

OH&S Program**Element Number**

3.18 COVID-19 Precautions

Issued by – Sr. Management

Revised May 2020**3.18.1 PURPOSE**

This sub-element summarizes Herold Engineering's practices related to the COVID-19 virus which will be implemented until such time is no longer necessary as determined by the company.

3.18.2 WHO SHOULD BE AT WORK**People who should not be coming to work include:**

- Anyone with COVID-19 like symptoms (including sore throat, fever, sneezing, coughing, etc.) must self-isolate at home for a minimum of 10 days from onset of symptoms, or until symptoms are completely resolved. **Herold Engineering Limited** will disinfect their workstation and/or any tools they were using.
- Anyone who has travelled internationally must remain away from the workplace for a minimum of 14 days.
- Anyone who lives in the same household as a confirmed or clinical COVID-19 case.

Anyone who has been exposed to someone confirmed to have or with possible symptoms of COVID-19 should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

3.18.3 PHYSICAL DISTANCING

Workers must maintain a minimum distance of 2 meters between themselves and others at all times. Where possible, in person gatherings should be avoided in favour of teleconferences. Where this is not possible, it is preferred to hold gatherings outside.

3.18.4 PREVENTATIVE MEASURES

All workers must wash their hands immediately upon arrival at the office. In general, workers are encouraged to wash their hands often. Anyone using the kitchen should wash their hands immediately before doing so. Only 1 person should be in the kitchen at a time. Herold Engineering will ensure that common areas including tables, desks, switches, handles, washrooms, etc. are cleaned on a regular basis. Workers should disinfect any shared equipment after using. Equipment brought into the office should be disinfected before entering the office.

Nobody other than staff is allowed in the company offices. For this reason, doors into the offices will always stay locked. Arrange with other parties to pick-up/drop-off items outside the office door.

Guidelines provided by the Provincial Health Officer should be followed.

3.18.5 FIRST AID

If a situation requiring the administering of first aid arises, the first aid attendant should modify standard protocols for treatment to reduce the potential for transmission. Such precautions may include physical distancing, hand hygiene, disinfection, etc.

3.18.6 TRAVEL AND SITE VISITS

Whenever possible, site visits should be avoided in favor of photo/video reviews – provided that the required standard of care can still be achieved. When travel is required, workers should travel alone in their vehicles. During site visits appropriate personal protective equipment should be worn if people are within 2 meters of each other.

While on construction sites, follow protocols set by the BC Construction Association and the BC Construction Safety Alliance.