

The objective of the Masse Environmental Consultants Ltd. (MEC) COVID-19 Safety Plan is to ensure that all MEC staff, family members, contractors and visitors at our office and worksites are protected from exposure to biological agents in a manner that complies with the BC Workers Compensation Act and Occupational Health and Safety Regulation, as well as human rights legislation.

The purpose of this document is to outline protocols which minimize potential exposures to biological agents (i.e. COVID-19), as well as to minimize the risk of further community transmission should exposure occur. All MEC staff, supervisors and management must follow the procedures outlined in this plan to prevent or reduce exposure to Covid-19.

Prevention

Personal hygiene and physical distancing are crucial preventative measures which form the first line of defense against infection and transmission of illness. The primary goal is to use these simple, proven methods to prevent illness in all MEC staff, family members, sub-contractors, clients and visitors.

MEC management and supervisors have the following responsibilities to promote prevention:

- Maintain a safe work environment and minimize the risk of spread of the virus.
- Ensure that all workers are well before coming to the office, or any work site. Wellness is assessed using the Covid-19 Risk Assessment Checklist.
- Ensure staff and sub-contractors are able to maintain physical distancing (2 meters) while completing their work safely. If physical distancing is not possible, staff have the option to refuse unsafe work or wear additional PPE such as face masks.
- Reduce requirements for in-person meetings and other gatherings and provide options for virtual meetings. If in-person meetings are required they should be limited to the minimum number of people required, limited in duration, and held in a space where physical distancing is possible.
- Provide PPE, including hand sanitizer, masks and cleaning supplies in the office and in each vehicle to be used on work sites.
- Ensure supervisors, staff, contractors, and visitors are educated and trained to an acceptable level of competency.
- Ensure workers follow housekeeping and sanitizing procedures.
- Conduct a periodic review of the plan's effectiveness including a review of the available control technologies and industry-shared practices to ensure effective use.

- Update this document based on up to date information available from the BC Center for Disease Control (CDC) and the Provincial Health Officer (PHO).
- Maintain all training, monitoring and inspection records.
- Ensure the current version of this plan is available to staff, sub-contractors, and visitors.

All MEC staff and sub-contractors have the following responsibilities to promote prevention:

- Do not come to the workplace if feeling unwell or if answering yes to any of the screening questions.
- Each person entering the workplace is required to wash their hands with soap and water and/or use the alcohol-based hand sanitizer provided.
- Staff and visitors must wear a mask in all public areas of the office and when travelling together in vehicles. Masks must be worn in any other shared indoor work areas.
- Staff are encouraged to wash their hands frequently with soap and water for at least 20 seconds. If using an effective alcohol-based hand sanitizer, hands should be rubbed until dry.
- When coughing or sneezing all staff must use a tissue or their elbow
- Staff must not share eating utensils, drinks, towels or cigarettes
- Maintain social distancing (2 meters) or wear a mask when physical distancing is not possible
- Know the exposure hazards of the workplace and share knowledge of hazards with other staff and supervisors so that mitigation protocols can be developed.
- Follow work procedures as directed by the employer or supervisor.
- Ask for assistance whenever they are unsure of a safe practice.
- Use any required PPE as instructed (including masks, gloves and sanitizer).
- Report any possible COVID-19 exposures (at work or at home) to your supervisor.
- Report any unsafe conditions or acts to supervisor.

Screening

MEC has adopted a screening procedure to minimize staff, family, contractor and visitor risk of transmission before entering MEC office or worksites.

Anyone who reports feeling unwell with symptoms of COVID-19 is not permitted to come to work and must contact the local health authorities and follow their directions. They are to be assessed prior to returning to the workplace. Any employee who reports close contact with a diagnosed/suspected case of COVID-19 is required to self-isolate for 14 days. Close contact is defined as a person who provides care for an infected individual (e.g. healthcare worker, family member, caregivers), and /or has been in close

physical contact with an infected individual without consistent and appropriate use of personal protective equipment

Any employee who has travelled outside of the country is required to self-isolate for 14 days. The rule also applies to any employee who travels to high risk regions of BC or Canada against current PHO recommendations against unnecessary travel.

The MEC COVID Risk Assessment Checklist provided at the end of this document must be completed by any staff, family, contractors, or visitors before entering the MEC office or before entering a MEC worksite. Staff must remain aware of the checklist and immediately alert a supervisor before returning to work if they answer "yes" to any question.

In the event that an employee tests positive for COVID-19, the following will be implemented:

- Immediately require that the employee self-isolate from other employees
- Inform other employees who have been in close contact with the COVID-19 positive individual that they may have been exposed
- Immediately disinfect equipment that may have been used by COVID-19 positive individual (vehicles, tools, work surfaces)
- Any COVID-19 positive individual must meet current public health definitions of negative transmissibility (e.g., ten days symptom-free and/or negative test result) before returning to work.

In the Office.

The following guidelines shall be adhered to during work in the office to minimize the risk of transmission.

- Maintain physical distancing (2 meters) while completing work safely.
- MEC staff will sanitize shared surfaces after every use.
- All common areas of the office will be sanitized twice per week.
- Limit access to the office (contractors, visitors, family, etc.).
- Limit use of shared areas or in corridors where 2 m spacing is not possible.
- Sharing of workstations/desks should be minimized. If you need to use another employee's workstation, the workspace must be sanitised thoroughly before and after use.

At Work Sites

The following guidelines shall be adhered to while working in the field to minimize the risk of transmission. Staff are responsible to communicate these measures to work crews during tailgate meetings.

- Maintain physical distancing from one another at the worksite where possible. This includes informal discussions with co-workers and while physically working. Maintain at least 2 m between one another. In the case that physical distance cannot be maintained, then staff and sub-contractors must wear masks. Staff have the option to refuse unsafe work.
- Do not pass or share tools, pens, documents, electronics, etc. with other workers. In the event a piece of equipment must be shared it must be wiped down with disinfectant between users.
- Ensure that PPE (hand sanitizer, masks and cleaning supplies) are available.
- Adhere to health and safety protocol provided by clients, contractors, and other associates. Notify a supervisor if you feel that there are any deficiencies in the health and safety protocols/implementation.

Vehicle Use Guidelines

The following guidelines are meant to minimize transmission risk involved with travel.

- Minimize and/or postpone non-essential travel to the extent possible.
- Take separate vehicles when possible. When this is not possible, the number of passengers must be minimized, and the use of masks is required.
- Ensure each vehicle has hand sanitizer and masks so that it is available while onsite and notify a supervisor if it runs out.
- Sanitize all surfaces in a vehicle after use, and document this in the vehicle log.

Site Specific Control Measures

Ongoing communication and documentation of safety practices is required to promote safe work practices in all of the diverse environments in which we operate. Supervisors and staff are required to address the risks of exposure to biological agents during all site-specific safety planning such as Field Safety Plans and Tailboard meetings. The following points are meant to enhance MEC site specific safety planning processes in the context of the current COVID-19 pandemic:

- Address COVID-19 risks and mitigation protocols during each tailgate meeting. Make sure that all people present at work site understand safety protocols.

- Anticipate and plan for site specific transmission risks. Ask for support from a supervisor if further support is required to mitigate site specific risks.
- Review key safety risks. COVID-19 is not the only workplace hazard present. Stay focused on the task at hand and remind the team that inattention is often a factor in injuries from routine activities.
- Consider issues with hospital visits and emergency response given the current situation. Even relatively minor injuries that need medical attention could be delayed due to COVID-19 requirements.
- Watch out for those around you. Some people are more affected by this situation. Please watch out for those around you who may be distracted, especially when performing tasks that could impact you or others.

Masse Environmental COVID-19 Risk Assessment Checklist

The COVID-19 Risk Assessment Checklist shall be used during the pre-mobilization process prior to in-person meetings with clients, sub-contractors; and during daily tailgate meetings. The checklist is used to assess individual fitness with regards to COVID-19 as well as potential risk associated to others. If any of the questions indicate a result in which a individual may have risk associated with them, Masse Environmental will require alternative arrangements be made.

Name: _____

Questionnaire *	Yes	No
Have you travelled outside of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Have you travelled within a high-risk area – a Travel Health Advisory from Transport Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had close contact with someone who has a confirmed case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Were you in close contact with a person who is sick and has recently travelled outside of Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Were you in close contact with an individual being tested for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Are you feeling unwell and/or have the following symptoms: Fever, new cough or difficulty breathing?	<input type="checkbox"/>	<input type="checkbox"/>
Are you feeling unwell and/or have the following symptoms: Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been asked to self-isolate from an official recommendation from a Health Authority?	<input type="checkbox"/>	<input type="checkbox"/>

* Each question refers to if you have experienced these conditions within the past 14 days

Signature: _____

Date: _____