<u>Updated COVID-19 Guidelines - Project Safety Plan</u>

December 26th, 2020

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.

Key Symptoms:
It is important to note that some symptoms have greater importance than others when it comes to possibly being infected with Covid-19. As well, having a single symptom does not alone require testing or worry rather a combination of symptoms would be the trigger to necessitate getting tested.

The following list of key symptoms is taken directly from the Province of Ontario website (https://covid-19.ontario.ca/).

Call 911 if you are experiencing any of the following symptoms:

- Severe difficulty breathing (struggling for each breath, can only speak in single words)
- Severe chest pain (constant tightness or crushing sensation)
- Feeling confused or unsure of where you are
- Losing consciousness

For our policy purposes, it is important to note what is mentioned in the "Most Common Symptoms" with regards to coughing, sneezing and shortness of breath. Please make sure you understand the difference between a morning cough or sneeze and a continuous or worsening cough or sneezing fit(s) during a day (not related to allergies)

Also, it important to note that simply having one of these symptoms does not necessarily require you to complete a Covid test. As per our policy, if you have at least **2** or more of the following "Common Symptoms", then we would require that you either leave work or call to say you will not be in and then proceed immediately to take a Covid test and only return to work once you have been cleared medically demonstrating that you have tested negative for Covid-19.

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The most common symptoms of COVID-19 include:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children and infants: sluggishness or lack of appetite

Complications from COVID-19 can include serious conditions, like pneumonia or kidney failure and, in some cases, death.

There is no specific treatment for COVID-19, and there is no vaccine that protects against the coronavirus that causes it. The majority of COVID-19 cases are mild and most people who get it will recover on their own. Typical treatment for common coronaviruses includes:

- Drinking plenty of fluids
- Getting as much rest and sleep as possible
- Using a humidifier or taking a hot shower to help with a sore throat or cough

If you start to show symptoms of COVID-19

If you begin to show symptoms of COVID-19, you should:

- Go to a COVID-19 assessment centre to get tested
- Stay home and self-isolate unless you are going to the assessment centre
- Tell people you were in close physical contact with in the 48 hours before your symptoms began to monitor their health and to self-isolate

Only call 911 if it is an emergency.

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If You Get A Test

If you have multiple symptoms and are not feeling well and have made arrangements to have a Covid-19 test completed, you will not be permitted to return to work until such time as you have been medically cleared and have tested negative for Covid-19.

If you have multiple symptoms and have tested positive, it is the worker's responsibility to inform the office immediately of your results. We will then begin to have all of the required documentation and forms submitted as quickly as possible to WSIB in order to ensure there is as little disruption as possible to your pay. The government will have the results immediately as well and will fast-track any and all subsequent payments to the infected worker. You can find more information about the Covid-19 Support for workers on these links listed below;

- https://www.ontario.ca/page/covid-19-support-workers
- https://www.wsib.ca/en/faqs-about-claims-and-covid-19

Once the test results are confirmed, the office will begin to trace back the final working day the infected worker had on a site and immediately request that any and all workers who were in direct and constant contact with the infected worker within the last 24 hours to stop work or not come in as well and go get themselves tested. They too will not be permitted back to work until such time as they have been cleared medically.

We have enacted a policy wherein for the next 30 days, no worker resources will be shared between crews. This means that each crew will be able to secure their own "bubble" and work as a unit. By doing this, we are ensuring the health and safety of each and every member of our roofing crews, limiting their exposure and ensuring that we can all continue to function and work as a company with minimal interruption should there be any further outbreaks of the virus. This will also better help us to back trace any and all people with whom and infected worker may have interacted with.

Foreman's Responsibility

Beginning today, it will be the responsibility of the Foreman to notify the office (Specifically Jamie and Marco) if anyone has called in sick for that day of work. The office will then follow up with the absent worker to see if their absence could be a potential Covid-19 case and if the worker needs to make immediate plans to have a Covid-19 test conducted.

Foreman can either call, email or text the full name of the absent worker(s) to the office but it must be done at the start of each day. As well, moving forward, Covid-19 checks are to be conducted during tool box talks with each staff member to ensure their wellness and ability to work for the day.

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Office Worker's Responsibility

Moving forward anyone who steps foot in the office from another company and/or making a delilvery will be required to wear a mask. Signs will be posted on the doors as a reminder. It is imperative that we remain vigilant about outsiders wearing masks in our office as we have been very fortunate to maintain our own "bubble" with our office staff while not fully enforcing the use of masks.

Given the number of cases suddenly rising once again, we must enforce this rule moving forward until the number of cases shrinks again significantly.

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.

We trust and hope that you understand the position we are in and that you will do what you must to protect yourself and your family during this difficult time as will we all here at Pollard Enterprises Ltd as well.

Sincerely,

Jamie Pedra
President of Operations
Pollard Enterprises Ltd.

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

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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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