



# HORIZON NORTH

## COVID-19 Response Plan

MODULAR SOLUTIONS

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## Section 1: General Principles

### 1.1 Introduction

The Modular Solution COVID-19 Response Manual outlines best practices for all of Horizon North's Manufacturing and Construction sites, in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. This COVID-19 Response Manual includes Horizon North's prevention, detection and response measures that will help minimize the impacts of the virus and ensure business continuity.

### 1.2 COVID-19 Health Hazard and Symptoms

SARS-CoV-2 is a virus that can cause the respiratory illness COVID-19. This illness can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combination of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

### 1.3 Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing in droplets in the air that are generated when people cough or sneeze.
- Close contact with other people (e.g. shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth, or food.
- Touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.



COVID-19 can be transmitted even by people who are not displaying symptoms of the disease. People who may be infected with COVID-19 should not come to work. This includes people who:

- Have been or are in close contact of a person who is experiencing a fever, cough, shortness of breath, sneezing, or sore throat
- Have been or are close contact of a person who tested positive for COVID-19
- Have recently travelled outside of Canada within the last 14 days or are in close contact of a person who has travelled outside the country

Table 1.0 - Resources

HEALTH AUTHORITIES	
World Health Organization (WHO) (Worldwide)	<a href="http://www.who.int/en">www.who.int/en</a>
Centers for Disease Control (CDC) (USA)	<a href="http://www.cdc.gov">www.cdc.gov</a>
Public Health Agency of Canada	<a href="https://www.canada.ca/en/health-canada.html">https://www.canada.ca/en/health-canada.html</a>
Alberta Health	<a href="https://albertahealthservices.ca/">https://albertahealthservices.ca/</a>
Saskatchewan Health	<a href="https://www.saskhealthauthority.ca/">https://www.saskhealthauthority.ca/</a>
British Columbia Centre for Disease Control	<a href="http://www.bccdc.ca/">http://www.bccdc.ca/</a>
Ontario Health	<a href="https://www.ontariohealth.ca/">https://www.ontariohealth.ca/</a>
INDUSTRY PARTNERSHIPS	
Canadian Construction Association	<a href="https://www.cca-acc.com/">https://www.cca-acc.com/</a>
Alberta Construction Safety Association	<a href="http://www.youracsa.ca/">http://www.youracsa.ca/</a>
BC Construction Safety Alliance	<a href="https://www.bccsa.ca/">https://www.bccsa.ca/</a>
Infrastructure Health and Safety Association (Ontario)	<a href="https://www.ihsa.ca/">https://www.ihsa.ca/</a>

## Section 2: COVID-19 Pandemic Planning and Response

### 2.1 Statement of Purpose

The Company is committed to providing a safe and healthy workplace for all staff. A combination of measures will be used to minimize worker exposure to SARS-CoV-2, including the most effective control technologies available. Work procedures will apply to all workers including subcontractors and visitors who enter the worksite. Everyone must follow the procedures outlined in this plan to prevent or reduce exposure to SARS-CoV-2.



## 2.2 Definitions

**COVID-19:** 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). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. <https://www.who.int/health-topics/coronavirus>

**Epidemic:** is the slow spread of infectious disease to a large number of people in a given population within a short period of time, usually two weeks or less. For example, an attack rate in excess of 15 cases per 100,000 people for two consecutive weeks is considered an epidemic.

**Isolation:** To separate an individual with a specific infectious illness from those who are healthy and have not been exposed to the contagion. This involves physical separation, from the others in order to stop the spread of illness and allows for the delivery of specialized health care to protect healthy people from getting sick. This may be accomplished in the home or in a separate room of a facility depending on the specific nature of the event.

**Outbreak:** is a sudden increase in occurrences of a disease in a particular time and place. It may affect a small and localized group or impact upon thousands of people across an entire continent.

**Pandemic:** is an epidemic of infectious disease that has spread through human populations across a large region. For instance, multiple continents, or even worldwide. A widespread endemic disease that is stable in terms of how many people are getting sick from it is not a pandemic. Further, flu pandemics generally exclude recurrences of seasonal flu. Throughout history there have been several pandemics, such as smallpox and tuberculosis. A pandemic is most likely to occur when a new influenza strain emerges. It will spread rapidly because people will not have any natural resistance to it. It is impossible to predict the scale, severity and impact of a pandemic, and pandemics are often known to have more than one “wave” or period of extensive outbreak. For further guidance on this issue please refer to the Centres for Disease Control and Prevention (CDC) (<http://www.cdc.gov/>) and World Health Organization (WHO) (<http://www.who.int/en/>).

**Self-Quarantine/Self-Isolation:** To stay at home and monitor yourself for symptoms, even if mild, for 14 days and 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.

**Social Distancing:** A voluntary, recommended limitation of physical contact. It can be simple, such as maintaining a 2-metre distance and not shaking hands.

## 2.3 Scope

The COVID-19 Response Plan is intended to provide guidelines for individuals visiting or working on a Horizon North site or office, as well as providing clear expectations on the measures to be taken in reducing the risk of contracting or spreading COVID-19.



## 2.4 Responsibilities

### 2.4.1 Employer Responsibilities

The Employer will:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Ensure that workers are able to maintain physical distancing (2 meters apart) at all times while completing their work safely.
- Establish, implement, document, and maintain appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment (PPE) — for example, gloves, gowns, eye protection, and respirators.
- Conduct a periodic review of the plan's adequacy and effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a current copy of the COVID-19 preparedness and response plan is available to workers and other interested parties

### 2.4.2 Supervisors Responsibilities

Supervisors will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers properly use, maintain, and store PPE as directed
- Ensure that physical distancing is maintained.
- Direct work in a manner that eliminates or minimizes the risk to workers.

### 2.4.3 Worker Responsibilities

Workers will:

- Maintain physical distancing
- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

### 2.4.4 Subcontractor Responsibilities

Subcontractors will:

- Maintain physical distancing
- Know the hazards of the workplace
- Follow established work procedures as directed by the employer or supervisor
- Use any required PPE as instructed
- Report any unsafe conditions or acts to site supervision



- Know how and when to report exposure incidents
- Review and implement the procedures and practices that prevent the transmission of COVID - 19 with the subtrades working for them.
- If responsible for cleaning and disinfecting, provide copies to the employer for review of cleaning product information, along with cleaning and disinfecting procedures to verify that they can prevent the spread of COVID-19

#### 2.4.5 Health, Safety, and Environment Responsibilities

Health, Safety and Environment will:

- Confirm signage is posted in conspicuous areas and periodically inspect to verify condition and legibility
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Review and store Health Questionnaires in accordance with privacy requirements.
- Conduct general inspections of the worksite to monitor adherence to COVID-19 preparedness plans and record inspection findings.
- Monitor cleaning to verify that approved products and procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Investigate reports of workers not adhering to COVID-19 preparedness plan requirements
- Immediately report and investigate presumed and confirmed cases of COVID-19
- Support the development and implementation of COVID-19 related corrective actions
- Communicate the requirements contained within the COVID-19 preparedness and response plan.
- Review and assess subcontractor COVID-19 Preparedness and Response Plans.

### 2.5 Risk and Control Measures

#### 2.5.1 Risk identification and Assessment

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission.

##### **Breathing in droplets in the air**

COVID-19 is not transmitted through airborne transmission, however, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6.5 feet of distance from other people at all time) will reduce the risk of this occurring.

##### **Close contact**

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

### Surface contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

#### 2.5.2 Social Distancing

Social or physical distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. Public Health Authorities recommends keeping a distance of 2 meters (6 ft.) from each other.

All workers shall observe social distancing. Social distancing measures include:

- limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- preventing workers from congregating at the entrance to the: project/site, stair wells, scaffolding, washroom facilities, etc.
- restricting access to occupied work areas like trailer offices, etc.
- controlling traffic patterns – where practicable designate only up and only down stairwells, in/out doorways, or in/out gates this avoids the potential for workers to pass each other within the social distancing space.

Contractors are required to:

- communicate and reinforce self-distancing practices with their workers
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify us of any concerns they have for social distancing practices or work procedures

Informational signage, warning workers of the importance of self-distancing will be installed at locations on the project where there is a potential for workers to congregate. Site leadership will conduct regular inspections of work areas to verify that workers are observing social distancing.

#### 2.5.3 Access to hand washing or hand sanitizing stations

- Where running water is available, additional sinks with hot and cold running water, soap, paper towels and trash bins should be available outside of breakrooms, trailers, and bathrooms.
- Temporary portable wash stations are a secondary choice only when plumbed running hot and cold water are not available.
- If hand washing stations are not available, hand sanitizer is the next best option. Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer should also be available in common areas.

#### 2.5.4 Hand washing

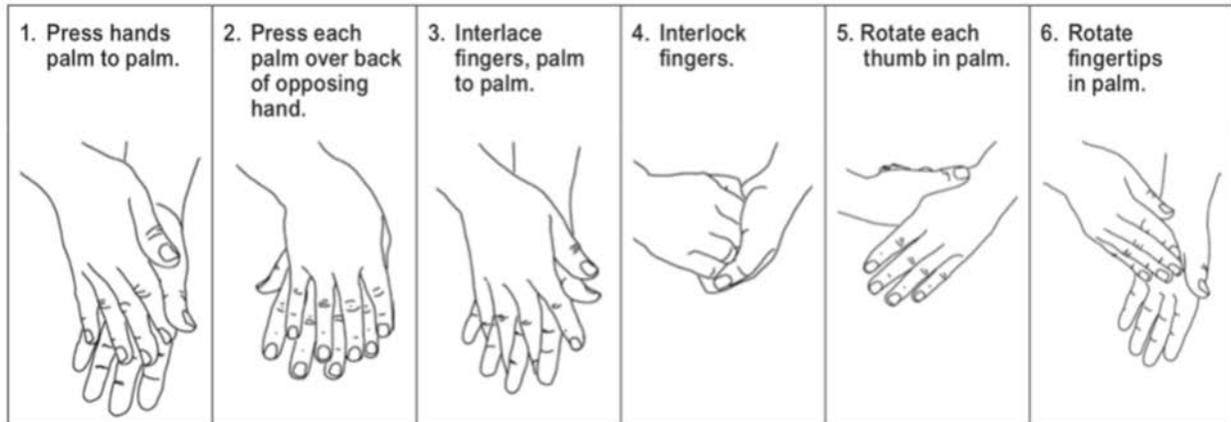
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth or to other surfaces that are touched.



Wash your hands immediately:

- Upon entering a worksite.
- Prior to leaving a worksite.
- After handling objects that may be contaminated.
- After using the toilet facilities
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

#### 2.5.3.1 Hand washing procedure



Wash with soap and warm running water for at least 20 seconds. If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Alcohol-based hand rub dispensers are located adjacent to the washrooms and kitchen area.

#### 2.5.5 Cough/sneeze etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Educate workers in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- If available, offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

#### 2.5.6 Clean and disinfect frequently touched objects and surfaces

The COVID-19 virus can survive for several days on different surfaces and objects. Sanitation controls, which include frequent cleaning and disinfection, are important to prevent spread of the disease.

- Increase the cleaning frequency of common areas on the project. Surfaces can be cleaned using a regular household cleaning spray or wipe. A formal procedure and a responsibility matrix to accomplish and maintain these practices should be determined.



- Areas to consider would include break/lunch areas, lunch tables, microwaves, coffee machines, turnstiles, handrails, doorknobs, bathrooms, commonly used equipment such as telephones, computer equipment, coffee machines and vending machines, and all common areas.
- Consider adding foot push/pull devices to doors for hand-free access/egress especially for bathrooms.
- Increase cleanings of temporary restroom(s) and ensure that these restrooms also have hand sanitizer available.
- Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
- While not sustainable, for now we recommend using disposable utensils, plates, and cups. Maintain a good supply on hand. Require anyone bringing a container to rinse it themselves and take home for thorough cleaning.

## Section 3: Worksite Planning and Procedures

### 3.1 Worksite Screening

All personnel who enter a Horizon North site will be subject to COVID-19 screening activities at the point of access. Screening activities may include the following, but are not limited to:

- Answer questions using the Horizon North site Entry Questionnaire
- Complete a fever (temperature) check; and
- Follow any other directions provided by Horizon North management.
- Site access will be denied where a worker meets one or more of the following COVID-19 criteria:
- Has travelled to any country outside of Canada (including the United States) within the last 14 days.
- Has provided care or had close contact with a person diagnosed with COVID-19 within the last 14 days.
- Has been tested for COVID-19 and is awaiting test results.
- Is currently experiencing any respiratory or flu like symptoms or shortness of breath or cough or sore throat or fever.

If personnel are denied access due to COVID-19 criteria they shall immediately inform their supervisor or designate person on site.

Personnel will be denied access to a Horizon North site if they refuse to participate in point of access screening. Exceptions will only be made where there is a valid medical reason, preferably with documentation from a registered medical professional.

### 3.2 Deliveries

The following measures will be taken with employee's and suppliers who carry out deliveries to Horizon North sites and offices.

- Access and delivery locations should be clearly identified.
- All visitors, suppliers, and delivery personnel should disinfect or wash their hands upon entry to the site.



- Access is limited and restricted to entrances of sites. No traffic within the site is permitted without permission from site leadership or designate. If any visitors, suppliers, delivery personnel must come onto the site, they must fill out and sign the Entry Questionnaire.
- When packages or material are opened or moved to a different location, workers must follow all the preventive measures, namely: wearing the proper PPE and always washing hands after unloading materials.

### 3.3 Site Radio / Cellphones

Do not share communication devices. Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.

Disinfect radios and cell phones at start of shift and regularly throughout the shift.

### 3.5 Lunchrooms

Lunchrooms are places where there is a potential for people to come into contact with each other or contaminated surfaces. The following measures should be applied:

- Post Horizon North approved social distancing signage to remind workers to keep their distance.
- Post Horizon North approved signage indicating maximum occupancy allowed for lunchroom area
- Post Horizon North approved signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside in PPE free zones.
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between workers lunch and break shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.

### 3.6 First Aid Treatment

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers.

As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the Entry Questionnaire questions.

If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor ASAP. If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self -isolating and treatment.



If workers are travelling on public transit or in close contact with others to get to their homes and if available, Horizon North will provide the sick worker with a N95 masks to be worn by them to help prevent any transmission from the sick worker.

### 3.7 Regular cleaning and disinfecting of worksite equipment

Routine daily cleaning and disinfecting of the worksite facilities and the equipment should be completed. This will include but not limited offices, trailers, containers, workshops, meeting rooms, first aid room, stair railings, equipment controls, and hand tools.

The frequency of cleaning each work area and surface 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. “High-touch” common shared surfaces should be cleaned and disinfected at a minimum every work shift. Some examples of high- touch surfaces include:

- Doorknobs and push bars
- Coffee makers and water fountains
- Shared radios and phones
- Handrails
- Toilet flush handles
- Refrigerator door handles
- Conference/meeting room surfaces (for example, tabletops, chairs, PC cables, markers) and
- Telephones

### 3.8 Limit Size of Gathering

- Stagger / separate tailgate meetings, stand downs, and large group meetings.
- Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 6 ft. distance from each other while gathering.
- Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
- Implement strategies for staggering and/or reducing density and duration of workers:
- Stagger trade arrival times.
- Arrange lunch/break areas in a manner that accommodates social distancing so that all workers are not joined together in same area. Stagger lunch/break times between trades.
- Limit all visitors to site to those only essential for project continuity.

## Section 4: Suspected Cases

### 4.1 Potential Virus Contamination

In the event there is a presumptive case for COVID – 19, present on site Horizon North and contractors will be required to identify work areas where the suspect case had been while they were experiencing symptoms, and in the 48 hours before the onset of symptoms. The area is to be cordoned off with control barricading and signage, thoroughly cleaned and disinfected by staff using PPE who are trained to clean surfaces contaminated with infectious agents.



Personnel will not be allowed to return to the work area until it has been verified that it has been adequately cleaned and disinfected. Approval to return to the work area shall be provided by Horizon North's site manager, or delegate.

#### 4.2 Identification of Close Contacts

The employer of a presumptive or confirmed case shall identify close contacts to the Horizon North's site manager, or delegate. Any worker at a Horizon North site that is deemed to have been in close contact with a suspect case will be requested to self-isolate and self-monitor. Self-isolation will be required for 14 days from the last day they had close contact with the suspected case unless it is verified through test results that the affected worker, they were in close contact with does not have COVID-19.

The employer of the close contacts shall ensure that the following actions are taken:

- Advise close contacts that there was a suspected case of COVID-19 in the workplace without revealing unnecessary information regarding the case.
- If available, provide a safe means of transport to their place of residence or offsite accommodation while waiting for confirmation on test results for the suspected case.
- Advise employees that they may be contacted by public health if the suspected case tests positive.

## Section 5: Return to Work

The following table provides a summary of actions required by personnel at a Horizon North site based on different self-isolation requirements and exposures to COVID-19.

*Table 2.0 – Horizon North Return to Work Scenarios*

<b>Scenario</b>	<b>Mandatory Action</b>	<b>Return to Work</b>
<b>You are returning from international travel, including the United States</b>	Self-isolation and self-monitor for 14 days from the day you returned to Canada	If you do not have signs or symptoms compatible with COVID-19 you can return to work after 14 days.
<b>You were in close contact with someone confirmed as having COVID-19</b>	Self-isolation and self-monitor for 14 days from the last day you had close contact with the individual	If you do not have signs or symptoms compatible with COVID-19 you can return to work after the 14-day self-isolation period.
<b>You were in close contact with someone who is suspected of having COVID-19</b>	Self-isolation and self-monitor for 14 days from the last day you had close contact with the individual unless it is verified through test results that the individual you were in close contact with does not have COVID-19	If you do not have signs or symptoms compatible with COVID-19 you can return to work after the 14-day self-isolation period, or when you are officially notified by your employer that the suspected case you were in close contact with does not have COVID-19
<b>You have signs or symptoms compatible With COVID-19 (e.g. fever, cough or shortness of breath)</b>	Self-isolate immediately and call the provincial health line or your personal physician to determine next steps	Prior to returning to the workplace contact the site manager or designate for clearance to return to work.
<b>You have been confirmed as having COVID-19</b>	Follow directions from the Public Health Authority.	Prior to returning to the workplace Contact the site manager or designate for clearance to return to work

If a worker is placed in self-isolation as a precautionary measure (e.g. close contacts or international travel) and they do not develop symptoms over this time, the risk of them having COVID-19 is low and they can return to work. If the person has had another exposure during the self-isolation period (for example from a family member that became ill), the self-isolation must extend for 14 days from the last exposure.



All confirmed cases of COVID-19 shall follow the guidance issued by the Public Health Authority prior to being released from self-isolation.

All personnel returning to work are still required to be diligent with respect to hand hygiene and cough etiquette, self-monitoring and practice physical distancing in accordance with Horizon North's requirements and government recommendations.

## Section 6: Monitoring COVID-19 Controls

Supervisors and Lead hands are to informally assess COVID-19 controls, conditions, practices and behaviours within their area, as part of their daily duties. Any risk that is identified is to be immediately raised with site leadership and action taken to control or rectify the situation.

Monitoring of COVID-19 controls is to be incorporated into an existing or standalone workplace inspection which is completed and documented at least weekly by each Supervisor, Lead hand or Contractor. Any gaps or opportunities that are identified during the inspection are to be documented, including actions that were taken. Records of inspections and corrective actions are to be maintained by the contractor as evidence of compliance.

Horizon North will implement an assurance program to verify compliance with, and the effectiveness of the Contractor COVID-19 Management Plan and other requirements specified in this plan. Where non-conformances are observed in a specific work area the responsible contractor shall be notified immediately to allow the issue to be rectified.