

MEMORANDUM DATE: June 26, 2020

TO: All Employees

FROM: Human Resources & Operations

RE: UPDATED - COVID-19 IMS Procedures for Field Work

Our employees and members of the public's well-being continues to be the top priority for TRCA. With this in mind, we are introducing further actions to promote their health and well-being while remaining operationally sustainable.

Procedures for staff performing field work while the Incident Management System for the COVID-19 pandemic is active:

Communication and Awareness:

- COVID-19 information will be communicated to field staff via email and meetings and made available on sites.

Personal Hygiene & Illness:

- Personal hygiene and sanitation practices are critical to follow for all staff on the worksite or in any work location, these include:
 - Wash your hands often with soap and water or alcohol-based hand sanitizer.
 - Sneeze and cough into your sleeve if necessary.
 - If you use a tissue, discard immediately into a bag or appropriate container and wash your hands afterward.
 - Avoid touching your eyes, nose or mouth.
 - Avoid contact with people who are sick.
 - Stay home if you are sick.
 - Avoid high-touch areas, where possible, or ensure you clean your hands after.
 - Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves.
 - Ensure you wash your hands after removing gloves.
 - Wash your clothes as soon as you get home.
 - Any employee exhibiting flu-like symptoms such as fever, coughing or congestion is instructed to not come to work and contact their supervisor immediately. The individual should stay at home, self-isolate and follow the direction of Public Health. Employees shall not return to work until directed by public health or a physician that they are no longer contagious.

- Any employee who has been identified as having potentially been exposed to COVID-19 are required to stay home, advise their supervisor immediately and follow the direction of Public Health. Employees shall not return to work until directed by Public Health or a physician that they are no longer contagious.
- Refer to the following site for more information:
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Vehicle Usage:

- **Where practical**, it is **still** recommended that staff travel to work sites individually in a fleet vehicle or their personal vehicle to maintain the 2m radius recommendation for physical distancing.
- **While one person per vehicle is ideal, it may not always be feasible. In situations where two staff are occupying the same vehicle, one staff member shall operate the vehicle while the other staff member shall sit in the back seat on the passenger side to create as much distance as possible between the two staff members.**
- **If two staff are utilizing the same vehicle, they are both required to wear face masks and gloves. Staff are to open their vehicle's windows if possible while travelling.**
- **Staff that are travelling together should consist of the same team members daily unless an alternative is required due to an absence.**
- Staff using a fleet vehicle are required to wear impermeable latex or nitrile gloves and shall be responsible for wiping down all controls at the end of each workday using a disinfectant wipe. Supplies will be provided by TRCA.
- Staff using a personal vehicle to and from a work site for social distancing purposes are eligible for mileage reimbursement which reflects the difference between the travel from home to their work site and home to their office. As per Section 6.13 of Policy CS-5.05: Employee Use of Vehicles for TRCA Business, employees are expected to arrange their own vehicle insurance and each employee is responsible for advising their insurer that they are using their vehicle for work travel. The costs associated with personal vehicle insurance are not covered by TRCA.
- Staff using a personal vehicle to and from work should also wipe down all controls at the end of each workday using a disinfectant wipe. Supplies will be provided by TRCA.

Fueling of vehicles:

- While fueling vehicles, staff should wear latex or nitrile gloves to ensure proper hygiene when handling any equipment or making contact with surfaces while refueling.
- Make payments through remote means where possible to limit exposure to other people. If staff have to enter into a fuel station, it is recommended that they avoid contact with surfaces where possible.
- Once refueling and payment are completed, gloves should be removed and disposed of appropriately. Hand sanitizer should be used immediately once

staff re-enter their vehicle to ensure proper hygiene.

Working around the General Public:

- When working in and around the general public, it is recommended that staff:
 - cordon off their work site (use yellow tape, pilons and/or any other appropriate barrier) to promote appropriate social distancing between staff and the general public.
 - Post signage that work is being conducted and TRCA is requesting that the general public stay back a minimum of 2m in order to promote social distancing.
 - For construction sites, signage is to be posted at entry points on the construction sites outlining health and safety measures during the COVID-19, including daily updates on the latest developments and guidelines from the relevant jurisdictions' public health authorities and self-identification screening tools.
 - If the general public are coming too close, advise staff to tell the general public to stay back a minimum of 2m in order to promote social distancing.

Managing Work Crews:

- Work crews are to be reduced to the minimum number of persons required to maintain operations; this may include having the work performed in shifts by more than one crew. Minimizing the staff numbers should take into consideration health and safety requirements of the worksite.
- Work crews should be composed of the same team members daily, unless an alternate is required due to an absence.
- Work crews shall remove or limit internal touch points in all areas, for example: limit access and use of coffee machines and water fountains, common pens etc.
- Managers and supervisors shall conduct site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift.
- Managers and supervisors are required to keep record of all crew members on a daily basis, in the event that one member exhibits signs of possible infection. The TRCA COVID Travel and Attendance Management Tracking Sheet must be utilized if a crew member exhibits symptoms or are confirmed to be affected by COVID-19.
- In the event of a possible infection, the manager or supervisor is to notify the other crew members and will follow the direction of the local Public Health Unit and proactively prepare the name of alternate staff to avoid disruption in operations.

Contractors and Deliveries:

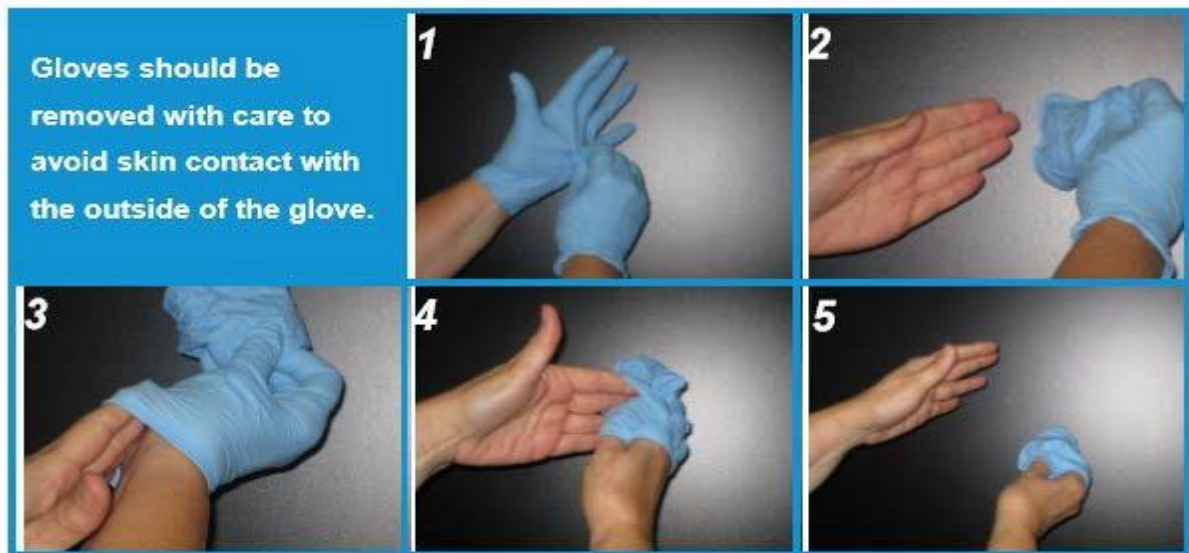
- Any contractors working on site or bringing materials to a work site who are exhibiting flu-like symptoms or who have been exposed to COVID-19 must immediately be reported to the Site Supervisor or Crew Lead and their Manager, with the company name, contractor name (if available), the date, time and symptoms observed. The Manager is to follow up with the company representative to advise that flu-like symptoms were observed or that the individual had contact with someone with

COVID-19, and to advise that the contractor will not be allowed to return to the work site until Public Health has confirmed they are safely able to do so.

- Delivery people attending a TRCA work site should be directed to place any packages and signing sheets within a designated drop-off spot at least 2m from any receiving staff. They are then to step back at least 2m once the package is placed in the drop-off spot while the materials are signed for and retrieved.
- When possible, incoming material tickets will be received via email from the supplier to the designated Site Supervisor. The designated Site Supervisor will confirm receipt of all materials daily via email back to the supplier. No material tickets will be signed.

Safety Meetings and Document Management:

- It is recommended that daily safety talks and tailgate meetings be conducted in a manner that is consistent with the principle of social distancing, where possible meetings shall be held outside or in a large space to enable physical distancing. Where it is operationally feasible, maintaining a 2m distance between staff is preferred.
- Supervisory staff that are conducting the safety talk will record who is in attendance and provide sign off for each staff. Physical sign off from staff will not be permitted at this time.
- Staff should wear impermeable latex or nitrile gloves when handling documents, signing safety talk sheets, when signing sheets for material deliveries, and touching other materials or surfaces that may have been handled previously and not sanitized. **Note:** Safety gloves for PPE are to be worn in the usual manner and are not to be replaced with latex gloves.
- For documents that are expected to be returned to the office, such as material tickets, the receiving staff shall take a photo of the document and email it as an attachment to their office contact, and place the original copy in a clear plastic bag which is to remain sealed for 14 days. Staff should be wearing impermeable latex or nitrile gloves while placing the documents in the clear plastic bag.
- Used wipes and gloves should be discarded in a garbage bag designated for these items and disposed of appropriately. Gloves must be removed:
 - Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
 - Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
 - Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
 - Gently pull outwards and down toward the fingers, removing the glove inside out.
 - Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.



General Practices and Sanitation:

- Staff should refrain from congregating in the site trailer for lunches and/or coffee breaks as much as possible to actively promote social distancing. Staff are encouraged to stay in their own vehicles or heavy equipment.
- Staff are to limit unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas.
- Common surfaces such as trailer doorknobs, trailer desktops, fleet vehicle steering wheels, handles and shift knobs are to be wiped with a disinfectant **twice daily**. COVID cleaning checklist must be completed on a daily basis.
- Tools, equipment, computers should not be shared between staff and should also be part of the rigorous disinfection routine.
- Each site must have clear signage posted outlining the health and safety measures during the COVID-19, with relevant updates from Public Health authorities.