



COMMERCIAL & INDUSTRIAL ROOFING CONTRACTORS

1795 Ironstone Drive Burlington, Ontario L7L 5T8 TEL: 905-332-6660 FAX: 905-332-6662

Pollard Enterprises Ltd. COVID-19 Safety Plan

Developed By: Marco Serra

Date First Completed: December 26th, 2020

Others Developed: Resources provided by MTO

Date Updated: May 19th, 2021

For better clarification when it comes to our policy and procedures as they pertain to the current pandemic (Covid-19), we wanted to clarify some key areas regarding who, what, where, why and how we are to move ahead.

1. How will we keep every staff member informed about and safe from COVID-19;

Office Staff: We have made sure that any office staff that is able to do their work from home, has all the required resources to do so. This will limit the number of people in the office at any given time. Our offices are each well more than 6 feet apart and whenever we need to move around the office we will be required to wear a face mask. Lastly, we have made it mandatory that masks are worn by all visitors and that each visitor fill out a COVID-19 Screen form prior to being allowed to interact with any office staff.

Roofers: All of our crews are mandated to follow the COVID-19 safety plans of the General Contractors we work with when on sites controlled by them. At the same time, if and when we work on a project that is under our own, our crews are expected to follow the directives set out by the Province of Ontario (<https://covid-19.ontario.ca/>).

Any and all updates to our policies and procedures will be shared by email and posted onto our website under the COVID-19 Section. We recently added to our website by creating a screening form for visitors and staff to fill out which matches our paper version found in the foyer of our office.

It will be the responsibility of our Health & Safety manager to compile and track these forms/ emails in order to be able to track any and all potential future outbreaks. That information will be saved and reviewed at JHSC meetings and our year end meeting as well.

Member S.M.A.H.A. , TCA, CCI, ACMO, COR



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2. COVID-19 Screening Protocol:

As explained earlier, we have instituted paper and online screening tools in order to help track any and all staff and visitors who come into our office.

With regards to roofers working for General Contractors, they are required to follow any and all COVID-19 protocols as instituted by them regarding screening. In all other cases, the frontline staff are expected to follow the directives of the Province of Ontario.

It is also incumbent on each foreman to make sure their crew members are either following the requirements set out on our website and our screening form (<https://pollardroofing.ca/covid-19-screening-form>) or complete the steps set out in the Provincial worker form (<https://covid-19.ontario.ca/screening/worker/>).

3. Controlling the Risk of Transmission:

We can help control and reduce the risk of transmission by following the directives set forth by the Province of Ontario which include;

- Work at least 2 metres (6 feet) apart
- Always wear a facemask when working within 2 metres of another worker
- Always have eye protection on when working within 2 meters of another worker

Report any symptoms you may be experiencing (or if you have failed to pass the provincial screening tool for workers listed above) to your supervisor prior to the start of your shift.

As part of our daily work, our frontline roofing staff (numbering between 2 and 8 staff) are naturally inclined to be distanced from one another working on a roof.

Our Office staff work at least 2 meters apart and each has their own individual offices limiting the potential exposure they may have on a daily basis.

It is the responsibility of each office staff to ensure that they are only coming to the office if they are free of any symptoms listed on the Provincial website (<https://covid-19.ontario.ca/screening/worker/>). Our Health & Safety Manager will be verifying that these rules are being followed.

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4. Potential Case, or Suspected Exposure to, COVID-19:

If there is a potential case or someone is suspected to have been exposed to COVID-19, the directive our staff must follow is to self-isolate until they obtain a negative COVID-19 test.

How to self-isolate

Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease. In the event this becomes necessary, here are the instructions on when and how to do so.

You should self-isolate if you:

- are in an at-risk group
- Think you have symptoms of COVID-19
- think you have been exposed to someone with COVID-19 or who has recently returned from travel

This means that you should only leave your home or see other people for critical reasons (like a medical emergency). Where possible, you should try to get what you need:

- Online
- over the phone
- from friends, family or neighbours

Your roommates or family you live with should self-isolate too, if they can.

Stay home

- do not use public transportation, taxis or rideshares
- do not go to work, school or other public places
- your health care provider will tell you when it is safe to leave

Limit the number of visitors in your home

- only have visitors who you must see (for example, for medical reasons or to drop of groceries) – do not invite people over to socialize
- keep necessary visits short
- do not visit with people who are in at-risk groups

Avoid contact with others

- stay in a separate room, away from other people in your home, as much as possible
- use a separate bathroom if you have one
- make sure that shared rooms have good airflow (for example, open windows)
- keep a distance of at least 6 feet (2 metres) in shared spaces



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Worker's Responsibility

With all of these directives in place, it is still the responsibility of the worker to take care and look after their own well being. We will not force anyone to work in an unsafe situation or in a situation they feel is not safe for them.

We have made these updates to our Covid-19 policies in order to better protect each and every one of our staff both out in the field and in the office. It is imperative that all of our foreman, workers, shop workers, drivers and office staff follow and understand and follow these policies in order to ensure that we are all safe and remain virus free.

As per Public Health Ontario, if you have tested negative and are not feeling ill, you will need to present documentation showing that you tested negative before you will be allowed to return to work. In cases where a worker has tested positive, and they have been informed that more likely then not they will not be able to test negative, that worker must present documentation stating that they have completed their quarantine/self-isolation and are allowed to return to work given that they are no longer contagious and able to spread the virus to anyone else.

5. Changes to the Business

Despite all of the changes we have seen with many other business, we have seen very little changes to our daily working day. While we have had several office staff work from home for several months, our frontline staff have had minimal impact to their working day and our office remains open.

There has been an increase in required PPE (facemasks, hand sanitizer use and safety glasses when working within 2 meters of another worker), the only other increase can be seen in the amount of paperwork required by General Contractors to be completed on a daily basis.

We have had our members of the JHSC review our policies as they have evolved since the Pandemic began. We have had multiple meetings discussing COVID-19 protocols and had an end of year review which went over our protocols leading to our updated Safety Plan in December.



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6. Plan Implementation:

We have been reviewing our COVID-19 protocols and policies every 3 months as part of our JHSC meetings. If there are new Provincial mandated policies that we have to implement, we review them as a group and create messaging around getting these changes communicated and implemented as soon as possible.

In several instances, we have had to implement Provincial mandated directives within 48 hours of their announcement by the Province. Generally, we inform our Foreman and Office staff of new directives by email (for our Foreman, that email is also translated into Portuguese so that they are better able to convey the message to their crews). It is then the responsibility of the Foreman to communicate, implement and monitor their staff to ensure compliance towards the new standard in the days and weeks after the change is announced.

Our Site Superintendent, Health & Safety Manager and President each will conduct their own reviews of staff on site to ensure compliance to the new standards set forth. Ultimately, it is the responsibility of each staff member to follow directives announced or face potential corrective action.

At the end of the calendar year, a full review of all directives, changes, safety audits, JHSC meeting minutes and Foreman meeting minutes is conducted which helps set the path for the following calendar year in regards to what the key areas to focus on.

This plan has been created with the combined efforts of the following people;

Jamie Pedra - President of Operations

Marco Serra - Health & Safety Manager

Aurelio Mota - General Site Superintendent

