



# WESTPOINT

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Subject: Memorandum – COVID-19 Plan

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To All,

Westpoint Personnel, Management, and Owners, ALL OF US AND INCLUDING YOU, Citizens, Mothers, Fathers, Sons, Daughters, Family members, Co-Workers, Team mates, New Friends, Lifelong Friends or mere acquaintances are responsible and obligated to one another. COVID-19 is a rapidly evolving, and unprecedented situation that Worldwide Governments and Health Associations have determined that we can control, IF WE ALL DO OUR PART.

The health and safety of our employees, customers, partners and the communities we serve is our priority. Our thoughts are with those who have been impacted and devastated by (COVID-19). With the situation surrounding COVID-19 rapidly evolving, we are committed to ensuring our personnel, clients, vendors and guests enjoy a healthy and safe environment while we continue strive to provide the same high-quality services to which our clients are accustomed.

As the situation continues to evolve, we're closely following the most up-to-date guidelines from the [Centers for Disease Control and Prevention \(CDC\)](#) and [World Health Organization \(WHO\)](#) and implementing their recommendations throughout our work sites and workspaces. We have put in place several precautionary measures to help ensure the safety of all and the continued seamless delivery of products and services to our clients. Minimizing the spread of germs is one of the most important preventative measures we can take. Sites have implemented new procedures and we are actively educating employees, visitors and customers on the preventative measures provided by the Provincial and Federal Governments, CDC and WHO.

In these trying and stressful times, human rights legislation continue to apply in dealing with Individuals who have potentially been exposed to COVID-19. It is important that measures to deal with COVID-19 do not discriminate on the basis of race, ancestry, or place of origin. It is also important to note that human rights and occupational health and safety protections also extend to ensuring that employees are not harassed, bullied or mistreated in the course of their employment because of their race, ancestry, or place of origin. Westpoint will respond to documented reports of insensitive and/or discriminatory conduct directed at their workers by co-workers, suppliers, or members of the public.

We are asking for everyone's cooperation in taking the matter seriously and maintaining respect of all human beings, both in and outside of your workplace.

Please read through this important memo which outlines our plan and approach to the issues at hand. As our plan and approach is very similar to that of our customers, vendors and members of the community, ensuring you are knowledgeable, aware and understand the need for a strict dedication and adherence to guidelines and procedures, will serve to benefit with the need to contain the Corona Virus (COVID-19).

#### How does COVID-19 Spread?

- When someone who has COVID-19 coughs or exhales they release droplets of infected fluid.
- Droplets fall on nearby surfaces and objects - such as desks, tables or telephones.
- COVID-19 can be contracted by touching contaminated surfaces or objects, touching eyes, nose or mouth.
- AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.
- COVID-19 can be contracted if standing within one meter of a person and breathing in their droplets coughed out or exhaled.



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- COVID-19 spreads in a similar way to the flu.
- Practice social distancing guidelines. MAINTAIN 2 METER SEPARATION where possible.

## What are the Symptoms of COVID-19

Symptoms range from mild – like flu and other common respiratory infections – to severe. The most common symptoms include:

- Fever (38-C or more)
- Cough
- Difficulty breathing
- Muscle aches
- Fatigue
- Headache
- Sore throat
- Runny nose
- Weakened immune systems and/or individuals with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

## Construction Site Sign-in Requirements:

- Various General Contractors, Project Managers, Construction Managers, Owners are now requiring sign-in and out daily. This is typically performed electronically and via GC's Site Foreman or Site Superintendent. All employees shall cooperate and abide by procedures outlined at specific sites.

## Social Distancing:

- Precautions must be taken to ensure social distancing between individuals and their workspaces. 2M min.
- Remote workplaces and/or reduced working hours are being considered.
- Precaution has been implemented not allowing visitors to enter office workplace. Important in limiting exposure to COVID-19 in the workplace.
- Construction workplaces have taken extra precautions and implemented procedures. General Contractors have implemented procedures and policies on their construction sites to increase awareness relative to social distancing and sanitizing, as well as additional questioning as outlined by CDC, WHO the Government of Canada and Ontario respectively.
- Customers have closed facilities and when coordinating services within such workplaces, employees shall be isolated and shall respect disinfecting procedures.
- Office Workspace doors to Visitors will be locked. Westpoint and its Employees have the right to ask visitors to provide information in advance as to whether they have flu-like symptoms, have been in contact with anyone infected with COVID-19, or travelled to a high-risk area. Any affirmative answers result in denied entry and subject to asymptomatic for 14 days or clearance letter from a physician. It may also be requested of the visitor that they provide their contact information.

## What to do to prevent the spread of illness at the workplace?

- If you have symptoms or feel unwell, stay home and do not attend the workplace. You are required to stay home, until you feel better. Contact your health care provider for further instructions; they may advise you to visit your local emergency department.
- Promote and demand social distancing by maintaining 2-meter distance. Avoid being in confined spaces with other workers or people.
- Do not shake hands with anyone.
- Take lunch or coffee breaks in your vehicle and/or distance yourself from others by 2 meters or more.

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- Avoid social gatherings as instructed by local Government and health associations.
- Safety Orientations – attend in small groups or in larger spaces so as to distance yourself by 2 meters or more.
- Wear gloves, masks and sanitise as often as possible.
- Wash your hands as recommended by governments and health associations.
- Using electronic means of communication where possible to avoid non-essential in person meetings (i.e. teleconferencing, video calls, web conferencing or scaling down meetings so that fewer people attend)
- Keep your work area clean. Dispose of any waste items immediately. Keep a tidy, sanitized area.
- Be aware on construction sites of the locations of Safety boards and signage. Keep yourself informed.
- Do not enter any SITE TRAILER or RESTRICTED area of a construction job site. Maintain social distancing.
- Visits to the head / site office will be limited. Deliveries must be dropped off at the door with a phone call to mainline / Site Superintendent to advise that a delivery has been made.
- All personnel are not allowed in the JRC Site Trailer, unless authorized by JRC Site Superintendent, on a per scheduled basis.
- Our office and construction work Sites are displaying posters promoting handwashing.
- Promote regular and thorough handwashing. Wash your hands often with soap and water for at least 20 seconds, especially after coughing, sneezing or blowing your nose.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Make sure your workplaces are clean and hygienic; surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Have sanitizing hand rub dispensers in prominent places, subject to product availability.
- Use a hand sanitizer with at least 60% alcohol.
- Sanitize equipment, and workspaces, as required.
- Westpoint has been advised that customers are doing everything possible on their construction sites to have hand wash stations with hose bib, hose, and soap supply, along with paper towels / temporary hand dryer equipment. Employees are encouraged to use.
- Customer construction sites, where possible, are working to increase the cleaning / refresh frequency for the washroom facilities on site, to double the frequency. If not available, alternatively, number of washroom units will be increased to a maximum of double MOL standards.
- Cough and sneeze into your sleeve or tissue. Dispose of the tissue immediately and wash your hands.
- Westpoint instructs against the sharing of tools and/or Personal Protective Equipment. Co-workers shall designate tasks amongst each other to reduce the sharing of tools and when not viable, shared tools shall be used with gloves. (changed after each use) and sanitized after each use.
- Spare Personal Protective Equipment (PPE) will not be provided or exchanged. You don't have or forgot...you must leave the site immediately and report such your Project Manager.
- All workers are required to follow the "Requirement to Self-Identify, Self-Monitor and Self-Quarantine."

## Travel:

- A travel ban has been issued and the Canadian boarder will be closed. Govern yourself accordingly.
- Upon return to Canada follow Public Health and Government guidelines for self-isolating.
- Self-isolate for 14 days after your return from travel outside of Canada.
- Monitor your health for fever, cough or difficulty breathing.

## If you develop a fever, cough or difficulty breathing within 14 days:

- Continue to isolate yourself from others
- Immediately call a health care professional or public health authority and:
- describe your symptoms and travel history. follow their instructions carefully

## Requirement to Self-Identify, Self-Monitor and Self-Quarantine / Response Program

- If anyone has been exposed to someone with confirmed COVID-19 (whether they feel sick or not), they are required to self-identify and self-quarantine.
- An investigation would have to be conducted and those who have been potentially exposed would also have to self-quarantine.
- If you are sick, and have reason to believe that you or your worker(s) were exposed, you must let Westpoint know immediately. The person(s) is / are not allowed to come back to work and expose other people. They must self-quarantine immediately and only return to work once cleared by medical professionals.
- People who are self-isolating should seek clinical assessment over the phone immediately if they develop symptoms (even if mild), either through Telehealth Ontario (1-866-797-0000) or by calling their primary care provider's office. If anyone experiences severe symptoms, call 911 immediately.
- Contact your health care provider for further instructions. Use the Ontario COVID-19 self-assessment tool if you have concerns, which can be found at: <https://covid19.ontario.ca/self-assessment>.
- To minimize the potential spread of the virus at the workplace and protect your co-workers, you must let your direct supervisor know the details of whom you have been in contact with in your workplace (and when), what tools and/or equipment you were using and where you were on that day, and previous days if possible.
- Proper recording of history is necessary to help prevent spreading of COVID-19. Employees must accurately document incidents and report them immediately to Westpoint.

## Privacy:

- Westpoint may have to collect, use, and disclose personal information in order to prevent or manage the risk and/or reality of COVID-19's rapid spread.
- In the event that an individual attends the workplace
  - (a) within 14 days of travelling to an area of high-risk for COVID-19 transmission;
  - (b) within 14 days of developing symptoms for COVID-19; or
  - (c) after testing positive for the COVID-19,
  - we would be faced with the difficult task of balancing that individual's right to privacy with the our obligation as an employer to maintain a safe workplace.
- Employees placed on leave or remote work duties remain entitled to privacy.
- Westpoint shall not disclose the reasons for an employee's leave or remote working arrangements, except to those employees or individuals who require that information to carry out their employment duties.
- Unless required by Law, the name, date of birth, or other identifiers of the COVID-19 subject individual will not be provided.
- The fact that an individual was potentially exposed to COVID-19; If known: date(s) of their potential exposure; and the extent and circumstances of their potential exposure (i.e., incident indirect contact vs prolonged direct contact).
- It may not always be possible to provide notice of a COVID-19 transmission risk without expressly or implicitly identifying the individual at the source of the risk. As an exception, Canadian privacy legislation permits the use and disclosure of personal information without knowledge or consent in an emergency that threatens the life, health or security of another individual.

Our customers and their construction sites are continuing to operate. They have advised of their commitment to taking precautions and creating a worksite/place that is safe for our employees in accordance with Government and Health associations recommendations and policies.



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Westpoint shall continue to monitor the situation and update our practices and protocols as necessary. As more information becomes available, we intend to continually monitor and update this plan.

Again, Social distancing, self-monitoring / isolating, proper sanitation and good hygiene practices are the current tools experts have advised to help fight the spread of this virus. This will require a team effort and the cooperation from everyone.

We all have a role to play to effectively fight the spread of COVID-19 while maintaining our construction sites open in line with the announcements from the Government & Health Authorities.

Westpoint along with our Customers and their teams are monitoring the situation to make changes as required by authorities, health officials and/or our associations; and will keep you informed of any changes as things evolve.

As expressed by Westpoint customer, *"This is a unique and evolving situation that requires cooperation and team effort of all parties involved. We welcome input from clients, consultants, and those involved to advise on any concerns or areas of improvement."*

We ask that any input in regards to this matter be copied [h&s@westpointssport.com](mailto:h&s@westpointssport.com). Please ensure that this memo is distributed to all parties within your crew, Team, co-workers, management.

Thank you for taking the time to review this memorandum and for your continued support and cooperation. Below you will find links to reputable resources on COVID-19, **please check often for updates.**

It is vital that all citizens stay informed about the status of COVID-19 in order to best manage the spread of COVID-19 in the workplace and throughout communities. It is important to obtain accurate and reliable and up to date information. The following are links to government and public health organization websites that have reliable up-to-date information about the status of the COVID-19 in Canada and globally:

Ontario Public Health:

<https://www.ontario.ca/page/2019-novel-coronavirus>

Health Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Centers for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

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Thank you.

*Michael Caruso*

MICHAEL CARUSO

President

Westpoint Construction Inc.