



COVID-19 PROTOCOL | PREVENTION PROCEDURES

April 14, 2020

Please note that Scuka Enterprises is currently open and continuing to move our community forward. We've put in every precaution during this pandemic to ensure the safety of everyone involved in our projects including our staff, trade partners, and clients. We have very limited staff in the office, with most personnel working remotely.

The standard protocol for all of Scuka's sites is to maintain the health and safety of all persons involved. This has always been achieved by enforcing a set of procedures, duties, and responsibilities for all workers to adhere to. Scuka has worked closely with WorkSafeBC to create a COVID-19 protocol that will minimize exposure and ensure consistency on all sites. Please see below for our COVID-19 protocol.

Hygiene Practices

Portable hand washing stations are located on all sites. Clean your hands with soap and water for 20 seconds –during the work shift whenever possible, before you eat, at the end of the workday, and when you get home from work.

- Do not shake hands, avoid physical contact.
- Do not share food, drinks, cigarettes, personal hand tools.
- Do not touch your face, eyes, nose, mouth with unwashed hands (i.e., smoking, drinking water, eating, etc.)
- Follow good respiratory etiquette by covering your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect commonly touched surfaces and tools.

Project Site Orientations

- Limit the number of persons in the orientation. Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.
- Use the Public Health Authority Health Assessment tool questions to verify that workers are not feeling sick and so they are aware of what the symptoms are so they can self-monitor.
- Disinfect used pens, tables, chairs and table after each orientation.
- As part of the verbal orientation, discuss:
 - Social distancing of 2 meters.
 - Hygiene, and location of hand washing and hand sanitization stations.
 - What the company is doing at the site to promote a safe workplace and remind them that their health is important to us.
 - Where the Safety posters are located.
 - The importance of reporting to their supervisor if they are feeling unwell and leaving the project
 - Health Verification of Visitors Prior to site Access
- Question all site visitors on the current status of their health – use PHA Health Assessment tool questions.
- Hold any tailgate meetings or brief discussions outside in open areas.

Health Verification of Workers

- Site Safety will record all workers on and off the site daily.
- At start of shift, Site Safety to confirm through discussions the health status of all Scuka employees and Sub-contract workers on site.
- Site Safety to monitor for updates of workers that have left the site for self-isolation, or during the shift, workers health changes during work activities. This data should all be documented.
- At end of shift, Site Safety to confirm the health status of workers through discussions and notify Superintendent of any issues.

Other Preventative Measures

- Non-essential travel will be suspended.
- Mobile equipment to one designated operator. Other company Vehicles are limited to one person only.

- Provide the operator with disinfectant to routinely disinfect commonly touched items – call buttons, door handles, etc.

Radios and Cell phones

- Disinfect at start of shift and regularly throughout the shift.

Stairwells

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.

Wearing Gloves

- Do not touch your face, eyes, or mouth
- Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

Project Offices, Trailers and First Aid

- Restrict Access. Place contact information (phone #) outside on door.
- Limit the number of workers or restrict who is allowed to enter these offices.
- Maintain the social distance requirements.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, etc.
- Handrails leading up to the trailer or office: Do not slide your hand down them. Routinely disinfect.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom area at the same time.
- Maintain social distancing by staggering seating arrangement, or don't eat in the lunch or common eating area.
- Remove garbage often.
- Routinely disinfect the tables and other commonly handled items.
- Separate PPE and clothing that is hung up in the common area to avoid touching.
- If you have to take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed – ideally separately.

Work locations

- Maintain social distancing between workers.

- Stagger work crews to reduce the number of people on site, if possible
- Where possible, reduce the number of partner workers.
- Don't mix workers on crews.

Tools

- Avoid sharing tools or equipment.
- If you have to share equipment, clean and disinfect points of contact on the equipment. Example: on a shared extended work platform, before use, wipe down controls, gate, guardrails and any other parts touched by hands.
- If worker is performing any hot work activities to not use sanitizer prior to start of work.

First Aid Treatment

- First Aid Attendants to wear N95 mask or 1/2 mask respirator, face shield and medical gloves when treating workers.
- If conscious and capable of answering, ask the worker the PHA Health Assessment tool questions to verify current status of their health.

High-Risk Situations

- Any worker returning from outside Canada or high-risk areas must self-isolate for 14 days.
 - Medical clearance will be required prior to returning to work.
- Any person showing signs of flu like symptoms such as fever coughing or congestion.
 - Do NOT come to work: contact your supervisor, stay home, and self-isolate.

If any symptoms exist or if you're unsure if you should self-isolate, please use the BC Self-Assessment Tool <https://bc.thrive.health>