

Best Practices and Procedures: COVID-19

Date: June 5, 2020

In addition to Labbe-Leech Interiors Pandemic Preparedness (Safety Manual, Section 17), the following COVID-19 procedures apply.

Communication

- Labbe-Leech Interiors (Labbe-Leech) continues to monitor the current situation via news outlets, Alberta Health Services (AHS) and Government of Alberta updates.
- Should an employee, subcontractor or client advise us of a confirmed case of COVID-19 we will advise any affected parties immediately.
- The Labbe-Leech Pandemic Management Plan has been communicated to all Labbe-Leech employees.
- Signage is posted on all worksites outlining safe-distancing, good hygiene habits, sign-in/out procedures, etc.
- All pre-existing safety protocols (Safety Orientations, PPE, etc.) remain unchanged, except if superseded by the following.
- All additional landlord or client mandated site logistics or safety protocols must be followed.

Worksite Procedures

Site Sign In/Out

- Further to any building access sign in requirements, Labbe-Leech has implemented mandatory sign in/out procedures on all worksites.
- Everyone (including all workers, clients and/or representatives, and visitors) is required to sign in and sign out, daily.
- Upon arriving at the worksite follow the posted signage to the sign in location.
- Each person must review the health questionnaire provided and may sign in if acknowledging “no” to all questions.
- If they can not answer “no” to all the questions they must leave and not enter the job site. That person would then have to contact AHS and follow their guidelines before being allowed to return to site.
- Anyone not following these protocols will be requested to leave site and their office will be notified.

Hand Washing and Sanitation

- Working collaboratively with clients and landlords, Labbe-Leech has requested an increased washroom sanitization and washroom supplies stocking process.
- To ensure everyone has access to hand washing facilities, where washrooms are not available, temporary hand wash sinks are being installed if possible.
- Where washrooms or temporary sinks are not available, additional hand sanitizer is being made available through our portable construction washroom partners.
- Labbe-Leech has also sourced hand sanitizer and is distributing this product to our sites to supplement available hand washing locations.

Physical Distancing

- The AHS requirement of 2-meter distancing will be maintained on site.
- All types of site gatherings/meetings (Toolbox, Daily Site Level Hazard Assessments, etc) are modified to adhere to the physical distancing requirement.
- The Project Superintendent will interface with individually or with smaller groups of people on site, maintaining at least 2-meter distancing.
- Attendance, participation, and discussions will be documented as would normally be done, with the information then made available for all.
- Site meeting logistics will be modified according to the project requirements, and may be conducted by teleconference, videoconferencing, or with limited in-person attendance if required.
- When work occurs, which doesn't allow for 2-meter distancing (E.g. close quarters work or two-man tasks), the appropriate PPE (face mask, etc.) must be worn.
- Everyone is asked to observe and politely remind one another if it is observed that the 2-meter distancing is not being maintained.
- The Labbe-Leech Project Superintendent will also be closely monitoring all workers (including subcontractors) to ensure everyone is maintaining the appropriate distancing.
- Elevator and stairwell access are managed by the building landlord; everyone is required to read and following all posted instructions.

Labbe-Leech Offices

- All "site" procedures noted above apply.
- Our offices remain open (doors locked) for product deliveries, Monday to Friday during normal business hours.
- Guest or visitor access to the office is limited to pre-arranged appointments only.
- Working at home arrangements for our office staff are established and can be implemented, leaving a skeleton level of staff at the office to ensure business continuity and communication is maintained.

Conclusion

Labbe-Leech Interiors is committed to working with our clients and landlord/building contacts to ensure a safe working environment for everyone and will follow all procedures required. We believe we all have the responsibility to act in an appropriate manner to protect the health and well being of everyone as best we can.

It is our belief that if everyone works together, shares new best practices and looks out for one another, work in the construction industry can continue safely throughout this pandemic.