

# PROJECT CONTINUITY PLAN



## 1.0 PURPOSE

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This document provides a high-level overview of how Syncra Construction Corp is addressing the COVID-19 Pandemic in relation to project continuity at our sites. Project teams are expected to apply these guidelines, as applicable, on our project sites to the best of their abilities. If there is a section that does not apply to your project, please disregard. This is a fast-moving situation, and this document will be revised as the need arises.

## 2.0 COMMUNICATION

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### 2.1 Site Safety Talk

See [Appendix A](#) for a Site Safety Talk that is available to all Syncra sites. Review this at Toolbox Talks and distribute to subcontractors so they can also review at their toolbox talks. Collect signed copies from subcontractors. Safety Notice is to be posted on the project Notice Board.

### 2.2 How to Wash Your Hands

See [Appendix B](#) for a How to Wash Your Hands Poster to post around the project site (at washing stations, at hand sanitizing stations, at washrooms, at the site entry and exit, etc.) and distribute to subcontractors so they can post in their respective areas (lunchrooms, lockups, etc.).

### 2.3 Syncra Safety Notice and Poster

See [Appendix C](#) for a Syncra Safety Notice and Poster to post around the project site (at washing stations, at hand sanitizing stations, at washrooms, at entry & exit of sites, etc.) and distribute to subcontractors so they can post in their respective areas (lunchrooms, lockups, and use as a toolbox talk.)

### 2.4 Letter to Owner / Client

It is important to communicate directly with our construction partners to inform them of current Syncra policies around protecting persons on our worksites from COVID-19 and the removal of any person who exhibits symptoms consistent with this virus. See [Appendix D](#).

### 2.5 Letter to Consultants, Trade Contractors, Suppliers

Syncra Project Managers are to distribute a copy of this letter to each of the trade representatives on site and ask them to sign a copy to acknowledge receipt.

**IMPORTANT:** Save the signed copies of the letters in the project files. Return a copy to the subcontractor's / supplier's site representative. See [Appendix E](#).

### 2.6 Internal Updates

Syncra Management Team holds regular online meetings and communicates updates to the project teams. The frequency and time of these calls may be subject to change as the situation evolves.

### 2.7 Central Document Location

All updates and documents referenced here are stored in a folder that can be shared externally to owners and subcontractors.

Located at: [Syncra Public SharePoint](#)

### 2.8 Internal Employee Information (Internal Policy)

Located at: [Syncra Intranet – Safety – Public SWP](#)

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## 3.0 SITE PROTOCOL

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### 3.1 Site Meetings

To limit person to person contact, update all site meetings (Internal, OAC, Subcontractor, etc.) to phone calls and online meetings (using "MS Teams" and "Zoom" software). If meetings are required to be in person (foremen meetings, etc.), hold them in an open area, preferably outside, and practice good Social Distancing practices by maintaining a 2.0m (6'-6") distance from each other.

### 3.2 Non-Regular Site Visits

All site visitors (owner, consultants, inspectors, etc.) should limit site visits unless necessary for Business Continuity reasons. If visits are required, please:

- a. Do not visit site if you are ill.
- b. Give Syncra site representatives 24 hours' notice that you are visiting the site.
- c. Practice good Social Distancing measures.

- d. Avoid entry into Syncra site offices and the first aid trailers unless required.
- e. Visitors are asked to not use the construction hoist or the temporary construction elevators and to use the stairs instead.
- f. Complete required site COVID-19 Orientation and Health Screening Form.

### 3.3 Handwashing Stations

Install handwashing stations complete with soap in strategic locations on the project site. Post a Syncra Safety Notice Poster hand washing poster at each location (see [Appendix C](#)). Consult [WorkSafeBC Guidelines 4.85](#) on recommended number of hand washing stations per site.

### 3.4 Hand Sanitizing Stations

Install hand sanitizer stations in strategic locations around the project site. Inspect daily to ensure they are full. Post a Syncra Safety Notice Poster at each location (see [Appendix C](#) above).

### 3.5 Cleaning

Identify and clean surfaces that workers come into regular contact with. Syncra will arrange to sanitize door handles, toilet doors, meeting room tables, first aid rooms, site radios, orientation rooms, etc. at the end of each shift. Stock and supply cleaning wipes and spray sanitizer on site. See [Appendix F](#) for Surface Cleaning for Potential Virus Contamination Safe Work Procedures.

### 3.6 Social Distancing

Provincial health directives stipulate maximum of 50 people in one area (not a full site). See [Appendix Q](#). Whenever possible, workers must keep 2 meters apart from each other. If this is not possible, workers are to wear PPE: Safety glasses, disposable nitrile gloves and respiratory protection. Half mask respirators with P100 filters, N95 masks (if available.) If no masks are available, workers can use a bandana or handkerchief as a last resort. See [Appendix X](#) on wearing masks and face coverings.

Every effort must be made to secure proper respiratory protection. This includes in lunchrooms, lock ups, while working on site, in construction hoists (4 workers max.), entry and exits of sites, etc. If possible, take the stairs on site in lieu of using the construction hoist. If Social distance cannot be maintained for a task, a PPE plan must be established with the CSO and documented in safe work procedure.

Syncra employees are encouraged to work remotely if their role permits. Speak with your manager to discuss this option. Some roles on site may allow for a rotation schedule to allow some to work remotely while maintaining presence at the project.

Cancel and/or postpone all site evacuation drills or similar drills. These are not in line with Social Distancing guidelines. Project sites are to update their Evacuation Plans to incorporate Social Distancing. This can include more muster points, proper spacing of 2.0m (6'-6") at muster points and instructions to workers about Social Distancing. See [Appendix G](#) for site signage.

### **3.7 Subcontractor Coronavirus (COVID-19) Plans**

Communicate with subcontractors who are currently performing work on site. Ask them what their plans are for addressing the current situation. If they have a plan or guidelines on how they are addressing the pandemic, ask for a copy and save in the project files.

### **3.8 Monitoring Workers Health & Temperature Checks**

Monitor worker health on site. If a worker is exhibiting symptoms, ask them to leave the site and notify their superior. Advise the worker to visit the [BC Assessment Tool](#) online to determine next steps.

Syncra requires all sub- contractors to do thermal temperature scans of their employees daily to detect a fever. Syncra CSOs will perform temporal artery scans (forehead temperature scans) on all Syncra Construction workers, temporary workers, and visitors to site, using Infra-red thermometers.

These scans must be done at the beginning of each workday when completing worker health screening questionnaires. Visitors will be screened as they arrive. Anyone with a temperature reading of 100.4 F (38 Celsius) or higher will be required to leave site and advised to see a Doctor, consult with 811 or utilize the self-assessment tool, or undergo a COVID-19 test and receive medical clearance before returning to site.

**Per British Columbia Provincial guidelines, Syncra Construction will keep a list of all workers on site and update it daily. See [Appendix H](#) for a worker Wellness Check Questionnaire (using QR Code). Each worker on site is required to scan and fill this out. All new workers and visitors are required to complete this questionnaire. It reinforces how important it is for them to be healthy if they want to come to the site and reinforces the public health authority's self- assessment monitoring tool. All records are the same as first aid records and are password-protected for privacy reasons.**

### **3.9 Lunchrooms**

Ensure that there is a hand wash station close to the project lunchroom/lockup areas. Encourage workers to wash their hands properly before and after all meals. Abide by Social Distancing guidelines in lunchrooms and stay 2.0m (6'-6") away for others always. Due to size constraints, this may require workers to take coffee breaks and/or lunch breaks in shifts. Avoid going to areas and congregating during breaks and lunch time (coffee shops, restaurants, etc.). Consider separating PPE & clothing that is hung up in the lunchroom to avoid contamination.

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All work spare work clothing it to be transported home in a plastic bag and washed. All lunch tables should be wiped down and disinfected daily per the Routine Cleaning Protocol. (see [Appendix F](#) – Surface Cleaning for Potential Virus Contamination Safe Work Procedures.

### 3.10 Orientations

The site CSO should ask workers if they have had any recent travel and if they are feeling sick during the orientations. Workers must complete the Syncra COVID-19 Specific Orientation ([Appendix I](#)) along with the regular Site-Specific Orientation. Limit the number of persons in the orientation room to maintain social distancing protocol (2.0m or 6'-6"); this may result in the requirement to hold more orientation sessions. Disinfect used pens, tables and chairs after each session. The orientation should include Syncra COVID-19 handouts (see [Appendix A](#), [Appendix B](#) and [Appendix C](#)) and should discuss hygiene expectations, social distancing and general health of the worker (flu like symptoms).

### 3.11 Wearing Gloves

Workers should be encouraged to wear gloves on our projects. It is important to note that gloves can still carry and transfer the virus. Avoid touching others, your face and your eyes even with gloves on. If gloves are washable, they should be washed after each shift. Sub-contractors should equip their teams appropriately.

### 3.12 Garbage Bins

Lunchrooms and subcontractor lockups should be kept clean; and site garbage should be collected and disposed of regularly.

### 3.13 Rapid Demobilization due to Project Suspension/Shutdown

The decision to close the site must be made by the Syncra ownership in conjunction with Syncra Site Management, Safety Manager and Client together. If there is a need to rapidly demobilize or shutdown the project for a longer period, Syncra will follow the attached checklist ([Appendix J](#)) to ensure the project is left in a safe condition. Project teams will use this checklist as a starting point and include items / tasks that are specific to their project. This can include, but is not limited to, checking site security, water shut offs, lighting, heating, dewatering, shoring, power, loose material on exposed decks and daily inspections. A Water Mitigation Plan is required to ensure the risk leaks is addressed (see [Appendix K](#) for an example of a Water Mitigation Plan). Signage stating *"All Equipment and Materials Have Been Removed from Site"* should be posted around the site perimeter.

There are insurance requirements that should be considering if projects are shutdown. These are:

1. If your project is shutdown, there are risk elements that need to be discussed with our clients. A Risk Register should be created by Syncra Management in conjunction with the Safety Manager that outlines the property risk and third-party risk at your project during a shutdown. This is to be reviewed with our clients to ensure alignment.
2. Ensure that the client is in contact with their broker to clarify and all requirements that must be met if work is to be suspended to ensure continuity of coverage.
3. Through documentation of the condition of the project at the time the project is suspended can help avoid disputes if property damage occurs.
4. An updated construction schedule is to be done as of the day the project is suspended.

### 3.14 Antibacterial Soap & Disinfecting Spray

Procurement of basic hygiene supplies continues to be a challenge and items being sent to projects need to be diligently inspected and received.

As we are all aware, hand sanitizer has become very scarce and hard to find. We should try use it as a last measure when hand washing is unavailable.

A bleach mixture as described in [Appendix F](#) is an effective and more economical disinfectant.

Please read all product instructions carefully and be sure to use these products efficiently as supply is limited during these times.

"Spray Nine" is available through major retailers including Canadian Tire and Home Depot.

### 3.15 Masks

Everyone on site and in the office must wear a mask anytime they are within 6 ft of another person. Masks must be worn in the hoist/elevator, in stairwells and hallways, upon entering any occupied site trailer, lunchroom or suite. Masks must be worn when walking inside a building from one place to another if there is a reasonable chance of encountering other people. CSOs will ensure compliance; non-compliant persons will be given one written warning; a second instance of non-compliance will result in a 1-day suspension from site and a third instance will result in permanent dismissal from site.

All workers are to ensure that their masks are properly maintained and kept clean and dry to maximize protection. See [Appendix X](#) for Regulations on Masks.

All N95 masks should be preserved on site and not used for construction related activities, unless workers cannot maintain proper social distancing. There is a general shortage of these masks in the market and are essential for Health Care workers.

Workers frequently requiring respiratory protection must use employer supplied half mask respirators with appropriate filters.

**3.16 Construction Hoists**

Post signage at construction hoist decks to remind workers to maintain social distancing protocol (2.0m or 6'-6"). The BC Provincial Government has clarified that only 4 workers are allowed per hoist cab. Maintain social distancing in the construction hoist cab as well as facing outwards. This will reduce the number of passengers in the construction hoist cab. The construction hoist operator has the option to wear a mask or half mask respirator with p100 filters. Operator will routinely disinfect commonly touched items (call buttons, door handles, etc. following procedures outlined in [Appendix F](#).

**3.17 Syncra Site Office Trailers**

Limit the number of employees and workers in site offices. Maintain social distancing protocol (2.0m or 6'-6"). If the role permits, rotate employees working remotely and working on site to ensure social distancing protocol is met. Host meetings outside if meeting is too small to support proper social distancing protocol. Do not share keyboard, mouse, pens, clipboards, documents, etc. Routinely disinfect door handles, chairs, and commonly touched items.

**3.18 Hygiene Practices**

Clean hands with soap and water for 20 seconds. Do this before and after meals, at the end of the workday and when home. Avoid hand shaking. Do not share food, drinks, cigarettes and personal hand tools. Do not touch face, eyes, or mouth with unwashed hands. Follow good respiratory etiquette by covering your mouth and nose by creasing your elbow when coughing or sneezing.

**3.19 Personal Protective Equipment for Project Safety Coordinators when with Patients**

The following PPE is required when with a patient that may have a presumptive case of Coronavirus (COVID-19):

- Face mask/N95 mask
- Face shield/mask with visor
- Safety glasses
- Gloves
- Disinfectant products

**3.20 Additional Documentation for Projects Sites and Subcontractors**

See [Appendix L](#) for Syncra COVID-19 Prevention Procedures. Syncra prevention procedures are based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting and contractor and project specific procedures to prevent the transmission of COVID-19 to workers on this project. Syncra site daily site review checklist [Appendix L2](#)

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### 3.21 Workers Transportation

Employers should assess the number of workers being transported at any one given time and employ measures to ensure distance between workers is maintained.

Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. If that is the case, employers must implement all the necessary safeguards related to working alone or in isolation, to ensure the safety of these workers.

Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance, adjusting the number of workers taken per trip, and the overall number of trips needed to transport workers to a worksite. It may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.

If it is not possible to ensure 2 m distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate.

Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle.

Employers must ensure that high contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, steering wheels, and hand holds.

These control measures should be considered based on the hierarchy of control. As examples for carpooling, in order of priority:

- First level protection (elimination): Limit the number of people in your vehicle where possible by implementing work-from-home arrangements (unlikely for trade workers), establishing occupancy limits, rescheduling work tasks, or other means. Rearrange transportation to ensure that workers are at least 2 m (6 ft) from co-workers, may mean use of a larger vehicle.
- Second level protection (engineering controls): If you cannot always maintain physical distancing, install barriers to separate people. However, in considering this option, certain parts of the regulation come into play, such as OHS17.8 and OHS4.3 operating within manufacturer instructions. Thus, this option may prove complicated.
- Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols. Can be for example, making multiple trips for carpooling to reduce the number.
- Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

See [Appendix Y](#) for Carpooling Poster from CDC.

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## 4.0 MEDICAL RESPONSE

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### 4.1 Syncra Employee Self Quarantine

Notify supervisor and Safety Manager. Visit the [BC Assessment Tool](#) and follow instructions and recommendations.

### 4.2 Persons Reporting to Project First Aid

If a worker reports to first aid feeling ill or exhibiting COVID-19 symptoms, send the worker home and instruct them to visit the [BC Assessment Tool](#).

### 4.3 Persons Observed on Site with Flu-Like Symptoms

If a worker is observed exhibiting COVID-19 symptoms or they feel ill, direct them to go home and to visit the [BC Assessment Tool](#). Clean and disinfect any areas where the worker was working per the Surface Cleaning for Potential Virus Contamination Safe Work Procedures (see [Appendix F](#)).

### 4.4 Persons Confirmed to Having COVID-19

Prevent the spread of COVID-19 by assessing who else may have been in contact with the individual and notifying those people in accordance with Health Authority Protocols for identification and quarantine. Suspend work and disinfect the site per the Surface Cleaning for Potential Virus Contamination Safe Work Procedures in [Appendix F](#). Decision to close the site must be made by Syncra Owners, in consultation with Syncra Management, Safety Manager and Client together. An Industrial Hygienist will be consulted throughout the process and will be the ultimate authority in making the decision to re-open site.

### 4.5 Presumptive and Confirmed COVID-19 Case Responses

See [Appendix M](#) for Presumptive and Confirmed COVID-19 Case Responses. Follow the Investigate-Communicate-Track-Resolve process.

### 4.6 COVID-19 Response: Returning to Work Process

See [Appendix N \(pending\)](#) for Syncra Construction Return to Work Policy.

### 4.7 COVID-19 Response: Sharing Results with Syncra Construction

Syncra Construction provides time to its employees to undergo COVID-19 test and wait for results away from the job sites and offices. Because COVID-19 constitutes a workplace hazard under Canada Labour Code, Syncra can lawfully request its employees to provide information regarding COVID-19, to the extent that it directly relates to health and safety of other employees.

## 5.0 EXTERNAL COMMUNICATION

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### 5.1 Client

Confirm with your client how and how often they would like project specific communication relating to the coronavirus (COVID-19). Confirm who should be on this communication and include Syncra Management, (if applicable) and Safety Manager on these communications.

### 5.2 Media

All communication related to the media needs to be directed to Syncra Management.

## 6.0 ADDITIONAL EXTERNAL REFERENCES

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- 6.1. [BC COVID-19 Symptom Self-Assessment Tool](#)
- 6.2. [BC Centre for Disease Control](#)
- 6.3. [BC Center for Disease Control – Employers & Businesses](#)
- 6.4. [HealthLink BC – Coronavirus disease \(COVID-19\)](#)
- 6.5. [Government of Canada – Public Health](#)
- 6.6. [Government of Canada – Travel Advice](#)
- 6.7. [Vancouver Regional Construction Association \(VRCA\) Novel Coronavirus \(COVID-19\)](#)
- 6.8. [World Health Organization](#)

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## 7.0 APPENDICES AND TRANSLATED DOCUMENTS

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- [Appendix A](#) – Syncra Site Safety Talk
- [Appendix B](#) – How to Wash Your Hands Poster
- [Appendix C](#) – Safety Notice and Poster
- [Appendix D](#) – Letter to Owner / Client
- [Appendix E](#) – Letter to Consultants, Trades and Suppliers
- [Appendix F](#) – Surface Cleaning for Potential Virus Contamination Safe Work Procedures
- [Appendix G](#) – Social Distancing Poster 11x17
- [Appendix H](#) – Worker Wellness Questionnaire Link
- [Appendix I](#) – COVID-19 Worker Orientation
- [Appendix J](#) – Rapid Demobilization Checklist
- [Appendix K](#) – Example of Water Mitigation plan
- [Appendix L](#) – Syncra COVID-19 Prevention Instructions
- [Appendix M](#) – Presumptive and Confirmed Case Responses
- Appendix N – (pending) Syncra Return to Work Policy
- [Appendix O](#) – Sanitation Cleaning Log
- [Appendix P](#) – COVID-19 ECP
- [Appendix Q](#) – Ministry of Health Notice to Construction
- [Appendix R](#) – Daily Self-Monitoring Form
- [Appendix R2](#) – Self-Isolation After COVID-19 Test
- [Appendix S](#) – BCCSA COVID-19 FAQs
- [Appendix T](#) – BCCSA Hygiene Poster 11x17
- [Appendix U](#) – COVID-19 Symptoms Poster
- [Appendix V](#) – BCCSA Workers Mental Health Resources
- [Appendix W](#) – BCCSA When Distancing is not Possible
- [Appendix X](#) – Regulations on Masks
- [Appendix Y](#) – Carpooling Poster
- [Appendix Z](#) – Translated Documents (folder)