

The Management Team of ZKRE Inc. believes that all Employees have the right to work in a safe and healthy work environment. They are committed to continuously improving the Health and Safety of its Employees, Contractors, the general public and the environment. Recognizing that Health and Safety is a shared responsibility between the Management and the Employees, the achievement of this COVID-19 requires the full cooperation of everyone in the workplace.

ZKRE Inc. recognizes it's responsibility to adequately educate all Team Members, inclusive of Ownership, Management, Employees, Contractors, Inspectors and Onsite Guests to the company's COVID-19 Protocol & Procedures. The purpose of the COVID-19 Protocol & Procedures is to help prevent the spread of this virus to all stakeholders related to the organization, as well as others outside of immediate stakeholders.

Mandatory Procedures

Health Verification of "All Employees" and Site Visitors:

1. It is the Employee's Responsibility to not come to work if they are ill and experiencing any of the symptoms potentially related to COVID-19 and will notify ZKRE of their condition prior to their work shift. (See Appendix A)
2. At the start of shifts the site supervisor will confirm the health status of all contract employees through the contract supervisor and will report the confirmation through signed documentation on the status of all related site contract workers. No contract employee will enter the worksite without having signed in having no COVID-19 symptoms or illness (See Appendix A)
3. At the start of shifts the site supervisor will confirm the health status of all company employees report the confirmation through signed documentation on the status of all related site contract workers. No employee will enter the worksite without having signed in having no COVID-19 symptoms or illness (See Appendix A)
4. All Site Visitors will be questioned on their current health status as it relates to COVID-19 symptoms or illness and must sign their confirmation of no to enter the site. No site visitor will enter the worksite without having signed in having no COVID-19 symptoms or illness (See Appendix A)
5. At the end of shifts the site supervisor will confirm the health status of all contract employees through the contract supervisor and will report the confirmation through signed documentation on the status of all related site contract workers. (See Appendix A)
6. At the end of shifts the site supervisor will confirm the health status of all company employees report the confirmation through signed documentation on the status of all related site contract workers. (See Appendix A)

Appendix A: COVID-19 Health Verification Questions

Fever and/or Chills	Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
Cough or barking (croup)	Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
Shortness of breath	Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
Sore throat	Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have
Difficulty swallowing	Painful swallowing (not related to other known causes or conditions you already have)
Runny or stuffy congested nose	Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
Decrease or loss of taste and smell	Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
Pink eye	Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)
Headache	Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)
Digestive issues like nausea/ vomiting, diarrhea, stomach pain	Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
Muscle aches	Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)
Extreme tiredness	Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)
Falling down often	For older people

Exposure Verification of “All Employees” and Site Visitors:

1. It is the Employee’s Responsibility to notify their Supervisor and to not come to work if they have been out of the country within the last 14 days prior to their shift. It is also the Employee’s Responsibility to quarantine for the government standard 14 days from day of arrival and to not return to work after their quarantine unless they are symptom free for COVID-19. (See Appendix A)
2. It is the Employee’s Responsibility to notify their Supervisor and to not come to work if they have been in contact with someone who may have or does have COVID-19 within the last 14 days. It is also the Employee’s Responsibility to quarantine for the government standard 14 days from the day of contact exposure and to not to return to work after their quarantine unless they are symptom free for COVID-19. (See Appendix A)
3. At the start of shifts the site supervisor will ask the contract worker’s supervisor whether any contract employees have been out of the country and or if any of the contract employee’s have been in contact with anyone who may have or does have COVID-19 within the last 14 days. If the answer for any said contract employee is “yes”, they will not be allowed on the site and will be asked to leave immediately. Confirmation of these questions will be confirmed in writing by the contract worker’s supervisor.
4. At the start of shifts the site supervisor will ask the company employees whether they have been out of the country and or if any of them have been in contact with anyone who may have or does have COVID-19 within the last 14 days. If the answer for any said employee is “yes”, they will not be allowed on the site and will be asked to leave immediately. These company employees will immediately be put on a 14-day quarantine and to not return to work after their quarantine unless they are symptom free for COVID-19. Confirmation of these questions will be confirmed in writing by the contract worker’s supervisor.

5. All Site Visitors will be questioned by the site supervisor as to whether they have been out of the country or have been in contact with someone who may have or does have COVID-19 within the last 14 days. If the answer for any site visitor is “yes”, they will not be allowed on the site and will be asked to leave immediately. Confirmation of these questions will be confirmed in writing by the site supervisor.

Hygiene:

1. Clean your hands with soap and water for 20 seconds – before you eat, at the end of the work day, during the work shift whenever possible, and when you get home from work.
2. Practice physical distancing of two meters (six feet).
3. Do not shake hands; avoid physical contact.
4. Do not share food, drinks, cigarettes, and personal hands tools.
5. Do not touch your face, eyes, nose, and/or mouth with unwashed hands (i.e., when smoking, drinking water, eating, etc.).
6. Follow good respiratory etiquette by covering your mouth and nose with a tissue or the crease of your elbow when you sneeze or cough.
7. Regularly clean and disinfect commonly touched surfaces and tools.

Physical Distancing:

1. As outlined by Public Health, keeping a distance of 2 meters apart between individuals is a key to preventing the spread of COVID-19. Wherever possible, and without causing other Health and Safety Risk concerns, all Employees, Contract Employees, Supervisors, Owners, Site Visitors and all others shall keep a distance of 2 meters apart while on site.
2. Unnecessary site visits by Supply Chain partners will be banned unless otherwise approved by Senior Management.
3. By staggering work time hours, a limited amount of workers will be permitted on site at all times, thus reducing larger groups of workers in a small environment.
4. Site access will be controlled by the site supervisor and no one may enter the site without consent and signing in through the site supervisor. Signs with phone numbers will be posted to allow suppliers and visitors a number to call to request access and permissions to the site.
5. Where possible, tasks will be organized so that one trade can work in a confined space at a time.
6. Limit of 3 people at a time within a trailer or lunch room.
7. Where possible, directional corridors and stair case will be set up on site to allow one directional flow whereby no one will pass each other.
8. Limit the amount of occupants in a company vehicle to 2 people. (Masks must wear if more than one occupant is within a vehicle at the same time.
9. Site supervisor will conduct regular site tours to ensure compliance to physical distancing on site.
10. All Employees have the responsibility to share any concerns regarding physical distancing issues on site and should be reported to the Site Supervisor.
11. Signage will be displayed to remind all stakeholders about physical distancing while on site.

Masks and Personal Protective Equipment:

A mask is a type of face covering. It is a piece of equipment that covers the wearer’s nose, mouth and chin. It is fixed to the face with straps, ties or elastic, either behind the head or with ear loops.

For COVID-19 protection, masks will be used as workplace control measures in two ways:

1. Source control: workers and visitors wear a mask to protect those around them
2. PPE: workers wear a mask (along with eye protection) to protect themselves

Not all masks or other face coverings are suitable for use for either or both purposes in the workplace.

All constructors and employers should consider using source control masking combined with other control measures. Wearing a mask as source control is required by law in many Ontario workplaces. You should be aware of the most current local and provincial requirements that are applicable to construction.

3. ZKRE will have a zero-tolerance policy to allowing any person on site, whether the person is an employee, contracted employee, supplier, ownership, management or any other individual without wearing a proper protective mask which will cover both the nose and mouth of the individual. Any individual refusing to wear a mask will be asked to leave the site. The only exception will be where other PPE face coverings for construction safety purposes is required.
4. The site Supervisor will take frequent tours of the worksite to ensure that all people are wearing masks.
5. Signs reminding all individuals to wear masks will be posted around the job site.

Construction workers who wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required.

This COVID-19 Policy and our Health and Safety Program will be reviewed annually

Director of Health & Safety/Project Management

February 4, 2021

Date