



ADVANCE
MARBLE + GRANITE

PANDEMIC RESPONSE PLAN

COVID-19 CORONAVIRUS



ADVANCE MARBLE & GRANITE

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INTRODUCTION

What are Coronaviruses?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

Signs of Infection

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Remember To

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

GOVERNMENT OF ONTARIO INFORMATION

The following information is provided from the Ontario Government: The 2019 Novel Coronavirus (COVID-19) <https://www.ontario.ca/page/2019-novel-coronavirus>

How to protect yourself

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or health care centre.

There is no vaccine available to protect against the 2019 novel coronavirus.

There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses. Take these everyday steps to reduce exposure to the virus and protect your health:

- wash your hands often with soap and water or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- stay home if you are sick



Symptoms and treatment

Symptoms range from mild – like the flu and other common respiratory infections – to severe, and can include:

- fever
- cough
- difficulty breathing

Complications from the 2019 novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illnesses will recover on their own.

You should:

- drink plenty of fluids
- get rest and sleep as much as possible
- try a humidifier or a hot shower to help with a sore throat or cough

If you need immediate medical attention you should call 911 and mention your travel history and symptoms.

Travellers returning from affected areas

Travellers who have returned from countries where returning travellers are advised to self-isolate should:

- contact their local public health unit within 24 hours of arriving in Canada
- stay at home and avoid close contact with others, including those in their home, for a total of 14 days from the date they left
- contact Telehealth Ontario at 1-866-797-0000 or their local public health unit if they experience symptoms of the 2019 novel coronavirus

Travellers who have returned from areas under a travel health advisory for COVID-19 should:

- monitor themselves for symptoms of the 2019 novel coronavirus for 14 days after leaving the affected area
- contact Telehealth Ontario at 1-866-797-0000 or their local public health unit if they experience symptoms of the 2019 novel coronavirus

Learn about travel advisories related to the 2019 novel coronavirus:

<https://travel.gc.ca/travelling/health-safety/travel-health-notices>

*Source: The 2019 Novel Coronavirus (COVID-19) <https://www.ontario.ca/page/2019-novel-coronavirus>



ADVANCE MARBLE AND GRANITE COMPANY POLICY

Advance Marble and Granite has developed the following Pandemic Response Plan in response to the novel Coronavirus COVID-19 to achieve a planned, coordinated response to minimize any adverse effects to staff, the organization and the community.

We will maintain a system for reliable, effective communications within the organization and with other parties affected by this pandemic. Advance Marble and Granite ensure that appropriate internal and external support data, personnel and equipment required are available to resolve emergencies.

Communication, Education and Awareness

We will take all measures to emphasize staying home when sick, respiratory etiquette, social distancing and hand hygiene by all employees:

- Posters and notices will be placed throughout the workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene
- Safety Talks will be conducted in the workplace to educate employees on coronavirus information and steps to take to prevent the spread
- Practicing social distancing, maintaining physical distance of 2 metres from one another
- Employees are to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Soap and water and alcohol-based hand rubs will be placed in the workplace as readily available. Every effort will be made to ensure that adequate supplies are maintained as available. Hand rubs will be placed in multiple locations or in conference rooms to encourage hand hygiene as readily available.

Local conditions will influence the decisions that public health officials make regarding community-level strategies; as information becomes available, every effort to communicate this information to all employees will be made.

Social Distancing

We can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

Social distancing means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
- conducting virtual meetings
- where in person gatherings such as safety talks are required, limit to small groups where each person can stand 2 metres apart



- shop or take public transportation during off-peak hours
- use technology to keep in touch with coworkers, friends and family
- work from home where possible

Where Social Distancing CANNOT be avoided

Due to the nature of the installation aspect of our business, social distancing is not an option when dealing with the installation of heavy material, as this requires a group of people (2 or more). Therefore, in addition to the safety protocol, all AMG installation personnel are to adhere to the following PPE when they cannot be 2 metres apart:

- N95 mask must always be worn
- Gloves must always be worn
- Protective eyewear or face shields must always be worn

Stay Home if you are Sick

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Separate Sick Employees

Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Medical Certificate

We do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

Routine Environmental Cleaning

Employees are required to make every effort to routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Customer and Visitor Policy

Post notices at all entrances for guests and visitors reminding them not to enter if they are exhibiting symptoms of the coronavirus. When booking appointments, make sure to advise clients and customers that meetings and appointments will be cancelled in the event one of the parties exhibits symptoms of the virus.

Non-essential Business Travel



We request all employees cancel non-essential business travel to additional countries as per travel guidance on government official websites. Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status. Make sure to check travel advisories regularly to stay up to date on the latest information.

Large Work Meetings and Events

In effort to mitigate possible risk factors in social settings, including large work meetings and social events, cancellation of such events may be required. We will communicate regularly with employees on requirements for the cancellation of such events.

Additional steps you can take:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Wash your hands frequently and thoroughly, including between your fingers, under your fingernails and your wrists; if soap and water are not available, use an alcohol-based hand sanitizer
- Cover your cough or sneeze using a tissue or into your elbow or sleeve, being sure to cover your mouth; put used tissue in the garbage and wash your hands after or use alcohol-based hand sanitizer
- If you are sick, stay home from work or school until your symptoms resolve
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing
- Increase cleaning and disinfection frequency of high-touch surfaces such as toilets, sink tap handles, doorknobs, countertops, light switches and other shared items using regular household cleaners
- Avoid sharing personal items that come into contact with saliva such as toothbrushes, eating utensils drinks/water bottles and towels

Site Specific Provisions:

Always follow the constructors COVID-19 protocols on site.

All employees and visitors to the project must complete the Coronavirus (COVID-19) Questionnaire (see appendix 1) before entering the worksite.

The purpose of the questionnaire is to create a database of individuals attached to each project for future communication but more importantly to serve as a pre-screening of all who wish to work or visit the worksite. There are 3 key questions as to recent travel, symptoms and exposure to anyone with Covid-19 which all are asked to answer.

Basic rules

The Public Health Agency of Canada (PHAC) recommends adopting the same basic respiratory hygiene measures applicable to the prevention of seasonal infectious diseases like influenza and the common cold.



These recommended individual hygiene measures include:

- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom - use alcohol-based hand sanitizer if soap and water are not available
- Avoid touching your eyes, nose and mouth with unwashed hands.
- When coughing or sneezing: cough or sneeze into a tissue or the bend of your arm, not your hand and dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
- Avoid handshakes; instead, opt for a friendly elbow bump.

Social Distancing Requirements on Site - Limit gatherings and groups:

- As a precaution, we ask our workers to limit the number of meeting participants (less than 5 people). This will help create social distancing, in line with recommendations from public health authorities.
- Examine work assignments on-site to ensure your workers are planning their work together with consideration as to safe distancing and interaction keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
- Please collaborate with our site team to come up with a schedule or other accommodation options as to work situations where multiple trades are working together out of necessity.
- Should you not be able to adhere the above based on work requirements AMG's "Where Social Distancing CANNOT be avoided" protocol will be followed.

Cleaning practises of worksite equipment:

- Where possible, clean "high-touch" surfaces.
- Maintain clean offices, trailers, containers, workshops and other facilities. When possible clean work area and surfaces where multiple people are accessing.
- Examples of other surfaces to consider when cleaning include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.
- "High-touch" surfaces may include:
 - Doorknobs and push bars
 - Coffee makers and water fountains
 - Shared radios and phones
 - Handrails
 - Toilet flush handles
 - Chemical toilets: wash stations or hand sanitizers
 - Refrigerator door handles
 - Conference/meeting room surfaces
 - Elevator buttons
 - Copier machines
 - Personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools frequently used by multiple people

Frequent cleaning of protective eyewear and gloves:

- Materials such as wood, rebar and pipes, temporary structures such as formwork and braces, and even shared tools such as drills, crowbars, and fret saws, are rarely touched with bare hands. Thus, they may require occasional cleaning but likely do not need to be



disinfected. However, gloves can only protect when they are worn; removing and then putting them back on can cause cross-contamination. Think about cleaning, storing, and replacing your gloves.

Disinfectants and sanitizers:

- Constructors shall provide hand washing stations on site; workers are required to wash their hands regularly.
- We will provide a supply of disinfectants and hand sanitizers throughout the site for general use. We will provide at the job sites; however, due to challenges with supply and demand, we recommend individuals to carry their own personal hand sanitizer as well.

Appendix 1

*****ATTENTION AMG INSTALLATION TEAM*****

Due to the nature of your job, social distancing is not an option, therefore all AMG installation personnel are always to wear the following PPE: N95 mask, gloves and protective eyewear or face shield.

Please be aware this is mandatory and if not followed, immediate action will be taken by AMG and or site representatives.

Coronavirus (COVID-19) Questionnaire

Project Name _____

Personal information:

First and last name: _____

Email: _____

Cell Phone: _____

Employer: _____

1. Have you travelled outside Canada since January 1, 2020?

Yes _____ No _____

Date of Return _____ (access to site will be granted if the date of return and current date are beyond the 14 day travel advisory period)

2. Do you currently have the following symptoms: fever (over 38°C), coughing and difficulty breathing?

Yes _____ No _____

3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes _____ No _____

Declaration:



ADVANCE
MARBLE + GRANITE

PANDEMIC RESPONSE PLAN

ORIGINAL DOCUMENT DATE: MARCH 30, 2020

REVISION DATE: ---

REVISION NO: 000

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine.

I undertake to inform _____ in writing of any changes to the information already provided and to update the information on this form whenever requested to do so.

Signature

Date

REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



palm and back
of each hand



between fingers



under nails



thumbs

1-833-784-4397

@ canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health
Agency of Canada

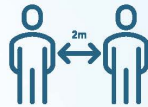
Agence de la santé
publique du Canada

Canada

SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice social distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

Remember to:



- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

If you're concerned you may have COVID-19:



- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ canada.ca/coronavirus

1-833-784-4397



KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

SYMPTOMS OF COVID-19



FEVER



COUGH



DIFFICULTY
BREATHING

SELF-MONITORING



You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days



SELF-MONITOR means to:

- ▶ **monitor yourself** for 14 days for one or more symptoms of COVID-19
- ▶ go about your day but **avoid crowded places** and increase your personal space from others, whenever possible



You need to **self-monitor** if:

- ▶ you have reason to believe you have been **exposed to a person** with COVID-19



OR

- ▶ you are in **close contact** with older adults or medically vulnerable people

OR

- ▶ you have **been advised to self-monitor** for any other reason by your Public Health Authority



If you develop symptoms, **isolate yourself from others immediately** and contact your **Public Health Authority** as soon as possible

SELF-ISOLATION

You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19

SELF-ISOLATE means to:

- ▶ **stay at home** and monitor yourself for symptoms, even if mild, for 14 days
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community in the event you become symptomatic

Self-isolate if:

- ▶ you have travelled **outside of Canada** within the last 14 days

OR

- ▶ your Public Health Authority has identified you as a **close contact** of someone diagnosed with COVID-19

If you develop symptoms, even if mild, **stay home, avoid other people** and contact your **Public Health Authority** as soon as possible

ISOLATION

You have:

- ▶ symptoms, even if mild
- AND
- ▶ you have been **diagnosed with COVID-19** or are waiting for the results of a lab test for COVID-19

To be **ISOLATED** means to:

- ▶ **stay at home** until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people

You need to **isolate** if:

- ▶ you have been **diagnosed** with COVID-19

OR

- ▶ you are **waiting to hear the results** of a laboratory test for COVID-19

OR

- ▶ you have been **advised to isolate at home** for any other reason by your Public Health Authority

If your symptoms get worse, immediately contact your healthcare provider or **Public Health Authority** and **follow their instructions**

WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:

📞 1-833-784-4397

@ canada.ca/coronavirus



Public Health
Agency of Canada

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Canada