NouvLR

PROJET

RÉSEAU EXPRESS MÉTROPOLITAIN

ENGINEERING, SUPPLY AND CONSTRUCTION CONTRACT

COVID-19 Prevention and Management Protocol

Prepare by :	Elizabeth Murray	
Review by:	Anne-Marie Lussier	
Approved by:	Jaime Freyre Jaime Freyre de Andrade (Dec 15, 2020 15:39 EST)	
	Nom Title	Signature
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NOUVLR

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Rév.	Date	Description	Prepared by	Revised by	Approved by
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01	2020-05-14			E. Murray S. Rabbat	Jaime Freyre
02	2020-08-07		E. Murray	E. Murray A-M Lussier	Jaime Freyre
03	2020-08-12		E. Murray	E. Murray	Pascale Tabet for Jaime FREYRE
04	2020-10-23		E. Murray A-M Lussier	E. Murray A-M Lussier	Jaime Freyre
05	2020-10-28		A-M Lussier	E. Murray A-M Lussier	Jaime Freyre
06	2020-12-14		E. Murray D. Escat	E. Murray A-M Lussier	Jaime Freyre

SUMMARY OF THE REVIEW

Please note that changes have been made in this document to the articles mentioned below. To make the revision easier to read, the changes in the text were highlighted in yellow.

3.1 General measures *(modifications)*

3.5 How to know if I shouldn't show up for work? *(modifications)*

Appendix A - Preventive Measures - Coronavirus (Covid-19) Questionnaire *(modifications)*

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1. PREAMBLE

This Protocol[1] describes the practices to be adopted on NouvLR sites to ensure the health and safety of all employees and workers (including visitors, suppliers and subcontractors) who must perform tasks during and/or in connection with the COVID-19 crisis. The protocol, which includes prevention, detection and rapid response measures, will help minimize the impact of the crisis and ensure continuity of activities on site and in offices.

The objectives of the protocol are:

- Ensure and maintain a safe and healthy environment for our employees, workers, visitors, suppliers, subcontractors and their families;
- Play a key role in preventing or reducing COVID-19 cases and outbreaks while reducing the risk of the virus spreading in the workplace;
- Apply public health authorities' recommendations and best practices to site procedures;
- Ensure continuity in the implementation of the COVID-19 pandemic response plan;
- Promote open communication between stakeholders while ensuring a safe work environment.

This protocol applies to all activities on the site and in offices including work performed by subcontractors and consultants. They must ensure that they meet the minimum requirements of this protocol.

The situation about COVID-19 is changing rapidly. As a result, this protocol will be updated as knowledge, requirements and prevention measures evolve or change to reflect the latest measures adopted.

2. RESPONSIBILITY OF EMPLOYEES, SUBCONTRACTORS, SUPPLIERS AND VISITORS

It is the **responsibility of ALL** to:

- Read and understand the protocol and ensure the application of it;
- Intervene with colleagues and third parties if the protocol is not followed to remedy the situation.
- Complete the Preventive Measures-QR Code questionnaire (Appendix A) every day:
    - Before arriving on site or at the office;
    - Before you start your day in telework;
    - If change in health status during shift work.
- Not show up for work if:
    - Symptoms of COVID-19 appear;
    - Doubts about his health;
- Provide any relevant information to limit the spread of COVID-19 to its supervisor and/or the Human Resources Business Partners (HRBP):
    - Dominique Petit, HRBP SS and Downtown - 438-341-0756
    - Rachel Bellemare, HRBP SADB, RNV and MTC - 438-270-2520
    - Marie-Eve Chartrand-Fiset, HRBP Corpo- 514-244-2807

[1] Taken from the Institut national de santé publique du Québec (INSPQ) Protocol and the CNESST COVID-19 Guide, adapted and modified by the Human Capital and Integrity Team and the Health and Safety Team.

- Nicolas Rochette, HRBP DM to EMP – 514 292 3644
- Elizabeth Murray, HRBP Technoparc - 514-258-5853
- Anne-Marie Lussier, Director Human Capital Team and integrity – 514-286-2727

Managers are responsible to present the protocol to their resources, to distribute it BEFORE the first day of work or the return of an employee's absence and to ensure its application.

Superintendents and foremen are responsible during the ***Step*** *back* to:

- Ensure that all responded to the E-Preventive Measures questionnaire-QR Code (Appendix A) questionnaire and that none responded positively to any of the questions. In such a case, the employee must contact his business partner human capital (see Article 4.1);
- Promote hand hygiene measures and respiratory etiquette;
- Complete CNESST checklist (Appendix B);
- Remind everyone not to report for work and notify their supervisor and/or the Human Capital Team (HRBP) if:
  - They have one of the symptoms of COVID-19 (see above and section 4.1 or the INSPQ website);
  - Isolate themselves if they develop symptoms during the day;
  - A person with whom they have had close contact, has a COVID-19 test due to the onset of symptoms or have received a positive test result.

The Human Capital and Integrity Team is responsible for managing suspected cases and confirmed cases, working in collaboration with public health, maintaining a record of monitoring the situation of employees and workers (e.g., able to work, sick, absent from work to look after the family, etc.). and ensuring the confidentiality of the information collected.

3. PREVENTIVE MEASURES

3.1 General measures

- **Do not show up at work if** you have presence of primary or secondary symptoms of COVID-19 and/or if you live with a person who has primary symptoms or more than one secondary symptom or is awaiting a test recommended by Public Health (see subsection 3.4 for symptom list).
- **Immediately** inform its manager and its Human Resources Business Partner (HRBP) if receiving a positive result at **COVID-19** (confirmed case)
- Subcontractor employee managers and the employees themselves must **immediately notify** one of the two **NouvLR Covid-19 Coordinators** (Camille Bec 428-340-5753 and Vasty Nelson 438-341-6454) of any **positive Covid-19 test results** or **onset of symptoms**. Furthermore, this **requirement is maintained for 14 days** following the departure of a subcontractor employee on the REM project to allow NouvLR to investigate and identify any persons at risk.
- **Comply with basic individual hygiene measures:**
  - At all times, avoid touching your eyes, nose and mouth;
  - Cough or sneeze in a handkerchief or the elbow of your arm, not in your hand;
  - Wash your hands often with soap and water for at least 20 seconds or use a hydroalcoholic

solution (60% or more) for at least 20 seconds if there is no access to soap and water;

- **Respect the social distance of 2 meters (6 feet)** between individuals. The National Institute of Public Health of Quebec (INSPQ) states that it is possible to find yourself in this area for short-term work (less than 15 minutes per day, e.g. meet someone in a corridor). If this is not possible:
- **The PROCEDURE MASK is MANDATORY for all:**
  - **As soon as you enter NouvLR buildings, trailers, dry-houses and other establishments**;
  - When **inside a 2 meters zone** with another person;
  - **When travelling in common areas** (e.g., walking to the photocopier, microwave, talking to a colleague, leaving the office, etc.);
  - **When carpooling** (including shuttle and buses);
- **The visor alone does not provide enough protection*. The wearing of the visor does not remove the requirement to:**
  - Wear the procedural mask when the 2-metre distance cannot be respected;
  - Wear mandatory basic PPE (including goggles) when working on-site;
  - Wear the procedure mask when travelling in common areas;

  ** In the event of close contact with a suspicious or positive case, the worker wearing the visor alone will have to be isolated automatically.*
- **Avoid physical contact** (e.g., handshakes, hugs, etc.) If workers need to work narrowly, avoid skin-to-skin contact;
- **Avoid sharing material** and equipment (e.g. tablets, pencils, communication devices, cigarettes, coins or banknotes, etc.);
- **If possible, avoid eating** more than **one person** in a conference room or office;
- Provide **protective panels** (e.g. plexiglass) where possible (e.g. trailers, reception etc.);
- When **carpooling and busing,** always follow disinfection measures and the wear of the mask**.** (See section 3. 7)
- Gatherings (social or corporate) must comply with the **recommendations issued by Public Health.** As part of these, no sharing of food or buffet will be tolerated.
- **Smoking** is prohibited in the workplace except in designated areas. Under COVID-19, several cleaning products will be used to eliminate contamination. Some products may be flammable (read the label), it is the **responsibility of smokers to wash their hands after using one of these products and before smoking**.

SOCIAL DISTANCING ON SITES		
All tasks always require the use of basic PPE: Gloves, helmet, glasses, vest, boots		
TASKS	**PERSONAL PROTECTIVE EQUIPMENT (PPE)**	
During COVID-19's period, ALL MUST:	**1- Keep a distance of 2 meters** **2- Wear the PPROCEDURAL MASK:** ▪ **At the entrance to offices, trailers, changing rooms, etc.** ▪ **When travelling in commons areas** ▪ **When carpooling**	
For **CN** work territory	**More** than 2 meters	Basic PPE **CN: Procedural mask is always mandatory** (The mask must not include a drawing, pattern or other features that may offend others)
	Less than 2 meters	Basic PPE **CN: Procedural mask ONLY**
Tasks **WITH** respiratory protective apparatus (**RPA**)	Basic PPE + RPA based on the work	

BEROFE LEAVING THE WORK AREA

Remove and dispose of non-reusable equipment in the waste bin.
Remove reusable PPE according to the steps below and disinfect them with a suitable product.

1. Remove gloves;
2. Wash your hands with soap or hydroalcoholic solution (60% or more);
3. Remove the helmet;
4. Wash your hands with soap or hydroalcoholic solution (60% or more);
5. Remove the visor and the eye protection;
6. Wash your hands with soap or hydroalcoholic solution (60% or more);
7. Remove the RPA or surgical mask according to the procedure on the next page;
8. Finish by washing your hands with soap or with a hydroalcoholic solution (60% or more).

See **Appendix C** for disinfection measures

3.2 Mask usage procedure

In the workplace, the medical mask (or procedure) is mandatory for workers if they are less than 2 meters away from other people (workers and/or clients) in the absence of a physical barrier.

Procedure masks should be discarded if they are wet, damaged, soiled or if breathing becomes difficult. The maximum use time for medical masks is 4 hours.

It is not recommended to reuse a procedure mask. However, when the mask was used for a short period of time during the same shift, it could be reused if it was properly stored. The mask **must be handled by the elastics with clean hands**, then folded so that the inside of the mask is folded over itself and placed in a paper bag or non-airtight container.

Remember: *It is important to wash your hands before and after removing the procedure mask.*

3.3 Communication and awareness

NouvLR is committed to training its employees, its workers and subcontractors, in addition to displaying clear signage at the entry points of each site and office to ensure awareness and maintenance of health and safety and hygiene measures during the COVID-19 crisis, including any daily updates from the National Institute of Public Health of Quebec (INSPQ) on the latest developments and screening and self-monitoring tools.

3.4 Detection measures

Control and screening at the entrance to the construction site and administrative offices

All employees, workers, visitors, suppliers and subcontractors must electronically complete the ***Preventive Measures-QR Code*** questionnaire (**Appendix *A***):

1. **Every day** BEFORE they arrive at the site, at the office and or any other place designated by NouvLR

- **Every day when teleworking.**
- Subsequently, **if changes occur,** during the work day, in their state of health. In such a case:
    - They must immediately notify their manager, isolate themselves in a separate room de (or in his car), wear a procedure mask, wash their hands and contact their business partner as a business partner to find out the next steps to leave the workplace safely while complying with the hygiene measures put in place by the government during their travel. If public health is required, contact 1-877-644-4545 for more details on instructions.

When **transferring from one site to another during** the day, it is not **necessary to re-complete this questionnaire unless there is a change in the reporting of symptoms.** In this case, a new QR Code must be completed before accessing the site/office. If symptoms, no access will be granted.

Workers, employees, subcontractors, suppliers and visitors who have **not completed the questionnaire or who experience any of the symptoms will be denied access** (see section 4, What to do in case of symptoms). Access may also be denied, terminated or restricted at the discretion of NouvLR at any time.

Failure to comply with any aspect of the Covid-19 Protocol will result in **disciplinary action, including dismissal** of the employee and/or immediate expulsion from the site for any other person (visitor, subcontractor and supplier).

These strict measures are in place to limit the spread of COVID-19 and to protect, as best as possible, the health and safety of employees, their families, the community and Employees of NouvLR.

Only our individual actions can make a collective difference in the fight against the spread of this virus.

3.5 How to know if I shouldn't show up for work?

The following table shows questions to ask before returning to the site or office and when our condition changes during shifts. These questions allow us to determine whether we are experiencing symptoms of COVID-19 (suspicious cases), whether we have been in close contact, or if we live with a confirmed case of COVID-19, and whether we are returning from a trip outside of Canada.

The answers to these public health questions allow you to know whether to isolate yourself and contact public health, as well as allow NouvLR to give you access to its sites or not to protect the health and safety of all its staff, third parties and their families.

Symptoms and Situations
Only one 'yes' answer justifies the immediate withdrawal from work (Primary symptoms)
Have you had a 'close contact' or do you live with a confirmed case of COVID-19?
Are you living with a person who is waiting for a test result recommended by public health? OR Do you live with a person who has one of the primary symptoms or more than one secondary symptom?
Have you travelled outside of Canada in the past 2 weeks?
Do you feel feverish, have chills like a flu? OR Do you have a fever measured with a temperature taken by the mouth of 38 degrees Celsius (100.4 degrees Fahrenheit)
Do you have a recent cough or recently worsened?
Do you have difficulty breathing or are you out of breath with no obvious cause?
Do you have a sudden loss of smell or taste?
A 'yes' answer to at least 2 of the following questions justifies the immediate withdrawal from work (Secondary symptoms)
Do you have unusual intense fatigue for no obvious reason?
Do you have unusual muscle pain or aches for no obvious reason?
Do you have an unusual headache?
Do you have a significant loss of appetite?
Do you have nausea, vomiting or diarrhea in the last 12 hours?
Did you have a sore throat without any other obvious cause?

3.6 What to do if you have symptoms of COVID-19?

1. **DO NOT show up for work or if already *at work: Isolate yourself*** from other *workers; always Wear a procedure mask or cover your mouth and nose;*
2. Complete the Electronic *Preventive Measures-QR Code* Form
    - A Covid-19 coordinator from the Human Capital team will follow up with you.
3. Inform your manager and your Human Resources Business Partners (HRBP):
    - Dominique Petit, HRBP RS et Downtown - 438-341-0756
    - Rachel Bellemare, HRBP SADB, RNV et MTC- 438-270-2520
    - Marie-Eve Chartrand-Fiset, HRBP Corpo- 514-244-2807
    - Nicolas Rochette, HRBP DM à EMP – 514 292 3644
    - Elizabeth Murray, HRBP Technoparc - 514-258-5853
    - Anne-Marie Lussier, Director Human Capital Team and integrity – 514-286-2727
4. Contact public health if concern about his medical condition (1-877-644-4545). For questions outside public health hours, call 811.
5. Go to hospital immediately if breathing difficulties.

Check out the website : *https://www.inspq.qc.ca/covid-19/prevention-et-controle-des-infections* to get the latest information.

3.7 When performing work on site

3.7.1 Schedule

Construction teams are encouraged to re-evaluate their working methods to promote social distance. They are also encouraged to work split/rotating shifts (teamwork and/or schedule shifts) to avoid close contact between workers. Voluntary shift shifts and the establishment of intervals between shifts are strongly encouraged. Always keep the same **groups of workers** for teamwork, where possible and keep as few workers as possible in these groups.

3.7.2 Breaks, meal schedule and space

- Measures of social distance (2 meters) or a physical barrier (e.g. Plexiglass) should be applied during breaks or meals (e.g., avoid gatherings);
- When possible, let's eat the same groups of workers at the same time, in the same room, day after day (list and display groups);
- Ensure a thorough handwashing BEFORE and AFTER every break or meal (minimum 20 sec.).
- Each worker is responsible for cleaning their meal area BEFORE and AFTER with a disinfectant or hydroalcoholic solution (60% or more);
- Do not **share food,** home-cooked meals or organize pizza lunch or similar event;
- **If possible, avoid eating with more than one person** in a conference room or office;

- **Clean affected surfaces BEFORE and AFTER** each use (e.g., water dispenser, microwave, refrigerator, etc.);
- Mobile canteens are prohibited.
- Personal items must be removed at the end of the shift;
- Refer to ***Appendix C*** for disinfection measures.

3.7.3 Manual tools

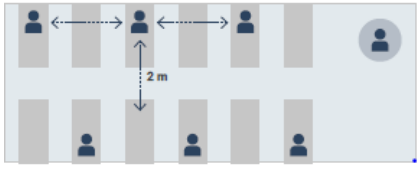
- Allocate tools individually and limit equipment lending between workers;
- Place tools or documents on a clean surface to view and annotate documents within the 2meters distance between individuals;
- Avoid the use of common pens for sheets or attendance registers on construction sites (the signatures of ***Step Back*** or other are no longer required);
- Refer to ***Appendix C*** for disinfection measures.

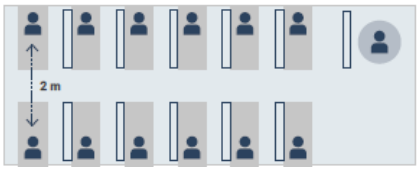
3.7.4 Sanitary facilities, changing rooms and showers

- The following products must be available to workers:
    - Soap or other cleaning substance;
    - A hand dryer or roll-up towels or paper towels;
- A sign indicating that the water is not safe to drink must be affixed to the workers' view;
- When storing clothing, make sure that clothing does not touch, i.g. that it is sufficiently spaced or partitioned;
- Refer to ***Appendix C*** for disinfection measures.

3.8 Transportation vehicles and construction equipment

- Check beforehand that occupants do not show symptoms;
- **Wearing a procedure mask is mandatory in any vehicle if more than one person is present.**
- In addition to wearing the mask, where possible, RESPECT **the social distance of 2m** between each:





- When possible, always have the same workers assigned to the same seats for each transport or on each equipment;
- Put the vehicle's ventilation in fresh air and open windows when possible;
- In the case of shared use of construction equipment or transport vehicle, **disinfect it** (flying, control buttons, gear change handle, dashboard, controllers, interior and exterior door handles, interior mirror, and any other surface regularly touched while driving the vehicle) BEFORE and

AFTER each use with a disinfectant or hydroalcoholic solution (60% or more);

- Refer to ***Appendix C*** for disinfection measures.

3.9 Elevators, stairs and lift platforms on site

- **Stairs, lifts/elevators or lift platforms** are used by one person at a time or, where possible, in accordance with physical distance instructions (2 meters). Failing to meet the physical distance of 2 meters, the occupancy rate must be reduced to 50% of the capacity and occupants must wear basic PPE and procedure mask.
- Workers must face outside the cage to avoid being inside the other's respiratory area. (avoid face-to- face meetings).
- Refer to ***Appendix C*** for measures relating to disinfection

3.10 Administrative and site offices, common areas and construction trailers

- Promote telework as much as possible;
- The number of face-to-face **meetings** (e.g. health and safety reception) must be limited according to the guidelines of the INSPQ, the Quebec government and the size of the premises. If they are needed:
    - Only those essential to the meeting should be present;
    - Follow the 2 meters social distancing protocol;
    - Wear the procedure mask during any meeting of 2 or more people;
    - A maximum number of participants per room is displayed and assigned positions for chairs will be shown on the tables;
- A limit of 2 people per **elevator** will have to be respected. In addition, it is recommended to minimize the use of elevators and give preference to stairs;
- Only **essential visits** will be allowed. Each visitor will have to complete the ***Preventive Measures- QR Code*** form before receiving access. Those responsible for these visitors will be asked to join them at the reception and ensure their participation in the form;
- **Deliveries** must be deposited in the reception area and it is the recipient's responsibility to pick and disinfect them.;
- Each person is responsible for cleaning their work surface as well as shared surfaces (offices, chair, keyboard, mouse, phone and printer);
- The **emergency evacuation plan** will be adapted to the limited number of people per floor. A team of 3 or 4 people will be appointed and will be responsible for attending a session as soon as possible;
- If possible, minimize the **handling and exchange of documents and tools** (e.g. pen, construction plans and specifications, purchase orders for receiving materials). When handling and exchange are required:
    - Respect the 2-metre distance between individuals;
    - Wear the procedure mask;
    - Clean hands BEFORE and AFTER handling such documents;
- Refer to ***Appendix C*** for disinfection measures.

3.11 Business trips and vacations

To limit the spread of COVID-19, the Government of Canada recommends that non-essential travel outside of Canada be avoided until further notice.

All travel and / or vacations must be pre-approved by the Human Capital and Integrity Team;

Any worker who has traveled or moved outside Canada must comply with the Public Health recommendations provided for this purpose. Consult your supervisor for detailed instructions, as these may vary.

3.12 Workers presenting specific conditions

Workers aged 70 and over and / or workers with special risk conditions (see list below and refer to the website of the National Institute of Public Health), according to the government, must follow the prescribed instructions by the authorities.

- Pregnant or breastfeeding women;
- Person immunosuppressed;
- Person with a chronic disease (cardiovascular disease, diabetes, chronic respiratory diseases, hypertension and cancer)

For more details, consult the site: *https://www.inspq.qc.ca/covid-19/sante-au-travail*

3.13 Disciplinary action for non-compliance with COVID-19 protocol

NouvLR is committed to training its employees and informing of any changes to the COVID-19 protocol. As a last resort, to ensure the health and safety of all, measures will be taken when the COVID-19 Protocol is not complied with. Considering that each situation is unique, it will be analyzed based on the facts and a sanction will be applied according to the seriousness and/or recurrence of the breach.

NouvLR will follow the principle of the gradation of sanctions (e.g. verbal notice, written notice, suspension and dismissal) up to dismissal and may impose tougher measures directly depending on the fault or recurrence.

Persons who do not give the truthful information when questioned as part of the COVID-19 protocol's adherence will also be subject to disciplinary action.

4. INTERVENTION MEASURES

4.1 Management of suspected cases and confirmed cases of COVID-19

NouvLR investigates any situations where there are suspected and confirmed cases at COVID-19 and quickly triage employees, workers and third parties to ensure that:

- Removing symptomatic people from the workplace;
- Identify close contacts of a **suspected case** and place them in isolation;
- Identify close contacts of a **confirmed case** and place them in isolation;

Close contact is defined by public health as follows:

- Worker who was within 2 meters of a confirmed or suspect COVID-19 case, for more than 15 cumulative minutes within 48 hours before the onset of symptoms (or before the positive test if no symptoms) until the confirmed or suspect case was initially isolated and there was no protection[1].
- Worker who carpooled with a confirmed or suspicious COVID-19 case (personal cars, taxi, shuttle or bus) in the last 48 hours before the onset of symptoms (or before the positive test if no symptoms) until the symptomatic worker left in isolation, if sitting within 2 meters of each other for a period of more than 15 cumulative minutes and there was no protection*.
- A first responder who has been in contact (hands or face) with the secretions (saliva, blood, urine, etc.) of a worker who is a confirmed COVID-19 case.

A suspected case is defined as being:

- A person with one or more symptoms like Covid-19
- A person who has been in close contact with a person with Covid-19

4.2 Grid of Symptoms and Actions to Take - See also Appendix E

The Human Capital team will follow the following guidelines in deciding whether to isolate employees, workers and third parties. Each situation being unique, different decisions may be made according to specific cases and public health guidelines.

* Protection:

- Procedure mask AND goggles or visor worn by exposed worker
- Procedure mask only, but worn by all workers
- Physical barrier (physical separator, e.g. plexiglass) between workers

Notes: The face covering (handmade mask) is not an individual protective equipment and is therefore not considered a protection. The visor worn alone (without a procedure mask) is not enough protection. The "medical mask" is also known as the "procedure mask" or "surgical mask."

GRID OF SYMPTOMS AND ACTION TO TAKE	
Suspicious case - **Person with symptoms of Covid-19** **Secondary symptoms** ▪ Unusual intense fatigue for no obvious reason ▪ Unusual muscle pain or aches and pains for no obvious reason ▪ Unusual headache ▪ Loss of appetite ▪ Nausea, vomiting or diarrhea in the last 12 hours ▪ Sore throat	1. Preventive isolation 2. Contact public health (1-877-644-4545) to determine if testing required or not 1. **If negative** test: Return to work once negative test result if no appearance of primary symptoms of Covid-19 2. **If test is positive:** Isolation according to directive Case confirmed 3. **If no test required by public health:** Return to work if improvement of secondary symptoms in the last 24 hours and no onset of primary symptoms.
Suspicious case - **Person with symptoms of Covid-19** **Primary symptoms**	1. Preventive isolation 2. Obligation to be tested by contacting public health (1-877-644-4545) o If negative test: Return to work once negative test result and IF: ▪ NO fever for 48 hours (without taking medication to reduce fever) AND ▪ NO COVID-19 symptoms for 24 hours (except a little cough or loss of smell that may remain) o If test is positive: isolation according to directive Case confirmed o If no tests are done: Public health considers it a confirmed case. Follow Isolation Cases Confirmed
Close contact with a suspected case or lives with a suspected case (suspicious case aged 10 and over)	Preventive isolation required until the result of the suspect case test is obtained. Note: No administrative segregation required if the suspect case is 9 years of age or younger If the suspect case has a test result: ▪ **Negative:** Close contact can return to work if no symptoms ▪ **Positive** (Confirmed case): Close contact remains in isolation for 14 days. If close contact lives with confirmed case, see isolation directive below.
Case confirmed (test Covid +)	▪ **Confirmed symptomatic** case: 10 days since the onset of symptoms ▪ **Confirmed asymptomatic** case (symptom-free): 10 days since the date of the screening test ➢ *If symptoms develop, the 10-day isolation period starts again from the day of the first symptoms developing.* **In any case, return to work after isolation period IF:** ▪ NO fever for 48 hours (without taking medication to reduce fever) AND ▪ NO COVID-19 symptoms for 24 hours (except a little cough or loss of smell that may remain) IF symptoms after isolation, public health should be contacted.
Close contact with confirmed cases (test Covid +)	1. Isolated 14 days after last exposure to case 2. Covid test required ▪ **If test is negative**: 14-day isolation period must be completed; return after isolation period if not appearance of primary symptoms ▪ **If test is positive**: refer to Confirmed Case
Lives with confirmed case but having tested yourself negative or no symptoms	Isolation at home and isolation period for **14 days from the end of the isolation of the confirmed case**
Traveler (outside Canada) **in the last 2 weeks**	▪ **No** symptoms: Isolation for 14 days after the return date ▪ **With** symptoms: Isolation for 14 days after the return date of trip and contact public health

Refer to the definition of close contact and the table attached.

4.3 Screening test and return to work

4.3.1 Screening test

Public Health recommends that workers take a COVID-19 test only in the following situations:

- Suspicious case (presents one or more symptoms of COVID-19);
- Had close contact with a confirmed case of COVID-19 without following protocol.

4.3.2 Preventive screening

Unless requested by public health authorities, it is no longer recommended to be screened for COVID-19 in a preventive manner (the person has no symptoms of COVID-19 and has not had close contact with a confirmed or suspected case).

If the person decides to take a preventive screening test:

- She does not need to isolate herself while waiting for the result of her test;
- If the test result is negative (she does not have COVID-19), she continues to work;
- If the test result is positive (confirmed case of COVID-19):
  - Must immediately isolate itself and follow public health guidelines
  - NouvLR will begin the investigation in collaboration with public health to determine close contacts

4.3.3 Back to work of confirmed cases COVID-19

A confirmed case of COVID-19 does not need to be re-tested before it can return to work unless another test is requested by Public Health. If the person has ever retested at the end of the isolation period and the test is positive, the person can still return to work if the criteria for lifting isolation are met.

4.3.4 The criteria for lifting isolation (return to work)

- Isolation period over (see period of isolation depending on the situation)
- Do not have COVID-19 symptoms for 24 hours (except for a little cough or loss of smell that may remain).
- Do not have fever for 48 hours (without taking medication to reduce fever).

The lifting of isolation must be done in accordance with the rules put in place by the **Directorate of General of Public Health** and the **Human Capital Team ONLY**.

Note: In some specific cases, the care physician of a worker or public health authorities may recommend a period of isolation of more than 10 days for a worker.

4.4 Defining a workplace with an outbreak threat

An outbreak workplace is defined by the Montreal Regional Public Health Directorate as a workplace that has:

- Two (2) confirmed cases of COVID-19 or more over a 14-day period;
- A rapid increase in confirmed COVID-19 cases among employees in the same production area, department or frequenting the same common areas (dining room, changing rooms, etc.)

In such a situation, NouvLR will work closely with the occupational health team to secure support in the management of the outbreak.

4.5 Solutions to counter stress, anxiety and depression associated with COVID-19

The current COVID-19 pandemic is a special and unusual reality. It is normal to experience fear, stress, anxiety or depression. The means to improve your situation are to be well informed, to take care of yourself and to seek help if necessary.

Here are some useful phone numbers for help:

Construction workers' program
• Building healthy program: 1 800 807-2433

NouvLR Employee Program
• Homewood Health Employee Assistance Program (EAP) 1-888-361-4853. (Group #: 112065)
• EAP programs of partner companies

Other
• Info-Social psychosocial phone consultation service: 811
• Suicide prevention center: 1 866 277-3553

4.6 Other resources at your disposal

Covid Human Capital Coordinator

To report the onset of symptoms or conditions akin to COVID-19

- Camille Bec – 438-340-5753
- Vasty Nelson – 438-341-6454

Covid Agents

To report any concerns or questions related to COVID-19

- Sonia Raymond, for SS and DT sector – 438-364-7627
- Marc-André Brouillard, for DM sector – 430-356-5796
- Bianca Fillion, for SAdB and Airport - # to follow

Business partner for human capital and integrity

To notify any issues at the Covid-19 level

- Dominique Petit, HRBP SS and Downtown - 438-341-0756
- Rachel Bellemare, HRBP SADB, RNV and MTC- 438-270-2520
- Marie-Eve Chartrand-Fiset, HRBP Corpo- 514-244-2807
- Nicolas Rochette, HRBP DM à EMP – 514 292 3644
- Elizabeth Murray, HRBP Technoparc - 514-258-5853
- Anne-Marie Lussier, Director, Human capital and integrity – 514-286-2727

Health and Safety Team

To notify a health and safety issue related to the Covid-19

- Marc Easter (DM) – 514-703-3681
- Luis Paz (SAdB) – 438-341-1831
- Jean Charron (RS) – 514-821-8183
- Eric Gilbert (Downtown) – 514-213-1912
- André Lévesque (TBM) – 438-885-5342
- Valérie Bell (RNV) – 438-341-2256
- John Hughes (MTC & Track and system) – 514-248-7808

Nurse

If you have a concern about your health

- Jonathan Jeannot – 514-208-4163 (SAdB, Technoparc, DM, RNV, MTC)
- Tavia Boivin-Spadafora – 438-356-0560 (RS, Downtown, MTC)

COVID-19 Coordinator - Logistics

To report a lack of products or need for disinfection

- Mathieu Beaulne – 438-341-7564 (Downtown)
- Gilbert Fontaine – 438-364-4206 (RS)
- Mario Sabastiani – 438-355-1104 (DM)
- Maria-Cécille Bacani – 438-334-1921 (SAdB and Technoparc)
- Ginette Lagacé – 514-462-2397 (Ville st-Laurent)
- Marylène Sorel – 514-821-4314 (1140 de Maisonneuve)
- Stéphanie Murray – 514-983-5773 (Brossard)

APPENDIX A

PREVENTIVE MEASURES – CORONAVIRUS (COVID-19) ELECTRONIC QUESTIONNAIRE FOR ALL EMPLOYEES, SUBCONTRACTORS, SUPPLIERS AND VISITORS AT NOUVLR

NouvLR COVID-19 - Self-assessment of access

NouvLR wishes to take the necessary measures to ensure the health and safety of all its employees and their entourage as well as its visitors, its subcontractors and its suppliers.

We ask you to answer this short questionnaire to assess that your presence at work is safe for the project.

The time you will take to answer these three questions is essential for us and for all the stakeholders in the construction of the REM. You declare that the answers you provide are true, to the best of your knowledge.

Please note that responses to these questions will be kept confidential.

- **Enter your first and last name:**
- **You must register your valid email address to receive your access and work permission.**
- **ARE YOU:** ( ) NouvLR employee ( ) Subcontractor carrying out work ( ) Supplier or Delivery( ) A visitor or other
- **If you are not a New Employee, include your company's name:**
- **Would you like to access a NouvLR website or office today?** ( ) Yes ( ) No
  - **Which site or office do you want to access?**
  - **Have I had close contact or live with a confirmed case of COVID-19?** ( ) Yes ( ) No
- **Are you living with a person who is waiting for a test result recommended by public health? OR Do you live with a person with one primary symptoms or more than one secondary symptom? ( ) yes ( ) no**
- **Do I have ONE of these following symptoms? ( ) yes ( ) no**
  - Sensation of being feverish, having chills as during a flu, or a fever measured with a temperature taken by the mouth equal to or greater than 38ºC (100.4ºF)?
  - Recent cough or recently worsened?
  - Difficulty breathing or shortness of breath without obvious cause?
  - Sudden loss of smell or taste?
- **Do I have at least TWO of the following symptoms? ( ) yes ( ) no**
  - Unusual intense fatigue for no obvious reason
  - Unusual muscle pain or aches and pains for no obvious reason
  - Unusual headache
  - Significant loss of appetite
  - Nauseas, vomiting or diarrhea in the last 12 hours
  - Sore throat without other obvious cause
- **Have I returned from a trip outside Canada in the last two (2) weeks?**

  ( ) yes ( ) no
- **Have I tested positive for COVID-19 in the last 10 days?**

  ( ) yes ( ) no

I declare that the answers I have indicated are true, to the best of my knowledge ( ) yes ( ) no

YOU ARE ALLOWED TO ACCESS THE NouvLR SITE YOU HAVE IDENTIFIED

By accessing a NouvLR site or in telework, I became aware of the necessary measures to be taken to protect my health, my safety and that of my co-workers on all construction sites or in the offices of NouvLR.

I confirm that I have been informed or informed of the Covid-19 protocol of NouvLR (http://www.nouvlr.com/covid19/) in its entirety and have understood it. I will ensure that I follow its guidelines, as well as those issued by CNESST and the Public Health Branch regarding COVID-19.

Access may be denied, terminated or restricted at the discretion of NouvLR at any time.

Failure to comply with any aspect of the COVID Protocol will result in immediate expulsion from the site and disciplinary action will be given to any employee who violates the COVID Protocol.

YOU ANSWERED YES TO ONE OF THE QUESTIONS ABOUT RISK FACTORS OR REFUSE TO CONFIRM -YOU CAN'T ACCESS A NouvLR SITE TODAY

You can't access a NouvLR site today / You can't access a new website today
You must stay home and contact public health (1-877-644-4545) to get the procedure.
If you are a NouvLR employee, a member of the Human Capital team will follow up with you. If you are not a NouvLR employee, please contact your manager or contact point at NouvLR.
If you are already at the construction site or office, you must isolate yourself from other workers, always wear the procedure mask (or cover your mouth and nose if such a mask is not within your reach), inform your manager about the project and the business partner of the sector's human capital.

APPENDIX B

This check list will be part of the daily *Step Back*

Resumption of work on construction sites

QUESTIONS	YES	CLARIFICATIONS
Does the employer validate the state of health of the workers arriving on the job site?	☐	
Are the workers informed to leave the job site if they exhibit one of the symptoms?	☐	
Has the employer planned the work to respect social distancing?	☐	
Is social distancing respected when entering and leaving the job site, during breaks, during meals?	☐	
Are toilets accessible on the job site?	☐	
Are the toilets cleaned twice per shift?	☐	
Is the dining room table cleaned before and after each use?	☐	
Is the dining room cleaned every day?	☐	
Are soap and water present for hand washing?	☐	
Is 2-metre social distancing respected in the dining room?	☐	
Is the occupancy rate of buses and elevators reduced by 50%?	☐	
Are tools shared or are workstations (including vehicles) cleaned after each use?	☐	
Is PPE used if physical distancing is not respected?	☐	

In the absence of an affirmative answer to one or more of these questions, measures must be implemented immediately.

This list must be posted or available on the job site.

Date: _____ Signature: _____

COVID-19 Hotline:
1-877-644-4545

To reach a CNESST inspector:
1-844-838-0808

Commission des normes, de l'équité,
de la santé et de la sécurité du travail
cnesst.gouv.qc.ca

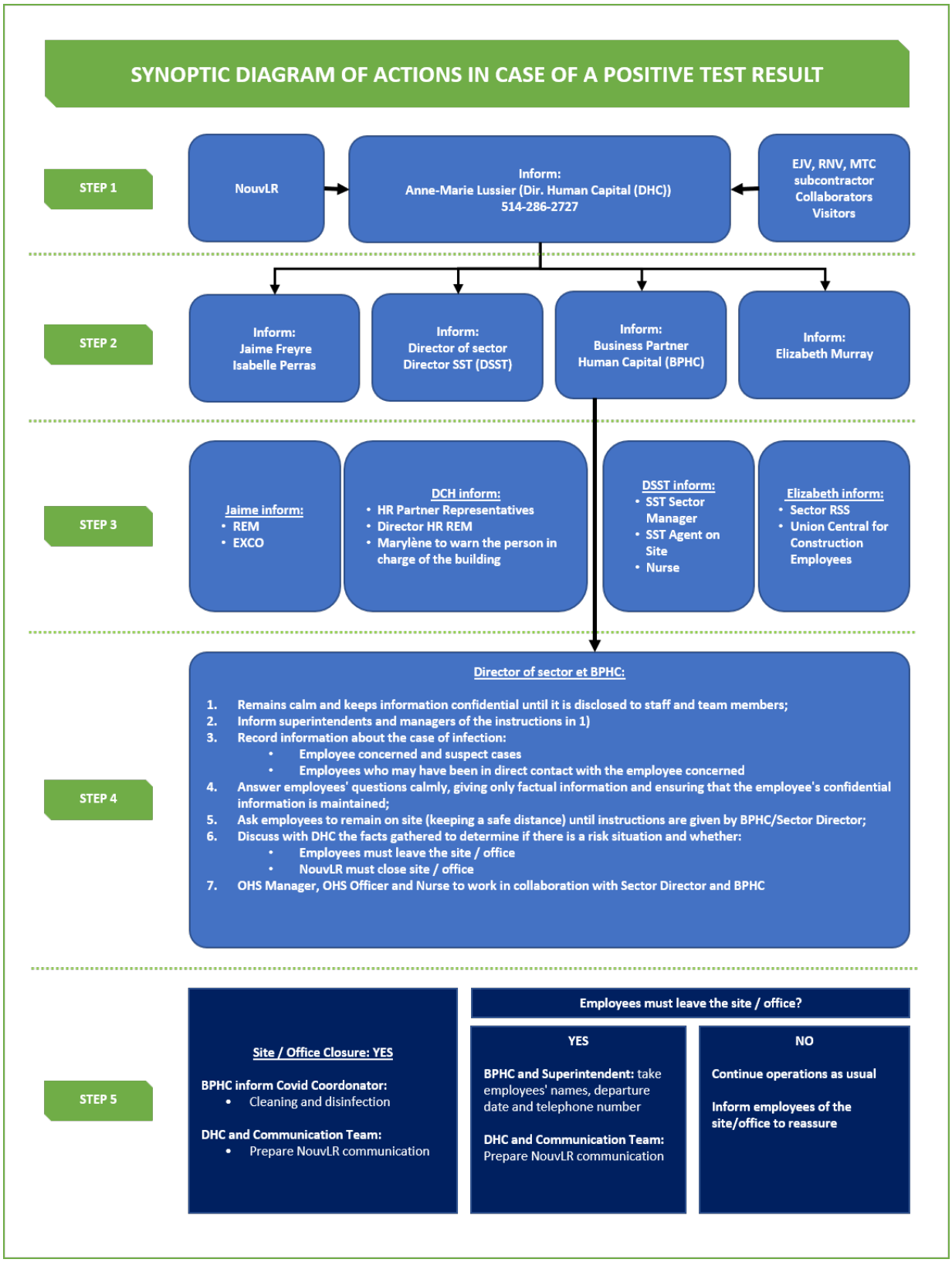
CNESST

APPENDIX C

REGULAR CLEANING RECOMMENDATIONS BY WORKPLACE			
LOCATION	**RECOMMANDATIONS**	**FREQUENCY**	**RESPONSIBLE**
Site trailers	Clean common areas with common disinfecting products used Clean/disinfect personal dining surfaces and chair	2 times per shift, once in the middle of the shift and once at the end of the shift. AND Each person is responsible for cleaning their surface BEFORE and AFTER breaks and meals.	Maintenance crew AND Each person using the area is responsible for cleaning BEFORE and AFTER
Washrooms	Clean/disinfect the taps, countertops, toilet seat, flush button, soap dispenser, door handle, etc.	2 times per shift, once in the middle of the shift and once at the end.	Maintenance personnel
Changing rooms and showers	Clean/disinfect the taps, soap dispenser, door handle, etc.	Once, at the end of the work shift	Maintenance personnel
Administrative buildings	*Common areas* • *Clean/disinfect frequently touched areas (tables, counters, door handles, elevator knobs, fittings, switches, etc.) with the cleaning products usually used.* *Cafeterias, washrooms* • *Clean/disinfect with the usual disinfection product.*	2 times per day	Maintenance personnel
	Shared offices, conference room • *Clean/disinfect frequently touched surfaces (tables, counters, door handles, telephones, keyboards, screen, computer accessories, switches, etc.) with the cleaning products usually used.*	Daily and each time the user is changes or at the end of the shift	User
Warehouse	Clean/disinfect frequently touched areas (tables, counters, doorknobs, telephones, switches, etc.) with the cleaning product usually used.	Daily	Persons designated for maintenance / user

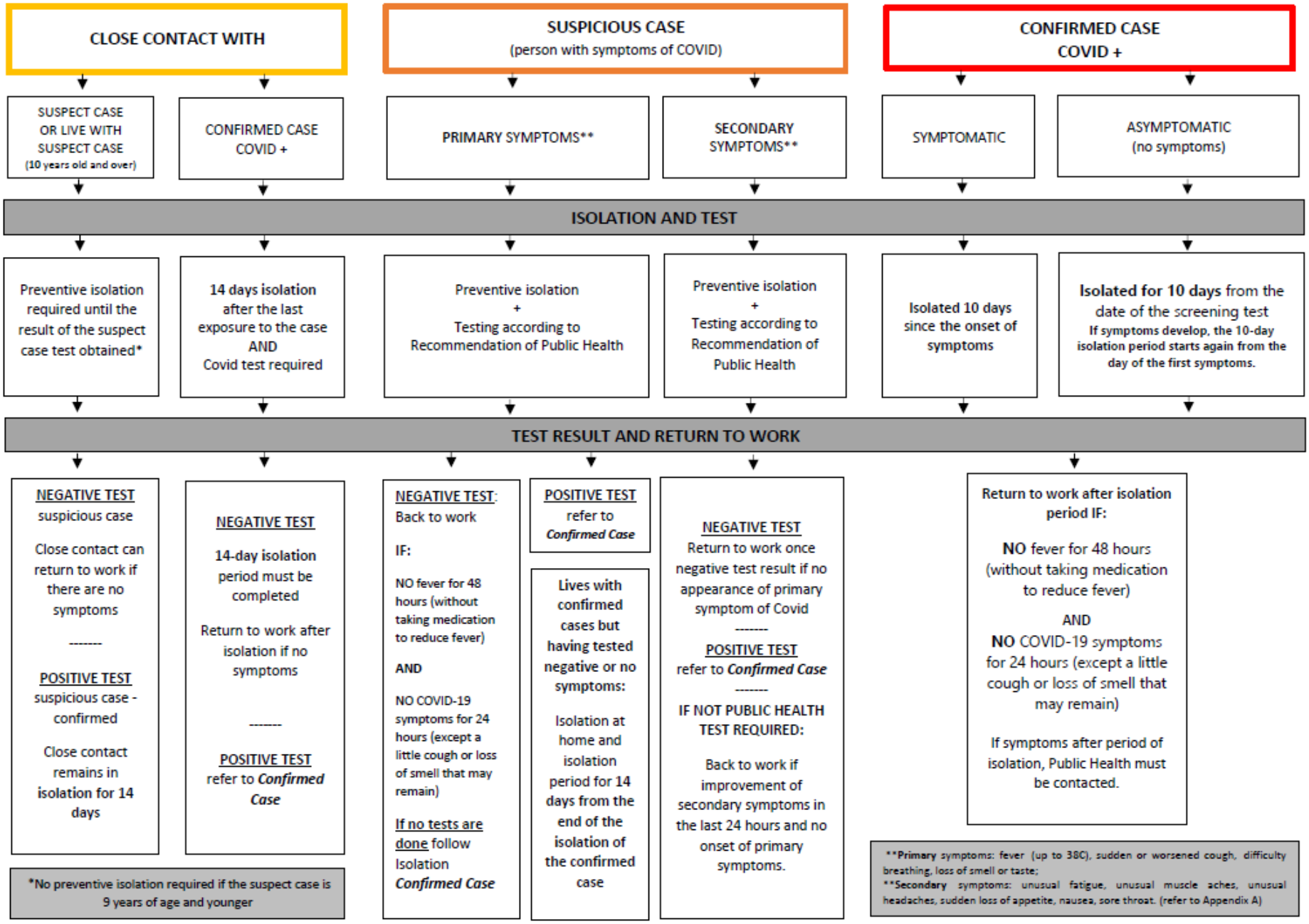
Manual tools	Clean/disinfect tools with a non- flammable product (soap and water)	Before and after each use	User
Vehicles and site equipment	Clean/disinfect the vehicle (steering wheel, control buttons, stick shift, dashboard, joysticks, interior and exterior door handles, interior mirror, and any other surface regularly touched while driving the vehicle) with an alcohol-based solution (60 % and more);	Before and after each use	User
PPE Respiratory protective device Fabric mask	Clean/disinfect the equipment with appropriate products Clean/disinfect RPA as recommended by manufacturer (see COVID-19 coordinator) Clean/disinfect with a gentle laundry detergent	Before and after each use Each day	User User
Signalman cabin	Clean/disinfect the equipment with appropriate products	Before and after each use	User
Elevators	Regularly Clean/disinfect frequently touched items: call buttons, door handles,	Before and after each use	User

APPENDIX D


SYNOPTIC DIAGRAM OF ACTIONS IN CASE OF A POSITIVE TEST RESULT
STEP 1
NouvLR
Inform:
Anne-Marie Lussier (Dir. Human Capital (DHC))
514-286-2727
EJV, RNV, MTC
subcontractor
Collaborators
Visitors
STEP 2
Inform:
Jaime Freyre
Isabelle Perras
Inform:
Director of sector
Director SST (DSST)
Inform:
Business Partner
Human Capital (BPHC)
Inform:
Elizabeth Murray
STEP 3
Jaime inform:
• REM
• EXCO
DCH inform:
• HR Partner Representatives
• Director HR REM
• Marylène to warn the person in charge of the building
DSST inform:
• SST Sector Manager
• SST Agent on Site
• Nurse
Elizabeth inform:
• Sector RSS
• Union Central for Construction Employees
STEP 4
Director of sector et BPHC:
1. Remains calm and keeps information confidential until it is disclosed to staff and team members;
2. Inform superintendents and managers of the instructions in 1)
3. Record information about the case of infection:
• Employee concerned and suspect cases
• Employees who may have been in direct contact with the employee concerned
4. Answer employees' questions calmly, giving only factual information and ensuring that the employee's confidential information is maintained;
5. Ask employees to remain on site (keeping a safe distance) until instructions are given by BPHC/Sector Director;
6. Discuss with DHC the facts gathered to determine if there is a risk situation and whether:
• Employees must leave the site / office
• NouvLR must close site / office
7. OHS Manager, OHS Officer and Nurse to work in collaboration with Sector Director and BPHC
STEP 5
Site / Office Closure: YES
BPHC inform Covid Coordonator:
• Cleaning and disinfection
DHC and Communication Team:
• Prepare NouvLR communication
Employees must leave the site / office?
YES
BPHC and Superintendent: take employees' names, departure date and telephone number
DHC and Communication Team:
Prepare NouvLR communication
NO
Continue operations as usual
Inform employees of the site/office to reassure

NouvLR

APPENDIX E

ACTIONS TO TAKE – COVID CASE

PATTERN OF SYMPTOMS, ISOLATION AND RETURN TO WORK