

COVID-19 Safety Plan

NELCO MECHANICAL LIMITED

Dated: August 2020 Revision Date: January 2021

Developed By: Christine Snider and JHSC



The COVID-19 pandemic is an evolving situation – review of this plan is done regularly and changes are made as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

The purpose of this plan is provide information to and keep all employees safe during the Covid19 pandemic. Any questions or concerns regarding this plan should be directed to Christine Snider, JHSC Member in writing, who will direct questions or concerns to the committee. A response in writing will be returned within 10 business days of the request.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Guidelines based on the Ontario Government, Region of Waterloo and IHSA, the following Covid19 Protocol have been implemented. This protocol is reviewed on a weekly basis and changes made as per new guidelines. This information is kept in a binder at the Covid information station located by chalkboard in main office as well as Service drop box and sheet metal shop lunchroom. Copies are available for employees to take home to read. Signs have been placed in all pertinent areas of office in order to remind employees of “Protect against Covid19” as per Ontario Government website, “Prevent Covid in the Workplace”

2. How will you screen for COVID-19?

Screening is based on Ontario Government Guidelines and The Region of Waterloo.

<https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>

- All in house employees must complete a Daily Covid Assessment Sheet located at the table by the chalkboard in the front office.
- Jobsite employee that enter the office, must complete a Covid Assessment Form and wear a mask to reduce the risk of exposure to our in house office staff.
- Jobsite Employees will follow General Contractor Sign in Protocol and will provide Nelco with sign data as required.
- There is also an Assessment Form binder in the Fabrication Shop as well as our Sheet Metal shop. These binders are reviewed weekly to ensure completeness by JHSC Member Christine Snider.

- If an employee has any one of the symptoms, they will be asked to immediately go home, get tested and self monitor until symptom(s) subside.
- Any person who is not a Nelco employee EX: supplier, sales person will not be permitted in office. Our staff must make arrangements to meet outside of building and remain physical distanced.

3. How will you control the risk of transmission in your workplace?

- Office employees have been given the option to work from home as well to allow less people in the office setting.
- Employees have been asked to not walk into other employee's offices but to remain at the door.
- Red Tape has been placed on the floor as a reminder to not pass through doorway.
- Meetings are not held in the boardroom if more than 4 people are required.
- Physical distancing is required in any areas that require one employee to pass another employee, ex. in hallways.
- Employees who are not in an enclosed office but cubicles, red tape has been placed so that there is 6 feet between them and another person if communication is required.
- All frequently touched surfaces are sanitized daily with a solution of Sodium hypochlorite, household disinfectant with bleach which is found to eliminate the SAR-Cov-2 virus upon contact.
- All employees are required to wash their hands immediately prior to entering main office area in the kitchen with soap and hot water.
- Employees wash all dishes and dry with papertowels.
- All dish towels have been removed from area and paper towels that are disposable are used instead.
- Lunch table has been removed from office kitchen since the 2 metre distance not feasible due to lack of space. Sheet metal shop lunchroom is still being used but physical distancing is required. The size of this lunch room still allows for its use.
- All employees will be encouraged to communicate with JHSC / Christine about protocol, questions or concerns they may have. Our goal is to work together, follow guidelines but also create an environment of business and respect for people and protocols that have been into put into place.
- All employees have been given face coverings and jobsite employees are encouraged to wear at all times. Most of the jobsites we are on, are now mandatory masks as per General Contractor requirements. Workers must follow all regulated protocol.
- Service Technicians are provided with masks, gloves and wipes. All technicians must wear masks when going into individual spaces. All customers must complete a Covid Assessment Form BEFORE any technicians may enter a persons living quarters.

- Service Technicians are no longer entering the Nelco Office or Service Room. A new area has been set up just outside our rear entrance door for any documentation that they may require which would have been obtained from the service room prior to covid.
- If techs need to speak to our Service Manager, they are asked to call or text and he will meet them outside at the rear of our building.
- **UPDATED: Mandatory mask or face covering is now required company wide.**
- **UPDATED: Office and shop doors will remain locked to avoid unannounced individuals from entering. Employees that do come to pick items up will be screened for mask wearing and if at possible the item will be brought to them at the door to avoid entering building.**

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Nelco will do its utmost to convey the seriousness of this virus and prevention is the key to reducing the spread. All employees are reminded that if they have any symptoms, to remain at home, be tested, isolate to not put others at risk. Employee must report to Management upon any sign of symptom.

If a case of Covid19 is found or suspected on a jobsite:

Nelco Employee Suspected / Symptoms / Positive - Employee is asked to leave the jobsite immediately and go home to self isolate and get a covid test. Once the test is returned negative the employee can return to work. The Nelco Covid19 Assessment Form is filled out immediately with all required information. General Contractor is notified.

Other Trade Workers on same site – General Contractor is notified immediately if not already informed from other source. Decision is made based on information gathered. Positive case with Nelco employee less than 2 metres away – leave jobsite and quarantine for 14 days. Nelco employee not within 2 metre exposure, self monitor and continue to work. All employees who are tested must remain at home until test is returned negative and 14 day quarantine period has elapsed. If there has been direct exposure from another person, the employee must remain home and complete the 14 day quarantine as a precautionary measure in case the covid test did not show up in pathogens. Follow up is done and Covid Assessment form is completed with Recovery and Follow up questions in order to close the suspected case.

If a case of Covid19 is found or suspected at Nelco office:

Nelco employee Suspected / Symptoms / Positive – Employee asked to leave office immediately, go home and self isolate. Arrange for a Covid test. Once test is returned negative the employee can return to work. The Nelco Covid19 Assessment Form is filled out immediately with all required information. If there has been direct exposure from another person, the employee must remain home and complete the 14 day quarantine as a precautionary measure in case the covid test did not show up in pathogens. Follow up is done and Covid Assessment form is completed with Recovery and Follow up questions in order to close the suspected case.

UPDATED: ALL OFFICE EMPLOYEES HAVE BEEN SENT TO WORK FROM HOME WITH THE EXCEPTION OF MANAGEMENT.

5. How will you manage any new risks caused by changes to the way you operate your business?

As Covid19 evolves and changes, new guidelines and requirements from both the Ontario Government and the Region of Waterloo, Nelco will continue to update our Covid Safety Plan. These updates will be conveyed to all employees in a timely manner. Employees will review existing critical risks and whether work practice changes will affect their current risk management strategy and how that will affect them individually. Each new risk will be identified and new practices will be put in place to reduce the risk of spread.

6. How will you make sure your plan is working?

Review of protocol weekly as Government changes requirements.

Be open to input from employees regarding concerns of their well being or protocol implemented in our company.

JHSC evaluate comments, concerns and recommendations from employees. Work and be able to adapt a new plan if necessary as we find better/easier ways to do things as long as Government regulations are still being met.

Communicate with Project Managers and Site Foremen to ensure protocol is being followed.

Site safety inspections.

