



COVID-19 RESPONSE MANUAL

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Disclaimer

This information is current as of the date of issue. This information will be revised/updated as the government authorities announce changes or additions.

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Table of Contents

Introduction	2
Purpose	2
Definitions	2
Reference Materials.....	3
Current Regulations (Updated March 23, 2020)	3
Government of Canada	3
Support for Alberta	4
Mental Health.....	4
Employer Responsibilities	4
Employee Responsibilities.....	4
Covid Response Team Responsibilities(CRT)	5
Covid Coordinator Responsibilities	5
Contractor (Subcontractor) Responsibilities	5
Continuing Operations	6
Changes to Operations (Office).....	6
Changes to Operations (Field).....	6
Controlling New Workplace Hazards.....	9
Fitness to Work.....	10
Questionnaire	10
Isolation Protocols	11
Travelers and Close contacts	11
Persons with Symptoms	11
Persons with a Confirmed Case.....	11
Responding to Potential Cases Onsite	11
Responding to Confirmed Cases Onsite.....	12
Forms	12

Introduction

The current Covid-19 pandemic is spreading through the globe and has changed the way we live today. These are trying times for everyone affected, and we understand there are many questions about the future of our operations. The following document outlines Krawford's COVID-19 Response Plan and provides the necessary framework to safely and effectively continue our operations.

Simply, our goal is to keep our customers, stakeholders, employees and their families out of harm's way while we continue to execute projects during these unprecedented times. By following the guidelines in this document and through consultation with appropriate authorities, we can ensure that appropriate measures are in place so that our worksites remain safe and secure.

Message from our President

"At Krawford, our Core Values aren't just a poster on the wall; they are our belief system which we live and breathe every day. We believe in safety above all else and are consciously committed to improving the safety and health of our employees, customers, suppliers and our partners. During these challenging times, Krawford remains committed to clear communication and vigilance for all of our valued stakeholders."

Purpose

The purpose of this Response Plan is to document, guide, and ultimately address the following topics:

- The responsibilities, obligations, and duties of Krawford, our employees, and our subcontractors
- Current legislation and mandated requirements from health authorities
- Ongoing operations and how we can continue to operate safely and effectively

This Response Plan applies to all Krawford employees, guests, customers, subcontractors and clients attending our job sites and office locations.

Krawford has assembled a team to address and provide support as it relates to Covid – 19. The members of team are Stuart Hawkeswood, Colleen Kerfoot, Jordan Zakordonski and Rose Lloyd.

Definitions

Pandemic: An outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

Self-Isolation: The practice of staying home (for 10 or 14 days) and avoiding contact with others to prevent the spread of infectious disease. This is necessary if you potentially been exposed to COVID-19 but not showing symptoms and/or travelled outside Canada in the past 14 days.

Quarantine: The practice of staying home (until directed by Public Health Authority) and avoiding contact with others to prevent the spread of infectious disease. This is necessary if you have potentially been diagnosed with COVID-19, waiting for test results or have been directed to do so by Public Health Authority.

Social Distancing: The practice of maintaining a greater than usual physical distance from other people and avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection. (2 m/6.5 ft)

Reference Materials

Please refer below for current and relevant information from International, National, and Provincial sources:

Center for Disease Control:	https://www.cdc.gov/coronavirus/2019-ncov/index.html
World Health Organization:	https://www.who.int/health-topics/coronavirus
Health Canada:	https://www.canada.ca/en/health-canada.html
Alberta Health:	https://www.albertahealthservices.ca/topics/Page16944.aspx
Alberta Construction Association	http://albertaconstruction.net/

Current Regulations (Updated March 23, 2020)

Government of Canada

TRAVEL ADVISORIES

The Government of Canada is continually assessing travel risks for Canadians. An official [global travel advisory](#) is in effect: **avoid all non-essential travel outside of Canada** until further notice. In addition, a [pandemic COVID-19 travel health notice](#) with travel health advice for Canadians has also been issued.

RESTRICTIONS AND EXEMPTIONS FOR CANADIAN AND U.S. CITIZENS

As of March 21, 2020, there is a 30-day restriction on all non-essential travel at the Canada-U.S. border. This restriction covers all travel of an optional or discretionary nature.

Healthy people who must cross the border for work or other essential purposes, such as medical care, may continue to do so.

Canada and the U.S. recognize how closely our economies are integrated. It is essential that trade continue during this pandemic. Economic supply chains remain open and we will work to ensure that access to goods and services is not interrupted.

SELF-ISOLATION FOR RETURNING TRAVELLERS

All travellers who are permitted to enter or return to Canada must [self-isolate](#) for 14 days upon entry. There are [exceptions](#) for workers who are essential to the movement of goods and people. Individuals should avoid contact with other people for 14 days, while monitoring themselves closely for symptoms.

WHEN SHOWING SIGNS AND SYMPTOMS OF INFECTION

If you are Canadian or a permanent resident, and you have symptoms consistent with COVID-19, you may still enter Canada by land, rail or marine. You may not enter Canada by air, to protect the health of all travellers.

If you are not Canadian or a permanent resident, and you have symptoms consistent with COVID-19, you will not be permitted to enter Canada.

If you show signs of an infectious disease, officials will contact a quarantine officer.

Support for Alberta

For more information: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Mental Health

These uncertain times and high stress environments can influence your mental health. If you require assistance you can contact Merit to access the Employee Assistance Program. Canada Mental Health can also be contacted at 2-1-1 or <https://cmha.ca/>

Employer Responsibilities

It is the general duty of all employers to take all reasonable precautions to prevent harm to employees in the workplace. Krawford's senior management is dedicated to the following:

- Provide a detailed plan to deal with this pandemic and specific protocols
- Provide personal protective equipment for workers and the necessary training to use and dispose of that equipment
- Have a plan in place to adhere to government requirements, including social distancing:
 - Worksite design
 - Work share
 - Work from home
- Plan for dealing with possible contamination on the worksite
- Include the Workplace Health and Safety Committee in the development of any workplace prevention and preparation strategies
- Provide additional measures for hand washing/sanitization.

Employee Responsibilities

Employee responsibilities during the COVID-19 pandemic remain unchanged. Workers have added responsibilities including:

- Frequent hand washing or sanitizing
 - Before and after break

- Before/after work
- After using the facilities
- Every hour
- Social distancing
- Increased site housekeeping, including lunchroom, office facilities and common use areas
- Advising their supervisor if they develop any symptoms of cold or flu
- Remain in quarantine/isolation when required to do so by company policy and/or government requirements
- Communicate with supervisor/Human Resources during quarantine

Covid Response Team Responsibilities (CRT)

- Designate a responsible person for each office and site as the Covid-19 Coordinator
 - By default, the designated site Covid Coordinator will be the Superintendent
- Ongoing development of plans and procedures to limit Covid-19 risks on sites and in offices
- Develop safe work procedures as necessary to address Covid-19
- Review Government Legislation and Guiding documents, and revise plan as required
- Audit the Covid-19 Response Plan

Covid Coordinator Responsibilities

- Report to the Covid Response Team daily
- Oversee implementation of Covid Response Plan on site or in the office
- Communicate gaps or deficiencies in the response Plan
- Notify CRT of any illness or non-compliance

Contractor (Subcontractor) Responsibilities

Subcontractor responsibilities during the COVID-19 pandemic remain unchanged however additional measures are in place. Sub-trade workers have added responsibilities including:

- Develop a company/project COVID response plan and provide to Krawford prior to arrival onsite for review
 - Contractors without a plan will be required to accept Krawford Construction Company's response plan
- Frequent hand washing or sanitizing
 - Before and after break
 - Before/after work
 - After using the facilities
 - Every hour
- Social distancing
- Ongoing development of procedures/plans to limit Covid-19 risks
- Assign a company or project specific Covid coordinator



- Increased site housekeeping including lunchroom and office facilities
- Communicate expectations with workers assigned to the site
- Advising their supervisor if they develop any symptoms of cold or flu
- Remain in quarantine/isolation when required to do so by company policy and/or government requirements
- Communicate with supervisor/Human Resources during quarantine
- Provide employees with sanitizing means as part of the required PPE

Continuing Operations

To determine the risk exposure at our various sites we will follow published guidelines and evaluate each site on a case-by-case basis. OSHA/OHS has divided job tasks into four risk exposure levels:

Very high: Doctors, nurses, dentists, paramedics, emergency medical technicians who are working with patients

High: Doctors, nurses, dentists, paramedics, emergency medical technicians who are near patients

Medium: In schools, high-population-density work environments, and some high-volume retail settings

Lower risk: Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public

Changes to Operations (Office)

The health of our employees and customers remains our top priority. That's why we have made the decision to close our offices to non-employees at this time.

We will continue to run our business at full capacity with an ongoing commitment to service our customers and execute projects. Until further notice, please contact us via our general line at (780) 436-4381 or email edm@krawford.com

Krawford Construction Company Inc. has made provisions to fully or partially operate with individuals working from home.

Additionally, everyone on our team is continuing to work and will be responding to their phones and respective emails.

Within the office we have made changes to access. The company has increased disinfecting and hygiene in the office to align with best practices as set out by Government regulations.

Changes to Operations (Field)



Our current plan is to continue working as normal as possible at our construction projects and remote sites. Krawford has many varying work environments, with most falling into the “**lower risk**” category. Related factors affecting job sites will be determined on a case-by-case basis by our Senior Management and the Covid Response Team

Although we believe our job sites pose a lower risk of exposure, we will be following additional protocols and precautions. All employees, customers, and guests will be taking the steps below to help prevent the spread of respiratory viruses:

Site access is limited to essential workers. Sign in procedure has been revised to include reducing physical connection. Sign in is completed by text and email.

Timecards are submitted daily. Superintendents are required to complete and submit a Covid Checklist at the end of every day.

GATHERING/MEETINGS

All gatherings or meetings will be conducted in a manner to reduce potential exposure and maintain social distancing of approximately 6'. This includes the following measures, but not limited to:

- Conducting toolbox meetings outdoors with appropriate social distancing.
- No transfer of documentation for signatures. This means supervisors will sign Toolbox documents on behalf of all parties.
- No immediate exchange of paperwork. Collection boxes will be placed in well-ventilated areas and daily documentation placed inside the box. Documents will be retrieved 24 hours later (this requires minimum boxes per job site).
- Utilize technologies where possible to conduct meetings and exchange of information without direct human contact or gatherings.
- Stagger break times to allow more space and distance amongst co-workers.
- No unnecessary meetings or visitors on site
- When meetings are required alternate means are encouraged including, conference calls, video calls or a combination to meet the 2m social distancing regulations.

TRAVEL

Travel generally means individuals will be in contact with others or in close proximity. As a result, travelling has proven to be a large contributor to cases around the world and restrictions have been put in place. This includes the following measures, but not limited to:

- Travel to any affected areas (countries) is prohibited.
- Anyone returning from International travel are legally required to self-isolate for 14 days
- Anyone travelling on a domestic flight with a confirmed COVID-19 case and in close contact are legally required to self-isolate for 14 days
- Employees are to defer any non-essential travel (business or personal) to other areas until further notice, particularly if it involves flying either international or domestic
- Travel to/from remote sites will be evaluated on a per project basis

JOBSITE SANITATION MEASURES:

- Hand sanitizer is becoming a scarce commodity - If this is the case on your site - please make immediate arrangements to construct temporary sinks / handwash stations with hand soap, paper towels and garbage cans. Locations should be spotted at high-traffic areas.
- Each subcontractor is responsible for providing hand sanitizer for their worker's needs.
- Each subcontractor remains responsible for cleanliness in their lunchrooms.
- Each subcontractor remains responsible to provide PPE,
- Each subcontractor is responsible for disinfecting shared tools, iPads, etc. between uses.

OTHER CONSIDERATIONS

- When carpooling, we suggest only one driver per vehicle or sanitize between drivers.
- Use only your own tools (when practical) or sanitize between operators.
- At breaks, maintain social distancing. An easy reference is two arm lengths (2 metre).
- Eat lunch alone, where possible in your vehicle, respecting social distance.
- All workers must sanitize or clean their hands prior to starting work and after each break.

HYGIENE

- Wash your hands often with soap and water for at least 20 seconds.
- Regularly use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If you feel unwell, stay at home; do not attend work.
- Cover any coughs or sneezes with a tissue, and then throw the tissue in a bin.
- Cough/Sneeze into your elbow
- No sharing of communal dishes, drinking glasses, cups, containers, or eating utensils with other people and ensure these are washed thoroughly with soap and water after use.

PPE

- Don't share gloves. Writing name on gloves will define ownership.
- Don't share welding hoods, face shields, or other similar items.
- If your task requires disposable respirators/dust masks, be proactive. Due to the heavy demand, many suppliers are running low on inventory. You may need to have a backup plan for reducing dust/silica (e.g. water spray, air/vacuum, or other engineering solution).
- Clean your PPE frequently with soap and water, then disinfect with alcohol wipes if possible.

PPE BEST PRACTICES

- Don't share gloves. (writing name on gloves will define ownership)
- Don't share welding hoods, face shields or other similar items. If required, careful sanitizing before use is required

- If your task requires disposable respirators/dust masks be proactive. Due to the heavy demand, many suppliers are running low on inventory. You may need to have a backup plan for reducing dust/silica. (I.e.) water spray, air/vacuum, or other engineering solution.
- All PPE and personal items should be taken home daily, in case of a sudden site closure.

ROUTINE ENVIRONMENTAL CLEANING (GUIDANCE)

- Routinely clean all frequently touched surfaces in the workplace such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label
- Deploy disposable wipes so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- Keep job site coolers clean.

ENSURE JOB SITES HAVE ADEQUATE SUPPLIES OF:

- Washing stations
- Antibacterial hand soap
- Where available, alcohol-based hand sanitizer (minimum 60% alcohol)

JOBSITE SECURITY

- Ensure adequate visual signage is available
- Restrict access to site
- Ensure fence is secure
- Ensure adequate supplies of fuel for security lighting
- Ensure means of securing site is present

Controlling New Workplace Hazards

Each Krawford worksite will be evaluated for COVID-19 Hazards and appropriate controls and Responses. Each site will present different hazards and the controls and responses to mitigate the hazards will vary based on project complexity, location and current regulations.

It is important that we continue to follow the appropriate steps in controlling our workplace hazards and follow the hierarchy of controls as it pertains to COVID-19 exposures;

- **Eliminate Hazards:** As a first line of defense, we will eliminate (and/or substitute) job scopes that can present an inherent or increased risk of transmitting COVID-19.
- **Engineering Controls:** If eliminating the task is not reasonably practical or the task is essential (service work/calls, emergencies), we will use appropriate and available engineering controls. This could include but is not limited to:
 - Installing high-efficiency HEPA filters
 - Increasing ventilation in enclosed places
 - Cordoning off work zones
 - Installing physical barriers

- **Administrative Controls:** These are likely the most important and effective control measures available to us. They require action by both the company and employees to be effective and include actions such as:
 - Ensuring employees who are sick or showing symptoms stay home
 - Minimizing physical contact/meetings among workers, customers, and stakeholders and replacing such meetings with virtual communications
 - Discontinue all non-essential travel and eliminate travel to affected areas
 - Provide employees with up-to-date information and education on COVID-19 as the situation unfolds
 - Train workers on the use of required PPE and specialty equipment to protect from COVID-19
- **PPE:** Finally, as a last line of defense we will deploy and use the appropriate PPE for the tasks in hand and level of exposure, including but not limited to:
 - Gloves
 - Face masks
 - Face shields
 - Respiratory protection

All PPE should be appropriately selected and sized accordingly for the use.

Fitness to Work

As per current National, Provincial, and Local guidelines, all employees, customers, and guests need to report signs/symptoms of COVID-19 before accessing a job site. It's the company's duty and employees' responsibilities to ensure everyone is Fit for Duty and this will be completed by filling out a **Questionnaire**. The questionnaire is consistent with Alberta Health Services guidelines and may change to align with changes by Alberta Health Services guidance.

In alignment with these guidelines, we strongly emphasize staying home when exhibiting any of these signs/symptoms. If in doubt, please err on the side of caution, practice self-isolation and immediately call the appropriate authorities. Provincial hotline below and/or completing a self-assessment at <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx> or by Dialing 8-1-1.

Questionnaire

All Krawford employees, customers and guests are mandated to take a "**Questionnaire**" on physical conditions and environmental conditions related to COVID 19. The questionnaire will be conducted at regular intervals, including but no less than:

- Prior to accessing a Krawford Worksite. This means the questionnaire is completed prior to arriving at the site
- Daily prior to work commencing work activities
- If signs/symptoms of COVID-19 develop

- If any special circumstances arise (i.e. safety stand-down or natural disaster)

If a questionnaire is completed and someone is deemed at risk to themselves or others they will immediately be removed from the site and placed in quarantine as per procedure below.

Isolation Protocols

Travelers and Close contacts

- Anyone returning from travel outside Canada after March 12, 2020 or has been in close contact with someone who tested positive for COVID-19 is legally required to self-isolate for 14 days
 - If you become sick for this time you must isolate for an additional 10 days from beginning of the symptoms or until feeling better (whichever takes longer)

Persons with Symptoms

- Anyone showing symptoms such as cough, fever, shortness of breath, runny nose or sore throat not related to an existing health condition is legally required to self-isolate for 10 days
 - Self-isolation period is for 10 days from beginning of the isolation period or until feeling better (whichever takes longer)

Persons with a Confirmed Case

- Anyone with a confirmed COVID-19 is legally required to self-isolate for 10 days
 - Self-isolation period is for 10 days from beginning of the isolation period or until feeling better (whichever takes longer)

Responding to Potential Cases Onsite

If an employee, contractor or client shows symptom associated with COVID 19 such as such as sore throat, fever, sneezing or coughing, the worker will need to immediately self-isolate for 10 days. Depending on the location and circumstances each quarantine case will be handled in a different manner. All workers who develop symptoms are required to complete the online Alberta Health Services assessment online and follow the guidance by the assessment. The worker is required to report the results of the assessment to the company. An Absent Worker Form must be completed and submitted to the Project Manager and Covid Response Team.

Workers having a positive test for Covid -19 are required to notify Krawford Construction Company Inc.

Clients or contractors requiring isolation will be asked to immediately remove themselves as per their company's policy. Depending on the situation, resources available and remoteness of the project Krawford may assist or offer assistance.



Worker or sub-contractor to communicate with Krawford Construction Company Inc Covid Response Team prior to returning to site.

Employees showing symptoms while in a remote area or in a lodging facility will be quarantined to their room where possible. A more detailed Isolation plan will be detailed on a case-by-case basis depending on the situation and policies of the facilities housing workers. In general it's understood that workers will not be allowed to leave their rooms and essentials such as food and drink will be brought to them by one designated person. A plan to also transport the employee home rather than isolate will be discussed on case-by-case basis.

Employees showing symptoms and placed in isolation onsite must contact appropriate local Health Authorities and determine next steps (e.g. testing). Employees must communicate directions provided by Health Authorities to their Supervisor. Krawford will assist with the required response within the company's means and ability and ensure employee safety.

Krawford Construction Company Inc tracks all absences and return eligible dates. Workers are to contact the Covid Team prior to return to site.

Responding to Confirmed Cases Onsite

If an employee, sub-contractor or client is onsite or previously in isolation and tests positive for COVID-19, they will be immediately isolated. Immediate actions will be taken by the site or location Supervisor to contact appropriate local Health Authorities.

The worker is required to report the results of the assessment to the company. If the worker receives a positive result for Covid-19 Krawford Construction Covid Response Team is to be notified as soon as possible.

Next steps will be taken based on direction for the Health Authorities and treated on a case-by-case basis. Krawford will assist with the required response within the company's means and ability and ensure employee safety.

Based on data provided by infectious disease experts the COVID-19 virus may survive on surfaces for up to 72 hours. If a case of COVID-19 is confirmed on a Krawford site, it will be temporarily shut down until cleaning of hard surfaces is completed.

It is required that confidentiality of the worker is upheld thorough any communication and discussions for return to work.

Forms

The following internal forms will be distributed as needed:

Questionnaire
Isolated Worker (Krawford Employees)
Absent Worker Form

Krawford Construction Daily Covid Report
Subcontractor Acknowledgement form



Entry Questionnaire

This document is to be completed by the guest or client before entering the site during a check in, or if he/she begins to develop symptoms while staying at the site.

Personal Information	
First Name	
Last Name	
Contact #	
Name of Company Employing you	

Questionnaire	Yes	No
Have you travelled outside of Canada in the last 14 days?		
Have you been in close contact with anyone confirmed to be infected with Covid -19? ("close contact" meaning living in the same house, face to face contact for a few minutes, being coughed on, being within 2 metres for more than 15 minutes)		
Are you exhibiting any the symptoms of Covid-19 (fever, shortness of breath or persistent cough)?		
Have you been issued any medical health notification to self-isolate in the past 14 days?		

Applicant's Statement	
I hereby declare that the answers to all questions are, to the best of my knowledge, correct, and I have not withheld any information regarding my present health.	
Signature:	
Date:	

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Web site: www.krawford.com



Date

Isolated Worker Name
Worker Email

Dear Isolated Worker,

We have been advised that you are under self-isolation and not at work due to government recommendations following the declaration of the COVID-19 pandemic. We appreciate your commitment to your health and the health of the workplace.

We have been notified that you have been isolated since: _____

Your earliest return to work date, if symptom free: _____

Should you or a household member of yours test positive for COVID-19, please contact Rose Lloyd (RLloyd@krawford.com or 780-717-4036) as soon as possible.

Your earliest return to work date is based on a 10-day self-isolation period and that you are not exhibiting symptoms of illness of any kind upon completion of isolation. All employees are required to take Alberta Health Services 'COVID-19 Self-Assessment' and follow recommendations before returning to work.

COVID-19 Self Assessment - <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

Please contact Rose Lloyd the day prior to your return to work to confirm eligibility. Rose will work with the Krawford management team and your direct supervisor will contact you to determine your job placement upon return.

During self-isolation – if unable to work from home - employees will be extended a job protected leave without pay. Krawford will continue to maintain (pay for) your benefits during this time. Further, the government has recently announced COVID-19 health and financial supports during isolation. We encourage you to access the following websites daily to understand the available resources:

- Alberta - <https://www.alberta.ca/covid-19-supports-for-albertans.aspx>
- Canada - <https://www.canada.ca/en/department-finance/economic-response-plan.html>

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E-mail: cgy@krawford.com
Web site: www.krawford.com



As these circumstances can be difficult on the mental health of you and your family, please note that MERIT Contractors Association offers an Employee and Family Assistance Plan as part of your benefits. This resource can be utilized online through your member login <https://www.meritalberta.com/login/> or by phoning 1-877-816-9116.

Should you have any questions or concerns during this time, please contact your direct supervisor or Krawford's COVID-19 Response team (COVID@krawford.com) or any member of the team individually.

- Jordan Zakordonski 780-245-2345
- Rose Lloyd 780-717-4036
- Colleen Kerfoot 780-904-0771
- Stuart Hawkeswood 780-497-0440

Sincerely,

Krawford's COVID-19 Response Team
COVID@krawford.com



Krawford Construction
COVID-19 Job Site Management Plan – Notification of Sick/Absent Worker

Project Information	
Project Number/Name:	
Superintendent/Supervisor:	
Report Date:	
Worker Information	
Worker Name:	
Company:	
How was Krawford Informed?	<input type="checkbox"/> Determined on site (Date: _____) <input type="checkbox"/> Called in from home (Date: _____) <input type="checkbox"/> Notified by their supervisor/employer (Date: _____)
Symptoms Reported:	<input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Chest Pain <input type="checkbox"/> Mental Confusion/Dizziness/Nausea <i>** If any of the above symptoms are severe, call 911 - if mild, worker to call 811</i> <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Sore Throat <input type="checkbox"/> Other: _____
Notice:	Has worker and/or company been advised to notify Krawford if worker tests positive for COVID-19? <input type="checkbox"/> No <input type="checkbox"/> Yes
Other items:	Has worker been near others showing any above noted symptoms? <input type="checkbox"/> No <input type="checkbox"/> Yes (If so, provide further information in Comments) Has worker been exposed to or in direct contact with others on site? <input type="checkbox"/> No <input type="checkbox"/> Yes (If so, provide further information in Comments) Has the worker travelled recently? <input type="checkbox"/> No <input type="checkbox"/> Yes (If so, provide further information in Comments)
Comments:	

Please send form to: Rose Lloyd (rloyd@krawford.com), Colleen Kerfoot (ckerfoot@krawford.com)
Jordan Z. ([jakordonski@krawford.com](mailto:jzakordonski@krawford.com)), Stuart H. (shawkeswood@krawford.com)



Krawford Construction
 COVID-19 Job Site Management Plan – Daily Checklist
 March 16, 2020

Until further notice, this checklist must be completed and submitted daily to your project manager.

Project Information	
Project Name	
Project Number	
Date	

Employee Information		
Superintendent		
Staff On Site		
Staff Away Sick		
Trades on Site	Company	# of Employees

Daily Checklist		
Task	Y/N	Notes
Equipment Secured		
Job Site Secured		
Time Sheets Complete		
Time Sheets Submitted		
Fuel Levels Checked		
Cell Phone Taken		
Laptop Taken		
Emergency Contact Info Current		
Progress Photographs Taken		



Sub-Contractor Acknowledgement Form

Contractor Details			
Name			
Company Name			
Contact Person			
Address			
Phone No.		Email	

Declaration by Contractor		
I/We hereby certify that	Yes	No
All persons, employees and sub-contractors have been made aware of contents and requirements of this document		
All persons, employees and sub-contractors are provided adequate PPE to adhere to the requirements of this document including hand sanitizer		
All persons, employees and sub-contractors are aware of the illness reporting and illness follow up in this document		
Management is aware of the requirement to advise site of illness		
Management is aware that persons with Covid Symptoms are to be removed from site immediately		
The company has a Covid-19 Protocol that meets or exceeds Krawford protocol		

Companies with their own Covid-19 or Pandemic protocol are to submit a copy to Krawford Covid Team for review.

Signed		Date	
Name		Position	

Completed form to be submitted to covid@krawford.com