

**CODE OF PRACTICE- COVID-19 PANDEMIC**

**1.0 General**

Fillmore Construction (FCMI) 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 updating our 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 or death. You can protect yourself by washing your hands frequently and avoiding touching your face.

**Physical Distancing:** The practice of maintaining a greater than usual physical distance (2 meters or more) from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

**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 accessing 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 Physical Distancing. 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 or video shown to all workers along with the COVID-19 Pandemic Code of Practice. Everyone who is being orientated then must complete and sign off on the orientation checklist.

**Field Level Hazard Assessments** – Fillmore employees to submit via the Fillmore Construction App and all trades to send paper or electronic copies 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

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Revision	9.0	<b>COVID-19 Pandemic Code of Practice</b>	Approver	C. Fillmore

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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** – Daily sign in/out sheets are required by all onsite. Questions regarding COVID 19 exposure will be asked at time of sign in.

**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 with minimum physical distancing of 2 meters.

**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 where possible. If meetings do occur, 2 meters of physical distancing must occur.

**Site Trailers** – Site trailers are only to be used by Fillmore Construction employees. Physical distancing measure will still remain in place and those who choose to eat lunch in the site trailer will be expected to keep a minimum of 6 ft between one another.

**Washroom Facilities** - Washroom facilities will be stocked with hand sanitizer and paper towel and under no circumstances should anyone share paper towel. The portable toilet providers will be notified when and facilities require restocking and 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** – Site trailers will be available to be used for Fillmore Construction employees ONLY. Employees are expected to maintain a physical distance from one another of at least 6 ft and 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. In addition to that, microwaves are available for Fillmore Construction employees ONLY with the expectation that the user washes/ sanitizes their hands before and after usage.

**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** – Fillmore Construction will be providing bottled water for employees where a potable water source is not readily available - No water coolers will be used at this time. Lastly, no water will be provided to non-Fillmore Construction employees and all trades and visitors are required to supply their own.

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**CODE OF PRACTICE- COVID-19 PANDEMIC**

**Masks or Face Coverings** – Face Coverings will be required at all times while working **indoors** on a Fillmore Construction Worksite and in Fillmore Construction site offices. Exceptions will be given to Supervisors in their office while no one is present and for FCMI staff eating lunch with 2 meters of distance between them. While performing **work outside**, if you cannot maintain a minimum of 2 meters apart from others, a face covering will be required. However, all workers must have a face covering with them and readily available at all times.

**Designated Smoking Areas-** Smoking areas may be re-opened. All workers must maintain 2 meters of physical distancing in these areas.

**Ventilation-** It is best practice to keep all indoor work spaces well ventilated to help limit the spread of COVID 19 & Communicable Diseases.

**What do you do if you feel sick?**

In the event that anyone working at Fillmore Construction or on a Fillmore Construction worksite develops any symptoms outside of their underlying health issues, they are to stay home until all symptoms are gone.

**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 practice Physical Distancing?**
- **Do you agree to wash your hands regularly?**
- **Have you been in close physical contact with anyone who has tested positive?**

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. If meetings do occur, 2 meters of physical distancing must occur.

**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.

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**Lunch and Breaks** – Fillmore Construction employees may use lunchroom facilities at this time and all other common areas in the office while continuing to physical distance. Further to that, employees will clean and disinfected these areas on a regular basis throughout each day. Upon using the fridge, microwave and coffee machines, employees will wash/ sanitize before and after usage while using paper towel to handle items or open and close amenities.

**Water** – Water coolers or fridge water systems will not be used at this time. Tap water is available to all office employees with the expectation they wipe down/ sanitize the tap and faucet after usage.

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

**Physical Distancing** – Practice physical distancing by staying within your work space and use email, text message and virtual meetings in place of face-to-face communications. (2 Meters)

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**4.0 Hygiene**

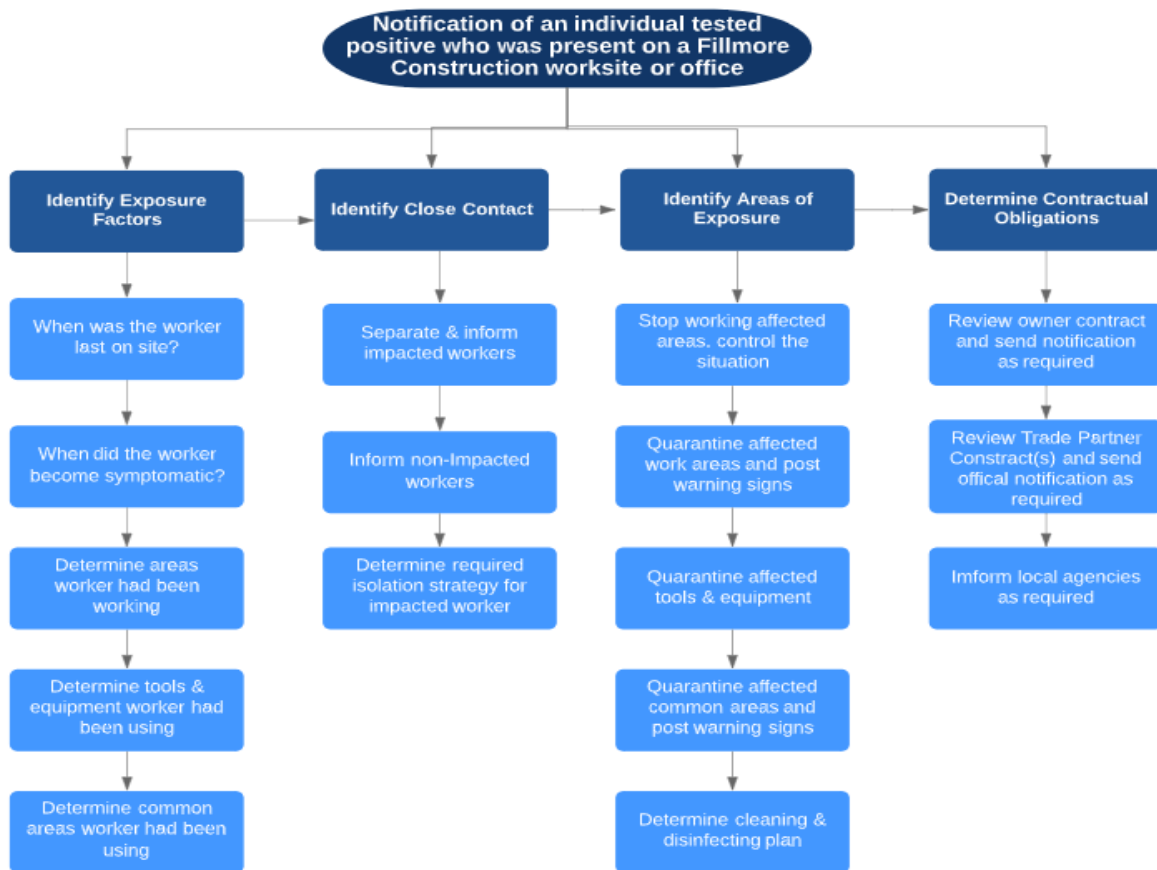
We all know that in addition to physical distancing, personal hygiene is of critical importance to stop the spread of COVID-19. We will continue to send updates to all staff on proper hygiene habits, post signage wherever possible and supply hygiene products as needed. Any site or office area that requires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

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**5.0 Emergency Response Plan**

In the event that anyone at Fillmore Construction or working on a Fillmore Construction work site is getting tested for COVID-19, they are required to inform Fillmore Construction immediately in order to determine if they should return to the worksite or not. This will be to ensure that everyone’s rights are protected until all appropriate information is collected.



**6.0 Questions or Inquiries**

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

Alberta Health Services website (COVID 19)  
<https://www.albertahealthservices.ca/topics/page16944.aspx>

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