



WINDOW CLEANING SITE PROTOCOLS

JOBSITE MEASURES Taken with Covid-19

WHY THIS PROTOCOL IS IMPORTANT

This protocol has been developed because of the urgent need to ensure that workers on a project are able to go to work and come home again safely in this time of international health crisis.

The COVID-19 virus is highly contagious and, although symptoms are mild in the majority of cases, it is serious and can even cause death.

Employees moving from project to project or employer to employer have a right to a consistent, predictable, and very high level of care for their health and safety throughout the industry.

“Community transmission” is now a reality in Ontario and elsewhere. Because early stages of COVID-19 infection often have few to no symptoms, people who have no idea they may be infectious may well be present on a worksite. The only safe response to such a situation is to assume that infectious individuals do exist in the workforce and to create a plan that will protect workers even working on the same site as an unknowingly infectious person.

For that reason, this is a very stringent and necessary protocol. Every protective measure contained in it is based on advice from national and international health experts.

In addition, all workers experiencing symptoms will be advised to complete the self-assessment on the [Ontario COVID website](#) and follow instruction there, or call telehealth (1-866-797-0000), their local public health unit or their family physician.



1. Site Access

Applicable to All Subcontractors & Employees:

All employees working on any 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.

From a practical perspective:

1. A. All employees of subcontractors, new workers and visitors must complete the Questionnaire.
2. Anyone who answers “yes” to any of the 3 questions will **NOT be permitted** access to the worksite. Site management must notify the Health & Safety Advisor or the Superintendent immediately.
3. All approved for access to the project should be collected into a database for ongoing project communication.
4. All responses should be digitally centralized to ensure proper ongoing monitoring of our worksites.

2. On the Site Protection Measures

2.1 Supervisor Responsibility

Supervisors are expected to monitor all staff and ensure they are fit for duty. This will require a morning review of the health of each worker under each supervisor's supervision. This is to take place during the morning tool box meeting and will require site supervisor to assess the health of each worker.

2.2 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 hugs and handshakes**; instead, opt for a friendly elbow bump; **Avoid commonly touched areas** including handrails and public transit poles;
- **Wash your clothes** as soon as you get home and shower;
- **Take outside shoes off before entering your home and do not allow them in your house**; and
- **Notify your supervisor** immediately if you feel sick



2.3 Social Distancing on Site - Limit Gatherings and Groups

As a precaution, we ask our worksites to limit the number of technicians to **four per site**.

This will help create social distancing, in line with recommendations from public health authorities.

We ask our clients to examine their work sites to ensure our workers safety as well as your own while working together.

Please collaborate with our site project management to come up with schedule or other accommodation options as to work situations where multiple trades are working together out of necessity.

RULES REGARDING OFF SITE CONDUCT

Certain off-duty and off-site behaviour during the pandemic has the potential to bring serious health and safety concerns onto worksites. All individuals who will be working on active job sites, employees, supervisors, contractors, visitors and union representatives are expected to respect the advisories of Public Health Officials and must self-isolate and respect social distancing recommendations at all times, including when they are off work. Individuals will be removed from site if there is any reason to believe off-duty conduct is inconsistent with social distancing and self-isolation during off-duty hours as this has the potential to expose many other workers to risk of infection.

2.4 Regular Cleaning of Worksite Equipment

Clean all ‘high-touch’ surfaces such as door-way entrances, elevator buttons, keyboards, and phones.

The frequency of cleaning each work area , equipment and surfaces depends on the number of people who use it, the duration of use, and the presence of any objects which people might handle with their bare hands.

Examples of surfaces that should be cleaned daily include equipment cabinets, planning boards, remotes, battery chargers, and shared tools.

“High-touch” surfaces should be cleaned and disinfected every work shift. Some examples of high-touch surfaces include:

- Door-knobs and push bars
- Water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Conference/meeting room surfaces (for example, table-tops, chairs, PC cables, markers) and telephones
- Elevator buttons
- Personal keyboards, heavy equipment controls, mobile phones, and small personal tools are frequently used only by one or two people; therefore, they may be cleaned less often.

Frequent Cleaning of Protective Eyewear and Gloves

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.

Removing (doffing) the PPE

The gloves are removed first because they are considered a heavily contaminated item. Use of alcohol-based hand disinfectant should be considered before removing the gloves. The gloves should be removed following eight steps (Figure 1).

Start by (1) pinching and holding the glove (with the other gloved hand) between the palm and wrist area, (2) peeling the glove away from the wrist (3) until it turns inside out covering the fingers. With the now half-gloved hand, (4) pinch and hold the fully gloved hand between the palm and wrist, (5) peel the glove away from the wrist (6) until it turns inside out and covers the fingers. Now that both hands are half-gloved, (7) remove the glove from one hand completely by grabbing the inside part of the glove and peeling it away from the hand, and do the same for the remaining half-gloved hand using the non-gloved hand, while always grabbing the inside part of the glove. Dispose of the gloves (8) in a biohazard bin.

Figure 1
Removal of gloves (steps 1 to 8)



1



2



3



4



5



6



7



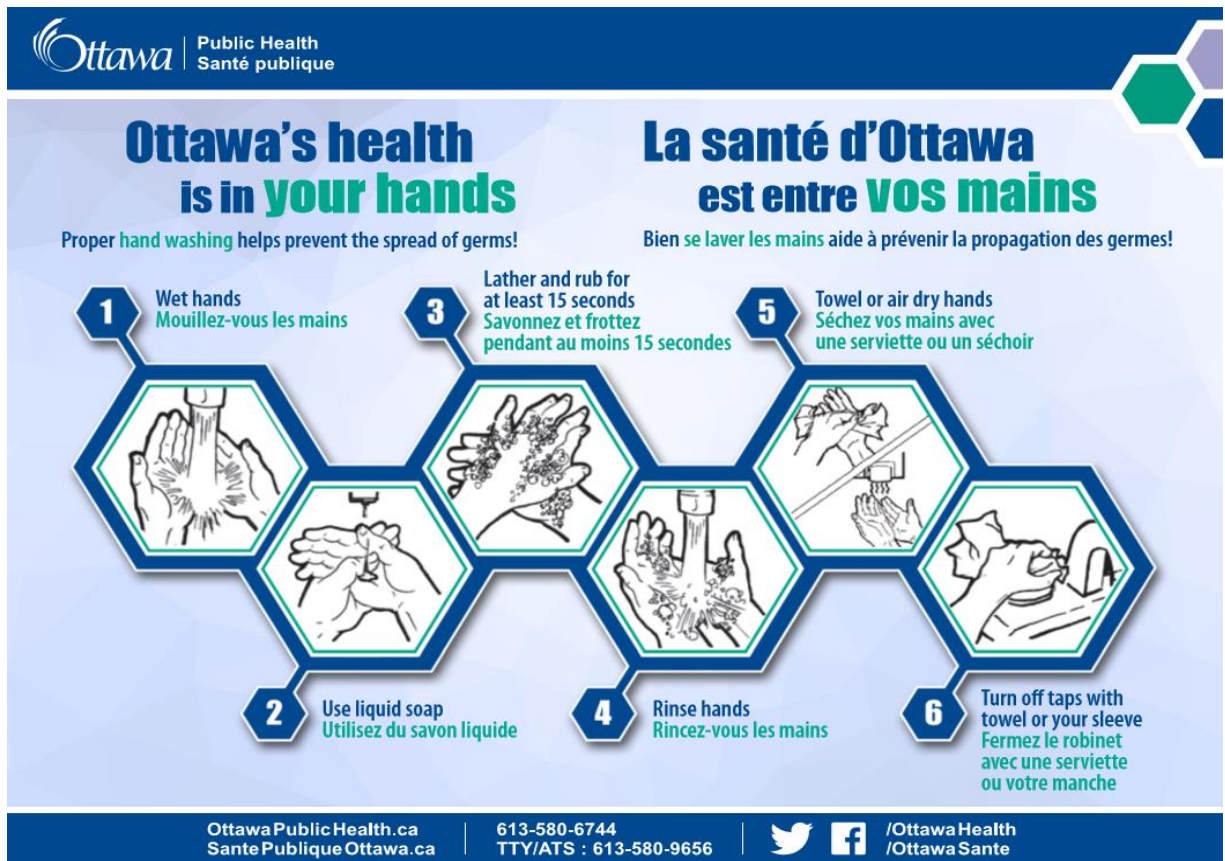
8



2.5 Disinfectants and sanitizers

We will provide a supply of disinfectants and hand sanitizers throughout the site for general use. Please consult with our project management.

Place these hand-washing information signs near toilets and break rooms.




Ottawa | Public Health
Santé publique

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!

- 1** Wet hands
Mouillez-vous les mains
- 2** Use liquid soap
Utilisez du savon liquide
- 3** Lather and rub for at least 15 seconds
Savonnez et frottez pendant au moins 15 secondes
- 4** Rinse hands
Rincez-vous les mains
- 5** Towel or air dry hands
Séchez vos mains avec une serviette ou un séchoir
- 6** Turn off taps with towel or your sleeve
Fermez le robinet avec une serviette ou votre manche

Ottawa Public Health.ca | 613-580-6744
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Appendix 1 - Coronavirus (COVID-19) Preventative Measures

Questionnaire to be completed by all personnel entering the site

The Public Health Agency of Canada (PHAC) currently assesses the public health hazard associated with COVID-19 is low for Canada. However, City Wide Window Cleaning wishes to take preventative measures to ensure the health and safety of all its employees, visitors and those around them, as well as its working environment.

Please complete this short questionnaire to ensure your presence does not pose a risk to the project and to return the completed form to the Site Superintendent.

All employees assigned to this site must complete this form and submit to City Wide Window Cleaning prior to entering the site.

Personal information -

First and last name: _____

Email: _____

Cell Phone: _____

Employer: _____

1. Have you travelled outside Canada since March 12th?

Yes _____ No _____

If Yes - Date of Return? _____ (must be 14 days min to stay on site)

2. Do you currently have the following symptoms: fever, 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:

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 City Wide Window Cleaning in writing of any changes to the information already provided and to update the information on this form whenever requested to do so by.

Signature: _____ Date: _____