

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.

Fully Immunized: You are immunized with two doses in a two-dose vaccine series or one dose of the Janssen vaccine.

Not Fully Immunized: You have not had a COVID-19 immunization or are only immunized with one dose in a two-dose vaccine series.

3.0 What do you do if you feel sick?

In the event that anyone working at Fillmore Construction or on a Fillmore Construction worksite tests positive for COVID-19 or develops any symptoms outside of their underlying health issues, they are to notify their supervisor promptly and follow the Isolation and Quarantine requirements determined by their local Public Health jurisdiction. Detailed below are the current Alberta Isolation and Quarantine requirements.

3.1 Fully Immunized

If you are COVID-19 positive or have COVID-19 symptoms and are fully immunized against COVID-19:

You are required to stay home and isolate for at least 5 days from when you first started having symptoms OR had your positive test (if asymptomatic).

- First day of symptoms = day zero.
- You must keep isolating until your symptoms have improved.
- After isolating for 5 days, you must wear a mask at all times in public places for an additional 5 days.

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3.2 Not Fully Immunized

If you are COVID-19 positive or have COVID-19 symptoms and are not fully immunized against COVID-19:

You are required to stay home and isolate for at least 10 days from when you first started having symptoms OR had your positive test (if asymptomatic).

- First day of symptoms = day zero.
- You must keep isolating until your symptoms have improved.

3.3 Symptoms Present After 10 Days

Some symptoms may continue after you are no longer able to spread the virus to others. If cough, loss of sense of taste or smell, or fatigue are still present but are not getting worse after 10 days of isolation, you do not need to keep staying home.

4.0 Protection Measures - Worksites

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 the following questions: Do you agree to follow the COVID-19 Code of Practice?

Site Sign-In Sheets – Daily sign in/out sheets are required by all onsite, including subtrades and visitors, and will follow normal sign in/out procedures.

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 in-person with physical distancing and the use of mask or face coverings when adequate distancing cannot be achieved is recommended.

Site Meeting – Site meetings with staff, trades, owners and consultants can be conducted via email, text message, virtually, and in person, however, physical distancing and the use of mask or face coverings when adequate distancing cannot be achieved is recommended.

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Site Trailers – Site trailers are only to be used by Fillmore Construction employees. Physical distancing measures are recommended for those accessing and those who choose to eat lunch in the site trailer.

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 only be available to be used for Fillmore Construction employees. It is recommended for employees to maintain a physical distance from one another. Group snacks can be provided, shared, and left out in common areas. All common areas are to be cleaned and disinfected on a regular basis with a schedule being determined on a per site basis.

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 and/or water coolers for employees where a potable water source is not readily available. Lastly, no water will be provided to non-Fillmore Construction employees and all trades and visitors are required to supply their own.

Masks or Face Coverings – Face coverings are encouraged when workers onsite (indoors and outdoors) cannot maintain physical distancing in densely populated areas. Masks are not mandatory but recommended to wear and have on your person at all times.

Designated Smoking Areas- Smoking areas may be re-opened. It is encouraged that all workers must maintain 2 meters of physical distancing in these areas.

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

5.0 Protection Measures - Offices

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 visitors to any of our office locations will be prompted to sign-in upon entry.

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Meetings – Meetings with staff, trades, owners and consultants can be conducted via email, text message, virtually, and in person, however, physical distancing and the use of mask or face coverings when adequate distancing cannot be achieved is recommended.

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 – Fillmore Construction employees may use lunchroom facilities at this time and all other common areas in the office with physical distancing encouraged. Further to that, common areas will be cleaned and disinfected areas on a regular basis.

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)

Masks or Face Coverings - Face coverings are encouraged when workers onsite (indoors and outdoors) cannot maintain physical distancing in densely populated areas. Masks are not mandatory but recommended to wear and have on your person at all times.

Designated Smoking Areas- Smoking areas may be re-opened. It is encouraged that all workers must maintain 2 meters of physical distancing in these areas.

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

6.0 Government and Client Requirements
6.1 Local, Municipal, and Provincial Government Requirements

Where the Local, Municipal, and/or the Provincial Governments maintain COVID-19 restrictions, through the enforcement of orders such as Bylaws or Public Health Orders, all employees will be responsible to comply with the COVID-19 restrictions set out by the jurisdiction where FCMI and the employee is performing work.

6.2 Client Requirements

Where the Client requires proof of vaccination, negative Rapid or PCR tests, a signed attestation stating that all workers dispatched to the project site are Fully Immunized, or has additional COVID-19 protective measures in place, all employees will be responsible to comply with the contractual obligations set out by the Client in which FCMI and the employee is performing work.

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7.0 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.

8.0 Emergency Response Plan

In the event that any employee at Fillmore Construction or working on a Fillmore Construction work site tests positive for COVID-19 or develops any symptoms outside of their underlying health issues, they are required to inform Fillmore Construction’s Safety Department 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.

9.0 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.

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

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