



NOVEL CORONAVIRUS (COVID-19) BULLETIN

October 27, 2020

The following bulletin is to communicate the new section being added to our Health & Safety Manual.

3.25 INFECTIOUS DISEASE CONTROL

Taplen Commercial Construction's goal is to ensure the protection of the public and construction workers. In the event of the emergence of infectious diseases that threaten public health, all employees are to follow the advice of the Public Health Authorities (e.g. Ottawa Public Health) and the preventative measures outlined in this policy.

3.25.1 Communication

Taplen will communicate both verbally and with written direction at the workplaces as deemed appropriate by Management with various methods including:

- Email communication
- Phone or video calls / meetings
- Posting signage to alert workers of any signs and symptoms of acute respiratory illness,
- Display posters promoting hand-washing and respiratory hygiene,

3.25.2 Signs and Symptoms

The Novel Coronavirus (COVID-19) is a current threat to public health and can cause illness ranging from a very mild, cold-like illness to a severe lung infection. Symptoms can include:

- Fever
- Cough
- Sore throat
- Runny nose
- Muscle ache
- Headache
- Difficulty breathing (shortness of breath)

3.25.3 Infection Control Measures

To reduce employee absenteeism and reduce the spread of germs, including the flu and the infectious diseases, we request that all employees:

- Generally, maintain a 1-2 meter (3-6 feet) distance from other people
- Minimize in-person meetings and visitors to the office and conduct business via phone, Skype, Facetime, or other digital meeting platforms
- Eliminating shaking of hands, “elbow bumps”, or “foot touches” at this time, in order to maintain the social distancing and prevent infection
- Wash hands often with soap and water, or use hand sanitizer
- Avoid touching your eyes, nose, and mouth unless you have just washed your hands
- Cover your mouth when you cough or sneeze with a tissue or into your arm, not your hand
- If you are formally diagnosed as infected with the virus, stay home and self-isolate following the guidance of the Public Health Authorities
- Avoid visiting people in hospitals or long-term care centres
- Keep workplaces clean and hygienic – increase frequency of cleaning high-touch surfaces such as elevator buttons, keyboards, mouse, phones, desks, computers, seating areas, lunch tables, kitchens, washrooms, etc.
- Avoid sharing mobile phones
- Work remotely, where practicable

3.25.4 Additional Information

Employees who are well but who have a sick family member at home with COVID-19 should notify management.

Management will work with Ottawa Public Health who is responsible for conducting public health follow-up of close contacts, including any workplace exposures and will contact your organization as needed.

3.25.5 Protection at the Workplace – Tracking

- To prevent the spread, an increase in informative sources, a robust communication system for knowledge exchange are required.
- As part of Ontario provincial requirement on 25 Sep 2020, TCC is requiring its employees, visitors and subcontractors to self-screen before entering TCC workplace(s) each day. The current official Ontario COVID-19 Online Self-Assessment can be accessed by clicking on the following link <https://covid-19.ontario.ca/self-assessment/> . (Bookmark recommended)
 - I. TCC Employee mobile phone: Complete the report and send a screenshot of the result to the office at taplenreception@taplenconstruction.com
 - II. TCC Employee PC: Complete the report, save the file and send it to the office at taplenreception@taplenconstruction.com
 - III. Subcontractor Employees: You may use Ontario Online Self-Assessment or other similar screening method per your management’s direction each day and send the result to your offices. TCC will require daily confirmation on-site by filling our form (See Attachment 1) that the self assessments have been completed and may request evidence to be provided.
- TCC encourages the employees and subcontractors employees to download and install the COVID Alert mobile app by clicking on this link: <https://covid-19.ontario.ca/covidalert>

