

CODE OF PRACTICE- COVID-19 PANDEMIC

1.0 General

Fillmore Construction is committed to providing and maintaining a healthy and safe work place, and for being responsible for the management of all environmental aspects of our business. Fillmore Construction Management Inc. is focused on the health and safety of our employees as well as our clients, contractors and partners. We are implementing new standards and protocols to allow our sites to continue to operate uninterrupted while mitigating the potential spread of the Coronavirus COVID-19. This specific Code of Practice (COP) will help identify all those measures.

2.0 Definitions

COVID-19: Coronavirus disease (COVID-19) is an infectious disease caused by a new virus which is now spread worldwide.

The virus causes respiratory illness (like the flu) with symptoms such as a cough, fever and in more severe cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.

3.0 Protection Measures - Worksites

Effective immediately this COP must be followed by all personnel working on or visiting any Fillmore Construction site or visiting the Fillmore Construction or Legacy Equipment Office. This COP will be available on the Fillmore Construction Management Inc. web site (<https://fillmoreconstruction.com/>)

Site Orientations – Prior to access to any Fillmore Construction work site all contractors and visitors to site must complete a site safety orientation with the Fillmore site supervisor or designate. To ensure the protection of everyone from COVID-19, this will be done in a manner that ensures Social Distancing and no transfer of paper from orientation facilitator to orientated worker is performed. The Fillmore site supervisor or orientation facilitator will perform the orientation from a safe distance to the workers. The orientation facilitator copy will be read to all workers along with the COVID-19 Pandemic Code of Practice. Once the safety orientation information has been explained, the supervisor or orientation facilitator will personally complete the "Orientation Checklist" for the worker, check the box that the worker has accepted and agrees to all information set out in the Fillmore orientation and COVID-19 Pandemic Code of Practice. Until further notice this will be the current site safety orientation procedure on all Fillmore Construction projects sites to manage the impact of COVID-19.

Field Level Hazard Assessments – Fillmore employees to submit via the Fillmore Construction App and all trades to send electronic copies or pictures of completed FLHA's to site Supervisor for review and submission to the Fillmore Safety Department. Fillmore Construction employees will be required to answer questions related to travel, exposure and symptoms of the Coronavirus COVID-19. All trade workers and visitors will be asked on a daily basis to

Issue Date	03/26/2020	FC-HSE-3-005	Originator	C. Woolf
Revision	2.0	COVID-19 Pandemic Code of Practice	Approver	C. Fillmore

CODE OF PRACTICE- COVID-19 PANDEMIC

answer questions regarding exposure to or symptoms of the Coronavirus as well as travel and the responses will determine your ability to enter a site or office.

Site Sign-In Sheets – We are working to determine the most appropriate method of completing the mandatory site sign ins. An alternate method of recording attendance on site will be through text or email from trades and Fillmore employees.

Toolbox Meeting – Toolbox meetings are required as a method to convey important safety concerns regarding not only the Coronavirus situation but other critical issues related to the project. These meetings can be conducted outside or within the project building with minimum personal spacing of 6 feet. If these options are not viable the supervisor will send topics to the team via email to be reviewed and submitted to the site superintendent.

Site Meeting – Limit or eliminate all unnecessary site meetings with staff, trades, owners and consultants. Use email, text message and virtual meetings in place of face-to-face communications.

Site Trailers – Closed to all field and project staff with the exception of Supervisor and Project Coordinator. Safety meetings, orientations and project meetings to be held in large open areas adhering to the standards of social distancing and a minimum of 6 feet spacing between individuals.

Washroom Facilities - Washroom facilities will be stocked with hand sanitizer and portable toilet providers will be notified when stock is low and facilities require cleaning. Proper hand washing procedures must be followed at all times. If running water is available onsite, workers can wash their hands using these facilities with soap. All workers are recommended to wash their hands for a minimum of 20 seconds.

Lunch and Breaks – Employees are to take breaks apart from one another or in their personal vehicles. No group snacks to be provided, shared or left out. All common areas are to be cleaned and disinfected on a regular basis with a schedule being determined on a per site basis. Use of water coolers or microwaves to be limited whenever possible and they are to be cleaned and disinfected after each use by the user.

Gloves – It is recommended that all workers wear gloves to not only protect themselves from workplace hazards but to prevent the potential spread of virus.

Material and Equipment – Limit trips to suppliers and arrange for delivery whenever possible. If supplies are to be picked up elect one Fillmore employee to make the pick-up.

Water – Until further notice we will not be providing drinking water any workers. All workers will be instructed to bring plenty of their own water to last them the work day. This will ensure that the spread of COVID-19 will not occur on water dispensers.

Issue Date	03/26/2020	FC-HSE-3-005	Originator	C. Woolf
Revision	2.0	COVID-19 Pandemic Code of Practice	Approver	C. Fillmore

CODE OF PRACTICE- COVID-19 PANDEMIC

3.0.1 Protection Measures - Offices

Effective immediately this COP must be followed by all personnel working on or visiting any Fillmore Construction or Legacy Equipment Office. This COP will be available on the Fillmore Construction Management Inc. web site (<https://fillmoreconstruction.com/>)

Access to Offices- All staff and visitors to any of our office locations will be prompted at the door to self-answer the following questions before entering;

- **Do you have a Fever?**
- **Do you have any Respiratory issues?**
- **Do you agree to stay at least 1 Meter from others?**
- **Do you agree to wash your hands regularly?**
- **Have you been in contact with anyone affected?**
- **Have you recently travelled outside of the country?**

Any staff or visitors who fall outside of these parameters will be asked to not enter and go home immediately.

Meetings – Limit or eliminate all unnecessary meetings with staff, trades, owners and consultants. Use email, text message and virtual meetings in place of face-to-face communications.

Washroom Facilities- We will provide access to hand washing stations or hand sanitizing stations. It is recommended to have hand wash stations with running water, soap and paper towels as well as trash receptacles. Proper hand washing procedures must be followed at all times and instruction will be posted at hand wash and sanitizing stations.

Lunch and Breaks – Employees are to take breaks apart from one another. No group snacks to be provided, shared or left out. All common areas are to be cleaned and disinfected on a regular basis. All office kitchen areas including fridges and microwaves will be shut down until further notice.

Hand Sanitizer & Wipes – Hand sanitizer and wipes are located in all high traffic areas of our offices. Staffs are encouraged to use them regularly in between regular hand washing with soap and water.

Social Distancing – Practice social distancing by staying within your work space and use email, text message and virtual meetings in place of face-to-face communications.

Copiers and Printers - Wipe down all touched surfaces with disinfecting wipes or paper towel. Use your own printer when possible despite print size.

Issue Date	03/26/2020	FC-HSE-3-005	Originator	C. Woolf
Revision	2.0	COVID-19 Pandemic Code of Practice	Approver	C. Fillmore

CODE OF PRACTICE- COVID-19 PANDEMIC

Work from Home – Office employees to work from home with permission of direct supervisor and confirmation that tasks can be effectively completed while working at home

Travel – No airplane travel for work regardless of destination.

4.0 Hygiene

We all know that personal hygiene is of critical importance to stop the spread of COVID-19. We will continue to send updates to all staff on proper hygiene habits, post signage wherever possible and supply hygiene products as needed. Any site or office area that requires more hygiene products are to contact the Safety department to source.

5.0 Questions or Inquiries

Please direct all questions or inquiries to Cody Woolf - Director of Health, Safety & Environment at cwoolf@fcmi.net or by phone at 780-235-6003

Issue Date	03/26/2020	FC-HSE-3-005	Originator	C. Woolf
Revision	2.0	COVID-19 Pandemic Code of Practice	Approver	C. Fillmore