



## COVID Action Plan

1. Self Screening
  - a. Employees will be required to complete a self screening assessment at the beginning of every work day. Using the following link, <https://covid19.ontario.ca/screening/worker/> employees can complete the assessment and must email confirmation to [brandonmouso@martinandmouso.ca](mailto:brandonmouso@martinandmouso.ca)
  - b. Customers who will be on any job site must answer screening questions at the beginning of each work day. Customers will be called and read the questions by either a sales team member, PM or Lead Hand prior to staff arriving on site.
2. Masks must be worn 100% of the time. Employees and customers must wear masks at all times. (With exception of anyone with health concerns, or children under the age of 2). Masks will be available to all staff and customers.
3. Lunch breaks should be taken separately whenever possible.
4. Limit capacity. We will be scheduling to limit the amount of staff that are at one site if not required and requesting customers to avoid close contact while we are on site. Furthermore we will coordinate with any trades to ensure we do not exceed the maximum capacity.
5. Limiting the spread. We will attempt to keep workers in cohorts whenever possible to limit the risk of COVID spreading.
6. Increased cleaning and disinfecting policies:
  - a. Hand sanitizer will be made available in all work vehicles and on all job sites, we will also ensure job sites have access to washing facilities.
  - b. Employees must sanitize hands before entering any work vehicles, the storage unit or job sites .
  - c. Employees must sanitize hands after any lunch or smoke breaks.
  - d. Employees are encouraged to keep a set of standard tools for your own personal use, avoid sharing if at all possible. If you require any tools please contact Brandon Mousso.
  - e. Power tools should be disinfected before and after each use. Sanitizing products will be made available. Furthermore, staff are encouraged to designate one user for the tool for the day if possible.
  - f. Work vehicles are to be disinfected at the beginning and end of each day.
7. Ensure proper air flow on job sites, open a door or window whenever possible.
8. Track and document close contact between staff and customers.
  - a. Employees are requested to record exact times in their time books for when they are at each job site.
  - b. Customers are requested not to come in to close contact with staff at all, but if it occurs or is necessary for a sales visit, please record in your time book the customer name and times you were in close contact.
  - c. For the purposes of this document, we are considering **close contact** to being in the same room as another person for more than 15 minutes cumulative. (For example if a customer is in and out of a room you are working in multiple times throughout the day we request that you record this in your time book).



## **COVID Workplace Safety Plan**

1. If any employee develops symptoms before work or has had close contact with someone who is a confirmed positive case will be requested to take the self-assessment tool at <https://covid-19.ontario.ca/self-assessment/> and follow the recommendations given by public health. This may include testing and not returning to work until they receive a negative test and/or clearance from Public Health.
2. If any employee develops symptoms while at work, that employee must leave work immediately, go home and take the self-assessment tool and follow the recommendations given by public health. This may include testing and not returning to work until they receive a negative test and/or clearance from Public Health.
3. If any employee receives a positive case result we will contact Public Health and follow their recommendations. This may include requesting any employee who was in close contact with the infected employee during the 2 days prior to their symptoms appearing, to leave work, take the self-assessment tool and follow the recommendations given by public health.