

COVID-19: Guidelines for Keeping the Workplace Safe

Update #1

March 17th, 2020

This is update #1 to the previously released COVID-19 Guidelines for Keeping the Workplace Safe. The original guidelines released March 16th, 2020 are still in place however additional information and guidelines are below:

- All offices and jobsites are remaining open at this time as per the direction of the general contractor.
- Effective March 18th all Arsenault Bros. Construction offices will be closed to the general public – exceptions will be made for pickups and deliveries. Notices will be put on our main office doors and posted on our social media.
- Any office staff who are able to work from home are encouraged to do so.
- All in person meetings that were scheduled are to take place via teleconference/videoconference where possible.
- All workers onsite are to inform their supervisor if they have returned from travel outside of Canada within the past two weeks. They are to go home and quarantine for 14 days.
- Any questions regarding the policies can be sent to Health and Safety Coordinator, Miranda Feehan – miranda.feehan@arsenaultbros.com

In light of the COVID-19 (Coronavirus) being declared a global pandemic and with the onset of confirmed cases in Atlantic Canada, Arsenault Bros. Construction has developed the following guidelines for all employees, partners, and clients. The below precautionary steps are to be implemented immediately and kept in place until further notice. Arsenault Bros. Construction is dedicated to protecting the health and safety of all employees, partners, and clients until the threat of the virus is contained.

Symptoms of the COVID-19 Coronavirus to be aware of are:

- ❖ Fever
- ❖ Cough
- ❖ Difficulty Breathing
- ❖ Pneumonia in both lungs

The following steps are to be taken to limit the spread of COVID-19 on jobsites and in the office:

- If you are experiencing symptoms of the virus or you are not feeling well, please stay home from work – this applies to both employees and visitors to our jobsites and office
- Where possible, maintain a distance with other people/limit close contact (avoid handshaking)
- If you are on a site with running water and soap available, wash your hands frequently for 20 seconds
- If you are on a site without running water and soap, use hand sanitizer frequently
- When coughing or sneezing, do so into your elbow (not your hands) or into a tissue and dispose of used tissues immediately
- Limit touching your eyes, nose, and mouth and with unwashed hands
- Clean surfaces often (countertops, doorknobs, taps, tables, phones, equipment) or after use
 - Arsenault Bros. Construction will provide staff with disinfectant and sanitizer as best we can given current supply shortages
- Do not share items that may have saliva on them (waterbottles/cups/utensils)
- Gatherings/visits/meetings should be limited to as few people as possible in the same room and teleconference/videoconference should be taken into consideration as alternate to in person meetings (Arsenault Bros. Construction does have an account for teleconferencing if staff wish to use it, please contact the office for that information)

- All business travel between provinces is currently restricted
- All employees or visitors to our jobsites/office who have travelled outside of Canada are advised to stay home from work or postpone visits/meetings for a minimum of 14 days or until they have tested negative for the COVID-19 virus

Public Health has advised that any person who is experiencing symptoms of COVID-19 or has reason to believe they may have been exposed to the virus (those who have been in contact with somebody who has COVID-19, might have COVID-19, or is being tested for COVID-19) are directed to self-isolate with others and contact 811 to be screened for testing requirements

Arsenault Bros. Construction will continue to review updates and advise daily on any changing recommendations. All employees will be informed of any changes that may be made to these guidelines.

Arsenault Bros. Construction would like to thank you for your cooperation and support on this matter.