



PCL'S RESPONSE TO THE COVID-19 PANDEMIC

As of April 7, 2020



CONSTRUCTION



At PCL, the safety and well-being of our employees, their families and our partners is our highest priority.

As the COVID-19 issues and impacts rapidly evolve, we are closely monitoring these changes and following guidelines supplied by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization. Along with these guidelines, we are taking additional precautions to protect our offices and project sites and ensuring business continuity across the company.

HOW COVID-19 IS TRANSMITTED

The following is a general overview of how COVID-19 is transmitted. It is provided merely for background and to inform strategies aimed at implementing the rules set out in the balance of this document.

Full details on these issues should be obtained from the Centers for Disease Control and Prevention, Health Canada and the World Health Organization, or a medical professional.

- The virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.
- These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the U.S. Department of Labor provide further guidance and recommend that individuals should avoid working less than six feet from others for prolonged periods.
- The respiratory droplets may

also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

YOUR HEALTH AND PROTECTING OTHERS

If you are exhibiting flu-like symptoms such as fever, coughing or congestion:

- do not come to work;
- contact your supervisor and your Human Resources department to let them know that you are exhibiting the symptoms; and
- consult with a healthcare professional on next steps before returning to work.

If you are working in a PCL office or on a PCL jobsite and have been exposed to someone with a confirmed COVID-19 diagnosis or with COVID-19 symptoms (fever, cough, difficulty breathing), advise your supervisor. PCL will undertake an assessment of your particular



circumstances to inform your work arrangements and those of your co-workers.

If you feel the onset of flu-like symptoms while working in a PCL office or on a PCL jobsite, even if you have completed a pre-screening at the commencement of your shift, contact your supervisor for further guidance.

USE OF FACE COVERINGS

Both the CDC and Health Canada have advised that cloth facial covers when worn by everyone reduces the risk of transmission of COVID-19. Although not mandated across locations that PCL operates, we continue to look to these and other health authorities to guide our HSE practices. All persons (workers, visitors, consultants, and vendors) shall wear a physical respiratory covering or cloth face covering adequate in size and shape that will cover the wearer's nose and mouth. This requires that all persons on our sites participate in the use of cloth facial covers at all times. Respiratory covering may be manufactured or made at home. They may be of a type that can be washed or disposable.

SOCIAL DISTANCING MEASURES

- Staying at least six feet (two meters) away from other people lessens your chances of catching COVID-19.
- In-person meetings and events are to be avoided wherever possible.
- In the office, meetings and events of more than five people should not be held in person.
- On the jobsite, in-person meetings must have no more than 15 people. Meetings should be held in the area where an individual works instead of a large gathering point.

ENHANCED OFFICE AND JOBSITE ACCESS SCREENING

PCL has implemented enhanced screening measures to help reduce the spread of the COVID-19 virus. All employees and tradespeople accessing both offices and jobsites will require screening prior to entering those locations. Screening is voluntary but any person who refuses screening will be denied access to the work location.



DON'T TOUCH EYES, NOSE OR MOUTH WITH UNWASHED HANDS



COVER YOUR NOSE AND MOUTH WITH TISSUE OR ELBOW WHEN SNEEZING



PUT TISSUES IN THE TRASH BIN AND WASH HANDS

PERSONAL HYGIENE

- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, cough or sneeze into your elbow.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.
- Refrain from shaking hands with others.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If warm water is not available, use hand sanitizer.

REDUCING THE RISKS OF COVID-19 ON THE JOBSITE

- Hand sanitizer should be available at or near entry points to the project and at various high-traffic locations throughout the project such as doorways, field plan tables, tool cribs, hoists, water containers, etc.
- Hot and cold running water, and hand soap should be available at bathroom facilities, lunchrooms and kitchen areas.
- If hot and cold running water are not available,

hand sanitizer will be made available;

- In-person meetings must have no more than 15 people. Meetings should be held in the area where an individual works instead of a large gathering point.
- Workers at sites should avoid working less than six feet from others for prolonged periods unless their role requires prolonged closer proximity. Case specific risks and solutions will be assessed for those individuals required by their roles to work within these close proximities.
- Project teams should stagger break and lunch schedules to minimize the number of people near one another.
- In addition to current PPE requirements and similar protections, glove use is mandatory on all jobsites.
- Working from home: Reductions in employee populations in our workplaces through a broad work-from-home strategy, where possible, along with existing personal hygiene, social distancing, and cleaning practices, will further reduce the COVID-19 transmission risk for all employees, including those who cannot work remotely. Therefore, where



AVOID CONTACT
WITH OTHERS



KEEP OBJECTS AND
SURFACES CLEAN

the employee's tasks can be effectively performed remotely, individuals are encouraged to work from home.

REDUCING THE RISKS OF COVID-19 IN THE OFFICE

The following rules apply to all PCL employees and workplaces:

- E-mail, video or teleconference meetings are the preferred methods of communication.
- In-person meetings and events are to be avoided wherever possible.
- Meetings and events of more than five people should not be held in person.
- For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.
- All previously scheduled PCL social and non-essential events are canceled or postponed.
- Meetings should be held in the area where an individual works, instead of in a large gathering point such as a conference or break room.

- Working from home: Reductions in employee populations in our workplaces through a broad work-from-home strategy, where possible, along with existing personal hygiene, social distancing, and cleaning practices, will further reduce the COVID-19 transmission risk for all employees, including those who cannot work remotely. Therefore, where the employee's tasks can be effectively performed remotely, individuals are encouraged to work from home.

ENHANCED CLEANING FOR ALL OFFICES AND JOBSITES

- Before commencing work each day or shift, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, orientation rooms, coffee and kitchen areas, work stations, portable and permanent washrooms, and common work spaces should be cleaned.
- Individuals working in an office setting are responsible for cleaning their workstation area with a focus on reducing the risk of transmission through an individual touching an infected surface. Therefore, priority should be given to the high traffic surfaces.



- Hard surfaces and buttons your hands may meet on frequently touched items such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches and other high traffic objects should be cleaned after each use.
- If available, household or commercial disinfectant solutions and wipes containing more than 70% alcohol should be used to clean surfaces. However, some of these products are currently in short supply or are simply unavailable. If these household or commercial disinfectant cleaning products are not readily available, hard surfaces can be disinfected using a bleach mixture.

BUSINESS AND PERSONAL TRAVEL

Non-essential business travel should cease until further notice. There may be some limited exceptions to this rule for unavoidable and essential company or personnel reasons.

For Canada, individuals entering the country face recommended self-isolation periods. For the United States, individuals entering the country from certain countries face mandatory self-isolation periods. The impact of domestic travel is changing rapidly, with provincial/state and local governments beginning to impose or contemplate similar travel advisories.

Overall, at this time, the risk to your health and your family's health, your PCL coworkers and the communities we work in created by personal travel is difficult to gauge. For these reasons, we urge employees to postpone or cancel their personal travel plans.