



## **Gazzola Paving Limited Covid-19 Emergency Procedure**

Gazzola Paving Limited is implementing the following procedures to safeguard the safety of our Employees and their families, Subcontractors, Suppliers, all 3<sup>rd</sup> Parties, and the General Public. Gazzola is dedicated to ensuring everyone is aware of all hazards and work complications that may arise from the Covid-19 pandemic.

### **This procedure encompasses:**

- 1. Who is responsible for interpreting and dispensing essential information and updates.**
- 2. Systems for Inspectors and Consultants to communicate concerns and access immediate information.**
- 3. Contingency Plan for sudden disruptions, additional outbreaks and appropriate disease prevention measures.**
- 4. Gazzola Covid-19 Risk Assessment.**
- 5. Safe work practices and procedures for all Gazzola work locations.**
- 6. Additional Information.**

#### **1. Who is responsible for interpreting and dispensing information and updates.**

Gazzola Senior Management will be responsible for tracking and communicating the latest developments regarding Covid-19.

Gazzola Senior Management will review the latest information promptly and make decisions and additional policies based on factual evidence and sanctioned medical practices.

Gazzola Senior Management will also follow Government directives, both federal and provincial including Public Health agencies in order to protect our workers. Gazzola will also strictly follow the policies laid out in the Human Rights Code of Canada and ensure our duty to accommodate is always met.

Senior Management will communicate the decisions of the Senior Management based on factual resources and government directives to all Managers and essential contacts.

If additional clarification should be required, request it first from your usual Gazzola contact at this time.

Superintendent and Project Managers are to share Gazzola Policies, updates and new procedures to be enacted to 3<sup>rd</sup> Party (inspectors), Subcontractors, and Suppliers.

Please remember that information and updates are being received rapidly. Government and public health directives can change at any time. All Consultants and their Inspectors, and other Affiliates are encouraged to remain available to receive updates at any time. Please inform your normal Gazzola contact of any changes to your workforce as quickly as possible.

#### **2. Systems for Inspectors and Consultants to communicate concerns and access immediate information.**

As directed above, Superintendents and Project Managers will advise City / Owner Consultants, Senior Staff, and Inspectors of any developments as quickly as possible.

Please direct questions to your normal Gazzola contact whenever possible. All Gazzola representatives are still working and are available through cell and email during this time.

Information will be dispensed mainly via emails. Management is obligated to convey the entirety of information presented in these notices to all their current contacts.

City / Owner Consultants, Senior Staff and Inspectors to supply their own PPE including any requirements for Covid-19 protection while on a Gazzola Project. Consultants, Senior Staff and Inspectors will be required to follow Gazzola's procedures while on site or will be asked to leave at Gazzola's sole discretion.



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Gazzola is not currently accepting any in-person meetings. Gazzola will utilize video technologies or conference calling when meetings must occur.

### **3. Gazzola Contingency Plan for sudden disruptions, additional outbreaks and appropriate disease prevention measures.**

Contingency plans are designed to deal with business disruptions, and often include protocols for emergency communication, decision-making, and working with limited staff.

Gazzola Contingency Plan in relation to Covid-19 disease prevention include:

- Gazzola directs all persons to contact their doctor and local public health units should they believe they have been exposed to Covid-19 or experiencing any of the symptoms.
- Gazzola will encourage employees to stay home if they are sick.
- Gazzola will encourage employees to follow best practices on hand hygiene, coughing and sneezing, and symptom identification.
- Gazzola will continue to relay information via text, toolbox talk and email.
- In-person meetings are to be immediately halted. If meetings must occur, utilize digital resources.
- If possible, do not attend site. Ask Gazzola Superintendents and Project Managers for information digitally.
- Gazzola has increased our routinely cleaning of frequently touched surfaces, including countertops and doorknobs.
- Gazzola site Porta-Potty cleaning has been increased to three times weekly.
- Gazzola is limiting intermingling of crews, solo workers and management/office personnel via use of crew and office mailboxes for giving/receiving necessary documentation. Office personnel working in the office are not to enter the shop, workers are not to enter the office.
- Gazzola Superintendents and Project Managers are to have discussions with subcontractors and suppliers, focusing on the health of their workforces and joint best practices regarding the mingling of necessary personnel on site.
- Gazzola is prohibiting any non-essential personnel from visiting the office, yard, asphalt plant or lab and project sites. Gazzola encourages anyone who does not work for the company and is not directly engaged in the operation of projects to not attend site(s).
- Subcontractors, visitors, inspectors and consultants on site are to practice social distancing and follow Gazzola's procedures.
- Staff shortages and partial work conditions will be communicated swiftly to Consultants, Senior Staff, and their Inspectors.
- Company shutdowns will occur if needed. This decision will be made by Gazzola's Senior Management and will be based on a combination of government directives and public health recommendations. Consultants, Inspectors, and Subcontractors will be told as quickly as possible should any such shut down occur.
- Continued, factually based training and information to employees regarding best practices for protecting themselves and others from infection or community spread.
- Limit occupancy in company vehicles to one person per vehicle where feasible or two, maximum.
- Where feasible, do not share or switch vehicles or equipment to other drivers and operators within the company.



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### 4. COVID-19 Risk Hazard Assessment

Below you will find our Risk Hazard Assessment, Safe Job Practices and established Emergency Procedures regarding working under the conditions of COVID-19.

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	<b>C</b>	<b>B</b>	<b>B</b>
Medium	<b>C</b>	<b>B</b>	<b>A</b>
High	<b>B</b>	<b>A</b>	<b>A</b>
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	High Risk:	High risk of injury or equipment / property damage.	

<b>JOB HAZARD AND RISK ANALYSIS</b>		<b>RISK RATING SYSTEM</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; background-color: #FF0000; color: white;"><b>A</b></td> <td style="font-size: x-small;">High risk of injury or equipment / property damage.</td> </tr> <tr> <td style="text-align: center; background-color: #FFFF00; color: black;"><b>B</b></td> <td style="font-size: x-small;">Medium risk of injury or equipment / property damage.</td> </tr> <tr> <td style="text-align: center; background-color: #90EE90; color: black;"><b>C</b></td> <td style="font-size: x-small;">Low risk of injury or equipment / property damage.</td> </tr> </table>	<b>A</b>	High risk of injury or equipment / property damage.	<b>B</b>	Medium risk of injury or equipment / property damage.	<b>C</b>	Low risk of injury or equipment / property damage.
<b>A</b>	High risk of injury or equipment / property damage.								
<b>B</b>	Medium risk of injury or equipment / property damage.								
<b>C</b>	Low risk of injury or equipment / property damage.								
RATING	TASK HAZARDS	TASK CONTROLS	RATING						
<b>A</b>	<ul style="list-style-type: none"> <li>Site Work During Covid-19 Outbreak – Exposure to Illness</li> <li>Potential life-threatening complications based on individual health prior to contraction of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedures, soap issued, safety talks, emergency bulletins, social distancing, additional bathroom cleaning, separation of site and office personnel where possible, relaxed absence policies</li> </ul>	<b>B</b>						
<b>A</b>	<ul style="list-style-type: none"> <li>Office Work During Covid-19 Outbreak – Exposure to Illness</li> <li>Potential life-threatening complications based on individual health prior to contraction of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedures, soap issued, safety talks, emergency bulletins, social distancing, additional bathroom cleaning, separation of site and office personnel where possible, relaxed absence policies, additional office cleaning schedule, nonessential services denied access to office, work from home whenever possible</li> <li>No Visitors permitted in office</li> </ul>	<b>B</b>						
<b>A</b>	<ul style="list-style-type: none"> <li>Shop / Yard During Covid-19 Outbreak – Exposure to Illness</li> <li>Potential life-threatening complications based on individual health prior to contraction of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedures, soap issued, safety talks, emergency bulletins, social distancing, additional bathroom cleaning, separation of site and office personnel where possible, relaxed absence policies, cleaning of surfaces (truck dash boards, workstations, etc. regularly)</li> <li>Only Shop personnel to access Shop area.</li> <li>Washroom for outside staff to be access through the Supervisors door</li> </ul>	<b>B</b>						
<b>A</b>	<ul style="list-style-type: none"> <li>Asphalt Plant / Lab During Covid-19 Outbreak – Exposure to Illness</li> <li>Potential life-threatening complications based on individual health prior to contraction of Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedures, soap issued, safety talks, emergency bulletins, social distancing, additional bathroom cleaning, separation of site and office personnel where possible, relaxed absence policies, cleaning of surfaces (truck dash boards, workstations, etc. regularly)</li> <li>Non Gazzola personal not permitted in office area of Asphalt Plant or Lab</li> </ul>	<b>B</b>						



## Gazzola Paving Limited Covid-19 Emergency Procedure

### 5. Safe Job Practices and Safe Job Procedures Surrounding COVID-19

#### Social Distancing- How to do it

1. Social distancing is most effective when all persons avoid contact with others at all times. We implore EVERYONE to limit your contact with anyone other than the people in your home. This means please cancel dinner parties, avoid public gatherings, arranging playdates or visiting groups of friends on your spare time.
2. Stand a minimum of two meters away from others.
3. Bring lunches, water and coffee from home to avoid unnecessary contact with others.
4. Spread out when eating and during breaks, keeping in mind a two-meter separation.
5. Use additional barrels, fencing and caution tape to lock down sites and deter civilians from entering your space, either intentionally or by accident, where seen fit.
6. Utilize digital means (email, text, video chat, etc.) whenever possible.
7. If you feel sick in ANY WAY, not only if you are exhibiting Covid-19 symptoms, DO NOT ATTEND the Office, Site or have contact with other crew members or other company personnel. Stay at home and self isolate and contact your Superintendent or Foreman immediately. Complete the on-line self-assessment at <https://covid-19.ontario.ca/self-assessment> and, if necessary, seek medical attention.
8. Effective immediately, no Gazzola representative will enter site trailers on job sites. Consultants and Inspectors are the only personnel that will have access to site trailers. Weekly/Monthly Project Meetings will all be held virtually with a conference call/video chat tool.

#### Practice Good Personal Hygiene

1. Wash hands regularly, for a minimum of 20 seconds a time. Hand sanitizer is also effective, but hand washing with soap is the ideal method to clean your hands.
  - a) Although gloves will continue to be available to workers during this time, they are only effective if they are changed regularly and workers do not touch their face.
  - b) Follow the standard first aid glove removal procedure. To remove gloves, peel the glove away from your body, pulling it inside out. Hold the glove you just removed in your gloved hand. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second and dispose in garbage.
2. Wash hands before eating and drinking
3. Do not share food/drink/vapes/cigarettes etc. with anyone
4. Cough or sneeze into a tissue, then immediately throw the tissue in the garbage and wash your hands, if you don't have a tissue, sneeze or cough in to your sleeve or arm
5. Avoid touching your face whenever possible
6. Cough/Sneeze into your elbow

#### Clean and sanitize workplace regularly

Spray and wipe down all surfaces regularly with a disinfectant solution, especially:

- a. Washrooms
- b. Steering wheels, dashboard, seatbelts, handles in machines and trucks
- c. Work surfaces
- d. Commonly used tools

Dispose of any garbage in appropriate waste containers including used latex gloves and masks.



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### Tracking of Positive Covid-19

At this time any worker who has any symptoms related to cold, flu or Covid-19 will be sent home. If a worker is sent home, they will be required to complete the online self-assessment and call their primary care provider (family physician).

Gazzola shall track of any employee sent home due to illness and requiring that the worker in question provide proof of diagnosis prior to returning to work.

Should an employee test positive for Covid-19, we will review the worker's movements while at work and quarantine those who have come in contact with the worker. Should this worker be a part of a crew, the entire crew will be required to self-isolate for a minimum of 14 days. Those showing no symptoms after 14 days will be permitted to return to work.

Gazzola will notify Contractors and Subcontractors of the any positive Covid-19 test and where the affected crew has been in the past 14 days. Subcontractors are to notify Gazzola immediately if any of their respective employees test positive for Covid-19 while attending a Gazzola project.

Workers who have contracted the illness must provide proof of diagnosis prior to returning to work.

Senior Management will maintain a tracking sheet of worker whom contract Covid-19.

### Wearing Masks or Face Coverings

Medical masks, including surgical, medical procedure face masks and respirators (like N95 masks), must be kept for health care workers and others providing direct care to COVID-19 patients.

Wearing a non-medical mask or face covering while out in public is recommended. If you do choose to wear one, refer to our Government of Canada guidelines on wearing non-medical masks in Section 6 – Additional Information.

Masks alone will not prevent the spread of COVID-19. You must consistently and strictly adhere to good hygiene and public health measures, including frequent hand washing and physical (social) distancing.

Gazzola will support all workers who choose to wear self made non-medical masks while at work.

Gazzola will stock N95 masks, half and full masks and face shields for when Social Distancing at work can not be maintained and to fulfill requirements to complete work tasks (i.e. Sawcutting, asbestos milling, etc).

### Forehead Temperature Checks

Gazzola will be completing forehead temperature checks of all employees using a handheld TPI infrared thermometer. The surface temperature of the forehead should be 33 °C +/- 1.5 °C provided that the forehead has not recently been covered by a hat or toque. Temperatures above 34.5 °C shall be rechecked after five minutes to verify. Anyone showing temperatures above 34.5 °C shall be sent home to self-isolate and/or seek medical attention.

### Gazzola Asphalt Plant (Ticketing and Truck Drivers)

- Contact Gazzola Asphalt Plant to notify them of your company's requirements.
- Understand that Gazzola will deny access to all Asphalt Plant buildings to all truck drivers picking up or dropping of material.
- There are no washroom facilities at the Asphalt Plant for truck drivers.
- Release agent platform has been removed.
- Truck companies / Customers to supply their own release agent.
- During the current Covid-19 Pandemic, Gazzola's Asphalt plant will observe the following ticket procedures.



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- Tickets will be printed as normal but will be initial by the Gazzola scale house operator instead of the truck driver. Only one Truck Driver/Customer will be allowed into the ticket room at a time.
- Customers can opt to collect tickets at end of day or on last load at Gazzola. Scale operator will gather all tickets for customer and place in an envelope which will can then be picked up in the driver area.
- Alternatively, Gazzola can make available upon request a digital copy of the tickets along with a daily report of materials picked up which we can email.
- Gazzola scale operators will no longer be accepting Visa, Mastercard or Debt payments at the asphalt plant. Arrangements can be made by phone with Gazzola's head office for payments of this type.

### **Gazzola Asphalt Plant and Lab Workspaces & Personnel**

- Avoiding contact with multiple surfaces while in the office.
- No shaking hands or touching one another in any way.
- Sanitizing door handles, countertops and public spaces (such as washrooms) before and after use.
- Call other co-workers within the workplace instead of going to their office.
- Try to keep a minimum separation of two meters apart from one another.
- Schedule breaks and lunch to limit the lunch area to only one person at a time.
- Gazzola will deny access to any non-essential personnel into Gazzola Asphalt Plant and Lab.
- Follow Social Distancing as noted above.
- Foreman to complete each day a Gazzola Paving Limited Covid-19 Form for each worker.
- Foreman to take each workers forehead temperature and note on Covid-19 Form.

### **Gazzola Office Workspaces & Personnel**

- Work remotely with permission of Senior Management.
- Avoiding contact with multiple surfaces while in the office.
- No shaking hands or touching one another in any way.
- Sanitizing door handles, countertops and public spaces (such as washrooms) before and after use.
- Call other co-workers within the workplace instead of going to their office.
- Try to keep a minimum separation of two meters apart from one another.
- Do not come together for meals, snacks or breaks. Only one person allowed in kitchen at a time. If you use the kitchen appliances (i.e. coffee machine, kettle, toaster, etc.) wipe / sanitize it before and after use.
- Understand that Gazzola will deny access to any non-essential personnel into Gazzola head office.
- Follow Social Distancing as noted above.
- No visitors will be allowed in the Gazzola office.
- Utilize video technologies or conference calling when meetings must occur.
- No access from the office area to Supervisor area or shop.
- Each day a Gazzola Paving Limited Covid-19 Form including a forehead temperature check must be completed by every office worker prior to entering the office. Note temperature on form prior to entering the office.
- When using the office boardroom for a meeting, ensure that proper social distancing is maintained.





## **Gazzola Paving Limited Covid-19 Emergency Procedure**

### **Gazzola Job Sites**

- No shaking hands or touching one another in any way.
- Trailers are only to be utilized by Consultants and inspectors.
- The Gazzola Supervisor on site must always have available in their vehicle the complete Job Safety Binder with all Safety Board Emergency Contact Information. Only in the case of a fire emergency, a Gazzola employee is permitted to access the site trailer to secure the provided fire extinguisher.
- Sanitize door handles, countertops and public spaces (such as washrooms) before and after use.
- When using site washroom be sure to wash your hands before and after,
- Try to keep a separation of two meters away from others. Follow Social Distancing as described above.
- If Social Distancing can not be maintained then face protection must be utilized. Types of face protection can include non-medical face mask, N95 face mask or face shield.
- Do not come together for meals, snacks or breaks. Schedule lunch and breaks as to limit contact.
- Deny access to site for non-essential personnel, leaving space between yourself and other subcontractors, inspectors, visitors to site etc.
- Superintendent and / or Foreman to screen crew members each day as per the Gazzola Paving Limited Covid-19 Form.
- Superintendent and / or Foreman to take each crew members forehead temperature and list in the signature section of the GAZZ card for each crew member.
- Crew members are not to sign GAZZ card to limit contact during this time. Superintendent and / or Foreman to print the name of each crew member on site.
- Superintendent to ensure that all Consultants, Inspectors and Subcontractor complete a Gazzola Paving Limited Covid-19 Form including temperature check or equivalent for each of their respective workers each day. Subcontractor to supply Superintendent with a digital copy of the completed forms each day.
- Any worker not completing a Covid-19 Form will be asked to complete immediately upon detection prior to continuing any worker. A worker failure to comply will result in removal from site.

### **Shop Access and Personnel**

- Understand that Gazzola will deny access to any non-essential personnel into Gazzola's Shop.
- Only Gazzola personal assigned to work in the shop will be allow access. Equipment problems or issues to be communicated by phone, email or equipment inspection sheets.
- Shop personal shall sanitize touch surfaces upon accessing a truck or piece of equipment and again when parking the truck or equipment
- Maximum of three (3) people allowed in shop kitchen at a time. If you use the kitchen appliances (i.e. coffee machine, kettle, toaster, table, etc.) wipe / sanitize it before and after use. Schedule lunch and breaks in order to maintain Social Distancing
- The door buzzer and intercom will be used to determine which essential visitors are permitted in the building.
- When garage doors are open, they must be barricade off to prevent to unauthorized personnel.
- Visitor's must complete the Gazzola Paving Limited Covid-19 Form including temperature prior to being granted access.
- Delivery personnel/suppliers are to stay two meters away from Gazzola employees.
- If physical contact occurs, wash hands as soon as possible and do not touch your face in the interim.
- Sanitize any surfaces that may have encounter the visitor.
- If a delivery is not permissible, Gazzola will reschedule.
- Foreman to complete each day a Gazzola Paving Limited Covid-19 Form for each worker
- Foreman to take each workers forehead temperature and note on Covid-19 Form



## Gazzola Paving Limited Covid-19 Emergency Procedure

### Yard Access

- Understand that Gazzola will deny access to any non-essential personnel into Gazzola's Yard.
- Only Gazzola personal will be allowed in the yard. This shall be limited to the drivers assigned to drive the trucks or crews working in the yard for cleanup or repairs.
- Exception will be made for the fuel delivery and waste removal companies. These companies will be allowed access to the yard but shall not have any contact with Gazzola staff.
- Crew members or drivers shall sanitize touch surfaces upon accessing a truck or piece of equipment and again when parking the truck or equipment.
- Crew members or drivers shall not access the Shop.
- Access to the washroom shall be through the Supervisors door and washroom shall be limited to two people at anyone time.
- The gate / door buzzer and intercom will be used to determine which supplier or vendors are permitted in the yard.
- Delivery personnel/suppliers are to stay two meters away from Gazzola employees.
- If physical contact occurs, wash hands as soon as possible and do not touch your face in the interim.
- Sanitize any surfaces that may have encounter the visitor.
- If a delivery is not permissible, Gazzola will reschedule.

### Asphalt and Concrete Crews

- Shop is off limits to all drivers and operators.
- Only approved personal will be allowed access to the Yard at 529 Carlingview.
- Each crew will have one driver per vehicle assigned, whom is to operate the Service Truck and Crew Cab (no passengers)
- Assigned drivers are to be notified of their assign vehicle prior to coming into work.
- All other crew members are to drive themselves to the work sites.
- Drivers shall fuel vehicle at the end of shift and clean out all garbage.
- Drivers shall use supplied cleaner and wipes to wipe down all touch surfaces (i.e. steering wheel, radios, door handles, etc.) once the vehicle is parked.
- Drivers shall place all daily vehicle and equipment checklist in the basket in the Supervisors area.
- Practice Social Distancing (see above) while at work. If Social Distancing can not be maintained then face protection must be utilized. Types of face protection can include non-medical face mask, N95 face mask or face shield.
- Schedule lunch and breaks in order to allow for Social Distancing.
- Wear work gloves and practice good personal hygiene.
- Sanitize tools at the start and end of work or as necessary throughout the day (i.e. when you start and stop work for break).
- Were possible assign only one operator to a piece of equipment each day. Operators are to use supplied cleaner and wipes to wipe down all touch surfaces (i.e. steering wheel, radios, door handles, etc.) once the equipment is parked.
- Crew members to bring lunches, sufficient water and coffee from home to avoid unnecessary contact with others.
- Superintendent and / or Foreman to screen crew members each day as per the Gazzola Paving Limited Covid-19 Form.
- Superintendent and / or Foreman to take each crew members forehead temperature and list in the signature section of the GAZZ card for each crew member.
- Crew members are not sign GAZZ card to limit contact. Superintendent and / or Foreman to print the name of each crew member on site.





## Gazzola Paving Limited Covid-19 Emergency Procedure

### Float Drivers

- Shop is off limits to all drivers and operators.
- Only approved personal will be allowed access to the Yard at 529 Carlingview.
- Assigned drivers are to be notified of their assigned vehicle prior to coming into work.
- Float Drivers shall fuel vehicle at the end of shift and clean out all garbage.
- Float Drivers shall use supplied cleaner and wipes to wipe down all touch surfaces (i.e. steering wheel, radios, door handles, etc.) prior to starting work and once again when the vehicle is parked.
- Float Drivers shall place all daily vehicle and equipment checklist in the basket in the Supervisors area.
- Practice Social Distancing (see above) while at work. If Social Distancing can not be maintained then face protection must be utilized. Types of face protection can include non-medical face mask, N95 face mask or face shield.
- Schedule lunch and breaks in order to allow for Social Distancing.
- Wear work gloves and practice good personal hygiene.
- Sanitize tools at the start and end of work or as necessary throughout the day.
- Float Drivers are to use supplied cleaner and wipes to wipe down all touch surfaces (i.e. steering wheel, radios, door handles, etc.) prior to accessing a piece of equipment and once again when the equipment is unloaded and parked.
- Bring lunches, sufficient water and coffee from home to avoid unnecessary contact with others.
- Complete each day a Gazzola Paving Limited Covid-19 Form.
- Float Drivers are not to sign GAZZ card if crew on site to limit contact. Superintendent and / or Foreman to print the name of driver on GAZZ card on site and complete Covid-19 Form including temperature.
- Superintendent and / or Foreman to take each Float Drivers forehead temperature and list in the signature section of each Float Driver.

### Subcontractors

- Gazzola's Project Managers or Superintendents to supply a copy of this procedure to all Subcontractors.
- Subcontractors are to review, acknowledge and follow Gazzola's Emergency Procedure for Covid-19.
- Subcontractors are to submit to Gazzola their procedure for Covid-19 for review.
- Subcontractors are to review Gazzola's procedure with all workers on site.
- Subcontractors shall complete daily Gazzola Paving Limited Covid-19 Forms or equivalent form for each employee including temperature check prior to starting work each day and submit to the Gazzola Superintendent electronically each day.

Additionally, Gazzola will operate at its highest capacity until circumstances determine that we are no longer able to do so. Ongoing developments and changes to level of work will be communicated to Consultants and Inspectors as quickly as possible.

Note: Gazzola will provide unique one off emergency procedures for Covid-19 on a case by case basis, for work sites that have special restrictions (i.e. GTAA and Union Station) based on the requirements of the owners.



## Gazzola Paving Limited Covid-19 Emergency Procedure

### 6. Additional Information:

#### Sick Policy for Gazzola

- If you feel you may have Covid-19 or display the symptoms of fever, cough and shortness of breath, please stay home and seek out medical testing.
- Notify your Supervisor to let them know so they can make arrangements to cover your shift

A self assessment tool and additional steps can be found at: <https://covid-19.ontario.ca/-self-assessment> .

Remember, there are several at risk groups that should take extra care and protection with monitoring your daily health:

- You are 65 years old or older
- You have a condition that affects your immune system (for example, HIV/AIDS, lupus, other autoimmune disorder)
- You have a chronic health condition (for example, diabetes, emphysema, asthma, heart condition)
- You are getting treatment that affects your immune system (for example, chemotherapy, corticosteroids, TNF inhibitors)

#### Self-isolation Policy for Vacation and Other Non-Work Events

When an employee takes a vacation outside of Canada while the Covid-19 Travel restrictions are in place, the employee will be required to self-isolate for fourteen (14) days upon their return, even if they have no symptoms. This is mandatory. This fourteen (14) day self-isolation period will be taken as an unpaid leave.

Employees should remain diligent to ensure social distancing guidelines are being followed when attending non-work gatherings/events of ten plus (10+) people. An inability to social distance increases your risk of exposure to the virus and the chance you will be required to self-isolate for fourteen (14) days if someone you come in contact with receives a positive test result.

The attached four City of Toronto posters for Social Distancing, Cover Your Cough, Protect Yourself and Wash Your Hands shall be reviewed weekly as part of the Tailgate Talks with all employees and posted on all Health and Safety Boards and included with Health and Safety Job Books.

### **Government of Canada Procedure for Non-medical Masks and Face Coverings**

#### How to protect others

The best thing you can do to prevent spreading COVID-19 is to wash your hands frequently with warm water and soap for at least 20 seconds. If none is available, use hand sanitizer with a minimum of 60% alcohol base.

To protect others, you should also:

- stay at home
- maintain a 2-metre physical distance from others
  - when physical distancing cannot be maintained, consider wearing a non-medical mask or face covering
- avoid touching your face, mouth, nose or eyes

What is an appropriate non-medical mask or face covering



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When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.

Non-medical face masks or face coverings **should**:

- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping
- fit securely to the head with ties or ear loops
- allow for easy breathing
- be comfortable and not require frequent adjustment
- be changed as soon as possible if damp or dirty
- maintain their shape after washing and drying

Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

If possible, use different fabrics for each side of the mask, so you know which side faces your mouth and which side is out.

Non-medical masks or face coverings **should not**:

- be placed on children under the age of 2 years
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- be made of plastic or other non-breathable materials
- be made exclusively of materials that easily fall apart, such as tissues
- be secured with tape or other inappropriate materials
- be shared with others
- impair vision or interfere with tasks

How to put on a non-medical mask or face covering

1. Ensure the face covering is clean and dry.
2. Wash your hands with warm water and soap for at least 20 seconds before touching the mask.
  - If none is available, use hand sanitizer with a minimum 60% alcohol base.
3. Ensure your hair is away from your face.
4. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.
  - Adjust if needed to ensure nose and mouth are fully covered.
  - The mask should fit snugly to the cheeks and there should not be any gaps.
5. Repeat Step 2.

While wearing a non-medical mask or face covering, it is important to avoid touching your face. If you do touch your mask or face, you should immediately wash your hands with warm water and soap for at least 20 seconds. You can also use hand sanitizer with a minimum 60% alcohol base.

How to remove a non-medical mask or face covering

1. Wash your hands with warm water and soap for at least 20 seconds.
  - If none is available, use hand sanitizer with a minimum 60% alcohol base.
2. Remove the face covering by un-tying it or removing the loops from your ears.
  - Avoid touching the front of the mask when removing it.
  - It can be placed in a plastic bag temporarily if you are not at home. Make sure you close or zip seal the bag while storing it.
3. If you plan to reuse the mask, wash it before wearing it again.
  - It can be washed with hot, soapy water, or it can be washed with your other laundry.
  - If throwing it out, place it into a garbage bin or plastic bag.
4. After removing the face covering, repeat Step 1.



## **Gazzola Paving Limited Covid-19 Emergency Procedure**

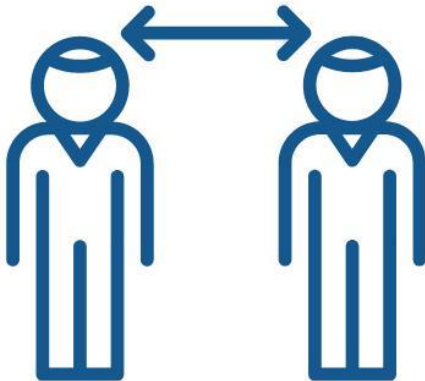
Gazzola will do anything and everything possible to safeguard the privacy of employees' health while also distributing essential information about potential infections to our staff. We ask for openness from all our contacts about potential or confirmed diagnosis Covid-19.

# COVID-19

Novel Coronavirus

Help stop the spread of COVID-19.

## Please keep your physical distance



- Physical distancing means keeping 2 metres apart from others

Residents are reminded to use credible, evidence-based sources of information about this new coronavirus. Toronto Public Health's website is updated regularly as new information becomes available to help keep residents informed about COVID-19.

Visit [toronto.ca/covid19](https://toronto.ca/covid19)



# COVID-19

Novel Coronavirus

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

## Cover Your Cough



- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands.
- If you don't have a tissue, sneeze or cough into your sleeve or arm.

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Visit [toronto.ca/covid19](https://toronto.ca/covid19) or call 416-338-7600.





# COVID-19

Novel Coronavirus

## Protect Yourself

**The best way to prevent infection is to avoid being exposed to the virus with prevention measures including:**



- Wash your hands often with soap and water or use an alcohol-based hand sanitizer.



- Avoid touching your eyes, nose, and mouth with unwashed hands.



- Avoid shaking hands with others.



- Practice physical distancing and avoid contact with people who are ill.



- Stay home when you are ill.



- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.



- Clean and disinfect frequently touched objects and surfaces.

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## Gazzola Paving Limited Covid-19 Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Gazzola Employee       Other If other, Company Name \_\_\_\_\_

	Y	N
1. Are you experiencing any of the following symptoms? • severe difficulty breathing (struggling for each breath, can only speak in single words), severe chest pain (constant tightness or crushing sensation), feeling confused (for example, unsure of where you are), losing consciousness	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you experiencing any of the following symptoms? • Fever (feeling hot to the touch, a temperature of 38 degrees Celsius or higher), chills, cough that's new or worsening (continuous, more than usual), barking cough, making a squeaky or whistling noise when breathing (croup), shortness of breath (out of breath, unable to breathe deeply), sore throat, difficulty swallowing, hoarse voice (more rough or harsh than normal), runny nose, stuffy or congested nose, lost sense of taste or smell, headache, digestive issues (nausea/vomiting, diarrhea, stomach pain), fatigue (lack of energy, extreme tiredness), falling down more than usual, sluggishness or lack of appetite	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you travelled outside of Canada in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has someone you are in close contact with tested positive for COVID-19? For example, someone in your household or workplace.	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you in close contact with a person who either: • is sick with new respiratory symptoms? (Respiratory symptoms can include fever, cough or difficulty breathing) or • recently travelled outside of Canada?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of these questions, you should self isolate for 14 days and will not be allowed on any of Gazzola's sites until your self isolation period is over.

If you answered No to these questions, please continue to practise the following:

- Social Distancing
- Practice Good Personal Hygiene
- Clean and Sanitize Your Workplace Regularly

### Forehead Temperature Checks

Gazzola will be completing forehead temperature checks of all employees using a handheld TPI infrared thermometer. The surface temperature of the forehead should be 33 °C +/- 1.5 °C provided that the forehead has not recently been covered by a hat or toque. Temperatures above 34.5 °C shall be rechecked after five minutes to verify. Anyone showing temperatures above 34.5 °C shall be sent home to self-isolate.

My Temperature