

COVID-19: Response Plan



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Contents:

1. Message from Cavanagh Family
2. Health and Safety Protocol
3. State of Operations
4. Frequently Asked Questions
5. Community Outreach
6. Helpful Resources
7. Useful Documents

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***BUILD WITH
CONFIDENCE***

1. Message from Cavanagh Family

At Cavanagh, the health and safety of our team, customers, partners, and community is our top priority. Like you, we are concerned as the unprecedented COVID-19 pandemic evolves. We are monitoring the situation and will communicate transparently with you so you can continue to 'Build With Confidence' with Cavanagh.

As an essential business, it is our responsibility to help reduce the spread of COVID-19 while continuing to serve our community. We are taking preventative measures to protect the health and safety of our stakeholders.

We remain committed to the protocols and guidelines of our public health officials while meeting the needs of our customers and partners who depend on us. We stand by our people throughout these challenging times. We commend our team for their ability to adapt to adversity and for staying on the path of solidarity.

We appreciate your understanding and support as we work to protect the health and safety of our team, customers, partners, and community while ensuring business continuity. We are learning every day and we welcome your feedback to help guide us through this dynamic situation. Thank you for your ongoing dedication. Please take care of yourselves and each other. We will get through this together.

Sincerely,
The Cavanagh Family

2. Health and Safety Protocol

This is an executive summary of the official Cavanagh COVID-19 Health and Safety Protocol.

Purpose

- To protect the health and safety of Cavanagh employees, customers, partners, and the community.
- To help reduce the spread of the COVID-19 pandemic.
- To comply with requirements under the *Occupational Health and Safety Act* and associated regulations, and public health officials.

Scope

- This protocol applies to all Cavanagh workplaces (i.e. job sites, quarries, pits, plants, scale houses, offices, garage, body shop, and facilities).
- All Cavanagh employees, customers, partners, visitors and delivery personnel are required to participate in this protocol.

Workplace Access

- All persons must self screen for COVID-19 every day before entering any Cavanagh workplace.
 - Self screening tool: <https://covid-19.ontario.ca/screening/worker/>

Reporting Illness/Exposure

- Any person experiencing COVID-19 symptoms or who has been told by a doctor, health care provider, or public health unit that they should currently be isolating should stay at home and notify your direct supervisor and Human Resources immediately.

Protective Measures

- Get fully vaccinated against COVID-19.
- Self screen for COVID-19.

- Wash your hands frequently with soap and water.
- Use an alcohol-based hand sanitizer frequently if soap and water are not available.
- Practice physical distancing of at least six feet (two metres).
- Wear a mask or face covering when physical distancing cannot be maintained at indoor workplaces (optional).
- Stay home if you are sick.
- Avoid contact with people who are sick.
- Sneeze and cough into your sleeve.
- Disinfect high-touch surfaces frequently and clean your hands afterward.

Mitigation Measures

- Utilize remote work arrangements when appropriate.
- Replace in-person meetings with virtual communication when appropriate.
- Limit work-related travel.
- Ensure that work is planned and executed with consideration to physical distancing.
- Ensure the Cavanagh COVID-19 Health and Safety Protocol is available at all Cavanagh workplaces.
- Train and support Cavanagh employees in working in accordance with the Cavanagh COVID-19 Health and Safety Protocol.
 - Disciplinary action may be taken against Cavanagh employees not working in accordance with the Cavanagh COVID-19 Health and Safety Protocol.
- Ensure that if additional measures are required or recommended by the *Occupational Health and Safety Act*, associated regulations, and public health officials that the Cavanagh COVID-19 Health and Safety Protocol is updated and resources are made available.

Personal Protective Equipment & Safety Supplies

The following PPE and safety supplies are available to our team (we may experience shortages due to the COVID-19 pandemic):

- Masks and face coverings
- Face shields
- Gloves
- Hand washing stations
- Hand sanitizer
- Disinfectant spray/wipes
- Rapid Antigen Tests

3. State of Operations

As a critical component of our provincial supply chain and economy, our operations have been deemed essential by the Government of Ontario during the COVID-19 pandemic. Our job sites, offices, quarries, pits, plants, garage, body shop, and facilities remain in operation. Visitors can enter our workplaces.

We are operating in compliance with the advice, recommendations, and instructions of public health officials to protect the health and safety of our team, customers, partners, and community. Our fully integrated business continues to provide timely, cost-effective, quality solutions for all construction projects under enhanced health and safety protocols.

Essential Business

Cavanagh remains operational in accordance with *Ontario Regulation 263/20*.

4. Frequently Asked Questions

What are the symptoms of COVID-19?

Symptoms should not be chronic or related to other known causes or conditions.

- fever (over 37.8°C) and/or chills

- cough or barking cough (croup)
- shortness of breath
- decrease or loss of smell or taste

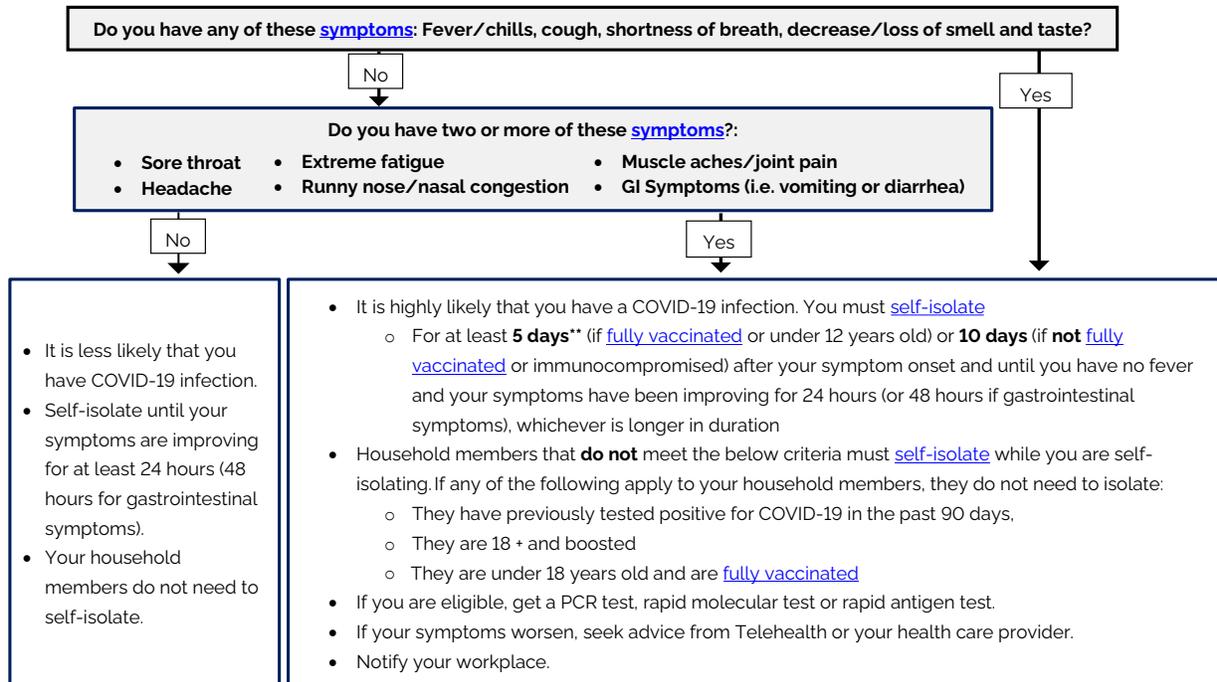
Two or more of:

- fatigue
- muscle aches/joint pain
- nausea/vomiting, and/or diarrhea
- sore throat
- runny or stuffy/congested nose
- headache

What should I do if I have symptoms of COVID-19?



You have symptoms and are concerned you may have COVID-19. Now what?



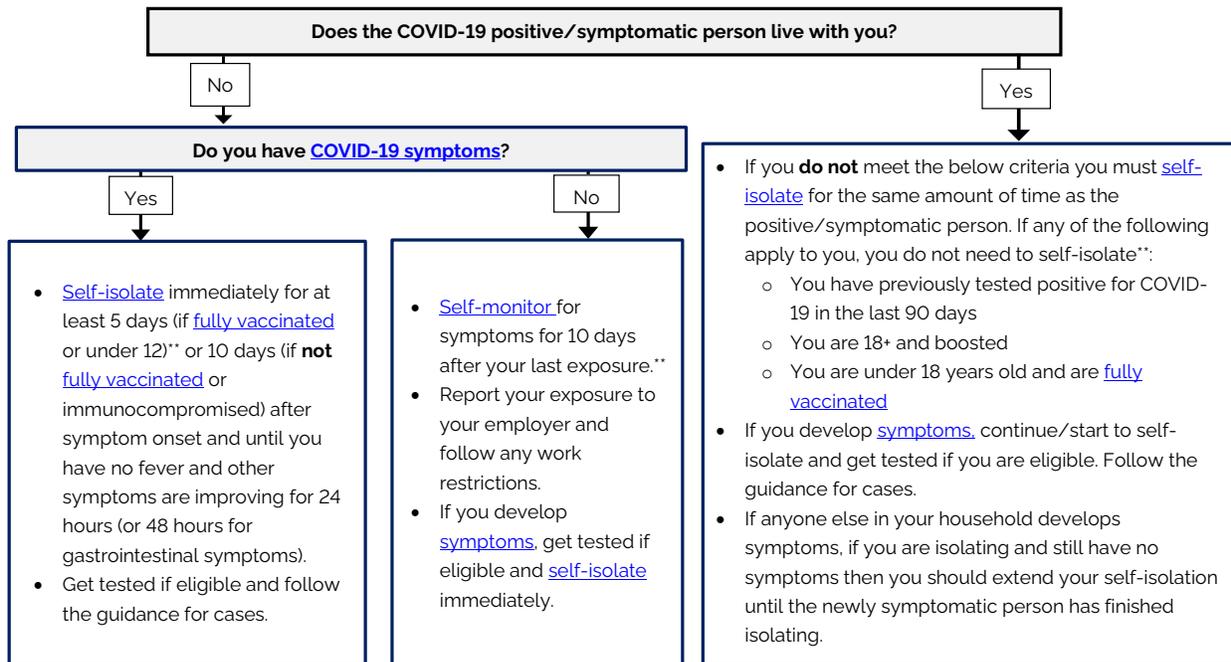
Note: Symptoms should not be related to any other known causes or conditions. See the [COVID-19 Reference Document for Symptoms](#) for more information.

**For 10 days after symptom onset (or 20 days for immunocompromised individuals): maintain masking in public setting, do not visit or work in any highest risk setting, do not visit vulnerable individuals (e.g. immunocompromised individuals or seniors).

What should I do if I have been identified as a close contact of someone who has tested positive for COVID-19 or someone with COVID-19 symptoms?



You've been identified as a close contact of someone who has tested positive for COVID-19 or someone with COVID-19 symptoms. Now what?



Wear a well-fitted mask in public, physical distance and maintain other public health measures for 10 days following your last exposure if leaving home. You should **NOT visit or attend work in any highest risk settings and not visit individuals who may be at higher risk of illness (i.e. seniors or immunocompromised) for 10 days after your last exposure.

What should I do if I test positive for COVID-19 on a PCR or Rapid Antigen Test?

If you test positive for COVID-19 from a PCR or Rapid Antigen Test and you are fully vaccinated, you must isolate for five days from symptom onset and until your symptoms have been improving for at least 24 hours. Please notify your direct supervisor and Human Resources immediately. You should also notify your close contacts.

If you test positive for COVID-19 from a PCR or Rapid Antigen Test and you are unvaccinated, partially vaccinated, or immunocompromised, you must isolate for ten

days from the onset of symptoms or from the date of your test (whichever came sooner). Please notify your direct supervisor and Human Resources immediately. You should also notify your close contacts.

Who is considered a close (high-risk) contact?

A close (high risk) contact is someone who was in close contact with a person who tested positive for COVID-19 during the time they could transmit the virus to others (period of communicability). A person's period of communicability is 48 hours before their first symptom started or 48 hours before their test date (if they have no symptoms) until their isolation period has ended. Close contact is being within six feet (two metres) of a person who tested positive for COVID-19 for a prolonged period of time or having multiple close encounters, even when both people are wearing a mask. Some examples of high-risk situations include:

- Physical contact such as shaking someone's hand, hugging, kissing, being sneezed or coughed on,
- Living in the same household (this excludes individuals who live in a completely separate unit such as a self-contained basement apartment), and
- Providing care to someone (e.g., taking care of an elderly parent).

More information for those who have symptoms, test positive for COVID-19, and close contacts: <https://healthunit.org/health-information/covid-19/contact-tracing/>

What is Cavanagh's vaccination policy?

Many of Cavanagh's customers have implemented vaccination policies which require all employees and contractors to be fully vaccinated against COVID-19. These policies apply to Cavanagh. Proof of vaccination will be required. For this reason, we are not able to guarantee work for any unvaccinated or partially vaccinated Cavanagh team members. Vaccination is the best protection against COVID-19 for us as individuals and for our community. We strongly encourage you to get vaccinated against COVID-19.

Are masks and face coverings still required?

Masks and face coverings are no longer required at our workplaces.

If you have COVID-19 symptoms, you are required to maintain masking for ten days following symptom onset. If you are identified as a close contact, you are required to maintain masking for ten days from your last exposure.

How to book a COVID-19 vaccine appointment?

You can book first, second, and booster doses of the COVID-19 vaccine through the Ontario Booking Portal: <https://covid-19.ontario.ca/book-vaccine/> or through select pharmacies. Cavanagh is planning to host a fourth mobile vaccine clinic with Ottawa Public Health, subject to Ottawa Public Health's availability, to help our team and community get vaccinated against COVID-19.

Who is considered fully vaccinated in Ontario?

In Ontario, an individual is considered fully vaccinated if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They received their final dose of the COVID-19 vaccine at least 14 days ago.

What COVID-19 vaccines are currently authorized by Health Canada?

The COVID-19 vaccines currently authorized by Health Canada are:

- Pfizer-BioNtech
- Moderna
- AstraZeneca/COVISHIELD
- Janssen/Johnson & Johnson

For questions about COVID-19 vaccines: <https://covid-19.ontario.ca/covid19-cms-assets/2021-09/moh-questions-and-answers-vaccines-en-2021-09-20.pdf>

What happens if I cannot work because of COVID-19?

Please notify your direct supervisor and Human Resources immediately. Depending on your situation, HR can provide you with a Record of Employment (ROE) to apply for government support programs.

What can I do to protect myself and others?

We must remain committed to our COVID-19 Health and Safety Protocol at work and follow the guidelines of our public health officials to help reduce the spread of COVID-19. Please take the following protective measures:

- Get fully vaccinated against COVID-19.
- Self screen for COVID-19.
- Wash your hands frequently with soap and water.
- Use an alcohol-based hand sanitizer frequently if soap and water are not available.
- Practice physical distancing of at least six feet (two metres).
- Wear a mask or face covering when physical distancing cannot be maintained at indoor workplaces (optional).
- Stay home if you are sick.
- Avoid contact with people who are sick.
- Sneeze and cough into your sleeve.
- Disinfect high-touch surfaces frequently and clean your hands afterward.

Where can I get personal protective equipment and safety supplies for work?

PPE and safety supplies are available to our team (we may experience shortages due to COVID-19) and can be accessed through the Tool & Equipment Rental building at our headquarters. Rapid Antigen Tests are available for our team and can be accessed through Health and Safety.

What should I do if I do not feel safe at work because of COVID-19?

Please contact your direct supervisor and Human Resources if you have any concerns. Your health, safety, and well-being is our top priority at Cavanagh. We are continuously improving our COVID-19 Health and Safety protocol based on the guidelines of our public health officials. We are committed to ensuring a safe and healthy workplace for our team. As always, you have the right to refuse work that you believe is unsafe to yourself or another member of our team.

5. Community Outreach

In these trying times, it is important to show our appreciation for our local heroes who put themselves at risk to deliver the essential services we depend on. In support of our healthcare heroes, we have donated over 2,700 N95 masks to our local hospitals, nursing homes, and retirement communities.

We have distributed our masks to:

- The Ottawa Hospital;
- Almonte General Hospital;
- Carleton Place & District Memorial Hospital;
- Almonte Country Haven;
- Fairview Manor;
- Orchard View by the Mississippi;
- Waterside; and
- Carleton Place Terrace.

Thank you to everyone working on the frontlines of the COVID-19 pandemic.

6. Helpful Resources

Public Health Officials

- Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
- Leeds, Grenville & Lanark District Health Unit: <https://healthunit.org/coronavirus/>
- Government of Ontario: <https://covid-19.ontario.ca/>
- Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

COVID-19 Assessment

- COVID-19 Testing locations: <https://covid-19.ontario.ca/assessment-centre-locations>
- Government of Ontario online COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>
- Telehealth Ontario COVID-19 assessment: 1-866-797-0000

Employee and Family Assistance Program (Internal Use Only)

- Call 1-800-387-4765, visit workhealthlife.com, or download My EAP app

Government Support Programs

- Canada's COVID-19 Economic Response Plan: <https://www.canada.ca/en/department-finance/economic-response-plan.html#individuals>

Remote Work Technology (Internal Use Only)

- Microsoft Teams or GoToMeeting
 - Communication and collaboration platforms that allow for private and secure video meetings and conference calls
 - License required to host a meeting, no license required to attend a meeting

- Contact IT for assistance with the software or to obtain a license

Free Remote Learning

- Khan Academy to provide education: <https://www.khanacademy.org/>
- BrainPOP to stay on-track during school closures: <https://www.brainpop.com/>
- Scholastic to keep kids reading: <https://classroommagazines.scholastic.com/support/learnathome.html>

7. Useful Documents

Please find attached the following useful documents:

8. High-Touch Surfaces Cleaning Checklist
9. Physical Distancing Poster
10. Hand Washing and Hand Sanitizing Poster

High-Touch Surfaces Cleaning Checklist

High-Touch surfaces should be cleaned and disinfected every work shift, or more frequently as needed. High-Touch surfaces include:

- Door Handles
- Handrails
- Light Switches
- Elevator Buttons
- Toilet Flush Handles
- Countertops
- Cabinet and Drawer Handles
- Coffee Machines
- Water Dispensers
- Refrigerator Door Handles
- Phones
- Keyboards
- Tablets
- Remotes
- Battery Chargers
- Printers, Scanners and Fax Machines
- Paper Documents
- Writing Utensils
- Planning Boards
- Tools & Equipment
- Construction Materials
- Heavy Equipment Controls
- Steering Wheels
- Vehicle Door Handles

WE'RE ALL IN THIS TOGETHER



Physical distancing means keeping a distance of at least six feet (two metres) from others at all times. This is the best way to keep you and the people around you safe. If you cannot maintain physical distancing, please wear a mask or face covering.

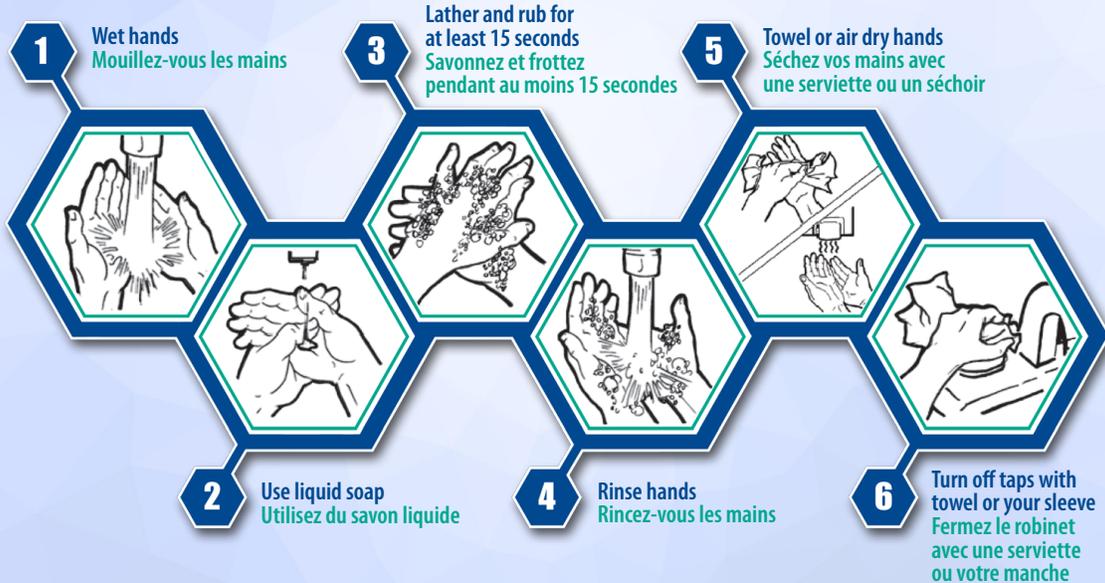
DO YOUR PART TO HELP REDUCE THE SPREAD OF COVID-19.

Ottawa's health is in **your hands**

Proper hand washing helps prevent the spread of germs!

La santé d'Ottawa est entre **vos mains**

Bien se laver les mains aide à prévenir la propagation des germes!



Ottawa's health is in **your hands**

Proper hand sanitizing helps prevent the spread of germs!

La santé d'Ottawa est entre **vos mains**

Bien se désinfecter les mains aide à prévenir la propagation des germes!

