

# **COVID-19 POLICY AND WORKPLACE SAFETY PLAN**

## **1.0 POLICY STATEMENT**

MJ Shelton General Engineering, Inc. is committed to the health, safety, and well-being of its employees and of all individuals who enter its workplace.

COVID-19 is a respiratory viral infection which has infected millions of individuals across the globe, including Canada.

MJ Shelton General Engineering, Inc. aims to dispel fears and misconceptions regarding COVID-19 through this COVID-19 Prevention and Control Policy (CPP) by educating its employees on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out MJ Shelton General Engineering, Inc. legal obligations under applicable legislation, as well as steps MJ Shelton General Engineering, Inc. will take to limit the risk of infection by COVID- 19 in the workplace.

## **2.0 PURPOSE**

The purpose of this policy is to develop a prevention and response policy for COVID-19, as part of an emergency preparedness and response plan at the workplace. The aim is to clearly identify the requirements and procedures required to control the spread of the infection at the workplace, while also maintaining business operations. The policy is based on information available at the time of its development and is subject to change based on further information provided by the government, health authorities, and the latest evidence.

## **3.0 DEFINITIONS**

"Active Screening vs. Passive Screening"	Screening is a process for surveilling and identifying probable cases to help guide response actions. Active screening involves tests, examinations, and interviews. Passive screening involves posting signage and messaging.
"Alcohol-Based Hand Rub (ABHR)"	Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 60% alcohol. The effectiveness of alcohol is inhibited by the presence of organic matter.
"COVID-19"	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus is

	causing an outbreak of respiratory (lung) disease. The World Health Organization declared COVID-19 a pandemic on March 11, 2020.
"COVID-19 Symptoms"	Many indicators of COVID-19 resemble cold and flu symptoms. Common symptoms of COVID-19 include fever, new or worsening cough, and shortness of breath. A list of symptoms will be provided in the following pages.
"Emergency Preparedness Plan"	Emergency preparedness is a cyclic approach that includes prevention activities, preparing a plan for emergencies, testing out the plan or the response, and establishing procedures and activities to bring the organization back to a routine or acceptable level of operation following an emergency.
"Hand Hygiene"	A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene is best accomplished by washing hands with soap and warm water for at least 20 seconds.
"Hand Hygiene Station"	A dispensing location for waterless, ABHR product that is applied to reduce the number of microorganisms present on the hands.
"Physical Distancing"	Maintaining a distance of at least 6 feet (2 meters) between individuals.
"PPE"	Personal protective equipment such as gloves and face masks, which protect against the spread.

## 4.0 GENERAL ROLES AND RESPONSIBILITIES

### 4.1 EMPLOYER

COVID-19 presents a risk to the health and safety of employees, and as a result, employers have a legal obligation to take reasonable steps to address this risk. What is appropriate and reasonable may vary depending on the nature of MJ Shelton General Engineering, Inc. and its workforce. MJ Shelton General Engineering, Inc. is responsible for making sure that the workplace is safe, and that employees' health and safety are not

put at risk. The ultimate goal of MJ Shelton General Engineering, Inc. is to prevent and reduce transmission among employees, maintain a healthy business operation and work environment. While the following are subject to change, at present, reasonable steps to ensure the work environment is safe may include the following:

- Review this COVID-19 policy with all employees;
- Require employees to immediately inform their supervisors or managers if they or someone they have been in close contact with has tested positive for COVID-19 or has been directed to quarantine by public health authorities;
- Direct employees who exhibit symptoms of COVID-19 to quarantine themselves;
- Implement a system for screening employees, contractors, visitors and volunteers who may enter the work premises for COVID-19;
- Provide training to all workplace parties on the reporting procedures of COVID-19;
- Provide appropriate Personal Protective Equipment (PPE) including, but not limited to face masks, gloves, face shields, and goggles to the employees who may have exposure to COVID-19;
- Advise employees to practice social distancing while at work;
- If possible, provide physical barriers between workstations (plexiglass or cubicles);
- Encourage good hygiene practices in the workplace;
- Ensure that appropriate steps are being taken to ensure the cleanliness of the workplace; and,
- Develop and implement a COVID-19 business continuity plan.

#### **4.2 SUPERVISORS AND MANAGERS**

Supervisors will be held responsible for the health and safety of the employees under their supervision. Some specific duties of supervisors include:

- Ensure this COVID-19 policy is implemented and adhered to in the workplace;
- Monitor the employees for possible signs of COVID-19 symptoms;
- Request that any persons who exhibit symptoms of COVID-19 leave the worksite and seek medical advice;
- Ensure employees use appropriate PPE as required;
- Advise employees of any existing or potential risks of exposure; and,
- Protect the privacy of any employee who may have to leave the worksite due to COVID-19 related symptoms or diagnosis.

#### **4.3 EMPLOYEE**

Under the law, employees must protect their own health and safety by working in compliance with the law, any established health and safety policies and safe work practices and procedures. Some specific responsibilities include:

- Follow the requirements of this COVID-19 Policy;

- Become familiar with the symptoms of COVID-19;
- Inform supervisors and managers if diagnosed with COVID-19 or exhibiting symptoms of COVID-19;
- Quarantine and stay away from work until completely free of COVID-19 symptoms;
- Use appropriate PPE when required; and,
- Practice good hygiene protocols.

## 5.0 EDUCATION

### 5.1 COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illnesses. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

Coughing may persist for several weeks following a COVID-19 diagnosis.

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

COVID-19 is mainly spread from person to person through close contact, such as in a household, workplace, hospital or health care facility.

If an employee is experiencing any of the symptoms listed above, they should contact a primary care provider and get advice about what to do next. The employee also has the option of going to a COVID-19 assessment center for testing. An employee with symptoms related to COVID-19 is not allowed to return to work until all symptoms have subsided.

## **5.2 REPORTING PROCEDURES**

In the event that an employee is experiencing symptoms associated with COVID-19 while at work, they should immediately inform a manager/supervisor. The supervisor and manager will take down relevant information (time, date, employee name and contact information) and advise the employee to self-isolate and call a primary care provider or the local COVID-19 Public Health for further guidance.

If the employee is tested for COVID-19 and the test result is positive, the employee must immediately inform the employer. The employer has a duty to report any confirmed cases.

Clear instructions will be provided to all workplace parties about the reporting procedure.

## **5.3 EMERGENCY AND PUBLIC HEALTH ORDERS**

MJ Shelton General Engineering, Inc. will comply with all emergency orders made by the government or public health officials in respect of implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any business closures ordered by the government or public health officials.

Employees who are subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of recently returning from international or interstate travel, or having close contact with any individual(s) confirmed or suspected to have COVID-19, must comply with any such order and must immediately MJ Shelton General Engineering, Inc. that they are subject to such order.

## **5.4 MANDATORY MASK OR FACE COVERING POLICY**

Effective December 8, 2020, masks are mandatory in all places of worship and in all indoor workplaces. This:

- includes all locations where employees are present and masks don't pose a danger;
- applies to all employees, visitors, delivery personnel and contractors;
- does not apply when employees are working alone, such as in an office or cubicle or a barrier is in place; and
- does not change current student mask requirements in K-12 schools.

### **When to use a mask:**

- When in any indoor workplace when employees are present;
- When you are in public and cannot maintain a distance of 6 feet from others for a prolonged period of time; and
- When mask use is mandatory by municipal bylaw, check with your local government agencies for details.

As per this Policy, MJ Shelton General Engineering, Inc. requires all its workers to practice social distancing and when social distancing is a challenge, to wear face masks to reduce the spread of COVID-19

## **6.0 HEALTH AND SAFETY REQUIREMENTS**

If feasible given the nature of MJ Shelton General Engineering, Inc. and the duties of certain employees, as well as the individual circumstances and needs of certain employees, MJ Shelton General Engineering, Inc. will consider, in its sole discretion, requiring or permitting certain employees to work from home.

MJ Shelton General Engineering, Inc. will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official safety orders, CDC authority guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

### **6.1 PHYSICAL DISTANCING, SANITATION AND PERSONAL PROTECTIVE EQUIPMENT**

MJ Shelton General Engineering, Inc. will implement a workplace-specific plan for restricting the spread of COVID-19 and protecting employees in accordance with applicable CDC guidelines.

MJ Shelton General Engineering, Inc. will take reasonable efforts to ensure the sanitation of workplace surfaces that are commonly used or touched by employees, customers, or other individuals and which might transmit COVID-19, including but not limited to door handles, light switches, tabletops, microwaves, and telephone equipment.

MJ Shelton General Engineering, Inc. will observe all public health orders and CDC guidelines in respect of physical distancing by ensuring adequate spacing between employees and limiting the number of individuals on MJ Shelton General Engineering, Inc. premises.

MJ Shelton General Engineering, Inc. will implement reasonable business practices where necessary to minimize unnecessary physical contact among employees, including but not limited to communicating electronically where feasible, staggering breaks, limiting the sharing of work equipment, and scheduling only the minimum required number of employees to perform work in a given work location.

MJ Shelton General Engineering, Inc. will also restrict visitors to the workplace and take reasonable steps to ensure physical distancing between employees and customers, clients, and suppliers by limiting the number of customers, clients, and suppliers permitted in the workplace at a given time and restricting which workplace locations such customers, clients, and suppliers are permitted to go.

Where necessary to protect an employee from the risk of contracting COVID-19, MJ Shelton General Engineering, Inc. will provide the appropriate PPE, including rubber gloves, masks, or gowns, as needed.

When an employee has medical concerns in regard to wearing certain PPE, the employer will request a medical note from a certified health care practitioner or provide alternative PPE or duties for the employee to comply with public health bylaws and protocols.

## **6.2 SYMPTOMATIC OR EXPOSED EMPLOYEES**

Employees who develop symptoms of COVID-19, or who have been in close contact (including living in the same residence) with individuals who are confirmed or suspected to have COVID-19, who have recently returned from international or interstate travel, or who are at a high risk of exposure (e.g. due to being a healthcare provider at a healthcare location with confirmed cases of COVID-19) must inform MJ Shelton General Engineering, Inc. of these facts immediately.

Subject to public health directions, MJ Shelton General Engineering, Inc. may require such employees to remain at home and away from the workplace. MJ Shelton General Engineering, Inc. will consider whether it is possible and practical for the employee to work from home while symptomatic, and, if MJ Shelton General Engineering, Inc. determines in its sole opinion that it is either not possible or not practical for the employee to work from home, MJ Shelton General Engineering, Inc. will place the employee on a COVID-19 related leave of absence in accordance with the applicable employment standards legislation.

MJ Shelton General Engineering, Inc. has an obligation to protect its employees from the risk of COVID-19 infection, including by prohibiting employees who may be at high risk of spreading COVID-19 from entering the workplace. Accordingly, all employees must report if they are experiencing any symptoms of COVID-19 to MJ Shelton General Engineering, Inc. immediately. Any employee who fails to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline, up to and including termination of employment.

### **6.2.1 EMPLOYEE TESTS POSITIVE FOR COVID-19**

As of Sep 17, 2020, any person who has a confirmed case of COVID-19 in the State of California is required to be in isolation for a minimum of 10 days from the start of their symptoms. The same 10-day requirement applies if the ill person does not have any symptoms.

Any employee who tests positive for COVID-19 is required to speak with his or her supervisor following their successful self-isolation and prior to returning to work. A follow-up test with a negative result may be required for returning to work.

### **6.2.2 EMPLOYEE TESTS NEGATIVE FOR COVID-19**

An employee who tests negative for COVID-19 might still need to self-isolate if any of the following scenarios occur:

1. The employee is in contact or has been exposed to a case of COVID-19: In this situation, the employee will need to continue to self-isolate for 14 days from the last contact with a case of COVID-19.
2. The employee has arrived from outside of California: In this scenario, the employee must continue to self-isolate for 14 days from the day he or she landed back in

California.

If an employee does not have symptoms of COVID-19 and has not been in contact with a known case of COVID-19 **or** has not travelled outside of California within the last 14 days, he or she does not need to self-isolate and can return to work.

If the employee has concerns or questions about when to return to work following a negative test, he or she should contact their primary care physician and a direct supervisor or manager for guidelines.

### **6.3 REFUSING UNSAFE WORK**

Health and safety legislations give employees the right to refuse work they have reasonable grounds to believe is unsafe to themselves or another employee.

If an employee has a good faith and reasonable basis to believe that work is unsafe, including due to exposure to COVID-19, the employee must report it to MJ Shelton General Engineering, Inc. immediately.

In determining whether the risk from COVID-19 poses danger to an employee, MJ Shelton General Engineering, Inc. will consider all relevant circumstances, including whether the employee or a member of their household is at particular risk of COVID-19 due to an underlying health condition, the nature of the employee's work, and whether any risk can be reasonably attenuated through sanitation and/or use of PPE.

### **6.4 TRAVELING/COMMUTING MEASURES**

All work trips and events – both domestic and international – will be examined and potentially canceled to minimize the risk of COVID-19 to employees.

In-person meetings should be done virtually when possible, especially with non-company parties (e.g. candidate interviews and partners).

MJ Shelton General Engineering, Inc. will, at its sole discretion and when possible and practicable, consider allowing employees who normally commute to the office by public transportation and do not have other alternatives, to work from home as a precaution.

## **7.0 PREVENTION AND CONTROL**

### **7.1 PREVENTION PRACTICES**

To prevent and control the spread of COVID-19, health officials recommend that all individuals practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, employees are encouraged to perform the following in and outside the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, and mouth with unwashed hands;



- Avoid close contact with people who are ill;
- Stay home when ill;
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;
- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and,
- Clean and disinfect frequently touched objects and surfaces.

MJ Shelton General Engineering, Inc. will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding employees to regularly wash their hands with warm water and soap for a minimum of 20 seconds. MJ Shelton General Engineering, Inc. will also ensure there is an adequate supply of hand sanitizer (if available) for employees to use as well as cleaning products to sanitize surfaces.

## **7.2 REDUCING TRANSMISSION AMONG EMPLOYEES**

MJ Shelton General Engineering, Inc. will monitor local, State and Federal Public Health communications about COVID-19 regulations, guidance, and recommendations and ensure that employees have access to that information. The following measures will also be considered to reduce the spread of COVID-19 in the workplace:

### **7.2.1 SICK EMPLOYEES TO STAY HOME**

Employees who have symptoms should notify their supervisor and stay home. Employees should not return to work until they have either tested negative for COVID-19 and are symptom-free or they have quarantined for a minimum of 10 days and are symptom-free.

Employees who are well but have a sick family member at home with COVID-19 should notify their supervisor. Employees who cannot completely separate themselves physically from the sick relative should not come to work until the relative either tests negative for COVID-19 or has quarantined for 14 days and is free of symptoms.

### **7.2.2 CONDUCTING DAILY COVID-19 SCREENING**

Employees can be screened for symptoms of COVID-19 prior to entering the workplace. MJ Shelton General Engineering, Inc. can, in accordance with local, State and/or Federal laws, take employees' temperature or inquire about employees' potential exposure to COVID-19 outside of the workplace before allowing staff to enter the work premises.

### **7.2.3 POTENTIAL FOR EXPOSURE AT WORK**

Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties. All employees must be informed of any general or specific hazards that were identified in the hazard assessments.

### **7.3 REMOVE SICK EMPLOYEES FROM WORKSITE**

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

### **7.4 RESPONDING TO COVID-19 CASE AT WORK**

If an employee of MJ Shelton General Engineering, Inc. tests positive for COVID-19, MJ Shelton General Engineering, Inc. must immediately inform the local Public Health authorities and fully cooperate with any investigation that they deem necessary. The Public Health Unit may ask for the names of all the other employees of MJ Shelton General Engineering, Inc. that may have been exposed to COVID-19 in order to complete contact-tracing and test anyone else they suspect of being exposed to COVID-19.

Other employees should be informed of the presence of a positive COVID-19 case at the workplace. When communicating about the positive COVID-19 case, the name of the sick employee must not be shared with others to protect the individual's privacy.

Additional measures to take include:

- Clean all surfaces that may have been touched by the sick employee with soap and water before disinfecting them; and,
- Open outside doors and windows to increase air circulation in areas where the sick employee may have been.

Encourage any employee who may have been exposed to the sick employee to get tested.

## **8.0 HAND HYGIENE PROCEDURES**

Follow these steps to maintain proper hand hygiene.

### **8.1 SOAP AND WATER**

- First, remove jewellery (rings).
- Next, wet your hands.
- Then apply soap.
- Vigorously clean or rub all parts of your hands, including the palms and backs of your hands, thumbs, fingers, nails and wrists, for a minimum of 20-30 seconds (sing "Happy Birthday" twice).
- Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
- Try to turn off the tap with a paper towel after you dry your hands.

## **8.2 ALCOHOL-BASED HAND RUB (ABHR)**

- Apply 1 or 2 pumps of the product into your hands.
- If the ABHR dries before 15 seconds of rubbing, apply more product.
- Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
- Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen-rich environment.

## **9.0 LEAVE OF ABSENCE**

MJ Shelton General Engineering, Inc. will provide employees with an unpaid leave of absence for reasons relating to COVID-19, including leaves of absence due to mandatory quarantine, illness, caring for dependent family members due to their illness, and due to the closure of schools and daycares, as required by the applicable employment standards legislation.

MJ Shelton General Engineering, Inc. will require a medical certificate for COVID-19 related leaves of absence. MJ Shelton General Engineering, Inc. reserves the right to require other reasonably sufficient proof of the stated reason for taking the COVID-19 related leave of absence.

## **10.0 COMMUNICATION PLAN**

Management of MJ Shelton General Engineering, Inc. will ensure regular communication with employees to keep them informed of hazards and appropriate hazard-control measures. Management of MJ Shelton General Engineering, Inc. will communicate as often as necessary and every time there is a change regarding the hazards or hazard-control measures.

### **10.1 Communication Channels**

Management of MJ Shelton General Engineering, Inc. will decide which communication channel is the most effective, including but not limited to:

- Letters to staff
- Company emails
- Small group toolbox talk meetings
- Post communication materials at worksites
- Company text messaging programs

### **10.2 Positive Case**

Should a confirmed COVID-19 case be deemed to be infectious while in the workplace or work-related, other employees should be informed.

When communicating about the positive COVID-19 case, the name of the sick employee must not be shared with others to protect the individual's privacy. Any additional hazard-control measures implemented by the employer to mitigate the risk associated with the positive COVID-19 case should also be communicated to employees.

### **10.3 Employees**

All workers are required to attend and participate to safety toolbox talk meetings, or "tailgates". Employees are also required to read and understand all safety communications and documentation communicated by the management of MJ Shelton General Engineering, Inc..

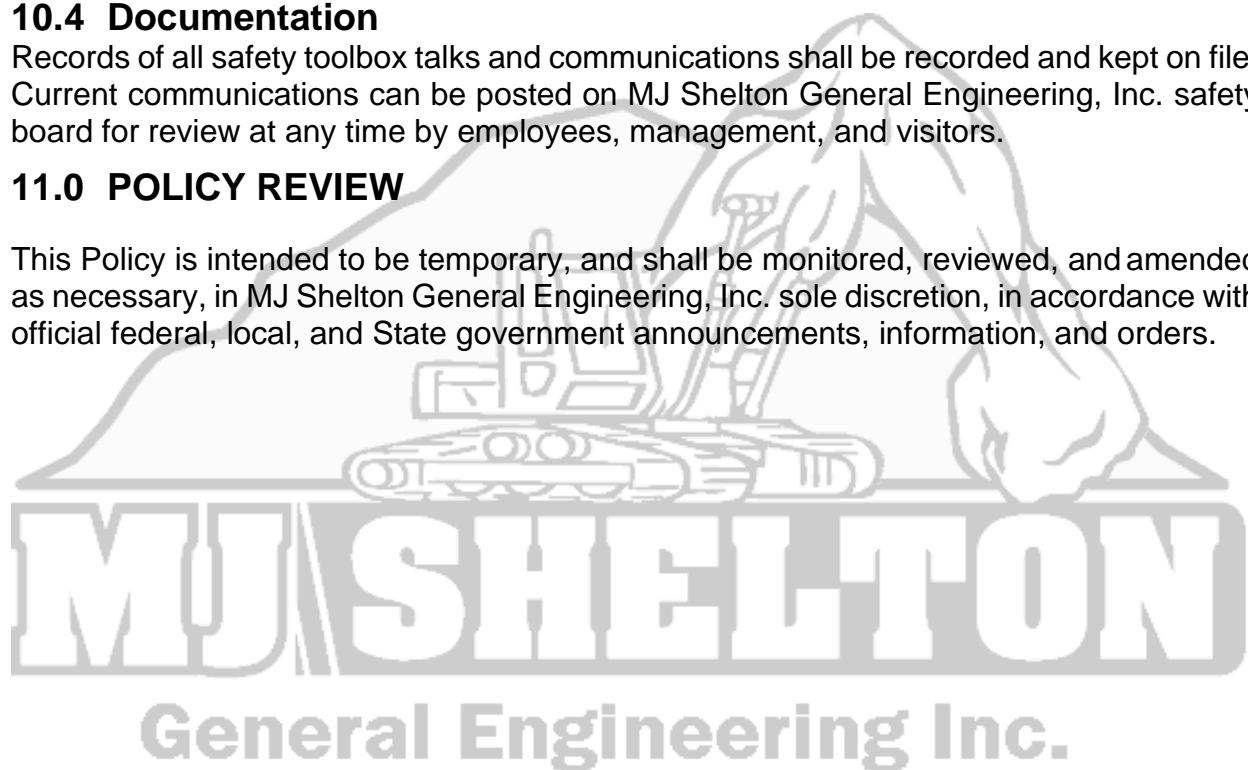
Any questions or concerns workers may have must be raised to their immediate supervisor.

### **10.4 Documentation**

Records of all safety toolbox talks and communications shall be recorded and kept on file. Current communications can be posted on MJ Shelton General Engineering, Inc. safety board for review at any time by employees, management, and visitors.

### **11.0 POLICY REVIEW**

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in MJ Shelton General Engineering, Inc. sole discretion, in accordance with official federal, local, and State government announcements, information, and orders.



## COVID-19 EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have read and fully understand my company's COVID-19 Policy and agree that I must follow all safety measures outlined in the Policy to reduce and prevent the risk of spreading COVID-19. I understand that failure to comply with the requirements of this Policy could result in disciplinary action.

Name of Employee:	Date Policy was reviewed by the employee:
Employee Signature:	Employee's Supervisor:

Note: Please submit this form to your immediate supervisor.

