

MISSION GROUP COVID-19 SAFETY PLAN

Corporate Office

Mission Group is committed to ensuring its employees have a workplace that meets or exceeds all necessary safety requirements while the coronavirus is a public concern.

ACTIONS MISSION GROUP IS DOING

Operationally:

- Following the directives of the Provincial Health Officer and WorkSafe BC
- Requiring employees to stay home if sick, or self-isolate if in contact with someone confirmed to have the coronavirus, or after returning from any international travel
- Restricting work-related travel and large gatherings/events
- Supporting flexible work schedules and the ability to work both in the office and from home
- Establishing a response protocol if someone on site becomes sick or if Mission Group is notified of a confirmed case

In the Building/Office:

- Increasing frequency of office cleaning services, particularly high-touch items like door handles, light switches
- Providing hand sanitizer dispensers at entrances (ASC) and in the office (Mission Group)
- Requiring physical distancing in elevators (ASC) and in the office (including meeting rooms), and requiring the use of face masks when physical distancing cannot be maintained
- Restricting office access to employees and essential visitors only
- Posting information about hand washing and respiratory hygiene
- Recommending best practices for entering and passing doorways (ie using elbows to press elevator buttons, using body weight to push through doors where available, etc.)

Shared Items/Equipment/Spaces:

- Requiring physical distancing in kitchen/lounge/washroom areas and the use of face masks when physical distancing cannot be maintained
- Removing non-essential communal items, such as food, candy, magazines, dishware, etc.
- Promoting one-way directional pathways (clockwise)
- Using virtual technology for meetings, or holding smaller groups of in-person meetings
- Requiring staff cleaning after use of shared equipment (ie coffee machines, printer, company cars, etc.)

ACTIONS EMPLOYEES CAN DO

- Stay home if you are sick or are experiencing any cold or flu-like symptoms
- Respect physical distancing rules and wear a face mask if physical distancing cannot be maintained
- Wash/sanitize your hands often and avoid touching your face
- Cough or sneeze into your sleeve
- Use and clean your own dishes and utensils
- Regularly clean your desk and shared surfaces
- Abide by all company safety protocols
- Use only your own equipment and supplies as much as practically possible (laptop, pen/pencil, etc.)

CONSTRUCTION RESPONSE PLAN

We all must take a role in stopping the spread of this disease including management, contractors, workers, and suppliers.
By following the COVID-19 program we will lower risks and costs associated.

This information is not intended to provide medical advice. If you have medical questions,
consult a health practitioner or your local public health unit.

This is a temporary program while there are COVID-19 cases in BC.

Roles & Responsibilities

MISSION GROUP WILL:

- Communicate with employees and trades on the status of cases within the organization, health region and cases which may affect the organization.
- Comply and enforce WorkSafe BC regulations, health orders and Mission Group policy.
- Increase 3rd party cleaning for head office, construction sites, rental properties, boat rentals and service team high touch surfaces.
- Track trades by sign in sheet daily.
- Daily health checks of staff.
- Added a questionnaire to the orientation process for each new worker to site.
- Supply hand washing stations to active construction sites and service them regularly.
- Supply the required PPE to employees.
- Encourage and support face coverings for all staff who cannot maintain 2 meters.
- Implement social distancing practices, one-way stairs access, staggered breaks, on-line meetings, reduced numbers in elevators/man hoists, head of trades in a large enough space, schedule trades to reduce the numbers per floor.
- Advise sick employees to stay home, contact 811 to speak with a health care professional and keep employer updated on the conversation.
- Send an employee home should they arrive at work sick or become sick during the day.

CONTRACTORS WILL:

- Comply and enforce WorkSafe BC regulations as per contract with Mission Group.
- Inform their employees to protect their own health and that of all others.
- Supply work force with the required PPE.
- Encourage and support face coverings for all staff who cannot maintain 2 meters.
- Do regular health checks with staff.
- Staff are to sign in and out on the Mission Group clipboard at each site.
- Provide employees with the ability to wash their hands with soap and water and if not, sanitize hands with at least 60% alcohol hand sanitizer.
- Regularly clean lunch rooms and high touch surfaces.
- Advise sick employees to stay home, contact 811 to speak with a health care professional and keep supervisor updated on the conversation and any testing dates.
- Send an employee home should they arrive at work sick or become sick during the day and notify site management right away.

WORKERS WILL:

- Take all health orders seriously and protect their own health and that of all others.
- Clean their own work areas and tools.
- Wear always required PPE.
- Follow all Mission Group site rules, orientations, and requests from Mission Group site management.
- Stay home from work if you or any of your household show symptoms and inform your management and call a local health care professional or the public health authority in the province.
- Maintain hygiene including frequently washing, or disinfecting hands, maintain social distance and not touching your face, eyes or nose.

SUPPLIERS WILL:

- Take reasonable care to protect their own health and that of all others.
- Maintain hygiene including frequently washing, or disinfecting hands, maintain social distance and not touching your face, eyes or nose.

IN THE EVENT OF A CONFIRMED CASE

In the event of a confirmed case of COVID-19 with employees or trades Mission Group must be notified ASAP of the case without revealing names or other identifying details. In addition, health authorities might be contacted for advice on what the next step should be. Contact Mission Group safety manager ASAP after finding out the results of a confirm case for a quick uniformed response.

In addition, any supplies, contractors, or visitors who may had contact with the confirmed case should also be notified.

- If a positive case is confirmed on site, we have sourced an industrial cleaning company to disinfect any areas identified.
- Mission Group will act quickly and efficiently to limit and contain affected areas.

It is recommended to close off areas used by confirmed COVID-19 persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.