
COVID-19 Contractor Guidelines

Work Activities

KEEYASK GENERATION PROJECT

243954-0120-XXXXXX-REF-COVID-19 Work Activities -KCR 03

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1 INTRODUCTION

For work to continue during the COVID-19 pandemic, precautions must be taken to protect the health and safety of all workers performing the work. The hazard associated with the COVID-19 virus is the introduction of the virus into the workplace where the infection can spread between co-workers. COVID-19 cause infections of the nose, throat and lungs and is spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

There is also evidence that suggests person-to-person spread is efficient when there is close contact. Persons with COVID-19 typically display symptoms including, but not limited to, cough, fever, chills, headaches, and/or difficulty breathing; however, some persons who have tested positive for COVID-19 display no symptoms. COVID-19 is highly contagious and can be transmitted by persons showing no symptoms or those with symptoms.

2 PURPOSE

Contractors are expected to create a plan which documents practices to effectively manage the COVID-19 hazard on the Keeyask Generating Station Project (Keeyask Project). The Keeyask Project has developed this guideline to assist Contractors in developing practices through the application of engineering, administrative and PPE controls. Contractor work plans shall include all reasonable and practicable control measures referenced in this document.

As identified in the Keeyask Project Site Safety Plan, Contractors' workers must also perform their own daily field level hazard assessments to identify the hazards, discuss the work to be performed that day, identify the job steps, hazards, PPE and barriers required to mitigate the risk of the work that is being performed. Supervisors shall be responsible to ensure the practices developed are implemented.

As this is a dynamic situation, updates to the prevention methods listed herein may be required. Contractors will be notified and appropriately update their respective plans.

Manitoba Hydro shall measure performance using an auditing tool to track performance and identify areas requiring improvement.

Contractors documents shall be submitted through Aconex to Manitoba Hydro.

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3 WORK INFRASTRUCTURE REVIEW

All Contractors are required to review infrastructure necessary to support work activities. Lunchrooms, wash cars, and office trailers must be evaluated to ensure adequate facilities exist to support hand washing, dispensing of disinfectants and regularly disinfecting such infrastructure. This review shall also identify if such infrastructures will support 2-metre (6ft) physical distancing requirements.

4 PHYSICAL DISTANCING

Contractors shall identify how physical distancing measures of 2-metres (6ft) will be maintained in work areas and offices where required. Contractors shall document and detail how these measures will be implemented and maintained throughout the respective work shifts.

- When workers cannot maintain 2-metres (6 feet) of distance from others mask/respiratory use is ~~required~~ ~~recommended but not required~~.
- Review work locations and co-ordinate work so individuals maintain the 2-metre physical distancing.
- Assess critical work for safe completion with minimal workers as possible.
- Educate and provide relevant information to workers on physical distancing and responsibilities for individuals to maintain 2-metre physical distancing requirements.
- Reduce or eliminate in person meetings and utilize video and teleconference tools.
- Ensure physical distancing protocols are in place for toolbox talks and use large areas where workers can ensure the 2-metre physical distance is adhered to.
- Develop, distribute, post signs/instructions on physical distancing.

5 WORK ACTIVITIES WHERE PHYSICAL DISTANCING REQUIREMENT CANNOT BE MAINTAINED

Contractors shall review Site specific work requirements and document those work activities, where required, when the 2-metre physical distancing requirement is not possible (i.e. Engineering and Administrative controls are not practical in the specific case).

- When workers cannot maintain 2-metres (6 feet) of distance from others mask/respiratory use is **mandatory**.
- Contractors shall identify the specific personal protective equipment (PPE) requirements that all workers must use when working inside 2-metres.
- Contractors shall identify the specific PPE management requirements such as use and re-use compliance, PPE decontamination and sanitization protocol, storage and cleaning, regular compliance monitoring for all PPE used.
- Develop a JHA and/or work plan for the specific work with focus on protection of health from potential COVID-19 exposure.
- Ensure FLRA's identify COVID-19 transmitting or exposure hazards when working within 2-metre of other workers for more than 10 minutes.

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6 CLEANING AND DISINFECTING

- Contractors shall establish a cleaning schedule which identifies the frequency of, and specific cleaning and disinfection measures to be implemented to protect workers at the work/construction site. This shall also include site offices. All door handles, railings and personal workstation areas will be wiped down regularly with disinfectant.
- Cleaning of common lunchrooms and wash cars at the work site must be completed regularly and is recommended to be no less than prior to the commencement of each shift and after each break.
- Individuals are responsible for cleaning their workstation area with disinfectant.
- Ensure availability (minimum six-week supply) of cleaning and disinfectant materials – monitor inventory to ensure ample supplies.
- Ensure adequate hand washing facilities with protocols, hand sanitizer stations, provision of disinfectant wiping products.
- Ensure availability of cleaning and sanitization materials are available to workers.

7 PERSONAL HYGIENE

Contractor shall identify specific measures to ensure regular personal hygiene (hand washing and sanitization) of workers.

- Educate all workers on effective and proper methods to wash hands to minimize the COVID-19 risk.
- Identify measures to ensure workers have access to hand washing facilities.
- Provide and ensure ample supply of alcohol-based hand sanitizer if soap and water are not available.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.
- Ensure JHA's identify transmission and exposure risks if personal hygiene measures are not followed/achievable.

8 SITE VEHICLES AND EQUIPMENT

Contractors shall identify and implement specific methods to ensure vehicles and equipment are sanitized, disinfected and physical distancing requirements met when transporting workers.

- **50% capacity limit on all light duty vehicles and busing/shuttles.**
- Operator/Designated person will disinfect seats, controls, and handles before operating equipment and vehicles, if operators change during the shift and at the end of each shift.
- **Operator to ensure the required masks/respirators are worn by all occupants when there is more than one person in a vehicle or equipment.**
- **Operator to ensure physical distancing if transporting one or more workers.**

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9 SITE COMMUNICATIONS

Contractor shall detail specific measures to educate workers on proactive measures to ensure the management of COVID-19 prevention methods at the work site.

- Clearly communicate and ensure workers are fully aware of the requirements. Post signage clearly in work trailers and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, including any daily updates.
- Ensure regular communication to workers on the latest information relative to COVID-19. Such communication can be shared during Toolbox talks and Site Safety meetings.
- Prepare site safety bulletins and safety messaging to workers.

10 SITE INSPECTIONS AND EVALUATION

Contractors shall identify site specific inspection and to monitor compliance with the COVID-19 prevention methods at the work site detailed in the JHA's and work plans.

- Implement regular compliance monitoring of control measures referenced in JHA's and work plans
- Allow an avenue for worker recommendations for improvements.
- Contractor shall detail site specific inspections and audits.