



2022

COMMUNICABLE DISEASE PREVENTION PLAN ALBERTA

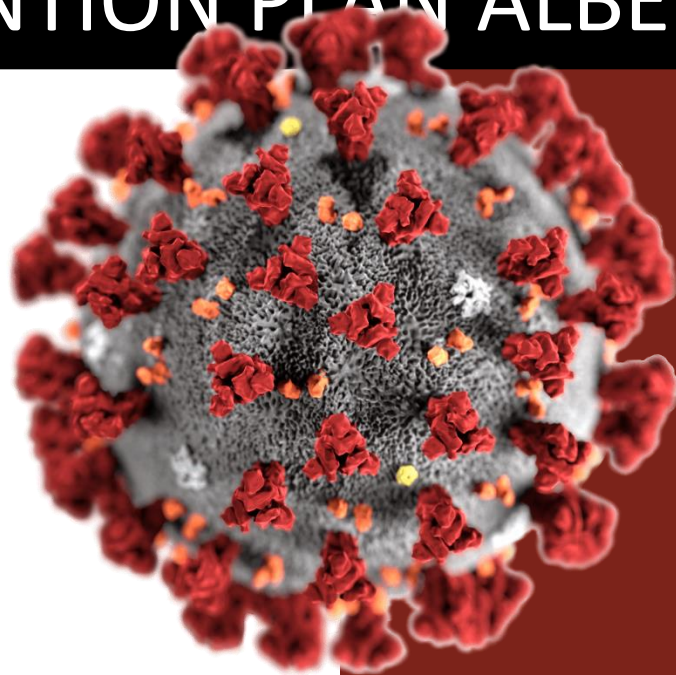




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1.0 INTRODUCTION

1.1 Purpose

The following procedures have been developed by Build & Gain Contractors INC. to ensure the health and safety of their workers from communicable diseases. These procedures must be adhered to by all Supervisors and Employees while work is commencing on any Build & Gain Contractors INC. worksites across Alberta.

The objective of these procedures is to ensure that employees concerns are addressed during work and to protect our employees from spreading or contracting communicable diseases.

It is the responsibility of each Build & Gain Contractors INC. Supervisor to ensure that all employees and sub-contractors are trained in these procedures.

The following procedures have been developed in accordance with the following guidelines across Alberta and Canada:

- a. Public Health Agency of Canada
- b. Alberta Centre for Disease Control
- c. Employment Standards Act of Canada
- d. Alberta OHS Regulations, Act and Code

The following communicable diseases will be outlined and discussed in this communicable disease prevention plan:

- a. COVID-19
- b. Influenza
- c. Norovirus

1.2 Responsibilities

Employer Responsibilities

1. Identify and assess work processes that could lead to worker exposure to communicable diseases.
2. Ensure that the materials and other resources required to implement and maintain this procedure are readily available where and when they are required — for example, materials such as personal protective equipment (PPE) and resources such as worker training.
3. Recommend and provide access to seasonal vaccinations. Vaccinations will be provided at no cost to workers.
4. Contact Public Health regarding the availability and proper use of antiviral drugs and educate workers on options.



5. Conduct a periodic review (at least annually) of the effectiveness of the procedure. Include the joint occupational health and safety committee (or worker health and safety representative, if applicable) in the process. The process should include a review of available control technologies to ensure they are selected and used when practical.
6. Ensure that all necessary equipment and PPE are used as required by the procedure.
7. Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
8. Maintain records of training, fit-test results, crew talks, and inspections (e.g., for equipment, PPE, and work methods or practices).
9. Provide proper hygiene and sanitization facilities such as clean equipped washrooms and hand sanitizer.
10. Investigate all exposure incidents, including near misses.
11. Coordinate work with other employers to ensure a safe work environment, including the following:
12. Inform all subcontractors of specific hazards on the worksites.
13. Ensure that subcontractors have appropriate safe work procedures.

Supervisor responsibilities

1. Ensure that workers have received adequate instruction on the hazards associated with exposure to communicable diseases.
2. Select and implement appropriate control measures, including PPE.
3. Ensure that workers using respirators have been properly fit tested and that the results are recorded.
4. Ensure that workers don and doff their PPE properly and follow decontamination procedures.
5. Direct work in a manner that minimizes and controls the risks to workers.
6. Liaise with other employers to ensure a safe work environment.
7. Ensure that subcontractors are following proper safe work procedures.

Worker responsibilities



1. Attend educational sessions provided by the employer.
2. Use assigned PPE in an effective and safe manner.
3. Follow Public Health recommendations regarding a seasonal flu vaccination and the use of antiviral drugs.
4. Follow established work and decontamination procedures as directed by your supervisor.
5. Report unsafe conditions and acts to your supervisor.
6. Make sure you know how to report exposure incidents.
7. Report any flu-like symptoms immediately to your Supervisor.
8. Avoid coming to work if showing any flu-like symptoms.

1.3 What is Coronavirus?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus.

It has spread from China to many other countries around the world, including Canada. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic - can affect all aspects of daily life, workplace health and safety, including travel, trade, tourism, food supplies, and financial markets.

1.4 What are Symptoms of Infection from Coronavirus?

1. Those who are infected may have little or no symptoms. The most common symptoms of COVID-19 are similar to a cold or flu and include fever, fatigue, cough and difficulty breathing.
2. In severe cases, COVID-19 may cause pneumonia, kidney failure and death. According to guidance published by Health Canada and the World Health Organization as of the date hereof, symptoms may take up to 14 days to appear after exposure to COVID-19.
3. Most people recover from COVID-19 without needing special medical treatment. The likelihood that a person will become severely ill as a result of COVID-19 is higher in elderly people and people that have a weakened immune system.



1.5 How is COVID-19 Spread?

1. The virus is thought to spread mainly from person-to-person, including:
 - a. Between people who are in close contact with one another (within about 6 feet).
 - b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
2. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
3. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.
4. Although the Canada has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.
5. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

1.6 How Long Can the COVID-19 Virus Survive?

1. How long any respiratory virus survives will depend on a number of factors, for example:
 - a. what surface the virus is on,
 - b. whether it is exposed to sunlight,
 - c. differences in temperature and humidity, and
 - d. exposure to cleaning products.
2. Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to decrease significantly over 72 hours.
3. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.



1.7 What is Influenza?

Influenza, also known as the Flu, is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent flu is by getting a flu vaccine each year.

1.8 What are symptoms of infection from Influenza?

Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

- a. fever* or feeling feverish/chills
- b. cough
- c. sore throat
- d. runny or stuffy nose
- e. muscle or body aches
- f. headaches
- g. fatigue (tiredness)
- h. some people may have vomiting and diarrhea, though this is more common in children than adults.

*It's important to note that not everyone with flu will have a fever.

1.9 How is Influenza Spread?

1. Most experts believe that flu viruses spread mainly by tiny droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching their own mouth, nose or possibly their eyes.
2. You may be able to spread flu to someone else before you know you are sick, as well as while you are sick. People with flu are most contagious in the first 3-4 days after their illness begins. Some otherwise healthy adults may be able to infect others beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.
3. The time from when a person is exposed and infected with flu to when symptoms begin is about 2 days, but can range from about 1 to 4 days.



1.10 What is Norovirus?

Norovirus is a very contagious virus that causes vomiting and diarrhea. People of all ages can get infected and sick with norovirus. Norovirus is thought to be the most common cause of acute gastroenteritis (diarrhea and vomiting illness) around the world. It spreads easily through food and drink and can have a big impact on people's health. Norovirus was originally called the Norwalk virus, after the town of Norwalk, OH, where the first confirmed outbreak happened in 1972.

1.11 What are the symptoms of infection from Norovirus?

Norovirus infection is characterized by nausea, vomiting, watery diarrhea, abdominal pain, and in some cases, loss of taste. A person usually develops symptoms of gastroenteritis 12 to 48 hours after being exposed to norovirus. General lethargy, weakness, muscle aches, headaches, and low-grade fevers may occur. The disease is usually self-limiting, and severe illness is rare. Although having norovirus can be unpleasant, it is not usually dangerous, and most who contract it make a full recovery within two to three days.

Norovirus can establish a long-term infection in people who are immunocompromised, such as those with common variable immunodeficiency or with a suppressed immune system after organ transplantation. These infections can be with or without symptoms. In severe cases, persistent infections can lead to norovirus-associated enteropathy, intestinal villous atrophy, and malabsorption.

1.12 How is Norovirus Spread?

The virus is usually spread by the fecal–oral route. This may be through contaminated food or water or person-to-person contact. It may also spread via contaminated surfaces or through air from the vomit of an infected person. Risk factors include unsanitary food preparation and sharing close quarters. Diagnosis is generally based on symptoms. Confirmatory testing is not usually available but may be performed by public health agencies during outbreaks.



2.0 CIRCUMSTANCES WHERE WORKERS SHOULD NOT BE AT WORK

2.1 Policy

1. Any Build & Gain Contractors INC. employee who is ill and/or showing flu like symptoms will remain at home and not come into work as there is a high risk of infecting others. It is recommended to also contact their local health care provider immediately.
2. If an employee falls into one of the categories below, the employee will follow the advice from the Canada Centre of Disease Control and Public Health Authorities across Alberta:
 - a. **If you have any Communicable Disease.** If you are sick with any type of communicable disease, you need to stay home. Contact your local health care provider to get advice immediately.
 - b. **If you have been in contact with a person infected with any Communicable Disease.** If you have had close contact with an infected person you are at high risk of exposure. The Public Health Agency of Canada recommends that in these circumstances, you voluntarily home quarantine (self-isolation), with mandatory quarantine depending on circumstances, and practice hand hygiene, respiratory etiquette, cleaning, and self-monitoring.
3. Employees are to be advised to not mask any symptoms of exposure even if they are mild symptoms or have had to take simple medications such as Tylenol. Workers showing any communicable disease symptoms are not to come into work under any circumstances.
4. If an employee is confirmed to have a communicable disease, Build & Gain Contractors INC. will inform the other employees of their possible exposure to a communicable disease, without disclosing names or details of the infected worker(s). All potentially exposed workers will be notified to contact their local public healthcare provider.



3.0 RIGHT TO REFUSE UNSAFE WORK

3.1 Policy

1. Workers in Canada have the right to refuse work if they believe it presents an undue hazard. In those circumstances, Build & Gain Contractors INC. will consider the refusal on a case-by-case basis, depending on the situation.
2. The purpose of this policy is to ensure that every Build & Gain Contractors INC. employee has the right to refuse work if he or she feels it is unsafe.
3. Build & Gain Contractors INC. will continue to maintain a safe work environment for its employees in order to prevent occupational injuries and illnesses.
4. All Build & Gain Contractors INC. employees are responsible for complying with Build & Gain Contractors INC. Occupational Health & Safety Program, Alberta OH&S Regulation, and the Alberta Workers Compensation Act.
5. If the investigation and remedy procedure does not solve the matter and the worker continues to refuse to carry out the work process, the supervisor and/or management must investigate the matter in the presence of the worker who made the report and in the presence of the Supervisor and/or the members of the joint safety committee.
6. If this procedure is unsatisfactory and does not remedy the unsafe condition, then the final step is for the Alberta Workers Compensation Board to be contacted, without delay, to come to the facility and investigate the situation. The site Supervisor will be the person responsible for contacting the Alberta Workers Compensation Board.
7. Under this policy, no employee will be subjected to disciplinary action.
8. An employee must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance, or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of themselves and of any person.
9. An employee who refuses to carry out a work process due to unsafe conditions must immediately report the circumstances of the unsafe condition to their supervisor.



3.2 Unsafe Work Refusal Procedures

1. All workers must report the unsafe condition to their Supervisor immediately.
2. The Supervisor must investigate the matter and fix it if possible. If the Supervisor decides the worker's concern s not valid, report back to the worker.
3. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task, the Supervisor must investigate the problem and ensure any unsafe condition is fixed. This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union.
4. If a worker still views work as unsafe, notify the Alberta Workers Compensation Board. If the matter is not resolved, the worker and the supervisor or employer must contact The Workers Compensation Board. A prevention officer will then investigate and take steps to find a workable solution
5. Under this policy and as per provincial Alberta OHS regulations, no employee will be subjected to disciplinary action.



4.0 EMPLOYEES SHOWING SYMPTOMS

4.1 Single Employee Symptoms

If an employee becomes ill during work hours with suspected symptoms from a communicable disease at any one of Build & Gain Contractors INC. worksites, the following procedures will be followed:

1. The ill person will be put in a room or area where they are isolated from others in the workplace.
2. Immediately provide the ill worker with either a medical face mask or a N95 respirator. Educate the worker to wear the respirator immediately and to not take it off under any circumstances.



3. Any worker who is assisting the ill worker (such as a first aid attendant) must have on the proper PPE when helping the worker. Such PPE is to be the following

- a. Latex or Neoprene First Aid Gloves





- b. Respiratory Protection (Medical Face Mask, N95 Respirator or Half Mask Respirator with P100 cartridges)



- c. Face Shield (example worker is showing symptoms of sneezing or coughing)





c. Face Visor & Safety Goggles (ideal for health care workers)



d. Tyvek Suit Coveralls (ideally with head cover and foot covers)



4. The first aid attendant may make the worker comfortable as possible in the isolation room; but are also to leave the room as soon as possible. Keep the length of stay inside the isolation room as short as possible.
5. No other worker may enter the area where the ill worker(s) is present/isolated.
6. Contact the local health authorities immediately.
7. After the exposed worker has left the premises ensure (while wearing your PPE) all areas that the worker may have touched is properly disinfected, such as door handles, chairs, benches, door sills etc. 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.



4.2 Multiple Employees Symptoms

1. If 2 or more workers are showing symptoms or suspected in exposure to a communicable disease, follow the same procedures in Section 4.1.
2. All work on the worksite will stop immediately.
3. All workers on-site will need to be notified by an emergency evacuation system (i.e. audible alarm or air horn). The worksite is to be evacuated immediately.
4. Inform all workers who were working on the same day as the ill workers; that they may have been exposed to a communicable disease and they are to immediately contact their health care provider for testing.
5. No work will commence on site until the approval of Build & Gain Contractors INC..



5.0 HANDWASHING

5.1 When to Wash Your Hands

1. Hand washing is one of the best ways to minimize the risk of getting or spreading communicable diseases. By removing disease-causing material from your hands, you avoid infecting yourself when touching your eyes, nose, or mouth. You also avoid contaminating common objects (e.g., phones, keyboards, and doorknobs) and infecting others.
2. All Build & Gain Contractors INC. employees must wash their hands with SOAP and WATER at the following minimum intervals. Refrain from touching your face, eyes and mouth during your shift:
 - a. At the start of every shift
 - b. At each break interval
 - c. At lunch break before and after (especially before consuming food)
 - d. At the end of every shift
 - e. After using the washroom
 - f. If you feel you have come in contact with someone who is suspected to show COVID-19 symptoms.
 - g. After coughing, sneezing or blowing your nose.**
 - h. When you have shaken someone's hand.
 - i. After administering first aid to anyone.

5.2 How to Wash Your Hands

1. Follow proper hand washing procedure using soap with warm running water for at least 15 to 20 seconds.
2. After washing, turn off the faucet with a paper towel.
3. Dry your hands with an air dryer or a clean paper towel.
4. Use a paper towel to open the bathroom door and dispose of paper towel in a trash bin outside of door.
5. Avoid touching your face, eyes, or rubbing your nose.
6. If water is not available, use a waterless hand cleanser that has at least 70% alcohol. Build & Gain Contractors INC. will ensure hand sanitizer is available on all worksites.

How to wash your hands properly



5.3 Hand Sanitization and Washing Stations

1. Build & Gain Contractors INC. will ensure adequate hand washing facilities and sanitization stations are available for employees on the worksite, as per regulation requirements. These facilities can either be plumbed or portable in nature and fresh water must be supplied.
2. All handwashing areas will include running fresh water and fully supplied with soap and fresh paper towels.
3. Hand sanitizers will also be available for employees throughout the worksite including handwashing stations, inside washrooms and portable toilets. Hand sanitizer must contain a minimum of 70% alcohol to ensure viruses are killed on contact.
4. All washroom and hand washing facilities will be maintained in proper working order, kept clean and sanitary and provided with adequate supplies (soap, paper towel, toilet paper and hand sanitizer).

5.4 Plumbed Hand Washing Facility



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5.5 Portable Hand Washing Facility

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5.6 Bottled and Wall Mounted Hand Sanitizer

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5.7 Cleaning Washroom Facilities

1. To prevent the spread of communicable diseases, Build & Gain Contractors INC. will ensure all washrooms and hand washing facilities will be kept clean and sanitary everyday.
2. Cleaning maybe done by a third-party cleaning company or by a company employee.
3. Proper PPE must be worn when cleaning the washroom facilities. See section 4.0 for PPE requirements.

6.0 SAFE REMOVAL OF GLOVES

1. Gloves are the most common type of personal protective equipment. Gloves should be waterproof, disposable, of good quality, suitable for the task, and preferably latex-free. Don't use cloth gloves or gloves that are not waterproof.
2. Remove disposable gloves as soon as possible if they become damaged or contaminated, and after you have completed the task requiring gloves. Gloves should be removed before leaving the work area. Do not wash and reuse your gloves. Use new gloves for each new task.



3. Discard all gloves and masks into an identified bin solely for medical waste. Ensure the waste bin has a covering lid. Ensure the lid is closed at all times.








4. Do not reuse used gloves or face masks. Wash your hands with soap and water immediately.



6.0 PUTTING ON & SAFE REMOVAL OF MEDICAL OR N95 MASKS

6.1 Putting on a Respirator

Only use a respirator for which you have been fit tested, and fit check the device as instructed before using it.

<p>1. Cup the respirator in your hand with the nose piece at the fingertips.</p>	
<p>2. Place the respirator over your nose, mouth, and chin.</p>	
<p>3. Secure the respirator's top band over your head and above your ears.</p>	
<p>4. Secure the respirator's bottom band behind your head and below your ears.</p>	
<p>5. Mould the flexible nose piece over the bridge of your nose and adjust the respirator to fit. 6. Perform a fit check.</p>	



6.2 Removing Respirator

1. Remember the front of the respirator is contaminated — avoid contact with your hands.
2. If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer.
3. Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front.
4. Discard in a waste container.



Dispose of your respirator if:

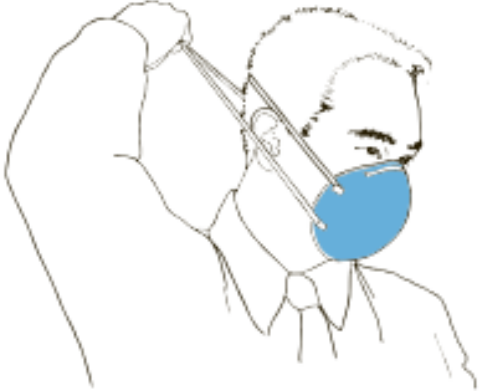
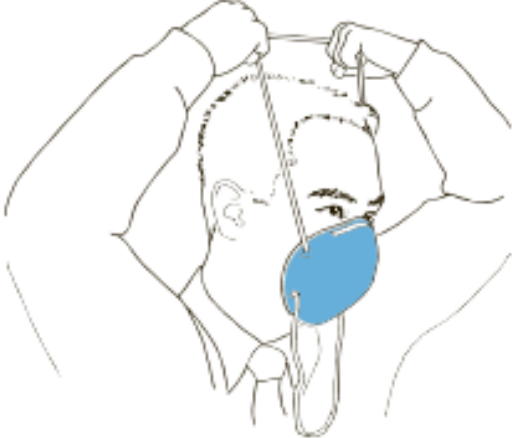
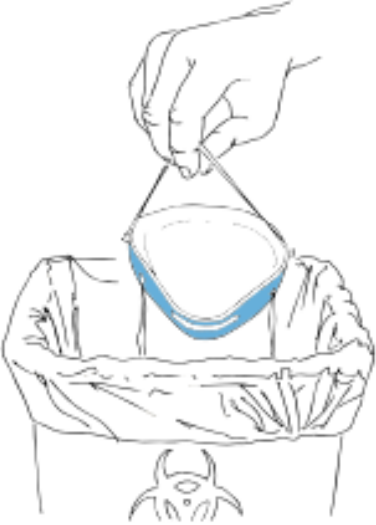
- It is damaged or soiled.
- Breathing becomes difficult.
- It has been used to protect you from biohazards such as bacteria or viruses.

To discard it, handle it by the straps and follow safe work procedures.

5. Do not reuse used gloves or face masks. Wash your hands with soap and water immediately.



6. Use the following procedure:

<p>1. Grab the bottom strap and pull it over your head.</p>	 A line drawing of a person's head and shoulders in profile, facing right. They are wearing a blue respirator mask. Their right hand is pulling the bottom strap of the mask over their head.
<p>2. Grab the top strap and pull it over your head.</p>	 A line drawing of a person's head and shoulders in profile, facing right. They are wearing a blue respirator mask. Both hands are pulling the top strap of the mask over their head.
<p>3. Discard the respirator, handling it by the straps.</p>	 A line drawing showing a hand holding a blue respirator mask by its top strap. The mask is being held over a waste bin that has a biohazard symbol on its front.



7.0 N95 RESPIRATOR USER SEAL CHECK PROCEDURES

7.1 General Policy

1. A *qualitative* fit test is the most common type of test and covers most of the regularly used workplace masks such as N95, half-face and full-face respirators. The test involves the taste sensitivity of the person being tested and can be applied to any type of mask that does not have its own separate air supply.
2. There is no eating, smoking or drinking about 20 minutes before the test.
3. When it is time for your test, you will be required to fill out a short medical form consenting to the fit test and after that the trainer will take care of the rest.
4. Unfortunately, if you have any facial hair you will have to shave as it is a regulation requirement. This is because when you have facial hair the N95 mask cannot properly secure to the skin on your face and you will fail the test.
5. A fit test must be done by a qualified trained fit test provider.
6. A fit test record will then be completed by the fit test provider.

7.2 Surgical Mask Versus Disposal Respirator

A surgical mask is not a respirator. Surgical masks and disposal respirators have a similar appearance and both provide a barrier that covers your nose and mouth. However, there is a great deal of difference in the protection they provide.



7.3 Surgical Masks



A surgical mask protects others from the airborne droplets you produce. A surgical mask:

- a. Prevents you from spreading airborne droplets such as spit and mucus to others around you.
- b. DOES NOT seal tightly to your face and is not designed to filter particulates from the air you breathe.
- c. May have a moisture barrier to reduce the risk that splashes of bodily fluids will reach your nose or mouth.
- d. Is used to protect people around you.
- e. Is NOT a respirator.

7.4 Disposal Respirators N95



- a. A disposal respirator protects you from breathing particulate hazards. A disposal respirator:
- b. Protects you from breathing in particulates, including infectious viruses and bacteria.



- c. Seals tightly to your face so that inhaled air is drawn through the filter.
- d. Require a fit test to ensure that it fits properly.
- e. Has NIOSH rating printed on the mask (typically N95).
- f. Has two straps – one that fits behind your head, the other behind your neck – and may have an external exhalation valve.

7.5 N95 Seal Check Procedures

How to do a seal check

1. Cover the facepiece completely with your hands or use a modified plastic cup to cover the facepiece (available from the manufacturer).
2. If there is a valve, block it off by covering it with the palm of your hand.
3. Breathe in and out, taking care not to move the respirator out of position. If you have a good seal, the facepiece should collapse slightly on your face when you inhale. When you exhale, you should feel no air escaping.
4. If air leaks out around the nosepiece, mold it more closely to your nose. If air leaks out around the edges of the respirator, adjust the position of the straps.
5. If you are unable to get a good seal, DO NOT enter the contaminated area. Inform your supervisor.

If you have a medical condition that affects your breathing

Wearing a respirator may make breathing more difficult because you must pull air through the filter as you inhale. If you have a breathing problem such as asthma, check with your physician before using one.



Disposable respirator



*Take the time to mold the facepiece
to your nose.*



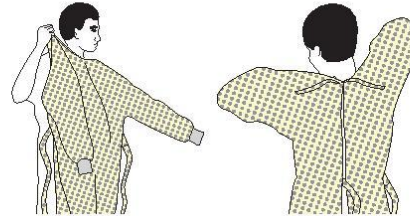
*Cover the facepiece to do the
seal check.*

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



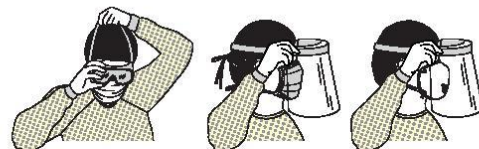
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



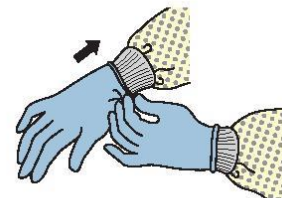
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

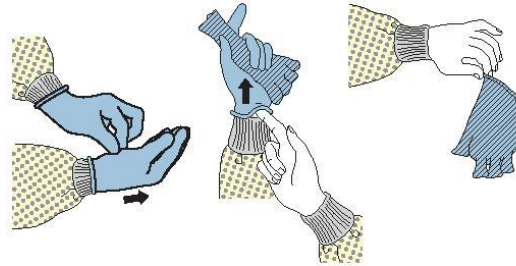


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



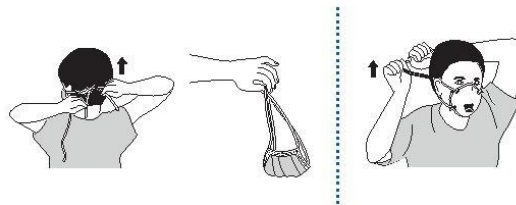
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

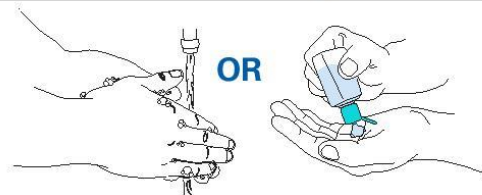


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

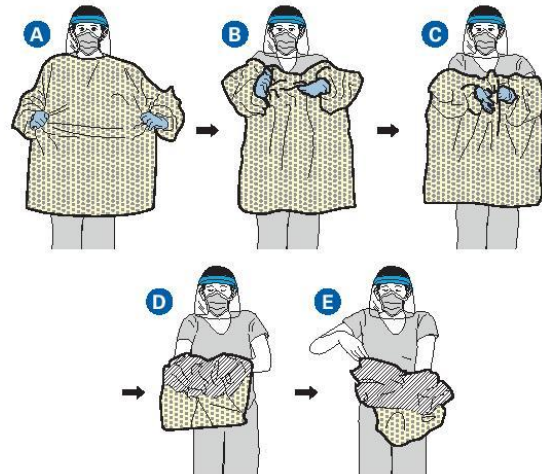


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



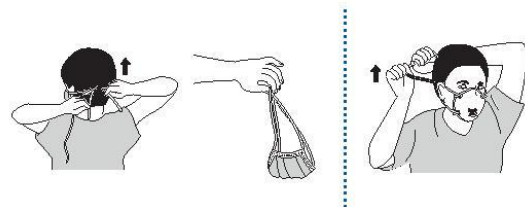
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

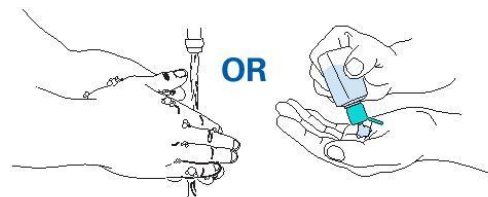


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE





9.0 STANDARD WORKPLACE HYGIENE PROCEDURES

9.1 Cleaning and Sanitizing

1. Areas such as washrooms, office desks, eating tables and lunchrooms will be cleaned and sanitized frequently.

2. Build & Gain Contractors INC. will ensure high risk touch spots will be cleaned and sanitized frequently, such as:

Doorknobs, door handles, light switches, handrails, computer keyboards, desks, computer mouse, lunchrooms, sink taps, lunch tables, fridge handles, cellular phones, microwave handles/buttons etc.

3. Sanitizing chemicals will be purchased by Build & Gain Contractors INC..

4. Example of developing our own sanitizing solution: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

9.2 Disinfection Solution

1. You may use a chemical disinfection solution containing a bleach solution or at least 70% Alcohol. Follow manufacturer specifications for proper application and safety requirements (i.e. ppe and ventilation).

2. You may also create your own workplace diluted bleach solution (i.e. spray bottle):

5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.

3. Ensure the spray bottle is adequately labeled for identification purposes.



9.3 Handshaking

It is advised to all employees that if you are showing flu like symptoms, avoid handshakes until further notice. Always ensure your hands are clean and washed at all times.

9.4 Workplace Distancing

1. Avoid close contact with any other worker if they are showing any symptoms of a communicable disease.
2. Build & Gain Contractors INC. will limit the number of group gatherings such as office meetings and training sessions. An electronic means of communication such as cellular phone or webinar meetings will be proposed.

9.5 Personal Protective Equipment

1. The following PPE will be provided to employees by Build & Gain Contractors INC. This PPE is to be worn and used if exposed to or near an infected worker.
2. Employees are recommended to wear respirators and gloves while performing work.

- d. Latex or Neoprene First Aid Gloves



- e. Respiratory Protection (Medical Face Mask, N95 Respirator or Half Mask Respirator with P100 cartridges)



- f. Face Shield (example worker is showing symptoms of sneezing or coughing)





e. Face Visor & Safety Goggles (ideal for health care workers)



f. Tyvek Suit Coveralls (ideally with head cover and foot covers)



9.6 Disposal of Contaminated PPE

1. All contaminated PPE such as masks, respirators, gloves and Tyvek suits must be disposed of in a labeled biohazardous container bin.



2. Face shields can be cleaned with a disinfectant solution.



Example of a disinfectant solution can be **5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.**

9.7 Face Touching

It is advised to all employees to refrain from touching their face, eyes or mouth prior to washing their hands with soap and water.

9.8 Food and Beverage Sharing

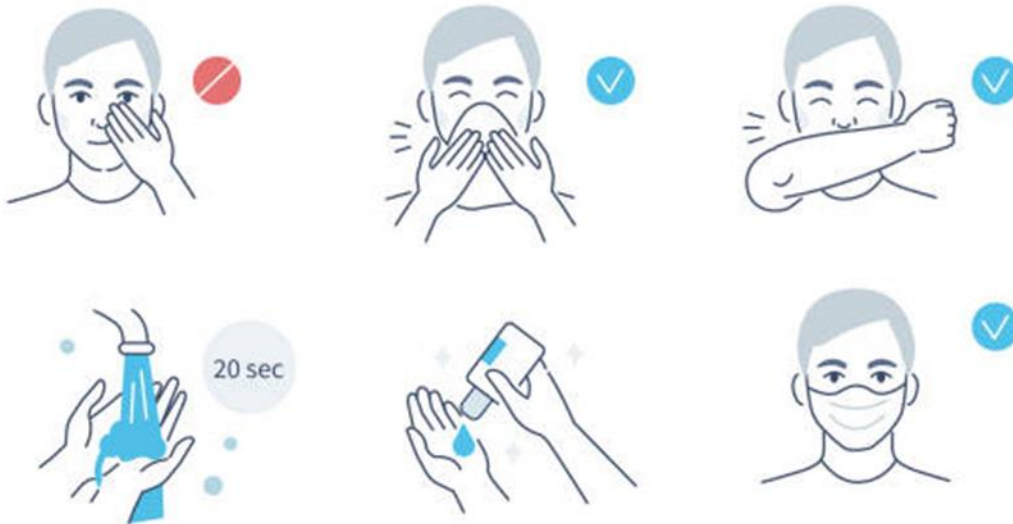
At no time shall any employee share their food or beverage containers with another employees. Please bring your own water bottle and do not share you water bottle with anyone.

9.9 Breaks and Lunch Breaks

At each break or lunch break, employees are advised to wash their hands before returning back to work.

9.10 Sneezing and Coughing

1. Do not sneeze or cough into the air or towards another worker at anytime.
2. Sneeze or cough into a tissue or into your elbow. **DO NOT USE YOUR HANDS.**
3. After coughing or sneezing, put your used tissue into a garbage bin and immediately wash your hands with soap and water (or disinfect with 70% or more alcohol-based hand sanitizer).
4. Employees are welcome to wear medical masks or N95 Respirators during their shift if they feel more comfortable in regards to their personal health.



9.11 Exposure or Symptom Reporting

1. If you believe you have been exposed to a confirmed infected employee, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider.
2. If you are showing any of the following symptoms, report to your Supervisor immediately. You will be required to leave the site, isolate yourself, and contact your local health care provider:

Similar to a cold or flu and include fever, fatigue, cough and difficulty breathing.

9.12 Contact with a Confirmed Case of Communicable Disease

1. If a confirmed case is identified in your workplace, the designated public health services will provide advice to:
 - a. Any employee that has been in close face-to-face or touching contact
 - b. Anyone talking with or being coughed on for any length of time while the employee was symptomatic
 - c. Anyone who has cleaned up any bodily fluids



- d. Close friendship groups or workgroups
 - e. Any employee living in the same household as a confirmed case
2. Contacts are not considered cases and if they are feeling well, they are very unlikely to have spread the infection to others:
- a. If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call the designated public health services for reassessment
 - b. If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19.
 - c. If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 or any other communicable disease they will become a confirmed case and will be treated for the infection
 - d. Staff who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for flu-like symptoms and can continue to attend work.
3. A confirmed case of COVID-19 or any other communicable disease in the workplace will cause anxiety among co-workers and some may become stressed.
4. Clear communication is important, directing workers to reliable sources of information about COVID-19. Managers should be supportive and understanding and as far as possible flexible on working arrangements.



10.0 SICK LEAVE POLICY

INSERT YOUR COMPANY SICK LEAVE POLICY HERE IF YOU HAVE ONE (DELETE THIS SENTENCE IF YOU PREFER TO USE THE BELOW STANDARD SICK LEAVE POLICY).

10.1 Sample Sick Leave Policy

Purpose

This policy will ensure employees are aware of their sick leave benefits and the process for documenting absenteeism.

Statement

Sick leave is to be used by employees who are ill. Sick leave accumulates at ____ days per month as per the collective agreement. Employees will receive a statement showing their accumulated sick leave credits annually.

Scope

This policy covers all union, non-union and management positions within Build & Gain Contractors INC..

Notification of sick leave

Employees must notify immediate supervisor of inability to work using manager specified procedure on each work team.

Return to work from sick leave

Employees must notify manager when reporting to work following a sick leave. Employee must provide a medical practitioner signed proof of illness notification for absences longer than ____ working days. However, for COVID-19 diagnosis no medical practitioner note is required in the early stages of the pandemic.

Family health days

Each employee will be allowed a maximum of ____ days from their sick leave credits for tending to family illness concerns. Family is defined as, employees parent, step-parent, child, step-child, brother or sister.

Medical appointments

Time off to attend personal medical appointments is allowed. Upon return to work the employee must complete a signed employee absence record and submit it to their immediate manager.



Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.



11.0 VENTILATION

11.1 Purpose

Filtration and ventilation are important components in an indoor air quality improvement strategy to exhaust or capture gases, vapours and airborne particles including virus-containing dust and aerosols. Removal of these matter dilutes their concentration in indoor air and can reduce occupant exposures.

Ventilation is the supply/distribution or removal of air from a space by mechanical or natural means. Ventilation can be for the purposes of controlling air contaminant levels, humidity, or temperature within the space. It can be achieved through natural means, such as through openings (e.g., windows, doors) and by passive infiltration.

Mechanical ventilation is the active process of supplying air to or removing air from an indoor space by powered equipment such as motor-driven fans and blowers. Examples include HVAC systems, and bathroom or cooking exhaust fans. This document focuses on ventilation in the context of building spaces in the community, but not local exhaust ventilation used in certain occupational and industrial settings to control air contaminants at or near their source.

11.2 Ventilation & HVAC Policy

1. Build & Gain Contractors INC. will ensure the building's ventilation system is in good operating condition as designed, and that preventative maintenance is conducted.
2. Build & Gain Contractors INC. will ensure that a ventilation system for the supply and distribution of air and removal of indoor air contaminants is designed, constructed and operated in accordance with established engineering principles, and ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality.
3. An adequate supply of outdoor air must be provided to the workplace in accordance with Table 2 of ASHRAE Standard 62-1989.
4. For a building ventilation system installed prior to 1989, an adequate supply of outdoor air must be provided in accordance with the ASHRAE standard in place at the time the ventilation system was designed.
5. Build & Gain Contractors INC. will ensure the ventilation system must be balanced to ensure that each space within the building receives an adequate allotment of outdoor air, and accommodate the actual or the normally anticipated occupancy of each space.



6. A ventilation system that discharges air from the work area must be designed to minimize the likelihood of exposing any worker at a workplace, including an adjacent workplace to an air contaminant in a concentration which exceeds either 10% of its applicable exposure limit, or an acceptable ambient air quality standard established by an authority having jurisdiction over environmental air standards, whichever is greater, and where practicable, to an objectionable odour.
7. A ventilation system must not be obstructed by material or equipment placed in front of the ventilation air intakes or discharge points.
8. Outdoor air intakes must be located so that outdoor air entering the ventilation system does not contain any contaminant in a concentration greater than normal outdoor ambient air in that locality.
9. Build & Gain Contractors INC. will ensure that temperature and humidity levels within the indoor work environment are maintained within acceptable comfort ranges, as far as is practicable.
10. Build & Gain Contractors INC. will ensure outdoor air is effectively distributed throughout the workplace.





12.0 OTHER WORKPLACE PROCEDURES

12.1 Eating Arrangements

There is a requirement for workplaces to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

1. Dedicated eating areas should be identified on site to reduce food waste and contamination.
2. Break times should be staggered to reduce congestion and contact at all times.
3. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
4. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
5. Workers should sit 2 metres (6 feet) apart from each other whilst eating and avoid all contact.
6. Where catering is provided on site, it should provide pre-prepared and wrapped food only.
7. Payments should be taken by contactless card wherever possible.
8. Crockery, eating utensils, cups etc. should not be used.
9. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
10. Tables should be cleaned and sanitized between each use.
11. All rubbish should be put straight in the bin and not left for someone else to clear up.
12. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

12.2 Changing Facilities, Showers and Drying Rooms

1. Introduce staggered start and finish times to reduce congestion and contact at all times.
2. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
3. Consider increasing the number or size of facilities available on site if possible.



4. Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.
5. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

12.3 Workplace Social Distancing

1. It is required that workers must be at a distance of 6 feet from each other minimum.
2. There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. In these situations, proper personal protective equipment must be worn by all workers.

12.4 Worker Transportation

Wherever possible workers should travel to site alone using their own transport and sites need to consider:

1. Parking arrangements for additional cars and bicycles.
2. Other means of transport to avoid public transport e.g. cycling
3. Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if water is not available.

12.5 Worksite Access Points

1. Stop all non-essential visitors from entering the site. Having a security personal at the entrance would be ideal.
2. Introduce staggered start and finish times to reduce congestion and contact at all times.
3. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
4. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
5. Require all workers to wash or clean their hands before entering or leaving the site.
6. Allow plenty of space (two metres) between people waiting to enter site.
7. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
8. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.



9. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

12.6 Handwashing

1. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
2. Ensure soap and fresh water is readily available and kept topped up at all times
3. Provide hand sanitizer where hand washing facilities are unavailable
4. Regularly clean the hand washing facilities and check soap and sanitizer levels
5. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
6. Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored.

12.7 Toilet Facilities

1. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.
2. Wash hands before and after using the facilities.
3. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
4. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently. Hand sanitizer should also be available inside all portable toilets.
5. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

12.8 Site Meetings

1. Only absolutely necessary meeting participants should attend
2. Attendees should be two metres apart from each other
3. Rooms should be well ventilated / windows opened to allow fresh air circulation
4. Consider holding meetings in open areas where possible.
5. Consider holding meetings though webinars (i.e. webex).

12.9 Building Access



1. Workplaces should stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 metres cannot be maintained. Alternatively, consider designating doors for entry and exit to prevent workers and others from coming into proximity with one another.
2. Consider providing hand sanitizer available to workers as they enter the building.
3. Post signage indicating that employees, contractors, or visitors exhibiting flu like symptoms are not allowed to enter the office building.

12.10 Communal Spaces

1. Ensure that whatever changes you make to the usage of communal areas is clearly communicated to workers.
2. Consider single-person access if entry into constricted area is required.
3. Limit the number of workers allowed in common areas at any one time. Consider staggered break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside. Limit or stagger workers entering change areas or rooms with assigned lockers.
4. Encourage workers to eat outside or at their desk.
5. Consider distancing the tables in lunch rooms, or installing plexiglass dividers at the tables.
6. If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.
7. Restrict eating to a clearly identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
8. Require workers to bring their own dishes and utensils.
9. Refrain from providing and consuming communal foods.
10. Allow communal doors to remain open throughout the workday to reduce contact with door handles.
11. Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers.
12. Minimize the number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.). Shared equipment should be cleaned and disinfected after each use.



13. Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

12.11 Outside Visitors

1. If required, visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
2. Post signage at the workplace to inform everyone of the measures in place.
3. When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
4. Minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
5. Waiting areas should be arranged to maintain physical distancing requirement. Install barriers between receptionists and visitors (e.g., plexiglass). Place markings on the floor directing visitors where to stand when approaching front desk.
6. Provide visitor-facing staff with hand sanitizer for their use only.
7. Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
8. Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.
9. Beverages (coffee, tea, water) should not be offered at this time.
10. Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

12.12 Deliveries

1. Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
2. Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
3. Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.



12.13 Transportation

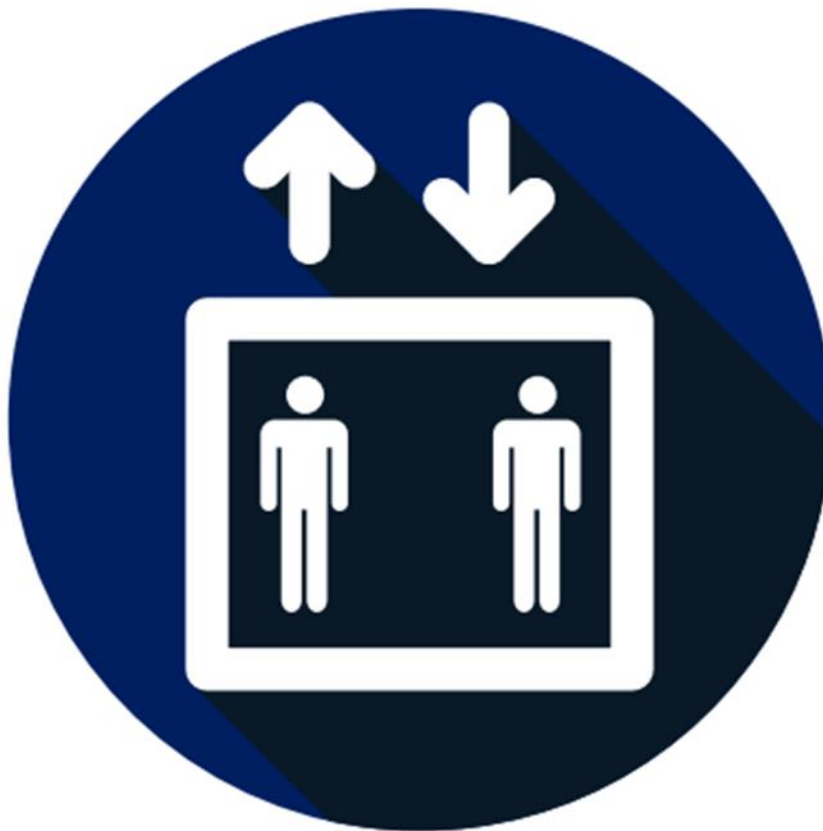
1. Non-essential transportation or business travel should be limited and on an exceptional basis only.
2. Restrict travel between offices or work locations to critical business functions.
3. Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.
4. Where possible, communicate using telephone, text message, or other communication technology.

12.14 Elevator Use

1. Post occupancy limits on elevators.
2. Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
3. Ensure elevator panels are routinely disinfected.

ATTENTION

**Use of the elevator limited
to two people at a time.**



**Exceptions for patient transport in staff-only
elevators and emergency cases.**



12.15 Assisting Customers

1. Consider stopping, reducing or modifying your customer interaction, demonstration, and assistance practices to reduce contact intensity and number of contacts.
2. To minimize physical contact with customers, offer online or telephone orders with delivery or pick up services as alternatives to shopping in person.
3. Encourage customers to consult your product catalogue using your website or virtual catalogue to find product information.

12.16 Payment and Till Area

1. Provide physical barriers, such a plexiglass, if the physical distancing requirement cannot be maintained. Ensure the barriers cover all areas where the customer is expected to move around while interacting with the cashier.
2. Place alcohol-based hand sanitizer near pay stations.
3. Curbside pick-ups or staff-assisted purchases (e.g., large items or building materials) should be done with prepayment, a means of identification, and ensuring the customer stays in the vehicle while the worker loads the items.
4. Encourage the use credit cards and loyalty cards wherever possible and have customers scan or tap their cards and handle the card readers themselves. Encourage tap payment over pin pad use. As some customers will need to pay with cash, establish hygiene practices that include washing or sanitizing hands after handling cash.
5. Have customers hold their ID so it is visible and allows identification for controlled products.
6. If reusable bags are accepted at a retail store, the store should consider asking customers to pack the bags themselves.
7. If workers handle or pack goods into reusable bags they are expected to practice frequent handwashing.



12.17 Product Delivery

1. Non-essential transportation or business travel should be limited and on an exceptional basis only.
2. Restrict travel between offices or work locations to critical business functions.
3. Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.
4. Where possible, communicate using telephone, text message, or other communication technology.



13.0 EMPLOYEE COMMUNICATION PROCEDURES & SIGNS

1. Build & Gain Contractors INC. will ensure the content of this communicable disease prevention plan will be communicated to employees through monthly crew toolbox talks.
2. Monthly crew toolbox talks with employees will be conducted by Supervisors.
3. All monthly crew toolbox talks will be documented with the date, topics discussed, names of attendees and their signature.
4. A copy of this communicable disease prevention plan will be made available to all employees for their reference by posting a copy on the safety bulletin board or made available through online access.
5. The following signs will be posted around the workplace and all employees are to ensure they adhere to these signs at all times:



COVID-19 INFORMATION

HELP PREVENT THE SPREAD

Prevention starts with awareness.
Be informed on how you can
protect yourself and others from
novel coronavirus:

- Self-isolate if you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

Concerns about your health?
Call Health Link 811.

alberta.ca/covid19

Alberta

COVID-19 INFORMATION

WASH AND SANITIZE YOUR HANDS



BEFORE

- entering school
- entering your classroom
- eating
- leaving school

AFTER

- sneezing or coughing
- using shared equipment
- using the washroom, water fountain, vending machine and microwave

alberta.ca/returntoschool

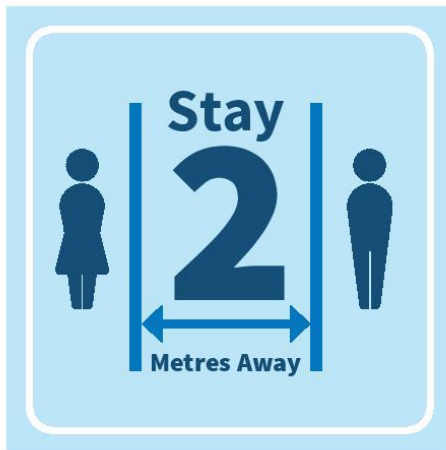
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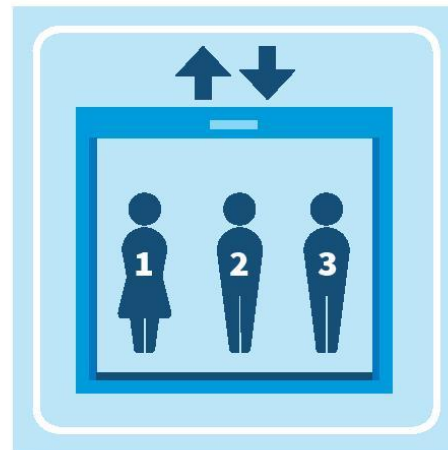
COVID-19 Notice

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

Physical Distancing on Elevators



Keep **2 metres apart** from others



There should **not be more than three** people per elevator

COVID-19 INFORMATION HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.

SAFELY PUTTING A MASK ON



1 Wash/sanitize your hands.



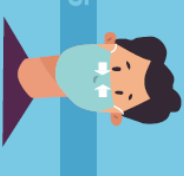
2 Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.



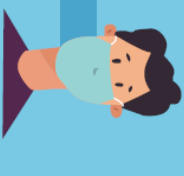
3 Open fully to cover from the bridge of your nose to your chin.



4 Adjust the mask to your face so there are no gaps on the side.



5 If mask has stiff edge, pinch to close gaps between nose and mask.

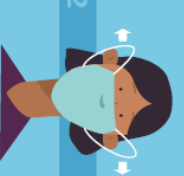


6 Keep your nose, mouth and chin covered at all times. Avoid touching the mask.

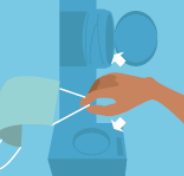
SAFELY TAKING OFF A MASK



1 Wash/sanitize your hands.



2 Remove it from the back by releasing ties or loops. Do not touch the front of the mask.



3 Discard the mask immediately if disposable. Wash thoroughly if reusable.



4 Wash/sanitize your hands.



FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

alberta.ca/masks





COVID-19 INFORMATION

OPEN FOR BUSINESS AND KEEPING ALBERTANS SAFE

The safety of customers and staff of Alberta business is a priority.

That's why this business is committed to:

- Cleaning regularly, especially in high traffic areas
- Wiping down and disinfecting surfaces
- Providing access to hand sanitizer
- Encouraging staff to stay home and away from others if sick

Stay informed on how you can protect yourself and others from novel coronavirus.

alberta.ca/covid19

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COVID-19 INFORMATION

KEEP A HEALTHY DISTANCE FROM EACH OTHER



- In hallways
- In classrooms
- In the playground
- In the lunch area

alberta.ca/returntoschool

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COVID-19 INFORMATION

DO NOT SHARE THINGS

—
Do not share personal items, including food, and store your belongings separately.



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COVID-19 INFORMATION



WASH YOUR HANDS



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COVID-19 INFORMATION

**DO NOT ENTER
IF SICK**



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COVID-19 INFORMATION

HELP RELAUNCH, SAFELY

Prevention starts with awareness. Be informed on how you can protect yourself and others from COVID-19:

- Isolate if you're feeling sick
- When out, maintain physical distancing of 2 metres
- Wash your hands frequently for at least 20 seconds with warm water and soap
- Cover coughs and sneezes and stay home if you are sick
- Avoid touching your face
- Wear a mask in public places where keeping a distance of 2 metres is difficult

STAY INFORMED

alberta.ca/covid19

COVID-19 INFORMATION

PRACTICE PHYSICAL DISTANCING

Keep at least 2 metres (about the length of a hockey stick) between you and others. If you are too close to someone who coughs or sneezes, you risk breathing in tiny droplets that could contain the COVID-19 virus.

Help support a healthy relaunch by following public health measures, practicing physical distancing and good hygiene, and continuing to act responsibly.

STAY INFORMED

alberta.ca/covid19

COVID-19 INFORMATION

OPEN FOR BUSINESS AND KEEPING ALBERTANS SAFE

The safety of customers and staff of Alberta business is a priority. That's why this business is committed to:

- Cleaning regularly, especially in high traffic areas
- Wiping down and disinfecting surfaces
- Providing access to hand sanitizer
- Encouraging staff to stay home and away from others if sick
- Helping Albertans maintain physical distancing of 2 metres
- Having staff wear a face mask, where possible

STAY INFORMED

alberta.ca/covid19

14.0 HANDLING MONEY PROCEDURES

1. According to the Alberta CDC there is little evidence that communicable diseases can be passed on through touching or handling money, however, the risk is still present. Communicable diseases are spread person-to-person through respiratory droplets. Although communicable diseases can remain on surfaces like paper money and coins, it will eventually die off.
2. Customers and employees must use appropriate hand washing or sanitizers throughout the day, and always before eating, after using the washroom, and before they touch their eyes, nose, and mouth.
3. Employees who handle money must wash their hands with soap and water before preparing food.
4. Dedicate employees (cashiers) to handle money and credit cards so they are segregated from preparing foods.
5. Cashiers who handle money, including credit cards, must wash their hands frequently and be reminded to not touch their face.
6. Gloves are an option to limit hand contact however they should be changed frequently.



7. Where possible use point of sale (POS) devices that do not require customers to touch them.
8. Frequently clean and disinfect POS devices.



9. Limit direct handling of credit cards and loyalty cards where possible and allow customers to scan them.



15.0 WASHROOM FACILITIES

15.1 Drinking Fluids

1. Build & Gain Contractors INC. will ensure that an adequate supply of drinking fluids is available to workers at a work site.
2. The drinking fluids available at a work site must include potable water.
3. Unless water is provided by a drinking fountain, the employer must ensure that an adequate supply of single-use drinking cups is provided in a sanitary container located by the water supply.
4. If there are outlets at a work site for both potable water and non-potable fluid, the employer must ensure that the outlet for potable water has a prominent label that clearly indicates drinking water.

15.2 Toilet Facilities

1. A work site may have only one toilet facility for the use of both sexes if:
 - (a) the total number of workers at the work site is never more than 10, and
 - (b) the door to the toilet facility can be locked from the inside.
2. If three or more toilets are required for men, an employer may substitute not more than two thirds of the toilets with urinals.
3. If two toilets are required for men, an employer may substitute one of them with a urinal.
4. An employer must ensure that a toilet facility is located so that it is readily accessible to the workers who may use it.

15.3 Hand Cleaning Facilities

An employer must ensure that at least one wash basin or hand cleaning facility is provided in a toilet facility.

An employer must ensure that there is one wash basin or hand cleaning facility for every two toilets in addition to the wash basin or hand cleaning facility if three or more toilets are required in a toilet facility.

An employer may substitute circular wash fountains for wash basins or hand cleaning facilities on the basis that each 500 millimetres of the fountain's circumference is equivalent to one wash basin or hand cleaning facility.



15.4 Supplies and Waste Receptacles

An employer must ensure that a toilet facility at a work site has

- (a) toilet paper available at each toilet,
- (b) hand cleaning agents and single-use towels of cloth or paper, or air hand drying equipment, at each wash basin or hand cleaning facility, and
- (c) a covered disposal container for feminine hygiene products near each toilet used by women.

15.5 Condition of Facilities

1. An employer must ensure that a lunch room, change room, toilet, urinal, wash basin, hand cleaning facility, circular wash fountain or shower at a work site is clean and sanitary, and operational.
2. An employer must ensure that changing rooms, lunch rooms, toilet facilities and rooms in which a wash basin or shower are located are not used as storage areas for materials unless the storage facilities are properly constructed for those materials.
3. Washrooms should be designed so as to provide privacy for workers using the facilities.
4. If plumbed washroom facilities cannot be provided because of the nature of the workplace or the nature of the work in which the worker is involved, the employer must provide access to portable washroom and hand-washing facilities, or make such other reasonable arrangements to accommodate workers as the circumstances allow, if access to portable washroom and hand-washing facilities cannot be provided.
5. Where access to or installation of plumbed facilities is not practical, portable toilets should be provided and maintained. The number of portable facilities (toilets and hand-washing facilities) should be sufficient for the number of workers, and the facilities should be readily accessible to workers.



16.0 CLEANING SCHEDULE

1. The following daily cleaning schedule will be followed by Build & Gain Contractors INC..
2. The personnel responsible for the daily cleaning and sanitizing of our facility will be:
3. All personnel responsible for the daily cleaning and sanitizing of our facility must be trained in this Communicable Disease Prevention Plan.
4. All personnel responsible for the daily cleaning and sanitizing of our facility must be trained in WHMIS 2015.
5. All personnel responsible for the daily cleaning and sanitizing of our facility must wear appropriate PPE when performing cleaning tasks. See section 9.5 for PPE requirements.



BUILDING CLEANING SCHEDULE

Date:

Company Name:

Cleaning Personnel Name:

Daily Cleaning	Mon	Tues	Wed	Thurs	Frid
Restrooms / Washrooms (toilets and handles, door handles, sinks, taps, and light switches.					
Building Door Handles/Knobs					
Light Switches					
Photocopier Buttons					
Wipe Down Eating Tables					
Wipe Down Lunch Room Counters					
Fridge Door Handles					
Lunchroom Cabinet Handles					
Microwave Buttons					
Coffee Machine Buttons					
Lunchroom Sink and Taps					
Stairs Hand-Rails					
Elevator Buttons (entry and exit)					