9

Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many countries around the world, including Canada. To reduce the impact of COVID-19 outbreak conditions on the Crystal Consulting Group of Companies, our businesses, workers, customers, and the public, it is important for all participants in construction to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for KCM Contractors to reduce the potential for infection. KCM expects its Contractors to comply fully with our COVID-19 Response Requirements.

The level of KCM COVID-19 response will be proportionate to the level of risk, and in line with recommendations from WHO, regional and local health authorities. KCM has been monitoring Public Health Agency of Canada, the BC Centre for Disease Control and other agencies for information regarding COVID-19. KCM will continue to monitor developments closely and update our supplier requirements accordingly.

COVID-19 will have substantial impact on our collective health, personal lifestyles, ability to travel, business practices and economic wellbeing. It will be a time of sacrifice, caution and moderation.

Construction work and services, including demolition services, in the industrial, commercial, institutional and residential sectors remain essential currently. KCM will continue to do its important work in ways that are the least disruptive to meeting our commitments to being on time and on budget for our clients while preserving safety for our workers, contractors and stakeholders.

Understanding COVID-19

Infection with COVID-19 can cause mild to severe illness and can be fatal in some cases. Symptoms may include fever, cough, and shortness of breath. Some people have reported experiencing other non-respiratory symptoms. There are also cases of people showing no symptoms, asymptomatic cases. Symptoms may appear in as few as 2 days or as long as 14 days after exposure. Care must be taken to self-monitor and to exercise caution if you show symptoms, have recently travelled or been in contact with someone showing symptoms.



COVID-19 is believed to spread mainly from person to-person in close contact with one another (within 2 meters). It is transmitted through respiratory droplets produced when an infected person coughs or sneezes. It may be possible to become infected by touching a surface or object that has COVID-19 virus on it and then touching your mouth, nose, or eyes; but this is not believed to be the primary means of transmission. People may be most contagious when they are most symptomatic, but people without symptoms may also transmit the disease. People with jobs that require frequent and/or close contact with others are at most risk.

Human pathogens can persist on surfaces and remain infectious at room temperature for up to nine days. Researchers believe that COVID-19 can persist for four and five days on various materials like aluminium, wood, paper, plastic and glass. Naturally these materials are prevalent in our offices and work sites. Cleanliness will be a main tool in mitigating our risks.

The Global Situation

The World Health Organization declared a global pandemic as the COVID-19 has made rapid progression across the world. The US and many US states have declared a state of emergency. Many countries have imposed mandatory quarantine.

Canada and all the provinces and territories are in a state of emergency. Canada has imposed travel restrictions and warns against all non-essential travel. Canada will also be undertaking a number of fiscal stimulus in addition to the medical interventions: waive the one-week waiting period for people who are in quarantine or have been directed to self-isolate and are claiming for Employment Insurance (EI) sickness benefits, introduce enhancements to the Work-Sharing Program and are exploring additional measures to support other affected Canadians, including income support for those that are not eligible for EI sickness benefits.

The Canadian government increased its travel warnings and cautions against all non-essential travel and encouraged Canadians travelling abroad to expedite their return. There is significant risk that coming back into the country may be difficult and the access to medical support in other countries limited. The Canadian and US borders are closed except for essential commerce and returning Canadians. It is reasonable to assume that there could be restriction and delays in the receipt of international shipments.



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In BC, anyone who travels abroad must stay home from work or school for 14 days upon their return to the province. All mass events are shut down, social isolation is mandatory, non essential business are shuttered and schools are closed.



Guidance from Worksafe BC

WorkSafeBC is advising employers and workers to follow the recommended personal hygiene practices like frequent hand washing, avoiding touching your face, and avoiding direct contact with others.

If a worker falls into one of the categories below, employers need to instruct workers to follow the advice from the BC Centre for Disease Control (BC CDC) and public health authorities to ensure the worker does not come into work and risk infecting others.

- The BC CDC advises that if a worker is sick with COVID-19 they need to stay home
- If a worker has travelled internationally (including USA), they need to stay home
- If a worker has been in contact with a person infected with COVID-19 they need to stay home
- Workers in these situations should monitor themselves and their family for symptoms like fever, cough, and difficulty breathing for a total of 14 days from your return and if they develop symptoms they can call HealthLinkBC at 811 at any time or speak with a health care provider to discuss any need for testing and follow up

Workers in B.C. have the right to refuse work if they believe it presents an undue hazard. In those circumstances, employers need to consider the refusal on a case-by-case basis, depending on the situation. More information is available in Occupational Health and Safety Guideline G3.12.

While surgical/procedure masks can be used by sick people to prevent transmission to other people by helping to keep a person's droplets in they are less effective for people that are not sick themselves and may lead to a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask).

As advised by Worksafe BC and others, KCM has put in place a business continuity plan and contingency plan. Also as advised by Worksafe BC, KCM will limit and instructs workers not to participate in large social gatherings (e.g., conferences, meetings) and travel that involves spending time in large groups of people (e.g., air travel). For office personal, we will provide options for employees to work remotely (e.g., work at home). We have and will continue to increase workplace cleaning, provide the necessary supplies, and reinforce personal hygiene messages to workers.



KCM COVID-19 Impact Reduction Practices Required of Contractors

KCM expects that all its Contractors and their workers comply with the following:

Workers to Self Declare

Workers must self-declare and not attend any KCM project site if they have:

- Travelled to another country in the last two weeks
- Symptoms of COVID-19 including persistent cough, fever, unusual tiredness and / or difficulty breathing
- Been diagnosed with COVID-19
- Come in contact in the last three weeks with somebody who has been diagnosed with COVID-19

Workers to Practice Social Distancing

Workers must respect social distancing at the work site including:

- Limiting group exposure, and other exposure-reducing measures
- Avoiding congregation and maintaining a two-metre distance between workers when possible
- Avoid attending multiple sites, KCM may mandate this for some resources.

Expectations of All Onsite Workers to Practice Cleanliness and Disease Avoidance

Workers must make every effort to stay clean and avoid disease transmission, including:

- Wash and / or disinfect hands often – wash for 20 seconds, with soap and water or alcohol-based hand rub
- Always sanitize hands when they are visibly soiled and after removing any Personal Protective Equipment (PPE)
- Cover nose and mouth with a disposable tissue or flexed elbow when coughing or sneezing
- No spitting on work site surfaces
- Dispose of Kleenex, napkins and hand towels in a sanitary way
- Disinfect / sanitize your work surfaces and tools when done
- Avoid sharing hand tools
- Avoid close contact (2 meters or 6 feet) with people who are unwell
- Avoid touching eyes, nose, or mouth with hands
- Do not shake hands, hug or use unnecessary skin to skin touching at the work site
- Use safety gloves and other PPE as required
- Consider wearing a face mask



- Stay home and self-isolate from others in the household if you feel unwell.
- Health authorities have mandated that construction work areas are not to have more than 50 workers in one area. CCI will describe work areas follows:
 - One floor of a building structure or parkade with an area of 100 square meters (10,000 square feet),
 - One block of townhomes (with no more than 6 workers in any unit)
 - In all instances, workers must still ensure proper distancing from other workers
 - Depending on layout of space, a floor may accommodate less than 50 persons
- Meetings at the construction site should be held outdoors, if possible, with workers maintaining social distancing of 2 meters (6 feet). If this is not possible, then meetings can be held in a large enough areas to maintain social distancing
- When orientating workers maintain proper distancing and avoid the First Aid room or Site offices (outdoor orientations are best)
- Limit congregation on breaks, and maintain social distance
- Manhoists and elevator cabs be limited to a maximum occupant load of 4 people, who should all maintain social distance
- Suspend provision of shared meals and other social activities that increase close contact
- Educate on respiratory etiquette, including covering coughs and sneezes and limiting physical contact
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Increase the frequency, diligence and scope of the cleaning / disinfecting of common spaces and tools
- Train workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties
- Trades must wipe down lunch areas with disinfectant in the morning, after breaks, meetings and at the end of the day
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Increase the frequency, diligence and scope of the cleaning / disinfecting of common spaces and tools

Expectations of Contractors

KCM Contractors must actively engage their workers in COVID-19 prevention including measures such as:

- Sharing this guide with your workers
- Prominently posting basic infection prevention measures at their offices and train their employees in the same
- Promote frequent and thorough hand sanitizing, including by providing workers, customers, and worksite visitors with a place to sanitize their hands
- Put in place and vigorously enforce the various self-isolation / quarantine conditions as described
- Implement the social distancing as described
- Suspend provision of shared meals and other social activities that increase close contact
- Educate on respiratory etiquette, including covering coughs and sneezes and limiting physical contact
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
- Increase the frequency, diligence and scope of the cleaning / disinfecting of common spaces and tools
- Train workers who need to use protective clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

If a COVID-19 occurs on a site:

- A worker declares that they are experiencing symptoms of COVID-19 while on site
- A worker that has been onsite within the days 5 days is declared to have COVID-19

Then those floors, building structure or parkades with an area of 100 square meters (10,000 square feet) or townhomes will be cleared by the contractor until the area has been sanitized by the contractor. It will be assumed that the contractor's workers have been practicing safe social distancing and thus the risk of infection is low. Workers cleared from a floor can work in another area for the day or until the work area has been sanitized.

Common areas such as manhoists and washrooms are already on a frequent sanitization schedule, but can also be sanitized again by the contractor. A project site may or may not be closed down because of a COVID-19 incident, the prevention methods in place are social distancing, implementation of infection prevention measures and sanitation. An incident report must be filled out and Worksafe BC informed if there is a COVID-19 incident on site.