



KCM COVID-19 Employee Response Plan

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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 Kanin Construction Management, our businesses, workers, customers, and the public, it is important for us to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for KCM employees and its contractors to reduce the potential for infection.

The level of KCM 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 and it affects all of us. KCM will continue to monitor developments closely and update our planning 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 expect for essential commerce and returning Canadians. It is reasonable to assume that there could be restriction and delays in the receipt of international shipments.

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, 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 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 has a policy around sick leave and compensation if a worker cannot work due to COVID-19 concerns and we abide by the Employment Standards Act. For employees that qualify for employment insurance and have to undergo quarantine due to COVID-19 concerns, the federal government recently announced it would waive the one-week waiting period to receive benefits so the worker would receive benefits for an entire 14-day quarantine.

WorkSafeBC compensation is only available for a work-related injury or illness and is not provided for workers who choose to withdraw from work for preventative reasons.

If a KCM employee needs to submit a claim for a COVID-19 infection contracted specifically through work-related exposure, you may report it at: <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness>

If KCM becomes aware that an employee has COVID-19 through a work-related exposure and gets medical treatment from a doctor or other qualified practitioner, we will report the incident to Worksafe BC.

COVID-19 and Work Disruption

The virus that causes COVID-19 has the potential to cause extensive outbreaks and government reactions as we are seeing. Given the person-to person spread of COVID-19, governments around the world are acting aggressively to limit contact between people and international travel. New developments and limitations are happening daily. As there is no vaccine, there is the fear that this may be an extended event.

Worker absenteeism

KCM employees may be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home (such as immunocompromised family members); are afraid to come to work because of fear of possible exposure; or are under mandatory quarantine. Depending on the reason for absenteeism, the worker or KCM may have different rights or obligations. Absenteeism will be dealt with on a case by case basis.

Disruption in work

KCM expects that there will be significant disruption in work because of mandatory site closure, supply chain restrictions and worker absenteeism among other factors. The government of Canada may mandate quarantine that makes site work impossible. Our clients may choose to delay project completion due to changes in commerce and economic fallout. There is the potential that local transportation by BC Transit and other providers is compromised. KCM has already seen considerable delays in international fulfillment and anticipates that local supply, even of everyday goods, may also be problematic. KCM has experienced COVID-19 schedule delays and expects that project delays will be a major issue for all projects. KCM will need to work closely with our clients and Contractors to mitigate the certain schedule and cost implications. KCM must plan for the potential that shipments from areas severely affected by COVID-19 may be delayed or cancelled with / without notification.

KCM COVID-19 Impact Reduction Practices

KCM is monitoring guidance from international, federal, provincial and local levels as has been described. KCM will incorporate those recommendations and resources into our office and project site-specific plans. Each project manager will need to assess the situation for their project and implement COVID-19 mitigation measures. An office plan is also being implemented. These plans consider and address the level(s) of risk associated with our various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of COVID-19 might workers be exposed to
- Workers' individual risk factors such as age, presence of chronic medical conditions, immunocompromising conditions, pregnancy, recent travel or potential exposure to sick persons
- Individual project site logistics

KCM employees on project sites must abide by the KCM Project Site Requirements policy. Those attending a work site must attest to their fitness to work by declaring:

- I have read and understand the CCI COVID-19 Response Contractor Requirements
- I am fit for work today
- I have not travelled out of province in the last 14 days
- I do not show symptoms of COVID 19
- I have not been in contact with anyone with COVID 19 or obvious symptom
- I am not residing with someone that has travelled out of province in the last 14 days
- I have been practicing proper social distancing outside or work
- I will leave the work site should I develop symptoms of COVID 19 while working

The same practice will apply to anyone attending a project site including contractors or other visitors.

Social Distancing

To the extent possible KCM will implement social distancing including:

- virtual meetings
- Downsizing operations
- Limiting travelling
- Limiting group exposure, and other exposure-reducing measures
- KCM will try to fix team / site project members to avoid potential multi-site contamination
- KCM staff working on multiple sites at a management level will minimize site visits and use remote management practices
- KCM will require contractors to use similar social distancing and adopt our project site COVID-19 mitigation practices.

Project site conditions may dictate various outcomes. These controls will be situational and develop overtime. Project Managers will begin reporting on COVID-19 impacts at the weekly status meetings and monitor impacts daily. We will be dynamically implementing risk mitigation and performance improvement measures.

Project Workarounds

KCM will investigate options for conducting essential operations with a reduced workforce should absenteeism, site shutdown or supply chain logistics demand. KCM will also investigate workarounds in the case of supply-chain interruptions. Options include:

- Training workers across different jobs in order to continue operations or deliver services
- Work with architects and designers to implement design changes if specified components become unavailable, unreasonably delayed or indefinitely delayed
- Work with our client and stakeholders to alter schedules or milestones
- Work with the municipalities to make up lost time by extending working hours when recovery time is possible
- Work with contractors to undertake similar measure to expedite schedules
- With our clients, KCM can investigate cross-project staging and work around to mitigate total construction portfolio risks

Implement Basic Infection Prevention Measures

KCM will highlight and improve its basic infection prevention measures at the office and on project sites.

- Develop and prominently post basic infection prevention measures at the office and worksites
- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands; KCM will add additional facilities if required
- KCM will instruct workers to always wash hands when they are visibly soiled and after removing any Personal Protective Equipment (PPE)
- Provide tissues, disinfectant wipes, hand sanitizer stations and no touch trash receptacles
- If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol
- Put in place and vigorously enforce the various self-isolation / quarantine conditions as described
- Implement 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
- KCM will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way
- KCM will provide sick leave that permit employees to stay home to care for a sick family member; and/or is in keeping with the requirement to self isolate if an employee has been in contact with an infected person, be eligible to collect employment insurance benefits and unconditional return to work as required
- 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 an 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

Site Sanitation upon COVID-19 Incident

If a COVID-19 occurs on a site:

- An employ declares that they are experiencing symptoms of VOVID-19 while on site
- An employee 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 until the area has been sanitized. It will be assumed that 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. Contractors are responsible for sanitizing their work areas.



A project site will 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.

KCM Administrative Measures

- Develop emergency communications plans, including a confidential forum for answering workers' concerns and internet-based communications
- Management continuity, including limiting management exposure and remote management options
- Providing KCM workers and contractors with up-to-date education and training on COVID-19 risk factors and protective behaviors
- Training KCM workers and contractors 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