

Site Specific Pandemic Preparedness Plan

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Introduction

The health and safety of Xact Installs employees, project partners and community members is our top priority. In response to the current Covid-19 pandemic, we have developed a Site Specific Pandemic Preparedness Plan in order to reduce the risk of contracting or spreading Coronavirus (Covid-19).

Given our team's proximity to various health care facilities, hospitals and construction projects we expect diligence to protocols and continue to access the most up to date information from current and reliable sources such as the Centre for Disease and Control & Prevention, the World Health Organization and the Government of Canada.

Definitions

1. A "close contact" is defined as a person with a confirmed case of Covid-19 whom you:
 - came into close physical contact without consistent and appropriate use of personal protective equipment (3 ply mask), OR
 - had close prolonged* contact (within 2 metres) with a probable or confirmed case while the case was ill – longer than 15 minutes, OR
 - had direct contact with the infectious body fluids of a probable or confirmed case (e.g. was coughed on or sneezed on) while not wearing recommended personal protective equipment.

*As part of the individual risk assessment, public health will consider the duration of the contact's exposure (e.g. a longer exposure time likely increases the risk), the case's symptoms (coughing or severe illness likely increases exposure risk) and whether the exposure occurred in a health care setting.

2. Physical Distancing – keep a minimum 6 feet (2 meters) separation between yourself and others.
3. Self-Isolation - to separate yourself from others and stay home with the purpose of preventing the spread of the virus in your community, including those within your home.
4. PPE - personal protective equipment (3 ply mask)
5. Incubation period - with infections, there is a delay between the moment a person first becomes infected and the appearance of the first symptoms which is the incubation period.
6. "COVID-19 Case" is a person with a confirmed COVID-19 laboratory test or is diagnosed as a person with COVID-19 symptoms.
7. "COVID-19 Exposure" is a circumstance where a known COVID-19 Case has been in close proximity while infectious and may have exposed others to COVID-19 and for which additional public health investigations are required to determine whether other persons were at risk of COVID-19 infection. It can also be a close contact with a confirmed case, but who has not been tested (epi linked) by a public health official.

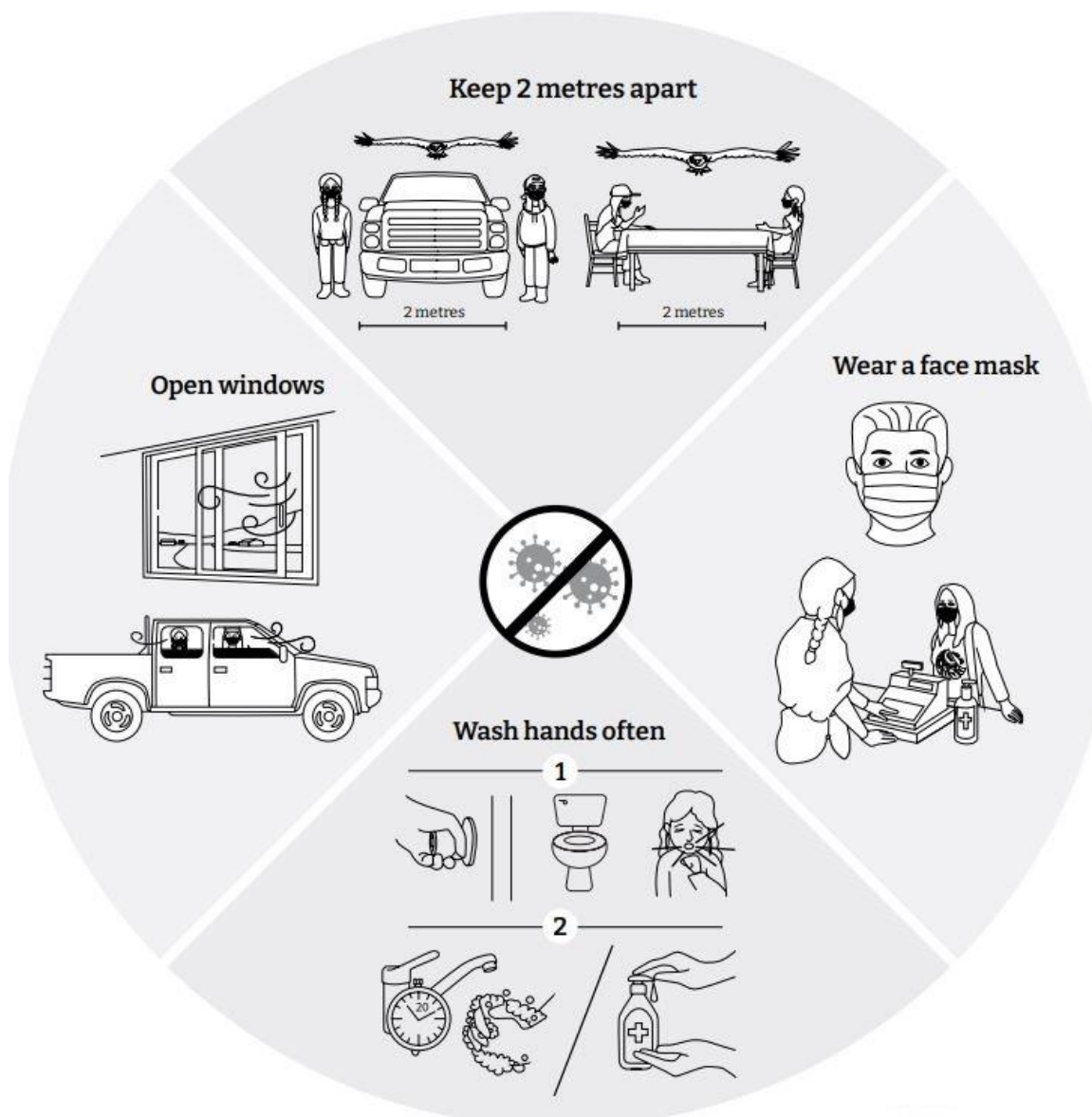
Scope

This policy is intended for all Xact Installs Ltd. team members. It is to provide guidelines and expectations for travel, protecting yourself and others, potential exposure scenarios and response anticipation for all employees. There are specifics for Essential Workers on Construction Sites, teams working in Care Homes and Hospitals and for Mobile teams travelling from site to site. *As Xact Installs Ltd. head office is located in British Columbia, resources are used from the Province of BC. Similar information may be found in other provinces.*

General

Protective measures

- Physical distance by keeping 2 meters apart.
- Masks/Face Coverings – 3 ply masks are required and Mask use is used in accordance with the Provincial and site policy and protocols. Every effort is made to ensure workers are fully compliant with the site rules. Review Face Masks information provided **Appendix A**.
- Wash your hands regularly for 20 seconds, with soap and hot water or alcohol-based hand rub. Don't touch your eyes, nose, or mouth with your hands and avoid high-touch areas as best you can. Review hand washing procedure – Covid-19 Handwashing provided **Appendix B**.



Social Interaction

Social interaction and getting together with others in person and online is important to our wellbeing. At this time, people must limit in-person social gatherings to the people they live with. This is not the time to invite friends or family over to your home or to go to someone else's home for a social visit. Using technology, such as video calls, to keep in touch with friends and family is a good option right now.

Core bubble

For most people, their core bubble is their immediate household. An immediate household is a group of people who live in the same residence. For example:

- If you have a rental suite in your home, the suite is a separate residence
- If you live in an apartment or house with roommates, you are all members of the same household
- For people who live alone, a core bubble is a maximum of two people you see regularly.
- Keep a record of the people you spend time with – in the event someone does get COVID-19, knowing who you spent time with and where you've been will help public health with contact tracing.

No social gatherings of any size

- Physical distancing is always important when you are with people outside your social group. Keeping a physical distance is the most effective way of preventing the spread of COVID-19.
- Do not have people over to your home or visiting people you don't live with at their home or vacation rental, indoors or outdoors such as for games, dinner or a backyard hangout.
- Do not gather in your backyard, patio, driveway or anywhere else on your property
- Do not have playdates for children
- Do not hosting events or receptions indoors or outdoors
- Avoid party buses and group limousines

Essential Visits

- Providing care or services such as child care, tutoring, cleaning, repairs or moving.

Getting Together Outside

- You can go for a walk, bike ride or snow shoe outdoors with a friend or family member you don't live with if you can maintain a safe physical distance. Make sure these activities do not turn into social gatherings with a group meeting outside.

Getting Together Inside

- Host virtual meetings, hangouts, family dinners or playdates for your kids to stay in touch.
- You can continue to engage in social activities like going to a restaurant with the people you live with. You should only visit a restaurant with people in your household or core bubble if you live alone. Remember, a maximum of six people at a table. You will be required to wear a mask when you are not seated at a table.
- Avoid spending time in person if someone is feeling unwell - If any member of your household or social group is sick, or thinks they might be sick, they should not be spending time, in person, with others.

- Practice good hand hygiene and respiratory etiquette. Try to have hand sanitizer with you when you go out and cough or sneeze into your elbow. Wash your hands before you leave your home and as soon as you return.

Exposure

Public health will be consulted and involved with advice for all cases. If Public Health contacted you, you must follow all of their protocols over and above Xact Installs procedures and policies. Xact Installs information is a guideline and changes happen frequently.

What is the incubation period for the coronavirus disease?

The median incubation period for COVID-19 is four to five days. Most symptomatic people experience symptoms within two to seven days after exposure, and almost all symptomatic people will experience one or more symptoms before day twelve.

Key Symptoms

Key symptoms of COVID-19 include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

What to do if you have symptoms that may be COVID-19

- Use the B.C. [COVID-19 Self-Assessment Tool](#) to see if you need to be tested for COVID-19.
- See the BCCDC page on [COVID-19 Testing](#) for more information.
- Once you have been tested you should [self-isolate](#) while you wait for the test results.
- If your test is negative you should not return to work or school until you are feeling better.
- If you feel unwell and are unsure about your symptoms, contact your health care provider or call 8-1-1.

Sickness Policy

- If you are sick you are expected to stay home.

- All employees are to disclose if they are experiencing symptoms consistent with Covid-19.
- If anyone begins to exhibit symptoms during the work day they must leave immediately regardless of the severity of symptoms.
- If you are/were in the workplace and it is confirmed by a health care provider that you are/were infected with COVID-19, under the Canada Labour Code, this would constitute a workplace hazard. As such, you have a duty to report this hazard to management.

Here's what you can expect from Xact Installs Ltd;

Because COVID-19 constitutes a workplace hazard under the Canada Labour Code Xact Installs Ltd. can lawfully request that you provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

Based on these requirements and advice from the Public Health Agency, Xact Installs can request the following information:

- If you are exhibiting symptoms of COVID-19 in the workplace you can be asked to go home to self-isolate.
- Reporting incident details for recording purposes.
- Contacting 811 and/or Covid-19 Self-Assessment Tool.
- If you are undergoing COVID-19 testing and the result of that testing, and if you were present in the workplace while potentially infected.
- If you were in close contact with someone diagnosed with COVID-19, as it is recommended that such a person would have to self-isolate (and therefore take leave).
- If you have travelled internationally in the last 14 days.

Finally, Xact Installs may follow up with you to ensure a return to work when it is safe to do so.

Close Contact and Cohabitation

A close contact is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient. This includes up to two days before someone develops symptoms.

Key Points

- Being a close contact with a person who has COVID-19 can occur in different settings and depends on different situations such as how long you were together, how close you were, what happened during the interaction, if protective measures such as physical distancing were followed, or in other special circumstances.
- If you are identified by public health as a close contact, you will need to self-isolate and monitor yourself for symptoms

Who is considered a "close contact" of a person with COVID-19?

- A close contact is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient. Health and safety measures include things such as physical barriers or physical distancing of at least 2 metres. If you are wearing a non-medical mask, you may still be considered a close

contact. Some interactions that are less than 15 minutes can also be considered close contact.

- Close contact can occur when people have intimate contact, share a room, a house or a workplace, or are in a crowded place where health and safety measures aren't always being used. You can also be considered a close contact if someone with COVID-19 sneezes or coughs on you. In other situations public health will need to assess what happened, and decide if someone is a close contact.
- You may be a close contact even if you interacted with a person up to 2 days before they showed symptoms.
- Some people are asymptomatic and still test positive. You may also be a close contact if you were around them up to 2 days before their positive test.
- If public health decides you are a close contact, you have to follow their advice.

[What should I do if I am a close contact of someone with COVID-19?](#)

If you are a close contact of a person who has COVID-19, you need to:

1. Self-Isolate for 14 days: Self-isolation is important to help reduce the spread of COVID-19 to others. See the self-isolation page **Appendix C**
2. Monitor yourself for symptoms.

[Should I get tested if I am a close contact of someone with COVID-19?](#)

- If you are not showing any symptoms of COVID-19, you do not need to be tested, unless you are asked to by Public Health. It can take up to 14 days from the last time you were exposed to someone who has COVID-19 for symptoms to develop or to have enough virus in your body for a test to detect COVID-19. This is why it is important for you to self-isolate for 14 days and watch for symptoms.

[Do I still need to self-isolate for 14 days if I get tested and my test comes back negative?](#)

- Yes, if you are tested for COVID-19 and the result is negative, you will need to continue to self-isolate for the full 14 days. There may not have been enough virus in your body to be detected and show a positive test result. This is why it is very important to self-isolate for the entire 14 days and watch for symptoms.

[What do I do if I live with someone who is a close contact?](#)

- If you live with someone who is a close contact, there are steps you can take to limit the potential spread of COVID-19 to others in your home while this person is self-isolating in case they get sick with COVID-19. You may want to limit your contact with people who have a greater chance of getting very sick from COVID-19 such as older people and people with some chronic diseases.
- Consider cleaning and disinfecting your home more often – the [cleaning and disinfecting page](#) has detailed information on how to prevent the spread of COVID-19 while keeping you safe from harsh chemicals and/or chemicals that are not effective.

[Return to work](#)

- In the event a Xact employee is off work as a result of Covid-19 exposure or case, the employee must follow health professionals' guides and isolation requirements. It is only

after the employee receives full health clearance from health care professionals will the employee be allowed back to work.

- For employees who test negative for COVID-19 and have symptoms of illness, they are to continue to isolate until their symptoms resolve.
- For employees who don't have test results (declined testing, don't wish to disclose results), they can return to their routine activities, including work, once the following criteria are met:
 - At least 10 days have passed since onset of symptoms; AND
 - Fever has resolved without the use of fever-reducing medication; AND
 - Symptoms (respiratory, gastrointestinal, and systemic) have improved.
 - Coughing after recovery may persist for several weeks and does not mean the individual is infectious and is not required to self-isolate.
- The employee must also continue to self-monitor for symptoms and follow safe protocol provided by Xact Installs Ltd. and the health authority.
- A Return to Work Declaration is to be signed for the employee file prior to return to duties.

Public health will be consulted and involved with management, contact tracing, suspected cases and exposure protocols including when to end self-isolation.

Financial Assistance

If you require financial assistance due to Covid-19 you may find information here.

<https://www.canada.ca/en/departement-finance/economic-response-plan.html#individuals>

Support for individuals and families

- Employment Insurance (EI) Program
- Canada Recovery Benefit (CRB)
- Canada Recovery Sickness Benefit (CRSB)
- Canada Recovery Caregiving Benefit (CRCB)
- Mortgage payment deferral
- Provincial and territorial support

Find financial helps during Covid-19

Answer a few questions with the link below to get a list of benefits and supports tailored to you:

<https://covid-benefits.alpha.canada.ca/en/start>

Support Services for Mental Well-Being

With so much happening and so much uncertainty in daily life, it's normal to feel worried and overwhelmed. It's important to look after your mental health and well-being during COVID-19. Don't wait to reach out. Find resources below to help you and your family.

- [Mental Health Support in B.C. for Mood & Anxiety Concerns](#)
- [B.C.'s virtual mental health supports during COVID-19](#) Free or low cost online mental health and substance use services, such as virtual counselling and crisis support.
- [COVID-19 Mental Health Check-in is a self-assessment](#) this free, anonymous self-assessment tool helps you understand how you are feeling and reflect on your mental, physical and social well-being. It helps cut through the wealth of information available online to find the resources most useful to you.
- Alcohol & Drug Information and Referral Service at 1-800-663-1441 (toll-free in B.C.) or 604-660-9382 (in the Lower Mainland) to find resources and support.

Essential Services Work - Construction Sites

Health Monitoring

- To prevent the spread of COVID-19 and to reduce the potential risk of exposure to the workforce, most construction sites will require health screening prior to accessing the area. This health screening applies to all employees. Health Screening is voluntary; however, any person who refuses to answer screening questions may be denied access to work locations. Complying with safety measures is in the interest of maintaining worker safety.
- Health Screening may include but not limited to Questionnaires, temperature checks, and general assessment of physical appearance.

PPE – Personal Protective Equipment

1. Eye protection - CSA certified, clear lenses are preferred
2. Steel toe boots (construction), CSA certified
3. Hard hat Class 1 (red or orange for high visibility)
4. High visibility shirt or vest
5. Thin work gloves
6. Face mask - 3 ply masks are required and mask use is used in accordance with the Provincial and site policy and protocols. Every effort is made to ensure workers are fully compliant with the site rules.

Work Site Cohorts

- To ensure the safety and well-being of our crews, Xact Installs has work cohorts in place which allows them to work in the same area. Their cohort consists of a group of 3-4 technicians that stay in the same house, travelling to and from work together and limiting community interaction for the duration of the installation.
- Our crews have to work closely together to hold up heavy hardware, which is less than the government physical distancing requirement of 2m, we will however, be social distancing from other crews on the site. Our tools and equipment will be cleaned and sanitized regularly throughout the day.

Minimize Contact

- Our Installers work in teams and have limited contact with other trades. Efforts are made to work in spaces not occupied by other trades for installation efficiency and personal safety. When contact with others is necessary or unavoidable, the proper use of PPE and social distancing measures is required to ensure the safety of our crew and others.

Clean and Disinfect

- Daily cleaning and disinfection of all tools used is a requirement and part of Xact Installs protocol. Sanitizer and wipes are provided to sanitize tools and carts. Special attention is given to tools shared amongst the team such as small hand tools, saw, ladders, mobile elevating platforms and storage job boxes.

Communication

- Daily “ToolBox” meetings are conducted by the Installation Supervisor or Xact Management to review protocol, answer questions and provide other required information. This information is written and signed by each employee at the beginning of the work day.
- Ongoing communication both daily and weekly between employees, supervisors and Xact management provides a platform to discuss site updates, successes, concerns or share best practices.
- In the event where urgent communication is necessary, such as workplace update or a Covid-19 concern, Xact Management will contact Xact field supervisors and provide them with the required information, directives and ongoing updates.

Long term accommodations

- Housing for long term projects is provided by Xact Installs and is considered “Shared Space”. The space includes full kitchen facilities, laundry, social space and separate bedrooms. Staff are required to perform regular house cleaning and sanitization of all touch surfaces to be completed on a weekly basis, currently scheduled for the last evening spent in the house, cleaning by the occupying crew.

Transition from one work site to another

- Due to the nature of work performed by Xact Installs, it is often necessary for crews to travel between work sites. However, significant efforts are being made to assign teams to specific job sites to limit their exposure between install teams and job sites.
- When travel between sites is unavoidable, efforts to keep the install crews separate whenever possible. This may include the provision of separate accommodation, transportation and job tasks.
- Protocols remain in effect for all employees to social distance as much as possible, use correct PPE and sanitize when appropriate.

Travel

- Be as self-sufficient as possible by bringing food and other supplies with you.
- Keep your stay short.
- Make as few stops as possible along the way.
- Limit points of contact when refuelling vehicles when traveling to work sites, wear a mask at all times when in contact with other people and wash or disinfect your hands after touching surfaces that other people touch.

Essential Services Work - Care Homes and Hospitals

Health Monitoring

- To prevent the spread of COVID-19 and to reduce the potential risk of exposure to the workforce, most Care Home and Hospitals will require health screening prior to accessing the area. This health screening applies to all employees. Health Screening is voluntary; however, any person who refuses to answer screening questions may be denied access to work locations. Complying with safety measures is in the interest of maintaining worker safety.
- Health Screening may include but not limited to Questionnaires, temperature checks, and general assessment of physical appearance.

Practice the same public health guidance and precautions away, as you would at home:

- Maintain a 2 metre physical distance with people outside of your travel group especially in line ups.
- Wear a mask if you cannot keep a safe distance from people outside of your travel group.
- Wash your hands or use hand sanitizer regularly.

Cohorts

- Installation teams consisting of 2 or more workers.

Work alone

- Our crew generally works as a team of 2 or more. There may be situations where an employee is working on their own. Should this happen, the employee is still required to follow the facility protocols and procedures upon entering the facility.

Transition from one work site to another

- Our installation crews are commonly scheduled to work in multiple facilities daily or weekly. All precautions and protocols are being followed to reduce or eliminate the risk of cross infection from our staff to the facility. Protocols include: Daily temperature and health checklist completed by each worker, use of face mask or face covering as required by the facilities, follow strict hand washing and sanitizing procedures when entering and exiting the facility and while in facilities, social distancing while in facility, sanitizing of all tools and equipment entering and exiting the facility. Company vehicles to be sanitized before and after the installation had been completed.
- Staff are NOT permitted to visit 2 occupied care facilities on the same day.

Essential Services Work - Mobile Team

Health Monitoring

- To prevent the spread of COVID-19 and to reduce the potential risk of exposure to the workforce, most Care Home and Hospitals will require health screening prior to accessing the area. This health screening applies to all employees. Health Screening is voluntary; however, any person who refuses to answer screening questions may be denied access to work locations. Complying with safety measures is in the interest of maintaining worker safety.
- Health Screening may include but not limited to Questionnaires, temperature checks, and general assessment of physical appearance.

Practice the same public health guidance and precautions away, as you would at home:

- Maintain a 2 metre physical distance with people outside of your travel group especially in line ups.
- Wear a mask if you cannot keep a safe distance from people outside of your travel group.
- Wash your hands or use hand sanitizer regularly.

Cohorts

- Installation team consisting of 2 or more workers traveling between designated locations.

Work alone

- Our crew generally works as a team of 2 or more. There may be situations where an employee is working on their own. Should this happen, the employee is still required to follow the facility protocols and procedures upon entering the facility.
- The worker is required to wear appropriate PPE including face mask and safety equipment appropriate to the task.
- When traveling, the worker must adhere to provincial rules for Covid-19, wash and sanitize their hands and complete the Covid-19 questionnaire daily.

Transition from one work site to another

- Our installation crews are commonly scheduled to work in multiple facilities daily or weekly. All precautions and protocols are being followed to reduce or eliminate the risk of cross infection from our staff to the facility. Protocols include: Daily temperature and health checklist completed by each worker, use of face mask or face covering as required by the facilities, follow strict hand washing and sanitizing procedures when entering and exiting the facility and while in facilities, social distancing while in facility, sanitizing of all tools and equipment entering and exiting the facility. Company vehicles to be sanitized before and after the installation had been completed.
- Staff are NOT permitted to visit 2 occupied care facilities on the same day.

Travel

- Be as self-sufficient as possible by bringing food and other supplies with you.
- Make as few stops as possible along the way.

- Limit points of contact when refuelling vehicles when traveling to work sites, wear a mask at all times when in contact with other people and wash or disinfect your hands after touching surfaces that other people touch.

Accommodations

- Mobile teams traveling provincially generally stay in hotels for short stays or in approved Airbnb's for extended stays. Teams are encouraged to bring their own meals or use services such as 'SkiptheDishes' whenever possible to limit time spent in public areas.

Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19. Masks do not replace these actions but when worn properly offer protection. Masks are particularly important in indoor settings and when you are not able to keep a two metre distance from others. For work settings, refer to specific workplace guidance on masks.



Cloth masks (homemade or bought)

- May be used by the public to reduce the spread of large respiratory droplets
- Can be made from various types of machine-washable and dryable cloth. Should be constructed with three layers
- If homemade, use clean woven cotton or linen (for example a tea towel, bedsheet, pillowcase or t-shirt)
- Must be designed and worn to fully cover nose and mouth
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops
- Re-usable and need to be washed regularly
- A bandana, neck gaiter or scarf do not offer the same protection



Face and mouth shields

- Face shields do not replace non-medical masks and are not recommended as a substitute
- They may block some droplets or spray but should be worn with a mask underneath for full protection
- Non-medical clear masks are an option when visual communication is necessary but they have not been assessed for effectiveness
- Mouth shields offer even less protection than face shields



Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols
- Available in hardware stores
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough or sneeze, you may spread a stream of germs through the valve

Personal protective equipment (PPE)




Medical/surgical masks

- Required for patients, clients, staff and visitors in healthcare settings
- Protect against large droplets
- Flat, pleated or cup shaped with a looser fit
- Water resistant; and may come with visor
- Meant for one-time use




Medical N95 respirators

- Used by healthcare workers for specific procedures. Not for use by the general public
- Protect against inhaling and exhaling very fine droplets
- Fits closely over the nose and mouth to form a tight seal
- Must be custom fit and worn properly



Coronavirus COVID-19


BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene


SOAP OR ALCOHOL-BASED HAND RUB: Which is best?


Either will clean your hands: use soap and water if hands are visibly soiled.





Remove hand and wrist jewellery


HOW TO HAND WASH


- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 


Lather soap covering all surfaces of hands for 20-30 seconds
- 


Rinse thoroughly under running water
- 


Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap


HOW TO USE HAND RUB

- 


Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.





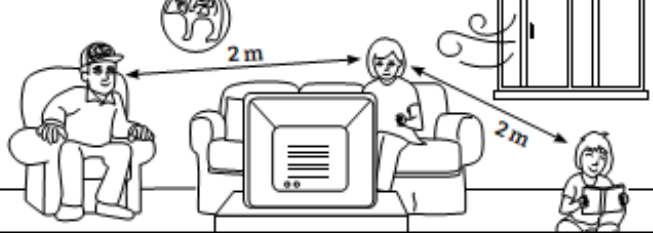


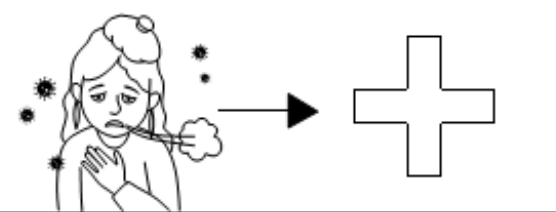


Appendix C – Self-isolating

If someone is sick at home with COVID-19



BC Centre for Disease Control
Prevention of Infectious Diseases and Immunization Services

 <p>Sam is sick. Sam needs to stay home for 10 days until better. Sam tries to stay in a separate room.</p>	 <p>Sam wears a mask when going to the bathroom.</p>
 <p>In the bathroom, Sam opens the window. After, Sam flushes with the lid closed. Sam cleans counters and handles.</p>	 <p>Someone at home leaves food outside Sam's room and can go in if Sam needs help.</p>
 <p>Everyone stays 2 metres apart at home. Sam stays in the bedroom.</p>	 <p>Everyone stays home. No one visits. Someone drops off food outside.</p>
 <p>Sam can spread COVID-19 for 10 days. Sam tries to stay in a separate room.</p>	 <p>Sam should go to the hospital right away if breathing becomes hard.</p>

For more info on COVID-19, visit www.bccdc.ca

Questions? Call Healthlink BC at  8-1-1

Resources

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