

**OFFICE MEMO**  
**COVID-19 UPDATE**

16 FEB 2021

This update has been issued to ensure our procedures are up to date as per Ministry of Health guidance.

PATTERNED CONCRETE is committed to ensuring the health and safety of every employee. It is our goal to perform all business operations in a safe and effective manner, which will not adversely affect its staff and crews. All measures taken to prevent the spread of COVID-19 at all our locations, including job sites and office, are to be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives.

So far, we have implemented several measures to control and monitor Covid-19 across our sites:

1. To find out if workers are well when they come to work, each worker is required to answer basic questions about their physical health and symptoms using the Daily screening Checklist.
2. Conducted several weekly safety tasks and daily tool box talks emphasizing the following:
  - Maintaining Physical distancing (two meters)
  - Sanitizing shared tools and common touch points
  - Using PPE like eye protection, facemasks and gloves.
  - Creating “Red-Zone” work methodology for tasks where 2M distancing cannot be maintained.
3. Other measures include:
  - Limit crew size to a maximum of 10.
  - In office meetings are limited to 5.
  - all visitors to the office are required to wear facemasks during their visit.
  - limiting unnecessary on-site contact between workers, including car pooling

**Emergency Business Continuity Plan****For job site affected by suspected worker illnesses**

Foremen are required to use their discretion when a job-site is affected by a possible exposure to COVID-19.

- In the event a job site worker(s) becomes ill with symptoms that align with the current COVID-19, the worker is required to stay- at home and get tested. This also applies to asymptomatic workers who are close contact of a COVID-19 positive individual including family members/ housemates/ roommates. Ill worker with symptoms should self-isolate and inform their direct employers. They should Call tele-health (+1 866-797-0000) and quarantine or self-isolate as directed by a medical professional. A COVID Negative test or a doctor’s all-clear note may be required prior to returning to work.

- A site notice should be communicated. Foremen are required to establish the workers who were direct contact and indirect contact with the ill worker as per the following :

DIRECT CONTACT - means working with in 'Red-Zone' for a period exceeding 15 minutes, carpooling, handshake or touch with the ill worker.

INDIRECT CONTACT – means occupying same room as worker in question, working outside red-zone with the ill worker or potentially touching common items like doorhandles, sinks, railings etc.

- Workers with direct contact with the ill worker are **recommended to get tested** and return to work only upon testing negative. Workers in indirect contact are **recommended to continue work and monitor** for any new symptoms.
- Any other trades/ crews / companies who worked within 2-arm's length should be informed and instructed to self-isolate in accordance with Ontario health guidelines. The site super or project manager will communicate to site personnel and /or relevant organizations of the suspected instance of relevant worker illness.
- The immediate areas the affected worker(s) may have occupied on the job site should be disinfected reasonably before returning to work. Indoor work areas with low ventilation should possibly be avoided for 3 days. The common touch points which the suspected work(s) may have touched in their most recent course of activities should be reasonably and safely disinfected.
- Foremen should cooperate and collaborate with JHSC or safety reps in conducting and reporting the investigations. Reports to be submitted and filed in the office.

All previous memos and updates regarding covid-19 are attached with this document as a reference.

**IF you have any questions or concerns about the above, please reach out to Soni Felix Raj or Mathan Sivarajah at the office. Phone - 416.661.5505 or email - [sonifr@patternedconcrete.ca](mailto:sonifr@patternedconcrete.ca) or [mathans@patternedconcrete.ca](mailto:mathans@patternedconcrete.ca)**

## Emergency Business Continuity Plan

### COVID-19

Created: March 16, 2020,

Updated: March 30, 2020

With large outbreak of COVID-19, PATTERNED CONCRETE ONTARIO INC. is committed to ensuring the health and safety of every employee. It is our goal to perform all business operations in a safe and effective manner, which will not adversely affect staff, clients, the public, or the environment.

Patterned Concrete Management is continually reviewing and following local and provincial health departments to ensure appropriate local protocols and guidelines, are followed. Currently, the government of Ontario has asked all construction activities to continue and it is our duty to figure out ways to keep production going on in our industry. Following initiative have been put into place-

- Avoid Hand-shakes.
- Only scheduled meetings to be held in the office premises. Meetings should be conducted one-on-one or via phone or video conferencing when possible.
- Emphasis on personal hygiene requirements.
- Emphasis on self-isolation and quarantine for workers/family member who have travelled outside the country.
- Disinfecting tools, desk surfaces, doors etc. as frequently as possible
- Covid-19 talking points to be conducted in addition to Daily PSI
- Daily COVID-19 screening questionnaire for sites and office.

Patterned Concrete will make every effort to provide necessary PPE, Disinfectant spray and wipes to workers, however, we cannot control market conditions and whether certain products will be available. Workers are requested to maintain their personal hygiene and take necessary steps to ensure their safety.

In order to meet recommended 2m social distancing requirements, we recommend crew sizes in any work zone to be limited to 5 personnel. For tasks requiring more than 5 personnel, a separate PSI /tool box talk to be conducted to ensure the guidelines are properly understood and followed. We will continually be monitoring how it impacts our work flow going forward with focused approach to ensure sufficient and qualified workers are sent for tasks at hand. [As of March 29, 2020 , The Ontario government has updated its guidelines to construction employers.](#)<sup>1</sup>

Patterned Concrete is working towards educating its employees and enforcing guidelines to curb the spread of the pandemic/virus, it should be understood that Patterned Concrete cannot control other trades working in the vicinity and as such look to clients/GC to enforce guidelines. While we are committed to fulfill our duties, we are cognizant that there needs to be a team effort to ensure effective measures are put in place.

We will continue to adapt our risk assessment based on the latest data available.

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<sup>1</sup> <https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>

## Emergency Business Continuity Plan

### For job site affected by suspected worker illnesses

In the event a job site worker(s) becomes ill with symptoms that align with the current COVID-19, a site notice will be communicated. The following is a recommended process to be followed to allow work to continue on site.

- Ill worker with symptoms should self-isolate and inform their direct employers. They should Call tele-health (+1 866-797-0000) for further instructions.
- Any other workers who worked within 2-arm's length should be informed and instructed to self-isolate in accordance with Ontario health guidelines.
- The site super or project manager will communicate to site personnel and /or relevant organizations of the suspected instance of relevant worker illness.
- The immediate areas the affected worker(s) may have occupied on the job site should be avoided for next 4 days. If that is not possible, then items/areas the worker may have touched or impacted should be reasonably and safely disinfected.
- The common touch point, the suspected work(s) may have touched in their most recent course of activities should be reasonably and safely disinfected.

The US National Institutes of Health (NIH), study has found that the Sars-CoV-2 virus survives on cardboard – up to 24 hours – and up to 2-3 days on plastic and stainless-steel surfaces. <sup>2</sup>

Any workers on site that are in FIRST CONTACT with someone at home (family /roommate) who is exhibiting symptoms of virus should self-isolate and inform their supervisor and public health. Precautions as noted above to disinfect working locations of first contact individual should be followed. Second contact and beyond individuals are able to continue work as before unless they become symptomatic and the above-mentioned process will be followed.

PATTERNED CONCRETE is committed to ensuring the health and safety of every employee. It is our goal to perform all business operations in a safe and effective manner, which will not adversely affect its staff and crews. By working together and giving the most careful attention to Health and Safety, we will meet our shared objectives of a healthy and safe working environment.

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<sup>2</sup> <https://www.cbc.ca/news/health/coronavirus-surface-study-1.5501296>

**IMPORTANT CONTACT INFORMATION:**

**Direct office line:** M to F- 8:30 am to 5:00pm - 416.661.5505

**Mathan Sivarajah** – 647.680.8368, e- mathans@patternedconcrete.ca

**Mark McCauley**- (JHSC, worker rep.) 416.559.3703

**Joe Guida**- 416.702.4338, e- joeg@patternedconcrete.ca

Department	Primary contact	Alternate contact
Commercial projects	Joe Guida joeg@patternedconcrete.ca	Dino D’ambrosio dinod@patternedconcrete.ca
Operations /scheduling	Mathan Sivarajah mathans@patternedconcrete.ca	Joe Guida joeg@patternedconcrete.ca
Accounts payable/accounts receivable	Hiral Appa hiral@patternedconcrete.ca	Joe Guida joeg@patternedconcrete.ca
Estimating	Dino D’ambrosio dinod@patternedconcrete.ca	Soni Felix Raj sonifr@patternedconcrete.ca
Residential Sales	Connie Giacomuzzi connieg@patternedconcrete.ca	Joe Guida joeg@patternedconcrete.ca
Health and Safety	Joe Guida joeg@patternedconcrete.ca	Soni Felix Raj sonifr@patternedconcrete.ca

**Joe Guida, President**  
 March 30, 2020

Date: Apr 01, 2020

## 1.1 COVID-19 EMERGENCY WORK METHODOLOGY

Due to the State of Emergency in the province of Ontario because of COVID-19 , Patterned Concrete Ontario Inc. will follow the guidelines set out by the Ministry of Labor, Ontario Government and Public Health Services for the health and safety of its workers . Apart from personal hygiene and site sanitation requirement, Physical distance of 2 m is recommended to perform all task.

In order to achieve this:

1. A RED-ZONE is to be established. The RED ZONE is defined as an area of less than 2 meters width where any task or part of a task than needs to be performed by more than one worker. Additional controls need to established when working with in the red zone.
2. Crew size will be limited to 5.
3. Crews will be staggered during the day so that no two crews are on a job site or the number of personnel on a site does not exceed 10 at any given time.
4. 'No handshake' policy is enforced
5. No in-person meetings are to be conducted.
6. Work methodology for various tasks needs to be reviewed and edited and approved in order to conform with Physical Distancing requirement.

For the tasks that commonly require a worker to work in proximity with another worker(s), Alternative processes may be recommended. These processes may be developed on a day to day basis as required and communicated to workers.

In the event the required physical distancing cannot be achieved by any alternate method, the task would be assumed to be in the RED ZONE. When workers are working with in the RED ZONE, workers must be protected by a physical means of Personal Protective Equipment. These include but are not limited to:

- respiratory protection- N95 face masks or approved equivalent.
- eye protection and
- gloves.

### Guidelines for PPE in RED ZONE:

1. worker should wear required PPE prior to starting a RED ZONE task.
2. All shared tools, equipment, surfaces must be sanitized/disinfected prior to use in the RED ZONE.
3. Once the task is completed; disposable PPE like masks and gloves should be disposed off properly

### 1.2 PERSONAL HYGIENE PRACTICES –

Workers are instructed to follow good hygiene practices. During an emergency situation additional measures may be recommended. This includes but is not limited to:

- washing and sanitizing hands often.
- avoid close contact with others,
- avoid touching eyes nose and mouth,
- Cover mouth and nose while sneezing or coughing,
- Disinfect tools and surfaces.

### 1.3 DAILY SCREENING

As determined by the Management, the workers are required to undergo a daily screening prior to start of the work. This includes but is not limited to:

- Daily self-evaluation Questionnaire
- Additional DAILY pre-start assessment
- Additional tool box talks.

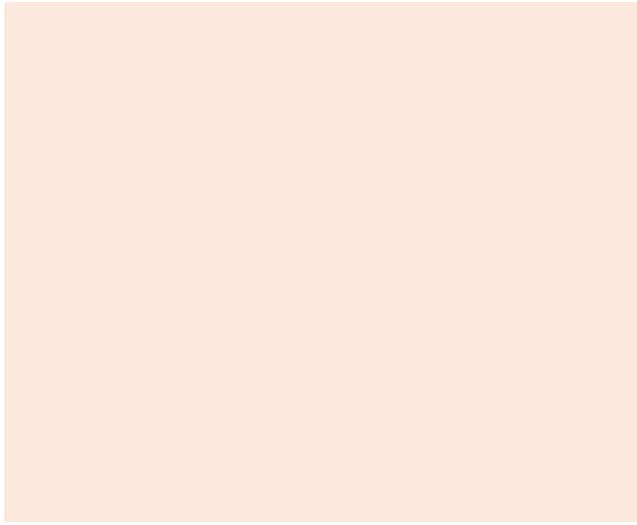
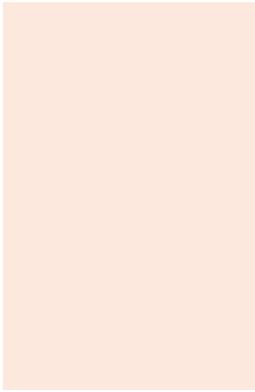
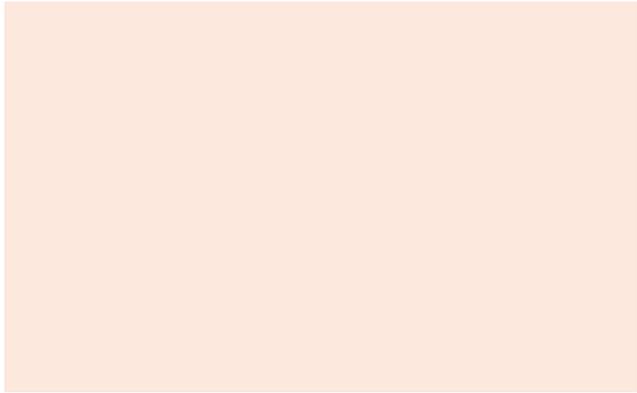
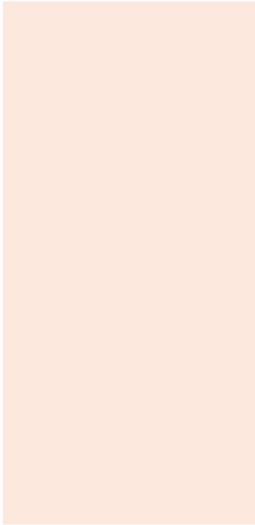
### 1.4 RISK ASSESSMENT

Risk level- Low= 1-2, Medium = 3 to 9, High = 12 to 16

ACTIVITY TYPES	HAZARD	RISK LEVEL	CONTROL	NEW RISK
<b>Working in scenarios where physical distancing possible</b>	large gathering of workers with in an area	9	Limit crew sizes to 5 persons limit exposure staggered shifts- staggered start and end times.	3
	use of shared resources can cause transmission	9	sanitize and disinfect tools, and surfaces often	3
	Close proximity to other workers for short duration	12	Use PPE (specified respirator protection i.e. N95, eye protection and gloves)	3
<b>Working in scenarios where physical distancing is not possible (RED ZONE)</b>	use of shared resources	12	communal tools, shared surface to be disinfected prior to each use by any individual	3

1.5 POSSIBLE CONTACT SCENARIOS DURING A PANDEMIC:

- Office:
  - Worker with Worker
  - Worker with supplier/visitor
  - Worker with Client
- Sales calls:
  - Worker with Client On-Site
  - Worker with Client Off-site
- Site:
  - Worker with Worker
  - Worker with Client
  - Worker with 3<sup>rd</sup> party (other trades and public)
- Driving:
  - Carpooling
  - Use of public transit



**Carpooling- Check list**

**Covid-19**

**8 APR 2020**

Due to Physical distancing guidelines in effect due to COVID\_19 Pandemic, Special attention needs to be paid to the tasks where 2 meter Physical Distancing is not possible. In the event workers need to travel to a job site together in a vehicle following guidelines must be followed:

1. Number of passengers must be limited to 2.
2. Wherever possible, the passenger should occupy the back seat of a vehicle.
3. Disinfect common touch points of the car- Door handles (inside as well as outside), as well as the handles above the passenger doors, Gear lever and steering wheel, the dashboard as well as any buttons your passengers might also touch.
4. One of the two occupants of the car must wear facemask or cover their face.
5. Vehicle's inside must be disinfected (wipe or spray) after to each trip
6. If the same vehicle is used by another driver /passenger during the day, those workers should sign the form below.
7. Please fill and submit the form below for each day car-pooling is done.

Travel date: \_\_\_\_\_

Vehicle Number/ ID: \_\_\_\_\_

Worker name	Time	Sign

If same set of workers above are using the same vehicle for multiple locations during the day; please note each trip below.

Trip	Start	Destination	Time
1			
2			
3			

Reviewed and approved by:

\_\_\_\_\_

**COVID-19 DAILY JOB SITE SELF-EVALUATION:**  
**\*TO BE FILLED ON ALL SITES DAILY IN ADDITION TO DAILY PSI/JARR\***

**Project location:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Foreman:** \_\_\_\_\_

- If you have even mild symptoms, stay home.
- **Practice 2 m social distancing**
- **Follow safe hygiene practices**
- All workers are required to complete the COVID-19 SELF EVALUATION FORM below at the start of the shift. You will be allowed to work only if approved.
- **SUPERVISOR TO INFORM THE OFFICE IF DISINFECTANT SPRAY OR WIPES ARE NEEDED PRIOR TO START OF THE DAY**

Worker's Name	Have you travelled outside the country in last 14 days?	Do you have any Friends/family who travelled abroad in the last 14 days?	Have you experienced any high fever, Coughing, difficulty breathing in last 24 hours?	Have you /family member been in contact with any one who has travelled or has symptoms?	SIGN

If during the day, your circumstances change and you meet any of the “Yes” criteria noted above, you should report to your immediate supervisor and leave work.

FOREMAN 'S SIGNATURE: \_\_\_\_\_

**COVID-19 DAILY OPERATOR CHECKLIST :**

**\*TO BE FILLED PRIOR TO USE IN ADDITION TO DAILY CHECKLIST\***

**Location:** \_\_\_\_\_ **WEEK OF** \_\_\_\_\_

**TYPE OF VEHICLE/EQUIPMENT:** \_\_\_\_\_

**Vehicle/equipment ID:** \_\_\_\_\_

**1. CONFIRM ALL COMMON TOUCH POINTS HAVE BEEN DISINFECTED/SANITIZED?**

<b>OPERATOR NAME/SIGNATURE-</b>	Name					
<b>DATE-</b>						
<b>DAY</b>	MON	TUE	WED	THU	FRI	SAT
<b><u>VEHICLE/EQUIPMENT- EXTERIOR</u></b>						
DOOR HANDLES						
WINDOWS- FRAME AND GLASS						
BACK DOOR ACCESS/LATCH						
SIDE MIRRORS						
<b><u>VEHICLE/EQUIPMENT- INTERIOR</u></b>						
KEYS/KEYCHAIN /IGNITION						
SEATS						
STEERING WHEEL /START BUTTONS						
LIGHTS AND SIGNALS CONTROLS						
SEAT BELT BUCKLE AND HOUSING						
GAUGES AND INSTRUMENT PANEL						
GEAR/CLUTCH CONTROLS						
GLOVE COMPARTMENT/ANY OTHER INTERIOR PANEL						
RADIO/DASH BOARD						

**OPERATION 'S SIGNATURE:** \_\_\_\_\_

### COVID-19 DAILY JOB SITE SELF-EVALUATION:

**\*TO BE FILLED ON ALL SITES DAILY IN ADDITION TO DAILY PSI/JARR\***

**Project location:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Foreman:** \_\_\_\_\_

- if you have even mild symptoms, **STAY HOME**. These include:

Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)	Lost sense of taste or smell
Chills	Pink eye(conjunctivitis)
Cough that's new or worsening (continuous, more than usual)	Headache that's unusual or long lasting
Barking cough, making a whistling noise when breathing(croup)	Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to other known causes or conditions)
Shortness of breath (out of breath, unable to breathe deeply)	Muscle aches that are unusual or long lasting
Sore throat	Extreme tiredness that is unusual (fatigue, lack of energy)
Difficulty swallowing	Falling down often
Runny nose (not related to seasonal allergies or other known causes or conditions)	Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)

- PRACTICE 2 M PHYSICAL DISTANCING- Avoid close contact with others, **EVEN DURING BREAKS**.
- **FOLLOW SAFE HYGIENE PRACTICES** -1. avoid touching eyes nose and mouth, 2. cover mouth and nose while sneezing or coughing,3. disinfect tools and surfaces, 4. wash or sanitize hands as often as possible.
- All workers are required to complete the covid-19 self evaluation form below at the start of the shift. you will be allowed to work only if approved.
- SUPERVISOR TO INFORM THE OFFICE IF DISINFECTANT SPRAY OR WIPES ARE NEEDED PRIOR TO START OF THE DAY

Worker's Name	Have you travelled outside the country in last 14 days?	Do you have any Friends/family who travelled abroad in the last 14 days?	Have you experienced any symptoms listed above in last 24 hours?	Have you /family member been in close contact with any one who has travelled or has symptoms?	SIGN

If during the day, your circumstances change and you meet any of the "Yes" criteria noted above, you should report to your immediate supervisor and leave work.

**FOREMAN 'S SIGNATURE:** \_\_\_\_\_

## COVID-19 DAILY OFFICE/SHOP SELF-EVALUATION:

**\*TO BE FILLED ON ALL SITES DAILY IN ADDITION TO DAILY PSI/JARR\***

**Project location: 249 Supertest Road Date \_\_\_\_\_**

- **if you have even mild symptoms, STAY HOME. These include:**

Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)	Lost sense of taste or smell
Chills	Pink eye(conjunctivitis)
Cough that's new or worsening (continuous, more than usual)	Headache that's unusual or long lasting
Barking cough, making a whistling noise when breathing(croup)	Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to other known causes or conditions)
Shortness of breath (out of breath, unable to breathe deeply)	Muscle aches that are unusual or long lasting
Sore throat	Extreme tiredness that is unusual (fatigue, lack of energy)
Difficulty swallowing	Falling down often
Runny nose (not related to seasonal allergies or other known causes or conditions)	Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)

- PRACTICE 2 M PHYSICAL DISTANCING- Avoid close contact with others, **EVEN DURING BREAKS.**
- **FOLLOW SAFE HYGIENE PRACTICES** -1. avoid touching eyes nose and mouth, 2. cover mouth and nose while sneezing or coughing,3. disinfect tools and surfaces, 4. wash or sanitize hands as often as possible.
- All workers are required to complete the covid-19 self evaluation form below at the start of the shift. you will be allowed to work only if approved.
- SUPERVISOR TO INFORM THE OFFICE IF DISINFECTANT SPRAY OR WIPES ARE NEEDED PRIOR TO START OF THE DAY

Worker's Name	Have you travelled outside the country in last 14 days?	Do you have any Friends/family who travelled abroad in the last 14 days?	Have you experienced any symptoms listed above in last 24 hours?	Have you /family member been in close contact with any one who has travelled or has symptoms?	SIGN

If during the day, your circumstances change and you meet any of the "Yes" criteria noted above, you should report to your immediate supervisor and leave work.

FOREMAN 'S SIGNATURE: \_\_\_\_\_

### COVID-19 DAILY FOREMAN SELF-EVALUATION:

**\*TO BE FILLED ON ALL SITES DAILY IN ADDITION TO DAILY PSI/JARR\***

**Location:** 249 Supertest Road

**Date** \_\_\_\_\_

- **if you have even mild symptoms, STAY HOME. These include:**

Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)	Lost sense of taste or smell
Chills	Pink eye(conjunctivitis)
Cough that's new or worsening (continuous, more than usual)	Headache that's unusual or long lasting
Barking cough, making a whistling noise when breathing(croup)	Digestive issues like nausea/vomiting, diarrhea, stomach pain (not related to other known causes or conditions)
Shortness of breath (out of breath, unable to breathe deeply)	Muscle aches that are unusual or long lasting
Sore throat	Extreme tiredness that is unusual (fatigue, lack of energy)
Difficulty swallowing	Falling down often
Runny nose (not related to seasonal allergies or other known causes or conditions)	Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)

- PRACTICE 2 M PHYSICAL DISTANCING- Avoid close contact with others, **EVEN DURING BREAKS.**
- **FOLLOW SAFE HYGIENE PRACTICES** -1. avoid touching eyes nose and mouth, 2. cover mouth and nose while sneezing or coughing,3. disinfect tools and surfaces, 4. wash or sanitize hands as often as possible.
- All workers are required to complete the covid-19 self evaluation form below at the start of the shift. you will be allowed to work only if approved.
- **INFORM THE OFFICE IF DISINFECTANT SPRAY OR WIPES ARE NEEDED PRIOR TO START OF THE DAY**

Foreman name	HAVE YOU TRAVELLED OUTSIDE THE COUNTRY IN LAST 14 DAYS?	DO YOU HAVE ANY FRIENDS/FAMILY WHO TRAVELLED ABROAD IN THE LAST 14 DAYS?	HAVE YOU EXPERIENCED ANY HIGH FEVER, COUGHING, DIFFICULTY BREATHING IN LAST 24 HOURS?	HAVE YOU /FAMILY MEMBER BEEN IN CONTACT WITH ANY ONE WHO HAS TRAVELLED OR HAS SYMPTOMS?	HAVE THE TOOLS BEEN DISINFECTED/SANITIZED?	HAS THE DAILY SCREENING FORM COMPLETED?	SIGN

If during the day, your circumstances change and you meet any of the “Yes” criteria noted above, you should report to your immediate supervisor and leave work.

OPERATION 'S SIGNATURE: \_\_\_\_\_



**COVID-19 SELF-DECLARATION FOR RETURNING EMPLOYEES**

\*write NA for questions not applicable to you

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE OF RETURNING TO WORK: \_\_\_\_\_

REASON FOR SELF-ISOLATION – TRAVEL / NEW SYMPTOMS /OTHER-PLEASE EXPLAINING BELOW

\_\_\_\_\_

DATES OF TRAVEL (RETURN TO TORONTO) \_\_\_\_\_

DATE SELF-ISOLATION STARTED: \_\_\_\_\_

DATE SELF ISOLATION COMPLETED: \_\_\_\_\_

**WERE YOU OR ANY FAMILY MEMBER TESTED OR TESTED POSITIVE FOR COVID-19? IF YES, PROVIDE DETAILS BELOW (you will be asked to provide copy of a doctor's note/clearance to return):**


HAVE YOU RECEIVED UPDATED COPIES OF COMPANY’S COVID PROTOCOLS AS WELL AS SITE SPECIFIC PROTOCOLS? \_\_\_\_\_

**By signing below:**

- you acknowledge having completed the mandatory self-isolation period due to travel and/or sickness.
- You acknowledge having received all relevant protocols from the company and its clients.
- You acknowledge the above made statement to be true.

Signature \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE FOR OFFICE:** \_\_\_\_\_

ABOVE MENTIONED HAS BEEN APPROVED TO RETURN TO WORK .

APPROVED BY : \_\_\_\_\_ SIGN: \_\_\_\_\_

APPROVED ON : \_\_\_\_\_ DATE OF RETURN TO WORK \_\_\_\_\_

OFFICE MEMO- Oct. 1, 2020  
COVID -19 UPDATE #3

The COVID-19 situation is changing rapidly in Ontario. The health and safety of workers is a top concern amid the global COVID-19 pandemic at Patterned Concrete. All measures taken to prevent the spread of COVID-19 at all our locations, including job sites and office, are to be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives.

**Protecting yourself and your co-workers**

following are some tips to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- STAY HOME if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- If you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.

**Reporting illness**

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home. The areas and the people the sick worker were working in and with must be noted.

All workers **MUST** complete the daily self-evaluation form either at the shop or on site. IF you are at work and not signed in the daily self-evaluation, please notify the office immediately.

IF you or your family members have covid-19 or have been in direct contact with someone who does, Please notify your supervisor who will inform you of the next steps.

**Posted policies**

All employers/constructors need to post and communicate COVID-19 policies to employees and contractors or trades. Our policies are posted on the shop and office safety boards and copies of it have been circulated among employees. if you need a copy, please notify the office.

**Physical distancing (two metres)**

As advised by the Chief Medical Officer, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19.

In order to ensure physical distancing on site, we have:

- Limit crew size to a maximum of 10.
- In office meetings are limited to 5.
- all visitors to the office are required to wear facemasks during their visit.
- limiting unnecessary on-site contact between workers, including car pooling

....contd.



In the event, 2M physical distancing cannot be maintained in a particular work area, Patterned Concrete has Developed a [RED ZONE WORK METHODOLOGY](#) outlining additional precautionary measures in that zone. the red zone work methodology is post on the office and shop safety boards and has been repeatedly covered in tool box talks.

**IF you have any questions or concerns about the above, please reach out to Soni Felix Raj or Mathan Sivarajah at the office.**

Phone – 416.661.5505 or email – [sonifr@patternedconcrete.ca](mailto:sonifr@patternedconcrete.ca) or [mathans@patternedconcrete.ca](mailto:mathans@patternedconcrete.ca)

## Memo to all employees

**COVID-19**

**March 16, 2020**

With large outbreak of COVID-19, PATTERNED CONCRETE ONTARIO INC. is committed to ensuring the health and safety of every employee. It is our goal to perform all business operations in a safe and effective manner, which will not adversely affect staff, clients, the public, or the environment.

Patterned Concrete Management is continually reviewing and following local and provincial health departments to ensure appropriate local protocols and guidelines, are followed.

### **Mandatory:**

- Daily PSI to include COVID-19 talking points
- Emphasis on personal hygiene requirements- **• avoid close contact with others, • avoid touching eyes nose and mouth, • cover mouth and nose while sneezing or coughing, • disinfect tools and surfaces, • wash or sanitize hands as often as possible.**
- A recap of Emergency plan.
- Use of Appropriate mask/respiratory protection for pouring crews when working in close proximity to others.
- If you have even mild symptoms, stay home and call the public health authority in the province to inform them. They will provide advice on what you should do.

### **Other recommendations:**

- In order to meet recommended 2m social distancing requirements, we recommend crew sizes in any work zone to be limited to 5 personnel. If more than 5 workers are needed on a job site, a separate PSI with particular work task/procedure should be written up.
- Avoid Hand-shakes.
- Meetings should be conducted one-on-one or via phone or video conferencing when possible.
- Notify your supervisor/management if you or any family members have travelled outside the country.
- If using public transit to and from work, Workers will be responsible to ensure their personal hygiene.
- All tissues/paper towel/disposable PPE must be disposed properly.
- Notify supervisors/foremen/ management if you or any co-worker or family member experiences flu-like symptoms or needs to self-isolate or quarantined.
- While Patterned Concrete will make every effort to provide necessary PPE to workers, we cannot control market conditions and whether certain products will be available. Workers are requested to maintain their personal hygiene and take necessary steps to ensure their safety.
- Workers are required to refrain from spitting on site and maintain overall hygiene on job sites.
- Refrain from horsing around- pretending to be sick, or coughing on others intentionally. These may be grounds for immediate disciplinary action.
- Monitor notifications from PCO /GC's/local governing authorities.

We will continue to adapt our risk assessment based on the latest data available. Please sign the back of the document to confirm that you have received this information.

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**Joe Guida, President**

March 16, 2020

