

OH&S Program

Element Number

3.18 COVID-19 Precautions

Issued by – Sr. Management

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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. These are minimum standards; any additional requirements mandated by WorkSafeBC or public health orders must be followed as well.

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.). They must self-isolate at home and should refer to Health Link BC at 811. Herold Engineering 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 Health Link BC at 8-1-1 for an assessment and to determine any necessary next steps

3.18.3 PHYSICAL DISTANCING

Workers should maintain a minimum distance of 2 meters between themselves and others at all times as well as wear masks. 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 and/or sanitize 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. There are occupancy limits

posted in communal areas. These limits indicate the maximum number of individuals (employees or visitors) that may occupy that space 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.

Visitors to the office should be limited. Washrooms and beverage services including use of the kitchen is prohibited by non-staff.

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 or inside a building.

While on construction sites, follow protocols set by the BC Construction Association and the BC Construction Safety Alliance as well as the onsite contractors safety program.