

COVID-19 AND WORKING SAFELY

When COVID-19 started to impact workplaces, Melloy management knew we had to prepare for the worst and develop a plan to share with our clients on how we could still conduct work on their project sites safely.

The first step was developing policies/procedures of how and what needed to be done to keep workers safe, including the use of face covering, physical distancing and health screening questionnaires. These policies/procedures were then used to create Business Continuity Plans that incorporated any required client site policies/procedures to ensure all personnel accessing the site were healthy upon arrival and control measures were set to keep everyone safe on and off site.

We implemented a COVID-19 Return to Work Response Plan presentation to review the respective plan with all Melloy personnel at each project site. The presentation included identifying COVID-19 as a potential hazard in pre-task hazard assessment process, tracking close contact information if the six-foot physical distancing requirement couldn't be maintained and the additional controls put in place, site access health questionnaire, good hygiene tips and additional housekeeping requirements.

Additional measures put in place:

- Lunchrooms and onsite transportation (if required) was set up to ensure physical distancing measures were followed
- Site HSE meetings were held outside where crews could spread out or broken down into smaller groups

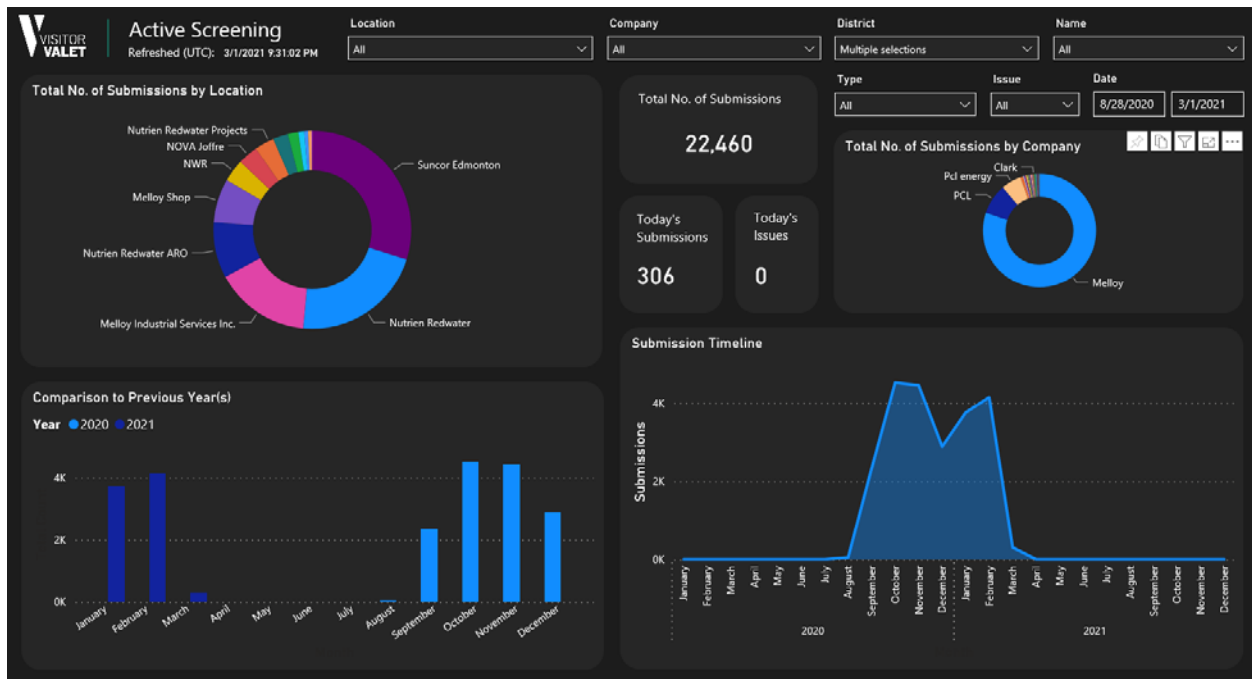
As time went on, to remove the need for paper questionnaires and to reduce the time spent reviewing the questionnaires, Melloy started using Microsoft Forms for contactless COVID screening questionnaires. This allowed personnel to utilize their personal mobile device to scan a QR code that took them to an online form that was submitted daily. There were some challenges with this system as there was no immediate notification if someone had answered yes to any of the symptom or travel questions.

Our parent company, PCL, took this feedback and came up with a solution. PCL's self-service digital management system, **VisitorValet** is the preferred system to help with contactless active COVID-19 screening for employees, hourly workers and visitors. VisitorValet is fully customizable but optimized for quick sign-in, with automated e-mail notifications and reporting.

Questions are created for the specific project site requirements and a QR code and web address are created for workers to save to their smart phone.

If a worker does not pass the screening process an emailed is immediately sent to the Melloy COVID team for the project so any potential issue can be addressed in a timely manner.

VisitorValet provides daily reporting numbers, so the administrator can log in and verify if they have 100 personnel on site that day, there are 100 questionnaires submitted.



Another part of our COVID process is presumption/positive case tracking system. If a worker identifies as having symptoms or a potential close contact, they are informed removed from site and instructed to contact AHS for assessment and book a test. Their name is then entered into a database and forwarded on to our Workplace Health Management team who monitors each worker and clears them to return to work.

The site COVID team would then work with the client to conduct contact tracing on site to identify any co-workers who may need to be informed and potentially removed from site.

All of these processes have been captured in a site specific COVID JHA's that were developed to outline potential hazards and the controls put in place by Melloy and the client as well as a form of communication to all Melloy personnel on the project. The JHA's also document the contingency plans for the potential event of a superintendent or frontline supervisor being required to isolate. This information is shared with clients to ensure they know we have a plan in place to ensure work continues seamlessly and without interruption.

Melloy had a successful 2020 with no COVID impacts at any of our workplaces and we are striving for the same in 2021.