



Covid -19 Safety Orientation

Introduction

- The current influenza pandemic (known as COVID-19) is spreading throughout 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 presentation 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 Covid Team

“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.”



How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within two meters of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.



Site Readiness

Krawford encourages standard hygiene practices at all times. During the heightened awareness of the Covid -19 pandemic we are reminding workers standard practices. They include

Hand Washing

- Regular and thorough hand-washing by employees, contractors and customers
- Hand washing should include the use of soap and hot water for a minimum of 20 seconds and include the palms and back of the hands. In between fingers also is part of the handwashing.
- Where available water/sinks will also be utilized
- Hand sanitizer can also be an effective alternative to hand washing



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:
 - o Worksite design
 - o Work share
 - o 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



Employee Responsibilities

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

- Frequent hand washing (as described by WHO)
- Social distancing
- Increased site housekeeping
- 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
- Workers are reminded that they have the right to know, the right to participate, and the right to refuse unsafe work.

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

Contractor (Subcontractor) Responsibilities Continued

- 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

Changes to Field Operations

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.

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 Changes

- Access to site is to be limited to essential staff/workers
- Visitors are restricted and must contact the supervisor prior to entry
- Site trailer access is limited to Krawford personnel only
- Tools and equipment to be sanitized prior to sharing

Changes to Field Operations

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.
- Sign into site is to be completed by text

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.
- 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.

Blowing your nose, sneezing, spitting and coughing



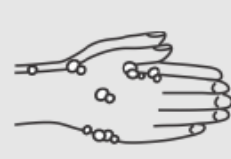




The following hygiene measures are important

- When you cough, hold something in front of your mouth, if possible a paper tissue.
- When you sneeze, hold something in front of your nose and mouth, if possible a paper tissue. If you don't have a tissue, hold your hand in front of your nose and mouth and then wash your hands with soap and water, or hold your arm (elbow area) in front of your nose and mouth.
- Only use paper tissues to blow your nose.
- Spit into a tissue.
- Wash your hands after coughing, sneezing or spitting into a tissue.
- The tissue must be made of paper, and it should only be used once. Then dispose of it, in the proper garbage can.

Coronavirus Disease 2019 (COVID-19)
How to wash your hands



Wash hands for
at least 15 seconds

<p>1</p>  <p>Wet hands with warm water.</p>	<p>2</p>  <p>Apply soap.</p>	<p>3</p>  <p>Lather soap and rub hands palm to palm.</p>	<p>4</p>  <p>Rub in between and around fingers.</p>
<p>5</p>  <p>Rub back of each hand with palm of other hand.</p>	<p>6</p>  <p>Rub fingertips of each hand in opposite palm.</p>	<p>7</p>  <p>Rub each thumb clasped in opposite hand.</p>	<p>8</p>  <p>Rinse thoroughly under running water.</p>
<p>9</p>  <p>Pat hands dry with paper towel.</p>	<p>10</p>  <p>Turn off water using paper towel.</p>	<p>11</p>  <p>Your hands are now clean.</p>	

How to use hand sanitizer



Rub hands for
at least 15 seconds

1



Apply 1 to 2 pumps
of product to palms
of dry hands.

2



Rub hands together,
palm to palm.

3



Rub in between and
around fingers.

4



Rub back of each hand
with palm of other
hand.

5



Rub fingertips of each
hand in opposite palm.

6



Rub each thumb
clasped in opposite
hand.

7



Rub hands until
product is dry. Do not
use paper towels.

8



Once dry, your hands
are clean.



Housekeeping

- 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.



PPE

- Don't share gloves. Writing name on gloves will define ownership.
- Don't share welding hoods, face shields, or other similar items.
- Clean your PPE frequently with soap and water, then disinfect with alcohol wipes if possible.
- If you are required to work within 6 feet of another worker a respirator/mask will be required.

Respirator Use

Steps to putting on a face mask

- Before putting on the mask, [wash your hands](#) for at least 20 seconds with soap and water, or rub your hands together thoroughly with alcohol-based hand sanitizer.
- Check for defects in the face mask, such as tears or broken loops.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
 - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
 - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
 - Dual elastic bands: Pull the top band over your head and position it against the crown of your head. Pull the bottom band over your head and position it against the nape of your neck.
- Mold the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don't touch the mask once in position.
- If the mask gets soiled or damp, replace it with a new one.



Respirator Use

Steps to taking off a face mask

- Before you take off the mask, wash your hands well or use hand sanitizer.
- Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only.
- Carefully remove the mask from your face once you:
 - unhook both ear loops, or
 - untie the bottom bow first, followed by the top one, or
 - remove the bottom band first by lifting it over your head, then do the same with the top band
- Holding the mask loops, ties, or bands, discard the mask by placing it in a covered trash bin.
- After removing the mask, wash your hands thoroughly or use hand sanitizer.

General Rules

- Breaks – Social Distancing is required at all times. Remain a minimum of 6 feet away from one another. Do not share cigarettes.
- Sunflower seeds are never allowed onsite and the use of them on this site will result in immediate release from site.





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**.

In alignment with these guidelines, we strongly emphasize staying home when exhibiting any of these signs/symptoms. If in doubt, please error on the side of caution, practice self-isolation and immediately call the appropriate authorities. Provincial hotlines below:

Alberta: Dial 8-1-1

Responding to Potential Cases onsite

If an employee, contractor or visitor shows symptom associated with COVID 19 such as such as sore throat, fever, sneezing or coughing, they will need to immediately self-isolate for 10 days or 14 as per AHS Self Assessment tool. Depending on the location and circumstances each isolation case will be handled in a different manner.

Contractor or visitor 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.

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.

Responding to confirmed cases onsite

If an employee, contractor or visitor 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.

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 shutdown for 72 hours unless special circumstances exist(critical operation). Steps will also be taken on a case-by-case basis to thoroughly clean and disinfect any areas of the site compromised by a confirmed case.



Questions?



Thank you!