



A path  
built  
together.

WHAT`S NEXT:

KRP Properties'  
Pandemic Policy  
for On-site Work

KRP Forward



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# Introduction

## Our Policy

At KRP Properties we are committed to ensuring the health and safety of our workers.

We are aware that the world and the work environment has changed, and we will ensure our work environment evolves accordingly. As of May 19, 2020, the construction industry has been permitted to continue to work as we adjust to this new reality. This 'permission' is contingent on construction activities being undertaken in accordance with the Province of Ontario guidelines and we will be utilizing these guidelines as a minimum standard. We are prepared to take preventative and proactive measures solely for the protection of our workers against infection.

In that we act as the Constructor on many of the projects on our campus, this policy and the associated program will apply to any worksite/ workplace where KRP Properties is the designated constructor.

This policy and the associated program are effective commencing on May 19, 2020 and

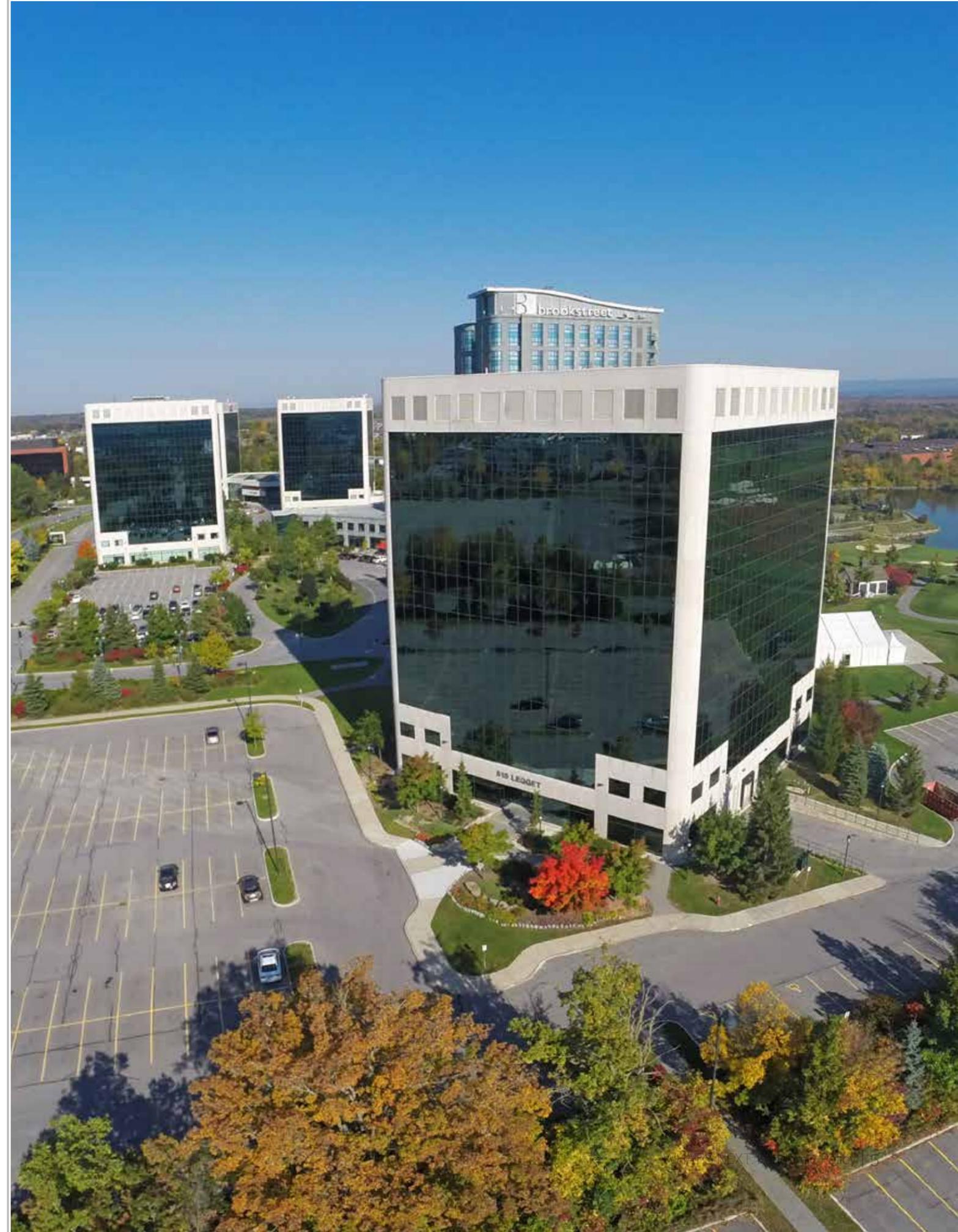
they will remain in effect until further notice. It is in place for all areas where KRP Properties has been designated the Constructor as per the definition within the Occupational Health and Safety Act and Regulations for Construction Projects (Ontario, current and subsequent versions.) The policy and program are supplementary to any other policies and programs in place.

### **Disclaimer:**

***The information presented herein is to be, to the best of our knowledge, current at the time of printing and is intended for general use.***

***This publication does not replace or supersede any Government Statues or Regulations and the appropriate documents must be consulted.***

***This publication may not cover every situation. Please consult with your supervisor on an individual basis for guidance and advice.***



# The Responsibilities

## KRP Properties as Constructor

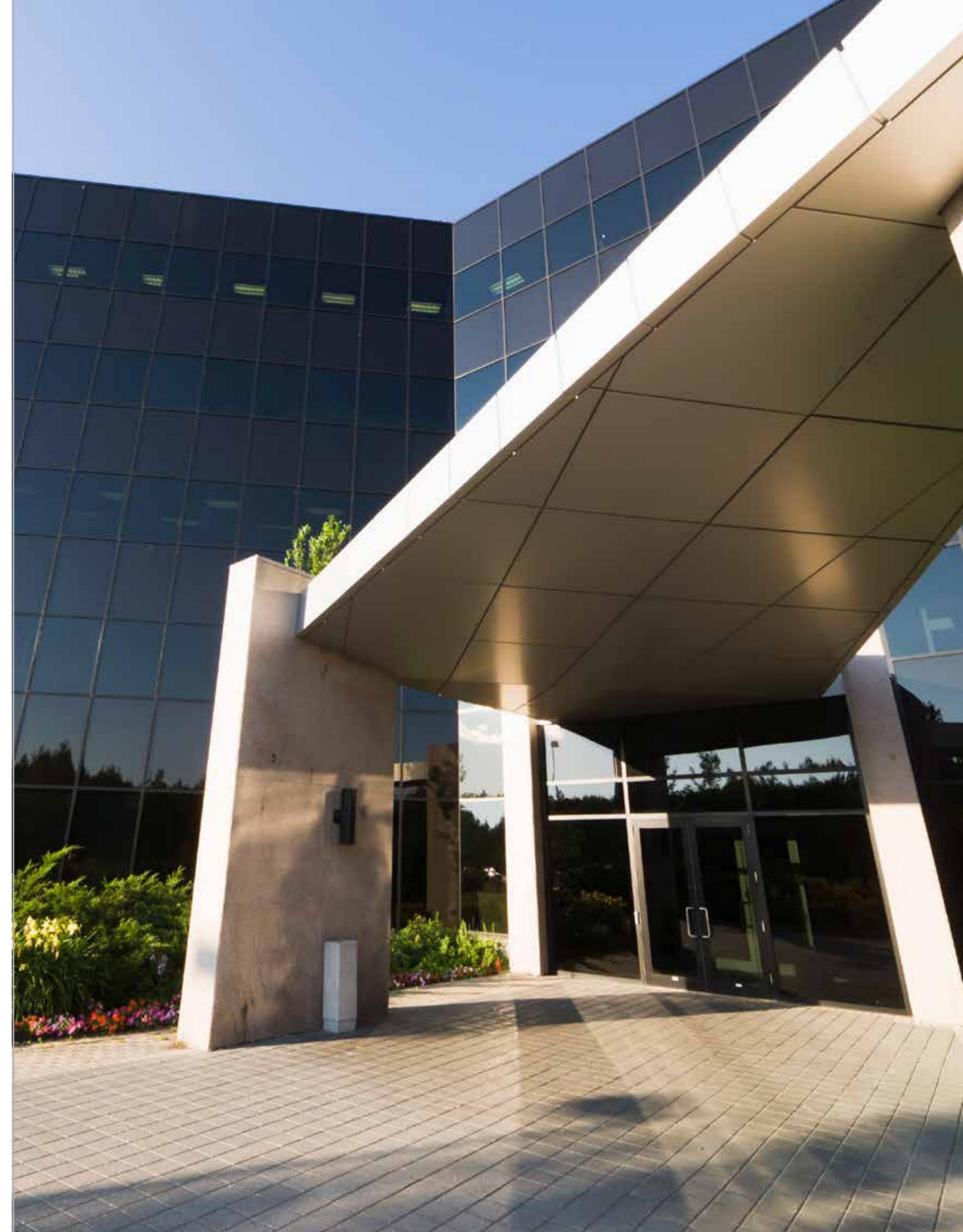
- a. Ensure that everyone entering the site (all workers) only enter and exit the job site through the designated access points.
- b. Identify access routes with signage that is easily visible.
- c. Ensure all other entrance and exit points will be blocked off and not used.
- d. Ensure all workers entering a site complete and deposit with a designated KRP Properties representative a screening form provided by KRP Properties indicating the date, their name, telephone number, health status, physical contact status and a confirmation that they have been provided with, have read, and understand this Policy and Program. KRP will retain these sheets and utilize them to maintain an electronic record of all workers on each worksite, each day. These records will be kept and maintained using the strictest protocols for ensuring any personal information be kept confidential.
- e. This information will be utilized in the event any news information must be communicated immediately.
- f. Prior to entering the worksite, a designated KRP representative will visually check every worker for overt signs of ill health and ensure each worker is in possession of the appropriate PPE, including a non-medical facemask, prior to entering the worksite.
- g. It is the responsibility of the KRP Properties as Constructor to provide:
  - Adequate hand washing stations available and ready for use while construction is ongoing.
  - Post location of hand washing facilities
  - Ensure soap/sanitizer is replenished

as required

- Ensure paper towels are replenished as required
  - Ensure garbage is collected regularly and disposed of in the provided garbage bin
- h. It is the responsibility of the KRP Properties as Constructor to ensure:
    - An adequate number of washrooms available to provide for the implementation of this policy.
    - Washroom facilities are kept clean and sanitized to provide for the implementation of this policy.
    - Notify all contractors if and when, a confirmed case of infection has been detected in any worker who is presently working on site or who has previously worked on site within the past two weeks.
  - i. KRP has engaged a cleaning and sanitizing service to clean and sanitize all commonly utilized touchpoints leading to and within the worksite, including the designated washrooms.

## KRP Properties Construction Supervisor

- a. Ensure un-authorized and non-essential persons are not granted access to sites without prior authorization from KRP Properties.
- b. Where possible, work with the projects contractor teams to ensure workers follow staggered start and finish schedules for daily work commencement/completion and lunchtime/breaktime.





confirmed case of infection has been detected in any worker who is presently working on site, or who has previously worked on site within the past two weeks.

## Workers

- a. Follow the direction of KRP Properties and your supervisors related to this policy.
- b. Wear and maintain PPE in good working order. The use of non-medical grade facemasks is mandatory on all projects where KRP Properties has been designated as the constructor. Workers to obtain PPE from their supervisor and may not enter the worksite without them.
- c. Report any hazards and any areas where the site-specific safety measures are not being followed.
- d. Stay home if you are feeling ill and self-quarantine or ensure testing for infection. If the test returns positive, notify your supervisor immediately, stay home and self-quarantine for a minimum of two weeks.
- e. Adhere to directives/advisements from Public Health Agencies, Federal and Provincial Government, Ministry of Health, and other authorities having jurisdiction.
- f. If you have questions regarding this policy, ask the designated KRP Properties representative for your worksite, and your supervisor.

- g. Complete the KRP Properties site pandemic documents daily, and do not enter the worksite without authorization from a KRP Properties representative.
- h. When required, participate in and provide truthful answers, to the constructor's screening process.
- i. Where implemented, follow the staggered start and finish schedule provided by KRP Properties and your supervisor.
- j. Avoid touching any hard surfaces not directly related to your work.
- k. Ensure appropriate procedures for disinfecting any shared tools are being followed.
- l. Assess the number of workers already present in the work area and maintain physical distancing of two meters. Respect the maximum allowable individuals at any given time as dictated by KRP Properties
- m. When performing tasks where two meters of physical distancing is not possible, ensure the appropriate PPE and work procedures are understood and followed. If you are unsure, ask your supervisor before proceeding.
- n. Where possible, avoid signing/documenting on sheet which have the potential to be handled by a number of persons. i.e. do not sign or transfer safety talk documents. The supervisors will attest as to who was present.

- c. Ensure the cleaning/sanitizing procedures are being strictly adhered to. Do not allow workers to commence work, or to continue working if this schedule is not followed.
- d. Encourage workers to avoid touching any hard surfaces not directly related to their work.
- e. Where reasonably practical, keep all interior doors open in order to avoid regular touching and contact.
- f. Ensure workers are aware of the number of workers already present in the area they must do work in and ensure physical distancing of two meters between workers.
- g. Monitor each worksite to ensure the use of PPE and physical distancing protocols are being utilized and respected
- h. Monitor each worksite for signs of worker health issues and ensure workers with obvious health issues are removed from the worksite promptly, respectfully, and in conjunction with the workers foreman/supervisor. A follow-up with the workers supervisor must be done to ensure any possible infection is dealt with and communicated appropriately.
- i. Determine daily workplans with the projects contractor teams to facilitate the physical distancing and staggering as noted above.
- j. Ensure workers performing tasks where two meters of physical distancing is not possible are utilizing appropriate PPE and work procedures.
- k. Ensure workers read and obey all signage concerning the pandemic.
- l. No signatures or transfer of toolbox talk documents are allowed. The supervisors will attest as to who was present at the time of the talk.
- m. Where possible, consider different methods of information communication such as:
  - Recorded videos distributed via email.
  - Hold meetings in open spaces.
  - Virtually meetings held on-line
- n. Where possible, consider different methods of meetings such as:
  - Phones or text
  - Email
  - Video chats **NOTE: In-person meeting may only take place if physical distancing guidelines (two meters of separation) are complied with.**
- o. Notify all employees, if and when, a

# The Procedures

## Fit for Duty

No worker who falls into one or more of these categories will be allowed on any KRP Properties worksite:

- a. If you are experiencing one or more of the following symptoms:
  - Fever, cough, sneezing or sore throat
  - Mild to moderate shortness of breath
  - Inability to lie down because of difficulty breathing
- b. If you have been in close contact with a person who has seen a doctor and has been diagnosed with the virus while the individual was ill.
- c. Has travelled outside of Canada in the past 14 days or has been ordered to self-isolate since returning.

Any worker experiencing virus symptoms listed above should contact Telehealth Ontario at 1-866-797-0000 and perform the assessment, follow their directions and self-isolate for 14 days.

Any worker developing symptoms while at work must leave the work site immediately and notify the supervisor of their departure.

## Confirmed Case of Infection

In the event of a confirmed case of infection on a worksite, KRP Properties will work with the respective health authority to ensure appropriate measures are implemented as well as communicate with the affected workers.

## Physical Distancing:

- a. Maintain a minimum of two meters distance from each other and avoid person-to-person contact.

- b. Non-essential physical work that requires close contact between workers should not be carried out.
- c. Where two meters physical distancing is not possible, follow the hazard assessment procedures.
- d. Two meters of physical distancing between each person must continue to be maintained during delivery of products.
- e. No signatures or transfer of delivery documents is allowed.

## Hygiene

- a. Cough into your sleeve
- b. Sneeze into a tissue and dispose of the tissue in a designated waste receptacle.
- c. Minimize face touching
- d. Thorough and frequent hand washing for a minimum of 20 seconds.
- e. In the event that soap and water is unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol
- f. Wash hands:
  - Prior to your shift
  - Before and after eating, drinking or smoking
  - After using the washroom facilities
  - After handling any tools or materials that may be contaminated
  - At the end of shift before leaving the work site
- g. Disinfecting phones, tablets and computers regularly.
- h. Do not share paperwork, tablets or phones.

## Personal Protective Equipment

- a. Wearing gloves is recommended during the use of all tools and equipment.
- b. It is recommended that all workers use their own tools and sanitize these tools before each use.
- c. When sharing of tools is necessary, they are to be sanitized prior to, and after each use by the last user.

## Heavy Equipment

- a. Equipment should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.

## Vehicles

- a. Vehicles should be sanitized before each use. This includes door handles, steering wheels and all touchable controls.
- b. Wherever possible, workers when traveling, should respect physical distancing measures by:
  - Driving alone
  - Avoid touching common surfaces.
  - When driving with another person(s) is required, all parties will wear face mask and gloves.

## Lunchrooms

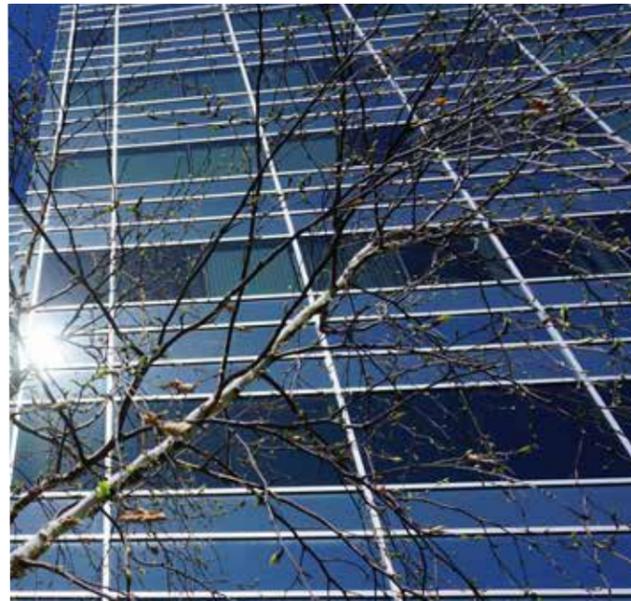
In the event there is a common facility used for breaks or lunches, the following precautions will be taken:

- a. These facilities will be closed and remain closed until re-opening is authorized by management.
- b. Signage declaring "Lunchroom Closed" is to be posted on the exterior door

- c. Take breaks alone or with one other person and maintain a distance of two metres from one another.
- d. Weather permitting, eat lunches in open air spaces and not in the worksite.
- e. Discard rubbish into provided garbage bins.
- f. Do not "share" food items or beverages.
- g. No communal food (donuts, cookies, pizza lunch, etc.) are permitted.

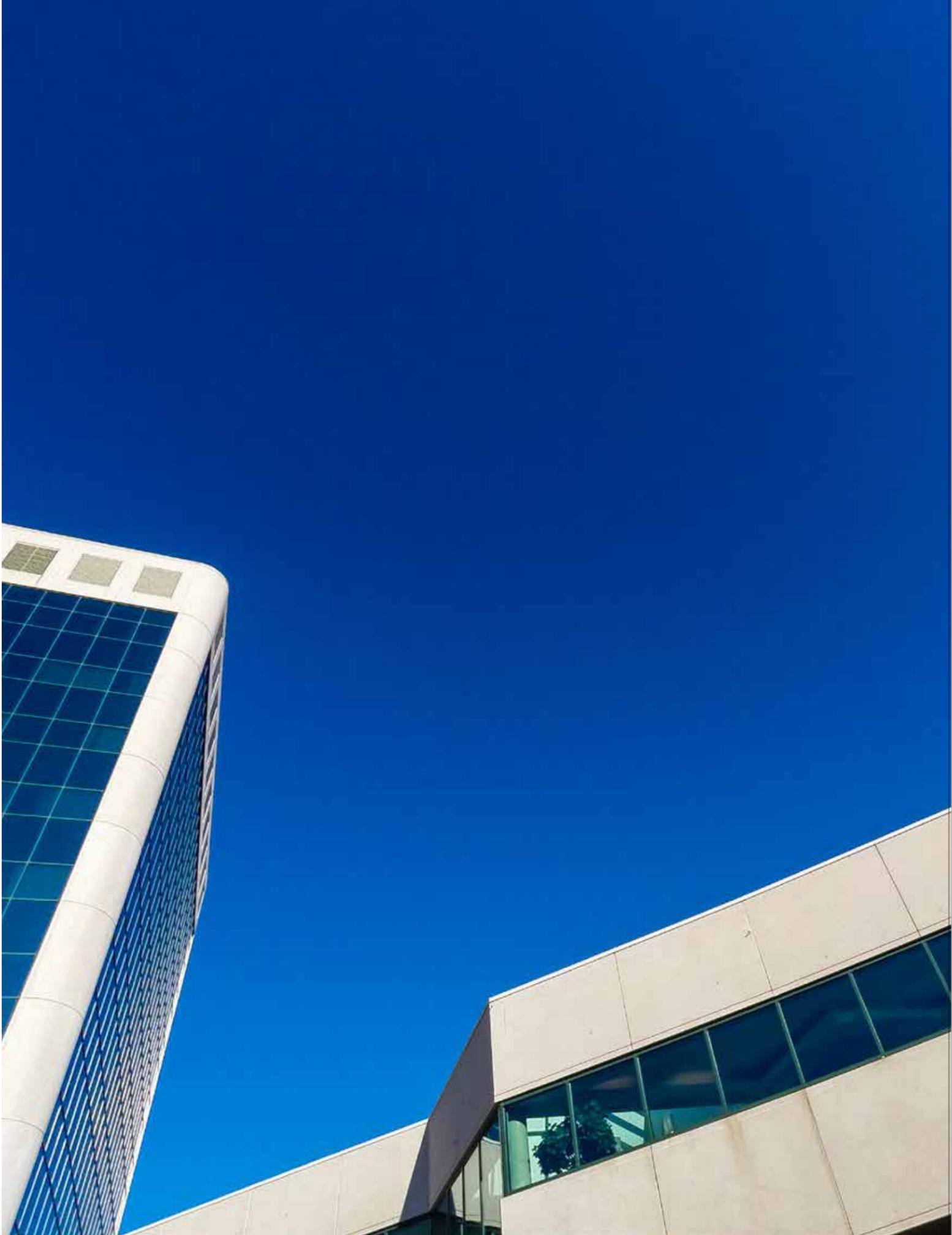
## Enforcement

Workers found in a position of non-compliance to this policy, will be subject to disciplinary action as outlined in the KRP Properties Health and Safety Policy which may include termination.



The following is a listing of potential hazards on the worksite and the associated controls required for mitigation. All workers must comply.

Hazards	Rank	Control	PPE & Safety Devices
Illness due to cross Contamination	A → C	<ul style="list-style-type: none"> <li>Practice Social Distancing by keeping 2 meters between yourself and others.</li> <li>Prepare documented specific procedures for work tasks where social distancing is not possible.</li> <li>Provide a copy of the documented specific procedures to the constructor.</li> <li>Work is not to proceed until a written copy of the documented specific procedures are provided to the constructor.</li> <li>Disinfecting phones, tablets and computers regularly.</li> <li>Do not share paperwork, tablets or phones.</li> <li>Do not share tools unless they are sanitized before use by another person.</li> <li>Equipment commonly touched surfaces should be sanitized before each use.</li> <li>No shaking hands, fist pumps or high fives are to be exchanged between workers.</li> <li>No unnecessary visitors to be allowed on site.</li> <li>Always follow the employer and constructor policy and procedures.</li> <li>Ensure workers have adequate access to washrooms and that they are routinely, rigorously and regularly cleaned with disinfectant.</li> <li>No sharing of phones/radio etc. unless fully sanitized before transfer.</li> </ul>	Gloves Face masks Hand sanitizer Sanitizing wipes Paper towels in a dispenser. Hand soap
Illness due to the introduction of the virus to the workplace	A → C	<ul style="list-style-type: none"> <li>Workers who meet any of the following criteria, should not and will not be allowed on the project. <ul style="list-style-type: none"> <li>Exhibiting symptoms - cough, sneezing, fever, breathing difficulties.</li> <li>Has recently been in contact with an infected person(s).</li> <li>Has travelled outside of Canada in the past 14 days</li> </ul> </li> <li>Workers meeting any <b>one</b> of the criteria above, will remain home and self-isolate for a minimum of two weeks and must be showing no signs or symptoms of the virus, before being fit to return to the workplace.</li> </ul>	
Illness due to poor hygiene	A → C	<ul style="list-style-type: none"> <li>Cough into your sleeve</li> <li>Sneeze into a tissue</li> <li>Minimize face touching</li> <li>Thorough and frequent hand washing for a minimum of 20 seconds.</li> <li>In the event that soap and water is unavailable, if possible, use a hand sanitizer with a minimum concentration of 60% alcohol</li> <li>Wash hands: <ul style="list-style-type: none"> <li>Prior to your shift</li> <li>Before and after eating, drinking or smoking</li> <li>After using the washroom facilities</li> <li>After handling any tools or materials that may be contaminated</li> <li>At the end of shift before leaving the work site</li> </ul> </li> <li>Disinfecting phones, tablets and computers regularly.</li> <li>Do not share paperwork, tablets or phones.</li> </ul>	
Illness due to shared travel	A → C	<input type="checkbox"/> Whenever possible, workers should travel in separate vehicles. When workers are required to travel together: <ul style="list-style-type: none"> <li>Face masks and gloves are to be worn at all times.</li> <li>Commonly touched surfaces should be sanitized often.</li> </ul>	



## External Resources

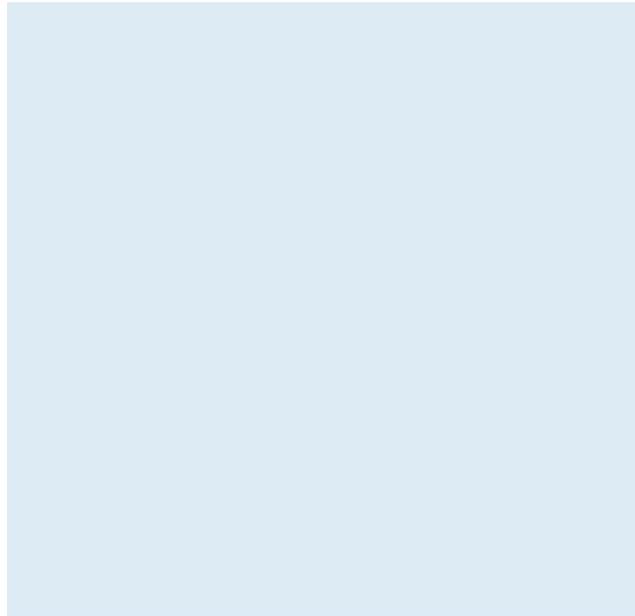
The above Policy and Program is supplementary to the following documents published by the Government of Ontario as of May 19, 2020 relating to the construction industry. Each worker to ensure they are informed of any subsequent revisions or additions to these documents, and is subject to all notes, policies, procedures and recommendations found therein.

The complete text is available at:

[www.ontario.ca/page/resources-prevent-covid-19-workplace#section-2](http://www.ontario.ca/page/resources-prevent-covid-19-workplace#section-2)

### Construction

- Procedures for handling paperwork
- Worker responsibilities
- Supervisor responsibilities
- Construction facility hygiene
- Sharing tools (hand tools)
- Personal protective equipment (PPE)
- Handling and receiving packages
- Lunchroom practices
- COVID-19 screening (checklist)
- Construction site trailers
- End of shift best practices
- On-site sanitation
- Responding to a suspected COVID-19 exposure if you are:
  - o an employer
  - o a constructor



***KRP Forward, a path built together.***

KRP Forward is a reflection of our collaborative approach to paving a new path forward that is progressive and innovative all the while supporting community needs.

