



## **Emergency Response Plan: COVID-19**

July 2021

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ASL Agrodrain Limited (ASL) is committed to providing a safe and healthy workplace for all employees as outlined in our Health & Safety & Human Resources Manuals. However, due to COVID-19 pandemic we have created this Emergency Response Plan to consolidate and expand on our Policies, Safe Work Plans & Forms as they relate to the pandemic.

Some of the ways we are monitoring our program include:

[COVID-19: Joining the Workforce Questionnaire](#)

- Required by all staff returning to work from 3 or more consecutive workdays off.

[COVID-19: Sub-Contractor Screening Questionnaire](#)

- Required by all sub-contractors starting or returning to work from 3 or more consecutive workdays off.

[COVID-19: Visitor Questionnaire](#)

- All visitors to the ASL Office, Trailer, Shop must fill out this form prior to entering our premises.

We are actively monitoring the situation and listening to recommendations of various agencies including Ottawa Public Health, Ontario Ministry of Labour and the Government of Canada. We will keep operations going as long as it is safe to do so and our clients and the government allows.

These are challenging times, but we will make it through them together.

*Sandro Ricci*

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President, Sandro Ricci

September 4, 2020

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Date

## Policy – Keeping Our Families & Community Safe

We ask that all owners, consultants, sub-contractors, suppliers & the community follow these same principles when interacting with each other and our staff. **If you must be on our jobsite and interacting with our staff, please check-in with the Site Supervisor first.**

### Company-Wide Principles:

- Stay positive - we will get through this together.
- Support each other to the best of our ability.
- Self-isolate in accordance with Ottawa Public Health.
- Stay home if you are sick.
- Practice social distancing (2m rule) and be “handshakefree.”
- A face covering must be worn when or if you are within 2m of someone.
- More frequent and thorough cleaning of work-areas.
- Wash/sanitize your hands regularly and after interacting with people, paper, or devices.
- No digital signatures on devices that are not your own.

### Jobsite Principles:

- Daily Toolbox talks regarding best practices while practicing social distancing (2m rule).
- Discourage staff from gathering in groups, no group meetings in site trailers.
- Limit movement of operators between equipment and only after a thorough disinfecting.
- Disinfect yourself before & after working on equipment.
- Limit the number of workers in C-Cans and Site Trailer so 2-meter distancing can be maintained, always have a means of fresh air, if 2 meters cannot be maintained all parties must wear a face covering.

## Policy – Recruitment, Interviews &amp; Orientations

## Recruitment

Participation in public job-fairs are suspended for the duration of the pandemic. The organization of internal job fairs and any other community facing events are suspended for the duration of the pandemic.

## Interviews

Potential ASL employees will apply for and be contacted for positions in accordance with our usual practices which include online and phone interactions. Priority will be given to conducting interviews via virtual portals. If not possible or practical interviews can be conducted in person while respecting company policy related to COVID-19 including submitting the [COVID-19: Joining the Workforce Questionnaire](#) prior to the in-person interview.

## Orientations

Orientations will be conducted in person while respecting company policy related to COVID-19 including submitting the [COVID-19: Joining the Workforce Questionnaire](#) prior to orientation.

## Policy – Potential Coronavirus in the Workplace

The following procedure is based on the recommendations of Ottawa Public Health and will be used to safely deal with any staff member who has cold/flu like symptoms during the coronavirus outbreak.

If a staff member is observed at work with cold/flu like symptoms:

1. If someone appears to have cold/flu like symptoms (i.e. fever, cough, sore throat, shortness of breath) they will be separated from other staff and sent home to seek medical attention.
2. The sick staff member will report to their supervisor where they have worked since feeling sick, with whom they interacted with, if those interactions were for an extended time and if they were within the 2m social distancing bubble.
3. The sick staff member will self-isolate in accordance with Ottawa Public Health.
4. The sick staff member may return to work after being symptom free for 24 hours or if a COVID-19 test has been administered per Ottawa Public Health and the result is negative, the staff member must self isolate per Ottawa Public Health. The affected staff member must also complete the ASL Joining the Workforce Form.
5. All hard surfaces that the sick staff member may contacted within the past 24hrs will be sanitized.
6. The supervisor will report this information to the Health & Safety Manager.
7. The Health & Safety Manager will notify management and supervisors of all potentially impacted staff of the situation.
8. All potentially impacted staff will monitor for cold/flu like symptoms and act in accordance with this procedure and will self-isolate in accordance with Ottawa Public Health. If the potentially impacted staff has not spent extensive time within the 2m social distancing bubble with the sick staff member and are not showing cold/flu like symptoms they can continue working while self-monitoring their health and reporting any changes to their health to their supervisor.
9. All external communication with owners, consultants, sub-contractors, suppliers and the community in general will be done by an ASL designated spokesperson.

If a staff member calls in with cold/flu like symptoms:

1. Staff member is directed to remain at home and seek medical assistance as necessary.
2. The sick staff member will report to their supervisor where they have worked since feeling sick, with whom they interacted with, if those interactions were for an extended time and if they were within the 2m social distancing bubble.
3. The sick staff member will self-isolate in accordance with Ottawa Public Health.
4. The sick staff member may return to work after being symptom free for 24 hours or if a COVID-19 test has been administered per Ottawa Public Health and the result is negative, the staff member must self isolate per Ottawa Public Health. The affected staff member must also complete the ASL Joining the Workforce Form.
5. All hard surfaces that the sick staff member may contacted within the past 24hrs will be sanitized.
6. The supervisor will report this information to the Health & Safety Manager.
7. The Health & Safety Manager will notify management and supervisors of all potentially impacted staff of the situation.
8. All potentially impacted staff will monitor for cold/flu like symptoms and act in accordance with this procedure and will self-isolate in accordance with Ottawa Public Health. If the potentially impacted staff has not spent extensive time within the 2m social distancing bubble with the sick staff member and are not showing cold/flu like symptoms they can continue working while self-monitoring their health and reporting any changes to their health to their supervisor.
9. All external communication with owners, consultants, sub-contractors, suppliers and the community in general will be done by an ASL designated spokesperson.

## Policy – ASL EI Top-Up Program (5 Principles)

To help mitigate the impact of temporary layoffs resulting from the COVID-19 pandemic on our staff and their families ASL is committed to these 5 Guiding Principles. You must have worked for the company for 3 plus months to be eligible and are only eligible once.

### Principle 01 – 2 Weeks Paid Post Lay-Off

- ASL will top-up your paycheck for the first two weeks after your last day of work.
- You will be temporarily laid off and will apply for Employment Insurance (EI); you can do this online; the government recommends you sign-up for direct deposit.
- Records of Employment (ROE) will be issued; do not wait for your ROE to start EI application.
- ASL will top-up your paycheck via a government SUB plan based on a 45hr work week. This plan allows 95% top-up, so you essentially get paid 42.75hrs per week your first two weeks after your last day of work.
- You do not need to do anything special to qualify for the top-up (except apply for EI).
- ASL will continue making contributions to your RRSP & Benefits plan during this period if you do the same.
- You will be asked to use any paid personal days prior to being laid off.

### Principle 02 – No Time Delay Between Paychecks

- EI has a history of taking time to pay people; please sign up for EI online as soon as possible if you are laid off.
- If EI does create a time delay between paychecks, please reach out to your supervisor and will do our best to accommodate by advancing the ASL top-up.

### Principle 03 – Continued Benefits

- ASL will continue your GWL benefits beyond two weeks.
- Please fill out the [COVID-19: Extension of Benefits](#) to apply for this program.
- Continues if there is work and until you are called back to work.

### Principle 04 – Access to Company RRSPS Matching Plan Funds

- You can withdraw funds from your RRSP matching program without penalty from ASL.
- If you withdraw funds from your RRSP you will be taxed in accordance with Government of Canada regulations.

### Principle 05 – Keep your Banked and Vacation time

- No employee will be asked to use their banked or vacation time during this initial two-week period.

## Government of Canada COVID-19 Benefits

1. The Canada Emergency Response Benefit (CERB) is available until October 3, 2020, at which time it will be replaced by Employment Insurance (EI).
2. The Canada Recovery Benefit (CRB) will be effective September 27, 2020 for one year. This benefit is available for staff, who are not eligible for Employment Insurance (EI), per the Government of Canada.
3. The Canada Recovery Sickness Benefit (CRSB) will be effective September 27, 2020 for one year. This benefit is available for staff who are sick or must self isolate due to COVID-19, per the Government of Canada.
4. The Canada Recovery Caregiving Benefit (CRCB) will be effective September 27, 2020 for one year. This benefit is available for staff who must take care of a dependant due to COVID-19, per the Government of Canada.

## Reopening Ontario

Click on box below to follow the link to find out what is reopening and when in Ontario. Or type in the URL to follow the link.

Reopening Ontario

<https://www.ontario.ca/page/reopening-ontario>

## Safe Work Practice – General

### Introduction

This document serves as a general guide to Safe Work Practices (SWP) that are expected of our field workers. The basic tenants that underpin this SWP include:

- Stay home if you're sick; notify your Supervisor and complete the [Province of Ontario - SelfAssessment](#).
- The sick staff member may return to work after being symptom free for 24 hours or if a COVID-19 test has been administered per Ottawa Public Health and the result is negative, the staff member must self isolate per Ottawa Public Health. The affected staff member must also complete the ASL Joining the Workforce Form.
- Practice social distancing (2m rule).
- A face covering must be worn when or if you are within 2m of someone.
- Wash your hands regularly and after interacting with people, paper, or devices.
- Use the disinfectant supplies provided.
- Self-isolate in accordance with [Ottawa PublicHealth](#).

Monitor each other. If you see someone doing something they are not supposed to or they have forgotten to do something, remind them. No one should take offence to this as these are necessary to keep everyone safe.

### Social Distancing (2m Rule)

Social or physical distancing is 2-meters, workers will be reminded of this daily during toolbox talks. It is expected that all workers will look-out for each other and enforce this rule amongst each other.

### Hand Washing (Soap & Water and/or Sanitizer)

Wash your hands at the start and end of every workday including after interacting with people, paper or devices. Regularly disinfect phones, tablets and computers. Do not share drawings, blueprints, tablets, or phones. Avoid touching your face and wash your hands before and after eating, drinking, smoking, or using the washroom facilities.

### Toolbox Talks

Toolbox talks will be completed daily with a group of 25 workers or less practicing social distancing and make mention of COVID-19. Supervisors may stagger start times or split workers in two groups as required.

## Gloves

ASL will supply work and nitrile gloves to employees as required. All employees should wash their hands prior to putting gloves on and after they are removed. Work gloves will be re-used as per normal use and cleaned at the end of every workday or throughout the day as required. Note that they can typically be washed in a washing machine. Nitrile gloves will be use for short term handling of paperwork and be disposed of directly after their use.

## Paperwork

Paperwork should be avoided to the greatest extent possible, where not possible it will be handled in a controlled environment in bulk batches. A touchless mailbox will be provided on all sites where all paperwork delivered to site will be deposited. The mailbox will be emptied once per day, nitrile gloves will be worn, paper will be signed and placed in an envelope for pickup, gloves will be disposed, and hands will be washed. Each supervisor / employee will have their own set of project specific paperwork. Sharing of paperwork is discouraged during the pandemic.

## Transportation to and from Work

Wherever possible, workers should travel to the site while respecting physical distancing measures by driving alone. If you are taking public transit to work, wear a face covering, respect Social Distancing protocols and avoiding touching common surfaces. Wash your hands immediately after leaving public transit and avoid touching your face.

## Hand & Power Tools

All workers who work directly with hand tools will always be required to wear work gloves. All hand tools will be washed at the beginning and end of every shift. Sharing of hand tools is to be minimized to the greatest extent possible; they are to be sanitized before and after being shared.

## Operated Equipment

The movement of operators between operated equipment will be minimized to the greatest extent possible. Equipment will be disinfected at the beginning and the end of each operator's workday. This includes door handles, steering wheels and all touchable controls and touchable surfaces. When equipment is required to be serviced it will be disinfected before and after servicing. Mechanics have been requested to leave a note for operators, to notify them who has been accessing their machine.

ERP: COVID-19

## Site Trailers

Site trailers can be used, but social distancing (2m) must always be maintained. The site supervisor will be responsible for ensuring the trailers work surfaces, doorknobs and other touchable surfaces are disinfected after every use. Workers belongings can be stored in site trailers, social distancing must be maintained when accessing clothing or face coverings must be worn.

### Storage Sea-Cans

Only one person at a time will be allowed in a storage Sea-Can to access tools or supplies. If workers are loading tools and equipment, respect social distancing. Workers belongings will not be allowed to be stored in Sea-Cans. Sea-Can common surfaces will be disinfected at the end of each workday.

## Company Vehicles

Each person assigned a company vehicle will be responsible for sanitizing the vehicle either at the beginning or end of each workday. Multiple people are allowed to be in the same company vehicle, all parties must wear a face covering. No one is permitted to ride in the bed of a company truck to get around the work site.

## Common Areas

Common areas include, but are not limited to door handles, water coolers, photocopiers, refrigerators and microwaves. Common areas should be disinfected a 1 times per day (end of day) by a designated person. They should also be disinfected after use by the person using them to the greatest extent possible. Staff must respect social distancing (2m Rule), or wear a face covering when within 2 meters of someone.

## Face Coverings

Face coverings are to be worn in accordance with Ottawa Public Health. Staff are welcome to provide their own face coverings or ASL supplied face coverings. Face Coverings are must be worn if you are within 2 meters of another worker.

## Offices

We will use a phased approach to reopen our office. If you share an office with someone else, face coverings are required if you are within 2 meters of another worker. The workstation occupant is responsible to disinfect their workstation/desk each day.

## Summary of Best Practices

- Stay home if you're sick - notify Supervisor and complete the [Province of Ontario – Self Assessment](#).
- Practice social distancing (2m rule).
- Wear a face covering, when you are within 2m of someone.
- Wash/sanitize your hands regularly and after interacting with people, paper or devices.
- Use the disinfectant supplies provided.
- Self-isolate in accordance with [Ottawa Public Health](#).
- The office is open.
- Office visitors and staff must wear a face covering for all indoor interactions with office visitors. (All non ASL staff are considered office visitors)
- Conduct daily Toolbox talks and talk about Social Distancing, Face Coverings and Hand Washing/Sanitizing.
- Wear the supplied work and nitrile gloves.
- Avoid touching paperwork to the greatest extent possible; where not possible handle it in a controlled environment in bulk batches.
- Utilize the touch-less mailbox system.
- Limit sharing of paperwork.
- Wash your hands immediately after leaving public transit - avoid touching your face.
- Wear work gloves when working directly with hand tools – avoid sharing them.
- Minimize movement of operators between equipment and disinfect regularly.
- Site trailers can be used, but social distancing (2m) must be maintained. (2 workers in small trailer, 3 workers in large trailer.)
- Storage Sea-Cans can be accessed by one or more persons at a time if social distancing can be maintained and must be disinfected prior/post-use.
- If multiple persons in a company vehicle, all persons must be wearing a face covering.
- Face coverings need to be regularly washed to disinfect them.
- Disinfect common areas regularly by an assigned person and after use by the user.
- Toolbox talk Covid19 questions have been updated to reflect the requirements of Ontario Regulation 364/20.
- Office areas are professionally cleaned 2 times per week and common areas are disinfected 2 times per day.
- Air handling unit filters in office and shop changed 2x per month.

## Safe Work Practice – Site Works

We recognize that site works are inherently prone to workers working in close quarters with each other and are providing this Safe Work Practice as an extension to our SWP – General, to address this concern.

The Supervisor will direct the work and observe the workers to ensure the 2m rule is being maintained and other ASL best practices are being followed. Each member of the crew at the end of the workday, will disinfect their tools. All workers will wear the appropriate PPE for the work they are completing. This will include work gloves which will always be worn by workers who are required to use hand tools. Wearing a face covering is mandatory if you cannot maintain 6' Social Distancing. Equipment operators are responsible to disinfect their equipment at the end of the workday.

## COVID19 – Meetings & Document Revisions

April & May 2020 – Monday, Tuesday, Friday via MS Teams, Attendees see MS Teams June & July 2020 – Mondays via MS Teams, Attendees see MS Teams.

August & September 2020 – Mondays via MS teams, Attendees see MS Teams.

September 4, 2020 – Reviewed and updated Emergency Response Plan – COVID19, meetings discussion - COVID19 issues in the field as well as the office and shop, formulation of COVID19 protocols and keeping an open line of communication to our workforce.

October 7, 2020 ERP revised, added the following statement: The sick staff member may return to work after being symptom free for 24 hours or if a COVID-19 test has been administered per Ottawa Public Health and the result is negative. The affected staff member must also complete the ASL Joining the Workforce Form.

November 18, 2020 – ERP revised to address current pandemic conditions, weather for site workers, added cleaning schedules for office and shop, wearing a mask is mandatory if you cannot maintain 6' Social Distancing for more than 5 seconds. Hazard assessment reviewed and updated. Google Docs questionnaire forms reviewed for relevancy. ERP will now be reviewed and revised as necessary monthly.

January 5, 2021 - ERP reviewed and revised to address current pandemic conditions. Office personnel working from home, cleaning & disinfecting, number of personnel in shop lunchroom, number of workers in site trailers/C-Cans. Removed 5 seconds for face coverings, a face covering must be worn when or if you are within 2m of someone. Added 14-day self isolation period for anyone who has received a COVID19 test and results are negative.

January 13, 2021 – ERP revised, Added January 13, 2021 email from S. Ricci ASL President regarding province wide enhanced COVID19 protocols, to addendum section of document.

February 16, 2021 – ERP revised, Added February 16, 2021 email from S. Ricci ASL President regarding COVID19 announcement update, to addendum section of document.

April 19, 2021 - ERP revised and added April 19, 2021 email from S. Ricci ASL President, regarding COVID-19 and stay at home order in affect until May 20, 2021 to addendum section of this document.

May 4, 2021 - ERP reviewed and added May4, 2021 email from S. Ricci ASL President, regarding amended Employment Standards Act to reflect 3 paid sick days for COVID19 related sickness.

July 8, 2021 - ERP reviewed & revised. Revised Site trailer section, Offices section, Face Coverings section.

July 20, 2021 - ERP revised to reflect Phase 3-Reopening Ontario. Face coverings only mandatory when within 2 meters of another worker. All office staff and their guests have been requested to sign in each day via QR codes located at the front desks of the office, trailer, shop. Reopening our office will be in a phased approach.

# ASL COVID19 HAZARD ASSESSMENT AND CONTROL

|   |                                   |                         |                               |                      |               |
|---|-----------------------------------|-------------------------|-------------------------------|----------------------|---------------|
| <b>Company</b>                            | ASL Agrodrain Systems Ltd         | <b>Task</b>             | Office & General Construction |                      |               |
| <b>Original Assessment Date</b>           | September 3, 2020                 | <b>Revision Date</b>    | July 20, 2021                 | <b>Reviewed Date</b> | July 20, 2021 |
| <b>Name &amp; Position of Assessor(s)</b> | Rhys Densmore, CRSP,<br>GSC, NCSO | Health & Safety Manager |                               |                      |               |
|   | Sandro Ricci, P.Eng, MBA          | President               |                               |                      |               |
|   | Jonathan Paradis                  | V.P. Operations         |                               |                      |               |

| RISK LEVEL ASSESSMENT MATRIX  |  |                                  |                                    |  |
|---|--|----------------------------------|------------------------------------|--|
| Hazards are assessed for risk by considering the <b>SEVERITY &amp; LIKELIHOOD</b> of the hazard causing injury or damage. |  | SEVERITY                         |                                    |  |
|   |  | <b>3 - LOW</b><br>CONCERN/STRESS | <b>2 - MODERATE</b><br>MEDICAL AID | <b>1 - HIGH</b><br>FATALITY/CRITICAL ILLNESS |
| LIKELIHOOD  | <b>C - UNLIKELY</b><br>(Unlikely to occur) | <b>LOW</b>                       | <b>LOW</b>                         | <b>MEDIUM</b>                                |
|   | <b>B - LIKELY</b><br>(Likely to happen)    | <b>LOW</b>                       | <b>MEDIUM</b>                      | <b>HIGH</b>                                  |
|   | <b>A - CERTAIN</b><br>(Almost certain)     | <b>MEDIUM</b>                    | <b>HIGH</b>                        | <b>HIGH</b>                                  |
| >>> RISK RATING <<<   |  |                                  |                                    |  |
| <b>LOW</b> - Continue Working   |  |                                  |                                    |  |
| <b>MEDIUM</b> - Report to Supervisor to discuss controls and develop plan   |  |                                  |                                    |  |
| <b>HIGH</b> - Stop all work and develop a plan  |  |                                  |                                    |  |

| ACTIVITY                            | HAZARDS IDENTIFIED                                      | SEVERITY | LIKELIHOOD | RISK SCORE | CONTROLS  | SEVERITY | LIKELIHOOD | RISK SCORE |
|-------------------------------------|---|----------|------------|------------|---|----------|------------|------------|
| Employees/Sub-trades entering sites | Exposure to COVID19 through contact with people         | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>All ASL Sub-Trades to complete ASL COVID-19: Sub-Contractor Screening Questionnaire prior to entering site and any time thereafter if they have been off site 3 or more consecutive workdays.</li> <li>If at Mattamy site, Complete Mattamy self-assessment. See signs with Mattamy QR code.</li> <li>Keep distance of 2 meters (6.5 feet) from others, if working within 2 meters, Face covering must be worn by employees.</li> <li>Wash/sanitize your hands, Sanitize your tools and equipment per the ASL Protocol.</li> <li>If worker / staff returning to work from 3 or more consecutive workdays off, Joining the ASL Joining the Workforce form must be filled out &amp; submitted</li> </ul> | 2        | C          | LOW        |
| Working within 2 meters             | COVID19 exposure, both touch and distance.              | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Plan work ahead to not have 2 people working within 2 meters of each other as much as possible.</li> <li>If workers must work within 2 meters, then face covering is required. Minimize the amount of time within 2m's.</li> <li>Wear gloves.</li> <li>Wash/sanitize your hands.</li> </ul>  | 2        | C          | LOW        |
| Material delivery                   | Exposure to COVID19 through contact with outside people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>See posted signage and resources at Site Trailer or C-Can. Follow ASL Delivery Protocols – See ASL COVID19 Emergency Response Plan.</li> <li>Post signs on entry point on precautionary measures and delivery instructions.</li> <li>Use own pen/pencil to sign for material.</li> <li>Wash/sanitize your hands.</li> <li>Maintain 2-meter distancing.</li> </ul>  | 2        | C          | LOW        |
| Vehicles and Equipment              | Exposure to COVID19 on surfaces.                        | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Wipe down with disinfectant: door handles, steering wheel, seatbelt connectors and other common touch surfaces.</li> <li>Wash/sanitize your hands.</li> <li>Do our best to keep the same operator in the same piece of equipment.</li> <li>Sanitize equipment each day.</li> <li>Mechanics sanitize equipment after completing work.</li> <li>Supervisors may transport workers around site, face coverings are mandatory in company vehicle.</li> </ul>   | 2        | C          | LOW        |
| Carpooling/Public Transport to work | Exposure to COVID19 through contact with people         | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Wear Face Coverings on public transport.</li> <li>Find alternate means of transportation to work to maintain 2 meters or wear face coverings.</li> </ul>   | 2        | C          | LOW        |
| Hand and power tools                | Exposure to COVID19 on surfaces                         | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Disinfect tools per ASL COVID19 ERP.</li> <li>Wear gloves and disinfect handles/touch areas if sharing hand tools.</li> <li>Wash/sanitize hands.</li> </ul>  | 2        | C          | LOW        |

| ACTIVITY                             | HAZARDS IDENTIFIED  | SEVERITY | LIKELIHOOD | RISK SCORE | CONTROLS  | SEVERITY | LIKELIHOOD | RISK SCORE |
|--------------------------------------|---|----------|------------|------------|---|----------|------------|------------|
| PPE                                  | Exposure to COVID19 on surfaces and on the outside of PPE       | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Wear gloves disinfect as necessary.</li> <li>Do not reuse wipe down materials on more item.</li> <li>Disinfect/wash tube face coverings or replace daily paper face coverings.</li> <li>Only use PPE that you have been in control of.</li> <li>Wash/sanitize your hands. Face coverings mandatory.</li> </ul> | 2        | C          | LOW        |
| Orientations & Training              | Exposure to COVID19 on surfaces and through contact with people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>1 to 2 workers with instructor depending on location.</li> <li>Maintain 2-meter distance between all.</li> <li>Ensure fresh air flow in site trailer.</li> <li>Face coverings mandatory if 2 meter separation cannot be maintained</li> </ul>  | 2        | C          | LOW        |
| Site Trailer/C-Can                   | Exposure to COVID19 on surfaces and through contact with people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Limit number of workers, so 2 meters can be maintained.</li> <li>Disinfect touch surface areas.</li> <li>Keep distance of 2 meters (6.5 feet) from others.</li> <li>Wash/sanitize your hands before and after breaks.</li> </ul>   | 2        | C          | LOW        |
| Desks/Surfaces                       | Exposure to COVID19 on surfaces and through contact with people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Contain incoming paperwork to one location off desktop if possible.</li> <li>Wipe down surface before and after each use.</li> <li>Wipe down keyboard and mouse after each use.</li> <li>Visitors to stand in doorway when room occupied.</li> <li>Wash your hands</li> </ul>                                  | 2        | C          | LOW        |
| Providing first aid                  | Exposure to COVID19 on surfaces and through contact with people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Use face covering if needing to go within 2 meters.</li> <li>Administer first aid per Standard First Aid Training</li> </ul>   | 2        | C          | LOW        |
| Office & Shop Boardrooms, Lunchrooms | Exposure to COVID19 on surfaces and through contact with people | 2        | B          | MEDIUM     | <ul style="list-style-type: none"> <li>Follow posted room occupant limits.</li> <li>Maintain 2m between personnel, wear face coverings as required.</li> </ul>  | 2        | C          | LOW        |

**NOTE:** For any other concerns or situations that occur, contact your Supervisor immediately.

| QUICK REFERENCE SUMMARY                                     |  |
|---|--|
| ASL COVID19 ERP   | Online: Foreman Information/COVID19 or Available through ASL Office in hard copy   |
| Ottawa Public Health & Self-Assessment                      | <a href="https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx">https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx</a><br><a href="https://www.ottawapublichealth.ca/en/shared-content/assessment-centres.aspx">https://www.ottawapublichealth.ca/en/shared-content/assessment-centres.aspx</a> |
| Ottawa Public Health Self-Assessment Tool                   | <a href="https://covid-19.ontario.ca/self-assessment/">https://covid-19.ontario.ca/self-assessment/</a>  |
| Ontario Public Health Support & Information                 | <a href="https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources">https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources</a>  |
| Ontario Construction Site Health & Safety COVID-19 Resource | <a href="https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19">https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19</a>  |

## Appendixes

### [COVID-19: Joining the Workforce Questionnaire](#)

- Required by all staff returning to work from 3 or more consecutive workdays off.

### [COVID-19: Sub-Contractor Screening Questionnaire](#)

- Required by all sub-contractors starting or returning to work from 3 or more consecutive workdays off.

### [COVID-19: Extension of Benefits](#)

- Required by all staff requiring their benefits to be extended if laidoff.

### [COVID-19: Visitor Questionnaire](#)

- All visitors to the ASL Office, Trailer, Shop must fill out this form prior to entering our premises.

### [Reopening Ontario](#)

<https://www.ontario.ca/page/reopening-ontario>

## Addendums



**From:** Sandro Ricci  
**Sent:** January 13, 2021 10:55 AM  
**To:** All staff  
**Cc:** Jarrod Dijkema; Marionna Studhalter  
**Subject:** January 14th COVID-19 Announcement Update

We have had some time to digest the Premier's announcement yesterday which is effective January 14<sup>th</sup> for a period of 28 days.

### **Operations**

Generally speaking we are fortunate as we understand that active projects will be allowed to continue with the potential exception of some specific items that we are in the process of confirming with our clients. We also understand that no new building permits will be issued (as was the case in the spring). We will also revert back to a maximum of 5 people for outdoor gatherings (ie. toolbox talks) as was the case in the spring.

### **Office**

We will continue our current cleaning and distancing practices in addition to the below:

We are conducting another review of each individual office staff's work to determine if they can effectively perform their job from home. For those who are not able to work from home we are implementing the below additional measures:

- Limiting the large trailer office to 1 workstation
- If you are not at your desk you must wear a mask; this includes hallways, boardrooms and the shop floor
- If you do not normally work in the office or shop you are not allowed to be in the office or shop
- Shop lunchroom will be limited to 4 people maximum who must be wearing masks when not eating

In the rare occasion that our boardrooms are required to be used, we are limiting both the shop and office boardrooms to be 4 people maximum all of whom must be wearing masks.

Rhys will be updating our Covid19 Emergency Response Plan and issuing shortly.

ASL will keep operations going as long as it is safe to do so and our clients allow. These are challenging times, but we will make it through them together. Please share this will all staff today.

**Sandro Ricci, P.Eng, MBA**

**President - ASL**

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**From:** [Sandro Ricci](#)  
**To:** [All staff](#)  
**Cc:** [Jarrod Dijkema](#); [Marionna Studhalter](#)  
**Subject:** Feb 16th - COVID-19 Announcement Update  
**Date:** February 16, 2021 9:00:50 AM

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We are now officially back in the Orange Zone, in response to this ASL will be relaxing some measures in accordance with Ottawa Public Health as follows:

**Operations**

- Outdoor gathers (ie. toolbox talks) have been increased to include a maximum of 25 people.

**Office Space**

- Both boardrooms and shop lunchroom are back up to 6 people maximum (with mandatory masks)

**Shop Floor**

- Masks only required if working within 6' of someone

These are the only changes we are making at this time, working from home is still strongly encouraged and wearing a mask in all office common areas is still mandatory. Rhys will be updating our Covid19 Emergency Response Plan and issuing shortly.

Thank you and have a good week!

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**From:** [Sandro Ricci](#)  
**To:** [All staff](#)  
**Subject:** Covid Case & Ford Announcement  
**Date:** April 19, 2021 8:59:19 AM

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To provide an additional update on our recent Covid case:

Ottawa Public Health (OPH) provides direction in the event of a “high-risk contact” with someone who has been diagnosed with Covid-19. A [High Risk Contact](#), according to OPH is:

- A **household contact** is anyone who lives with the person being tested like parents, siblings, roommates or someone who provided care to the person in the home (such as bathing, toileting, dressing, feeding). This includes other persons who may have similar unprotected contact with you (such as partners living in other households or people who visit with you indoors for prolonged periods without wearing masks or maintaining physical distancing).
- A **close contact** is someone exposed to a person who tested positive for the virus. Exposures can occur in your home, other indoor places where physical distancing is difficult to maintain and even outdoors, if people are close together for longer periods of time.

OPH is also indicating that they contact all people who test positive for COVID-19 and identify **close contacts** through a detailed review of factors such as the individual’s symptoms, where they have been and with whom they have interacted.

The question becomes what does “longer periods of time” mean? Upon subsequent research our understanding from OPH is that a **close contact** is also as a person who has been within 6 feet, for more than 5 minutes, without proper PPE of someone who has tested positive for Covid-19 from up to 48hours before they tested positive or had symptoms.

All of the potential close contacts from the Summerside South case have been asked to stay home again today; Rhys will be in touch with them to determine if they have indeed been in **close contact**; if they do not meet the above criteria they will be able to return to work tomorrow.

I would like to stress that if we all continue to keep our distance, wear face coverings and wash our hands we have a very good chance of continuing to be Covid incident free in the workplace and protecting ourselves from being a **close contact** should we encounter Covid.

We are also tightening up our Covid Protocols as noted below; Rhys will be following up with an update to our ERP.

1. A job-sites & the shop shall have a COVID19 site inspection done once per week (min) – this inspection will be available on HCSS Safety today.
2. Only 1 worker at a time in C-Cans/Site trailers, and that worker is responsible to disinfect as they leave the C-Can/Site trailer.
3. No passengers in any ASL vehicles unless for emergency reasons

4. Mandatory face coverings at all times on all job sites, with the following exceptions; working in an enclosed cab of equipment alone, driving a company truck alone. If windows are open and operators/drivers are speaking with workers then face covering must be worn.
5. At the shop, no more than 4 workers allowed in the lunch room at one time, face covering should be worn at all times (including the shop floor), with the exception of working alone in an office.
6. Only 4 people allowed in any board room with face coverings on.
7. Only come to the office if you must be there to perform your job; no sharing of offices, and mandatory face coverings unless you are at your desk.

We anticipate these measures to stay in place as long as this current emergency order does, which right now is anticipated to expire on May 20<sup>th</sup>.

Thank you again for continuing to be diligent – we are all in this together.

**Sandro Ricci, P.Eng, MBA**

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**From:** [Sandro Ricci](#)  
**To:** [All staff](#)  
**Subject:** Covid-19 Worker Income Protection Benefit  
**Date:** May 4, 2021 9:17:15 AM

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The province recently amended the Employment Standards Act, 2000 to provide up to three days of paid leave for reasons related to COVID-19. This will be applied retroactively from April 19th and currently expires on September 25<sup>th</sup>.

Paid leave is available for reasons related to COVID-19, including:

- going for a COVID-19 test
- staying home awaiting the results of a COVID-19 test
- being sick with COVID-19
- going to get vaccinated
- experiencing a side effect from a COVID-19 vaccination
- having been advised to self-isolate due to COVID-19 by an employer, medical practitioner or other authority
- taking care of a dependent who is:
  - sick with COVID-19 or has symptoms of COVID-19
  - self-isolating due to COVID-19

In addition to the above and as per our ERP the [Canada Recovery Sickness Benefit \(CRSB\)](#) is available for longer term absences.

This benefit is available to all staff, please let your supervisor know if you qualify and we will accommodate.

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**From:** [Sandro Ricci](#)  
**To:** [All staff](#)  
**Subject:** Covid Vaccines Info  
**Date:** Wednesday, June 9, 2021 8:13:33 AM

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Good Morning,

The Ottawa Construction Association (OCA) had been pursuing creating workplace-led vaccination clinics in partnership with the City of Ottawa; unfortunately the City is not in a position to partner with the OCA at this time.

You and your families can still access vaccines at these clinics

[Community clinics](#)

[Select pharmacies](#)

[Pop-up clinics in high priority neighbourhoods](#)

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For additional information on who is currently eligible please visit:

[OttawaPublicHealth.ca/COVID19Vaccine](https://OttawaPublicHealth.ca/COVID19Vaccine)

Please share this at your next toolbox talk

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**From:** [Steve Slack](#)  
**To:** [Office](#)  
**Cc:** [Rhys Densmore](#); [Jonathan Paradis](#)  
**Subject:** Office Personnel & Office Guest Sign in Policy  
**Date:** Tuesday, July 20, 2021 4:13:57 PM

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Hi Everyone

As we return to the workplace, we are implementing a sign in policy at the office to help mitigate the potential impact of COVID 19. We are asking that anyone who come to the office (or trailer) complete a questionnaire for each day they come to work.

If you have guests coming to the office, we ask that you have them sign in as well. There is a separate link and QR code for guests.

The questionnaire can be easily accessed by scanning the QR codes located at office (or trailer) entrances or by following the links below from a desktop or laptop computer.

1. ASL **Joining the Workforce Questionnaire (ASL Office)**  
<https://forms.office.com/r/XrpAnSWse5>
  
2. **Joining the Workforce Questionnaire (Subs / Office Guests)**  
<https://forms.office.com/r/jZUPf0eBTX>

Your adherence to this policy is much appreciated as we navigate these times together.

Please do not hesitate to contact myself or Rhys with any questions you have.

Thank you

**Steven Slack**  
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