

Title: COVID-19 PROTOCOL		Policy No.:	
Department: Construction – Service	Effective Date: July 13th 2020	Revision No.: 1 - NEW	Pages: Page 1 of 3

At Phelps Homes, we consider our clients' well-being a priority and the following document will outline our commitment to client safety while conducting service in an occupied home. We are also committed to ensuring a work environment that is respectful of all clients, employees and trades.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By visiting any Phelps Homes location, you voluntarily assume all risks related to exposure to COVID-19.

We have taken enhanced health and safety measures for you, our other visitors, and employees. You must follow all posted instructions while visiting any Phelps Homes construction site.

These measures are designed to promote:

- Cleanliness
- Physical distancing
- Reduced contact

Check In / Self Declaration

Prior to conducting a service appointment, we ask that all trades check in to the construction trailer to complete a mandatory self-declaration form. **Self-Declaration forms must be completed upon every visit within a 24-hour period.**

All declarations will be stored confidentially for a minimum of 6 months and purged appropriately under the guidelines as directed by Public Health.

Face Coverings

All trades are required to wear face coverings when involved in any customer facing activities or performing service within an occupied home. Please bring your own face coverings and wear them at all times.

Face coverings should:

- Fully cover an individual's nose and mouth
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Be made of breathable material, either disposable or reusable

The use of face coverings is not a substitute for physical distancing. For service work conducted outdoors face coverings are not mandatory, however social distancing is still required and must be followed.

Physical Distancing:

All trades are required to follow physical distancing measures by keeping 2m/6” of space between yourself and others, and to follow instructions on posted signage at all times.

Enhanced Cleaning:

High-touch areas and surfaces are required to be cleaned after each service appointment and disinfected at the end of each appointment. High touch areas include but are not limited to door handles/knobs, chair arms, railings, light switches, phones, photocopiers, desks, displays, sample boards, countertops, etc

Supplies

It is the responsibility of the trade to ensure PPE supplies are stocked and available for each appointment. This includes, gloves, disinfectant spray / wipes, and shoe coverings when applicable.

Illness

If your staff are feeling unwell, we ask that they please do not come to work.

The symptoms of COVID-19 are shared with many other illnesses including the cold and flus. If you are experiencing symptoms, you should complete the self-assessment on the Ontario COVID website and follow instructions there, or Call TeleHealth (1-866-797-0000), your local public health unit and/or your family physician.

The Director of Operations (Dtaylor@phelpshomes.com) must be notified immediately if any workers begin to show COVID-19 symptoms or if a confirmed case is reported. At this time, it is recommended that any worker who is experiencing any symptoms will be sent home and instructed to follow instructions as above.

If any one of your employees has come into contact with someone that has been exposed or being tested for COVID-19 please advise them not to show up on site, and please notify the Director of Operations (Dtaylor@phelpshomes.com) immediately.

Disciplinary Action:

Violation of any portion of this policy will subject the trade to appropriate disciplinary measures, including fines up to **\$500 for each infraction**. The trade/worker will be interviewed as soon as practical following an event and an investigation will follow.

Signature

Date



Questionnaire to be completed by all personnel entering the site

To prevent the spread of **COVID-19** in our community and reduce the risk of exposure to all our staff, trades, home owners and visitors, we are conducting a simple screening questionnaire for all persons on any Phelps Homes Ltd. site. While at a Phelps Homes Ltd. site, we ask that you follow guidelines recommended by public health authorities, such as washing your hands thoroughly and often, avoiding touching of the face, and practicing "social distancing" by reducing handshaking and other interpersonal contact, and maintaining a minimum 6' / 2m distance from others. If you do not wish to participate in our screening process, we regret that you will not be able to enter our site at this time.

Phelps Homes Ltd. is collecting and using this information for the sole purpose of public health, ensuring your safety, and protecting our sites, employees.

All employees and trades assigned to this site must complete this form and submit to the Site Superintendent and/or Human Resources prior to entering the site. **If an worker tests positive for COVID-19, the Ministry of Labour requires employers to provide information on where employee worked as well as the contact information of any other employee who may have been exposed. Employers will track information and Public Health Units will respond.** ([MOL March 29, Guidelines](#))

Name: (Please Print)		Personal contact number (cell or home)	
Site Assigned – Please Fill in below			
Development _____		Unit # _____	
<i>Self-Declaration of Home Owner / Warranty Technician / Trade</i>			
1	Do you have, or have you had any of the following symptoms in the last 14 days? Please check: Fever <input type="checkbox"/> Dry Cough <input type="checkbox"/> Body Aches <input type="checkbox"/> Headaches <input type="checkbox"/> Sore Throat <input type="checkbox"/> Runny Nose <input type="checkbox"/> Additional Symptoms: _____		
2	Have you been in contact with a confirmed COVID-19 case in the past 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Have you travelled outside of Canada in the past 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the country or countries: _____		

****If you answered YES to any of the questions above, we kindly ask that you NOT ENTER or perform work our site at this time.**

Declaration:

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine. I undertake to inform Phelps Homes Ltd. in writing of any changes to the information provided and to update the information on this form whenever requested to do so.

Signature _____

Date _____