



COVID-19 PANDEMIC RESPONSE PLAN

Duncor Enterprises Inc;

- Has developed the following Pandemic Response Plan in response to the novel Coronavirus COVID-19 to achieve a planned, coordinated response to minimize any adverse effects to staff, organization and the community.
- Will maintain a system for reliable, effective communications within the organization and with other parties affected by this pandemic.
- Will ensure that appropriate internal and external support data, personnel and equipment required are available to resolve emergencies.

On-Site Best Practices

The health and safety of workers is a top concern and increased focus on health and safety is required to keep job-sites open. Below are resources, tips, and best practices Duncor and its employees will follow during the COVID-19 situation:

- 1) **Personal Hygiene:** Everyone can take individual steps to prevent the spread of COVID-19. Personal hygiene tips include:
 - i) Wash your hands thoroughly and often. (Min 20 seconds)
 - ii) Avoid touching your eyes, nose, and mouth with unwashed hands.
 - iii) Cough and sneeze into your elbow or a tissue and wash your hands afterwards.
 - iv) Avoid commonly touched areas including handrails, public transit poles or ensure you clean your hands after
 - v) Open doors and touch elevator buttons with gloves, the back of your hand, or other body part or activate the wheelchair accessibility button with the back of your hand, elbow or knee if possible
 - vi) Wash your clothes as soon as you get home f. Notify your supervisor immediately if you are sick and contact public health.
- 2) **Illness Reporting:** The symptoms of COVID-19 are shared with many other illnesses including the cold and flus. Duncor employees shall complete the **Daily Screening Tool daily, before their shift begins**. Any worker who is experiencing any symptoms shall not report to work (or be sent home should it be mid-shift) and notify their supervisor immediately. In addition, all workers experiencing symptoms should complete the self-assessment on the Ontario COVID website and follow instruction there, or CALL Telehealth Ontario (1-866-797-0000), your local public health unit or your family physician. Public Health is the leading authority for all issues related to COVID-19 and only they can provide detailed instructions to employees and employers. PLEASE NOTE additional resources, policies, and procedures are being developed to provide additional support in this area.

- 3) **Ministry of Labour Training and Skills Development Requirements:** As announced on March 16th, 2020 the MOL is focused on enhancing protections of workers by expanding protected leaves and improving access to EI benefits. In addition, *Duncor Enterprises Inc. must report occupation illnesses including COVID-19 to the Ministry (in writing) within four (4) days and the joint health and safety representative*
- 4) **Communicate:** Communication is key, and a clear understanding of roles and responsibilities will be key. Duncor will ensure health and safety policies are updated and posted for all employees to see.
- 5) **Policies:** Duncor will have COVID-19 policies that are posted and communicated with to all employees and contractors/trades. This includes how the site will operate including but not limited to the sanitization of sites, how employees and contractors report illnesses, how to ensure social distancing, and how work will be scheduled.
- 6) **Social Distancing:** As outlined in several government announcements Social Distancing is required to control the spread of COVID-19. In order to ensure social distancing on site, Duncor will consider the following;
 - i) Staggered Start times
 - ii) Staggered breaks
 - iii) Staggered lunches.
 - iv) Total number of people on-site and where they are assigned to work.
 - v) Total number of people allowed in any given vehicle
- 7) **On-site Sanitation:** As outlined in several government documents, on-site sanitation is paramount. Duncor Enterprises have taken the appropriate steps to help ensure the safety of its employers;
 - i) Access to soap and water (ways to properly sanitize hands)
 - ii) Clean washroom facilities
 - iii) Communicate commonly touched surfaces or areas (tools/vehicles / equipment /door handles)
 - iv) Limit unnecessary office/shop or on-site contact between workers and between workers and outside service providers and encourage physical distancing in these areas. (i.e.: remove coffee trucks from site)
- 8) **Track and Monitor our Workforce.** Due to the latency period of COVID-19, it is important to track when workers report an illness as well as where they have worked. In the case of a positive test, Duncor will provide to Public Health Unit Locally- Simcoe Muskoka District Health Unit) information on where an Employee worked as well as the contact information of anyone who may have been exposed. The better Duncor tracks information, the better Public Health can respond.

While the situation is changing daily, the legislation and regulations used to govern Ontario's workplaces has not. Employers still have the duty to keep workers and work sites safe and free of hazards and workers still have the right to refuse unsafe work. Effective communication of new safety procedures and policies will help ensure positive outcomes.

COVID 19

Duncor Enterprises Inc. has an obligation to protect workers from hazards in the work place as set out in the Occupational Health and Safety Act (OHSA). Up until recently our main focus has been on safe work practices around Heavy Trucks and Equipment, Tools (Both manual and mechanical), and Traffic (Book 7) amongst other things.

Although protection from virus and infectious disease is also covered under the OHSA, it was never the main focus as most cold and flu like viruses were easily controlled and treated.

As of early 2020, this changed. Ontario is currently in the midst of a global pandemic caused by a coronavirus called COVID 19. As a result Duncor must not only maintain our job-specific Health and Safety Policies and Procedures but also extend our focus to include protection from this potentially deadly virus.

Duncor has adopted and mandated the following Best Practices on the advice of Health Canada, Ontario Health and the Government of Ontario, which will supersede any other policies in our Manual until further notice;

- All staff will have an Essential Service Letter signed by Management, to produce to authorities if requested.
- All Visitors are to be by appointment only, and must comply to pre-arranged conditions
- All staff, visitors and suppliers to Duncor facilities will have to do a self-health assessment using the Daily Screening Tool provided to ensure no symptoms of COVID 19.
- Everyone must maintain social distancing of 2 meters (minimum).
- Wash your hands immediately upon arrival to a facility and frequently after using soap and water for at least 20 seconds
- No more than 2 people maximum in any common areas, lunch room, shared washrooms etc.
- No more than 2 people to a company vehicle unless you live in the same household. One in the front one in the back seat on the adjacent side.
- Cough and sneeze into your sleeve and not your hands.
- Try not to touch your eyes, nose or mouth.
- Wash your hands often with soap and water for at least 20 seconds.

Should an employee fail their Daily Self-Assessment, they will not be permitted to work. They should self-isolate and call Telehealth or their health care provider immediately. They must notify their supervisor as soon as possible.

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Upon learning that an employee has failed the Self-Assessment Duncor shall;

- Conduct a risk assessment for workers who have worked closely with the potentially affected employee
- Advise workers who may have been exposed to take precautions to protect themselves by watching for symptoms and by possibly removing themselves from the workplace for at least 14 days or until COVID-19 is ruled out.
- Identify locations where the potentially affected worker had recently been and determine how to address decontamination.
- Close off potentially infected areas.
- Take steps to ensure the cleanliness of the workplace where this worker was working.
- Identify vehicles, equipment and tools that the potentially affected worker had recently been using and determine how to address decontamination. Ensure other workers do not use these vehicles, equipment or tools until they have been sanitized. Isolate them until cleaned.

The employee is expected to share any feedback or test results from their health care provider.

Should test results prove positive, Duncor shall;

- Provide to the Local Public Health Unit (Locally- Simcoe Muskoka District Health Unit) information on where an Employee worked as well as the contact information of anyone who may have been exposed
- With permission from the Health Unit, notify other employees who may have been exposed.
- Report the test results to the Ministry of Labour, Training and Skills Development (in writing) within four (4) days and to the joint health and safety representative

Should test results prove negative, Duncor shall;

- If permitted by health officials, inform the other workers that were sent home of the test results so they can end their self-isolation
- Allow the employee back to work

As our Health Sector learns more and more about COVID 19 each day, our procedures can and will be revised at any given time. With full co-operation from all staff and employees Duncor is doing and will do anything it possibly can to keep everyone safe, and will continue to do so until COVID 19 is no longer a health threat to their work environment.

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