

COVID-19 safety plan – snapshot

Business name: QUINN ROOFING SOLUTIONS

Division/group: CONSTRUCTION SECTOR (IND./COMM. FLAT ROOFING)

Date completed: June 26, 2020

Revision date: Nov. 29, 2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Providing clear information and instruction of best practices related to hygiene and PPE to workers through safety meetings, training and posting notices in common areas.
- Train and re-train on procedures
- Daily safety briefings

How we're screening for COVID-19

- Daily, active screening document (Ministry of Health COVID-19 Screening Tool for Workplaces (Businesses and Organizations) for all employees and visitors
- Daily non-contact temperature readings documented
- Employees report symptoms/illness as early as possible

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Floor demarcations of 2 meter/6 feet in high traffic areas
- Masks / face coverings mandatory inside the facility and vehicles
- Staggered start times
- Maximum capacity limits set for vehicles, offices and common areas

Cleaning

- Disinfecting high touch items and areas at a minimum of twice daily
- Weekly, regularly scheduled facility cleaning

Other

- Multiple hand sanitizing and hand washing locations
- PPE available for employees and visitors
- COVID-19 PPE kits for crews (potable water for hand washing, soap, paper towels, hand sanitizer, garbage bags, nitrile gloves, eye protection, masks)

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Exclude symptomatic people from the workplace
- Contact local health unit
- Follow direction and guidance of local health unit
- Inform any workers who may have been exposed
- Report to Ministry of Labour, Training and Skills Development

How we're managing any new risks caused by the changes made to the way we operate our business

- Observe and document daily operations
- Remain up to date on local health unit orders and updated information
- Conduct safety hazard analysis of new risks/changes to the available work
- Implement corrective actions/changes to the work and work plan.

How we're making sure our plan is working

- Roles and responsibilities for all employees
- Dedicated, qualified person to remain up to date on information regarding COVID-19
- Review and Update work plan and policies every 2 weeks
- Review of health and safety records and statistics to ensure low risk and low frequency of illnesses