

# Generation Solar COVID -19 Safety Plan

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## 1 Introduction

COVID-19 is a global pandemic with significant impact on our operations. This living document will detail our response to keep workers and clients safe while allowing appropriate work to proceed.

The audience for this document includes all staff and any relevant stakeholders including clients.

This document is based on the recommended template provided by the Province.

## 2 Communications

### 2.1.1 Posting of policies

This policy will be posted and/or distributed as follows:

- Posted on the Generation Solar website. This will be the master published copy.
- A link to the web version will be provided to all clients prior to work commencement.
- A hard copy will be provided to any stakeholder upon request.

### 2.1.2 Staff screening

Staff are expected to monitor their health and provincial guidelines for COVID-19 risk assessment. The Provincial online [self-assessment](https://covid-19.ontario.ca/self-assessment) at <https://covid-19.ontario.ca/self-assessment>, will be the basis for evaluating risk and eligibility to work as described in the [COVID-19 Screening Tool for Workplaces](#)

We will maintain a staff screening form [here](#).

If you have any reason to be concerned about your health or COVID-19 infection repeat the self-assessment.

## 3 Controlling the risk of Transmission

### 3.1.1 Project Risk Evaluation

Project sites shall be evaluated as to risk to owners and Generation Solar staff.

We rely on clients' self-declaration for assessing risk. Clients will be referred to the provincial online self-assessment at <https://covid-19.ontario.ca/self-assessment> for reference.

Any identified risks shall be addressed prior to the start of work and elevated protective measures, if indicated, will be used.

All projects shall have a COVID-19 check list added to the project tasks:

- COVID-19 risks and protective measures have been discussed with the client.
- (This checklist can be updated and amended as appropriate.)

### 3.1.2 Protecting yourself and others

Coronaviruses are spread through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Commonly touched surfaces or areas (door handles, equipment, steering wheels, etc.) shall be sanitized upon arrival and upon departure. Materials will be provided.
- Avoid the sharing of hand tools and power tools where possible. If sharing is necessary, shared equipment should be sanitized at the end of each day.
- Stay home if you are sick.
- Wear a mask when physical distancing is not possible.

### 3.1.3 Physical distancing

As advised throughout government communications, physical distancing is required to control the spread of COVID-19.

In order to ensure physical distancing on site, workers will:

- When sharing a vehicle masks shall be worn and hands shall be sanitized prior to entering the vehicle;
- Stay at least 2m apart whenever possible;
- Arrange work to minimize contact and work in close quarters;
- Take breaks and lunches apart;
- Refrain for corresponding directly with clients in person unless absolutely necessary.

### 3.1.4 Masks at Generation Solar Work sites

- Outdoor work, generally 2m distance apart: mask not required.
- Outdoor work in consistently close proximity: mask highly encouraged subject to site conditions
- Indoor work, dwelling units: mask required

### 3.1.5 Masks at Generation Solar Office

- Clients very rarely come to our office. If a visit is necessary, the meeting should be held outdoors if possible, keeping 2m physical distance. If 2m cannot be maintained masks should be worn.
- Masks will be required to be worn by all members of the public entering the building.
- Client meetings are to take place in the lower office area only. Masks must be worn by all parties.
- The upper office area is for staff only. Masks need not be worn where physical distancing is maintained.

### 3.1.6 Update: Lockdown protocols

- Masks are required whenever 2m separation cannot be consistently ensured
- Masks are required in all common areas, hallways, etc. and when moving through these areas

### 3.1.7 Sanitation

The following measures shall be put in place during the pandemic:

- Work sites shall have access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer;
- Workers shall not use customer washrooms and shall schedule work, breaks, lunch breaks, etc accordingly. If indicated, Generation Solar will arrange for portable washroom facilities.

### 3.1.8 Scheduling and Occupancy

Physical distancing will result in lower staffing on job sites and require clear collaboration with owners and other stakeholders.

Schedules will consider:

- Limit workers per work site.
- Sanitation of sites and workspaces.
- Site planning to facilitate appropriate physical distancing between workers.
- Work-site mobility and transportation to allow 1 worker per vehicle.

Working from home is encouraged and will be enabled wherever practical.

### 3.1.9 Office Cleaning

Office cleaning shall be increased:

- Doubling the frequency of routine cleaning by outside contractor;
- Daily sanitizing of frequent touch surfaces

### 3.1.10 Refusal to work

Workers have a right to refuse unsafe work. This response plan details how Generation Solar will ensure a safe working environment for staff. Any concerns about safety should be immediately brought to the attention of your supervisor.

### 3.1.11 Equipment and PPE

Generation Solar shall make available to all staff and trucks:

- Materials for sanitizing hands;
- Materials for sanitizing surfaces;
- Other materials and PPE on an as-needed basis.

Staff shall communicate to management when supply is running low (< ½ remaining) for replenishment planning.

Project documentation: No changes needed: documentation is best done using your usual preferred method (ie phone, tablet, hard copy, etc.). If hard copy, take a photo and email it / upload per normal. Don't share your devices/paper/pens, etc.

## 4 Infection response

### 4.1.1 Reporting illness

Any worker who has any symptoms indicating COVID-19 shall be sent home. Once home, the worker shall undertake the COVID-19 online self-assessment available at <https://covid-19.ontario.ca/self-assessment/>. Follow the instructions in the assessment and report the results to your supervisor.

### 4.1.2 Tracking

Due to the latency period of COVID-19, it is important to track where employees have worked. If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the 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.

Staff shall record \*each work day\* where they worked that day including any shopping trips, visits to suppliers, etc. This shall form part of the daily hours reporting process.

## 5 References

<https://www.ontario.ca/page/construction-site-health-and-safety-during-covid-19>

<https://covid-19.ontario.ca/self-assessment/>

<https://covid-19.ontario.ca/>

<https://www.peterboroughpublichealth.ca/wp-content/uploads/2020/07/200720-PPH-Mandatory-Mask-Directive.pdf>