

## Job Planning Supplement

**COVID-19 Precautions – Symptom Screening for Field**

This supplement is to be used in conjunction with the job planning tailboard sheet

At Hydro One the health and safety of our employees, contractors and the public is our highest priority. We are all learning to adapt to new ways of working, and socializing. It's vital that we take the time to Pause and Think in order to mitigate error-likely situations. During these challenging times, it is important to remain situationally aware while performing our everyday tasks.

Prior to starting work, we are asking supervisors with crews working closely to one another and/or those who may have interactions with the public, to review the screening questions and checklist below.

**COVID-19 Symptom Screening for Field**

**Prior to starting work, ask the following:**

- 1. Have any workers had close contact with anyone with acute respiratory illness (or confirmed case of COVID-19) or travelled outside of Canada in the past 14 days?**
- 2. Are any workers experiencing symptoms of COVID-19?**
  - Fever, new or worsening cough, difficulty breathing (most common)
  - Sore throat, runny nose, nasal congestion, difficulty swallowing, decrease in sense of smell/taste, nausea/vomiting, diarrhea, abdominal pain (less common, but associated with COVID-19)

Note: The only exception is for known persistent symptoms of chronic (long term) conditions that occur at usual levels/patterns (e.g. chronic cough, seasonal allergies).

If “yes” to any (1 or 2 above), then the employee is to go home right away to isolate and contact 1. Family doctor, or 2. Telehealth (1-866-797-000), or 3. Maple Health, or 4. [Ontario Self-Assessment](#) and inform their supervisor.

- 3. Are hand sanitizer and/or surface wipes available for use?**

If not, ensure there is access to soap and water.

**Take a moment to remind workers to plan their work to include the following precautions:**

- Wash hands often with soap and water, for 20 seconds or more
- Avoid touching your face
- Wear your PPE including your versatube
- Regularly use hand sanitizer with at least 60% alcohol
- Cough or sneeze into your sleeve or a tissue
- Clean and disinfect frequently touched and/or shared surfaces often, (e.g., countertops, door handles, keyboards, phones and/or vehicle surface)
- Avoid sharing items, where possible
- When possible, practice physical distancing by maintaining a distance of 6 feet between workers
- Stay home if you feel unwell
- Take the time to Pause and Think during your workday to ensure the precautions are being followed
- Use a Questioning Attitude to determine if there are alternative ways to get work done safely

# Basic Overview of Workplace Actions for Possible, Presumed and Confirmed Cases of COVID-19

COVID Risk	Immediate Workplace Action	Additional Workplace Actions / Follow-up	Communications
<p><b>Confirmed COVID-19 Case</b></p> <ul style="list-style-type: none"> <li>Based on a positive test result</li> </ul>	<p>Follow <a href="#">Procedure for a presumed or confirmed COVID-19 case</a>.</p> <p>Procedure includes ensuring employee is safely home, gathering relevant information and contacting Health and Wellness Mgr. for additional steps.</p>	<p>As per direction in <i>Procedure for a presumed or confirmed COVID-19 case</i>, actions such as contact tracing, additional disinfection, self-monitoring or isolating of other employees if warranted based on investigation.</p> <p><i>*indicate Confirmed case for employee in COVID tracker</i></p>	<p>All affected employees will be notified by local leadership (maintaining confidentiality where possible). Health and Wellness and Communications will assist in preparing messages based on scenario. Where other tenants present, notify as per <a href="#">Shared facility confirmed case notification procedure</a>.</p>
<p><b>Presumed COVID-19 Case</b></p> <ul style="list-style-type: none"> <li>Based on public health advice to self-isolate and direction to notify contacts <u>or</u> pending a COVID-19 test result after close contact with a known case (within 2 meters)</li> </ul>	<p>Follow <a href="#">Procedure for a presumed or confirmed COVID-19 case</a>.</p> <p>Procedure includes ensuring employee is safely home, gathering relevant information and contacting Health and Wellness Mgr. for additional steps.</p>	<p>As per direction in <i>Procedure for a presumed or confirmed COVID-19 case</i>, actions such as contact tracing, additional disinfection, self-monitoring or isolating of other employees if warranted based on investigation.</p> <p><i>*indicate Presumed case for employee in COVID tracker</i></p>	<p>All affected employees will be notified by local leadership (maintaining confidentiality where possible). Health and Wellness and Communications will assist in preparing messages based on scenario. Where other tenants present, notify as per <a href="#">Shared facility confirmed case notification procedure</a>.</p>
<p><b>Possible COVID-19 Case</b></p> <ul style="list-style-type: none"> <li>Based on having symptom(s) and receiving advice to self-isolate from Public Health and no known exposure to a COVID-19 case.</li> </ul> <p><i>Note:</i> public health advice is conservative and may recommend self-isolating for many symptoms (even if COVID-19 risk may not be likely)</p>	<p>Supervisor should validate that COVID-19 practices were followed (not symptomatic while at work, physical distancing/PPE, hygiene practices) in the 2 days before onset of symptoms.</p>	<p>No further workplace actions unless information changes.</p> <p><i>*indicate Possible case for employee in COVID tracker</i></p>	<p>None needed since workplace risk low.</p>

References: 1. [Management of cases and Contacts, COVID-19, Public Health Agency of Canada](#), 2. Public Health Management of Cases and Contacts of COVID-19 in Ontario

May 7, 2020

## Situational Awareness During COVID-19

Times of change or crisis present distractions that can consume most of our attention. During these challenging times, it is important to remain situationally aware while performing our everyday tasks.

**Situational Awareness** is being attentive of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety.



Situational awareness varies across individuals, as our ability to comprehend what is going on around us and determine if it is safe, is based on knowledge, past experience and education. Often there is so much going on around us that we fail to identify hazards that could pose a serious threat to our health and safety. It is important that we keep our mind on task and limit distractions.

### SITUATIONAL AWARENESS AT THE WORKPLACE

#### General Tips for Remaining Situationally Aware:

- Be mindful of what you are doing and what is also happening around you. Stay focused.
- Frequently Pause and Think. Get into the habit of making a quick mental assessment of your working environment.
- Engage your mind before your hands. Slow things down and look at the task in hand.
- Have a Questioning Attitude. Ask yourself if you have the knowledge, training and tools to do the task safely.
- Take the time to apply the Safety Basics to the work you are performing.
- If you feel unsafe stop working.
- Be especially situationally aware:
  - When beginning work on a new project/task;
  - When you think the work environment has changed;
  - When working with new or different teammates; and
  - Before complacency has set in.
- Ensure you are fit for duty and take a few minutes to do a “self-check”:
  - How are you feeling today?
  - Are you tired, anxious or stressed?
- Recognize and identify **error precursors** to help you avoid mistakes. Take into consideration your mindset, emotional and social factors, limited or interrupted attention and fatigue.

#### Situational Awareness and Laceration Prevention:

We have seen an increase in laceration incidents this year. Use the following situational awareness tips to help you concentrate on the task at hand:

- Wear appropriate gloves;
- Use the correct tool for the job and inspect before use (ensure it is sharp);
- Avoid awkward postures and use proper hand placement and body positioning (cut away from yourself);
- Cut away from yourself; and
- Ensure the object being cut is secure.

May 28, 2020

## Update on Use of Flame Resistant (FR) Face Coverings

Hydro One requires employees and contractors to use a FR face covering when there is no option but to work within two (2) meters/six (6) feet of another person.

### Background

- The Federal Public Health Agency of Canada advises:
  - Medical masks, including surgical, medical procedure face masks and respirators (such as N95 masks), must be kept for health care workers and others providing direct care to COVID-19 patients.
  - Wearing a non-medical mask or face covering is an additional measure you can take to protect others around you (where physical distancing is difficult to maintain), even if you are asymptomatic (i.e., have no symptoms). It is to help act as a barrier to prevent respiratory droplets from being expelled from the person wearing it and is not expected to act as a respirator or a mask in filtering inhaled air. Wearing a non-medical mask or face covering (for example, a homemade cloth mask, a dust mask or a bandana) in the community has not been proven to protect the person wearing it.
- Wearing a non-medical mask or face covering (for example, a homemade cloth mask, a dust mask or a bandana) in the community has not been proven to protect the person wearing it. However, when a face covering is worn and others near and around you (within 2 meters/6 feet) are also wearing a face covering, it will offer protection by controlling the source (release of respiratory droplets from being expelled) from each person.
- At Hydro One, we have procedures in place to keep those who may be symptomatic (i.e., have symptoms) out of the workplace through screening. Employees are encouraged to practice good hygiene and follow public health measures, including frequent hand washing and physical distancing as these have been found to be the most effective actions in stopping the spread of the virus. We also recommend that our employees frequently clean high-touch surfaces and shared tools.

### What is Hydro One doing?

- Homemade or off-the-shelf face coverings or masks are **not approved** for use in an electrical environment where FR is required.
- Hydro One is providing two different styles of FR face coverings. The Versatube and a surgical mask style option.
- These FR face coverings:
  - Act the same way as a non-medical mask to stop droplets being expelled from the person wearing it and landing on another person or surface.
  - Recognizes the hazards of our work.
  - Do not need to be fit tested nor requires you to be clean shaven.
  - Is made from a lightweight, highly breathable, moisture wicking, inherent FR fabric. Inherent FR fabrics are made using fibers that are innately flame resistant – and the flame resistant properties cannot be degraded through use or laundering. These fabrics are:
    - Flame resistant from the start and do not go through any chemical treatment process to become flame resistant. Neither style of FR Face Covering are made from treated cotton FR.
    - Similar to the balaclavas and winter hard hat liners that have been used successfully for many years.

## Is Hydro One directing workers to wear face coverings at all times similar to the request for the public to use them?



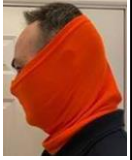


Hydro One has effectively managed to keep our work place free of COVID-19. The company has created a controlled work environment through screening, frequent hand washing and maintaining physical distancing. With these measures successfully implemented and wearing a FR Face Covering when physical distancing cannot be maintained, there is no requirement to use face coverings at all times.

### How to Wear and Care for your FR Face Covering

- When wearing a FR Face Covering, the employee must:
  - Wash your hands with soap and water or use hand sanitizer when possible immediately before putting it on and immediately after taking it off each time;
  - Continue practicing frequent hand hygiene while wearing it;
  - Not share it with anyone else including family members;
- You should always wear your FR Face Covering the same way.
- When you are not wearing it, do not leave it laying around the workplace.
- Place your FR Face Covering in a bag until you use again or take it home to wash.
- Wash it daily after use. Hand wash with hot soapy water, rinse and hang to dry overnight.
- Both styles of FR Face Covering have an inside and an outside and is marked accordingly.
- Additional information on each type of FR Face Covering can be found below.

### Material Master Number(s) and Additional “Wearing” Information

Both styles of FR Face Covering can be ordered by through those persons within your LOB who regularly order supplies and materials from the Engineering Materials Catalogue (EMC). Please contact them directly to have a Purchase Requisition (PReq) created, submitted in SAP. Those submitting the PReq are to use the COVID-19 Charge Number – 40000820.

Material Master (MM) Number	Additional Wearing Information	
<p><b>MM 30036582</b> Power Dry AR/FR Neck &amp; Face Covering, Grey, Blue, Yellow, Orange, Versatube, CAT 1</p> <p><a href="#">Specification Sheet</a></p> 	<p>The <b>Versatube</b> is intended to be pulled down over your head much like a t-shirt, stopping at the point in the front that your nose and mouth are covered.</p> 	<p>In the back, it should be high enough so that your hard hat suspension band comes in contact (to support the <b>Versatube</b> from behind).</p> 
<p><b>MM 30036550</b> Power Dry AR/FR Face Covering, Grey, Surgical Mask Style, CAT 1</p> <p><a href="#">Specification Sheet</a></p> 	<p>The <b>Surgical Mask Style FR Face Covering</b> is intended to be worn as represented in the adjacent photo. The FR Elastic Ear loops are intended to be worn over the ears.</p>	
<p><b>MM 30036581</b> Power Dry AR/FR Face Covering, Orange, Surgical Mask Style, CAT 1</p> <p><a href="#">Specification Sheet</a></p> 	<p>The <a href="#">Specification Sheet</a> provided for both Surgical Mask Style FR Face Covering MM#s is the same for each and applies to both colours (Grey or Orange).</p>	

### Remember

- Masks alone will not prevent the spread of COVID-19. Practicing [good hygiene](#) and [public health measures](#), including frequent [hand washing](#) and [physical distancing](#) have been found to be the most effective actions in stopping the spread of the virus.
- If you have any concerns about the work you’re doing, please speak to your supervisor to work with Health and Safety to assess the task.

If you have questions, please contact: Jeff Kovach, HSE Technical Services (905) 517-9752.



May 25, 2020

## Hydro One Vehicle Use During COVID-19

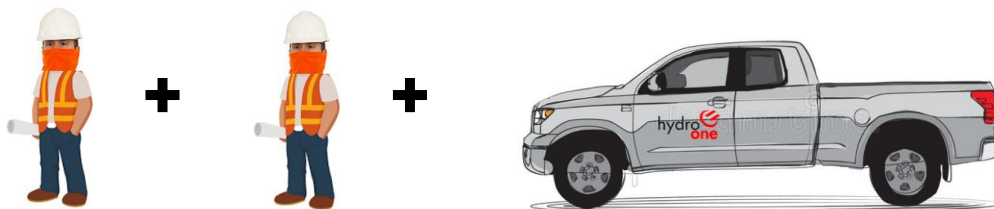
### Purpose:

- To ensure the safety of our employees and the public while maintaining the critical supply of electricity to the province.
- To provide a consistent approach for those travelling to and from a work location in a vehicle, where physical distancing may be a challenge to provide.

### Considerations:

#### Two (2) or more persons travelling together in a Hydro One fleet vehicle to a work location...

- When two (2) or more persons are travelling to and from a work location, a FR Face Covering IS required to be worn as physical distancing cannot be provided.



The following precautions to be followed when two (2) or more persons are travelling together in a Hydro One vehicle:

1. Driver and passenger(s) will review and complete the following COVID-19 Screening Checklist at the tailboard (or as a separate discussion if the tailboard will be at the work location prior to travelling to and from the work location).

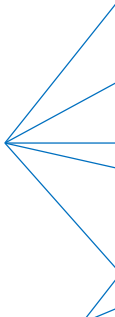
### COVID-19 Screening Checklist

Ask the following general wellness questions:

- Has driver or passenger(s) had close contact with anyone with acute respiratory illness (or a confirmed case of COVID-19) or travelled outside of Canada in the past fourteen (14 days)?
- Are driver or passenger(s) experiencing any symptoms of COVID-19?
  - Fever, new or worsening cough, difficulty breathing (most common)
  - Sore throat, runny nose/nasal congestion, difficulty swallowing, decrease in sense of smell/taste, nausea/vomiting, diarrhea, abdominal pain (less common, but associated with COVID-19)

Note: The only exception is for known persistent symptoms of chronic (long-term) conditions that occur at usual levels/patterns, (e.g., chronic cough, seasonal allergies).

If the driver and/or any passenger(s) answered “yes” to any of the above, they are to let their supervisor know, go home immediately to isolate and contact 1. Family Doctor, or 2. TeleHealth (1 866-797-0000), or 3. Maple Health, or 4. [Ontario Self-Assessment](#).

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2. If the driver and/or passenger(s) answered “no” to all items on the COVID-19 Screening Checklist:
    - Discuss expectations regarding the planned use of specific **COVID-19 Controls** (e.g., Face Coverings), **cleaning supplies** (e.g., hand sanitizers or surface wipes, soap and water) for high touch areas within the vehicle.
    - Discuss how to maintain **proper physical distancing** based on tasks such as inspecting, fueling, loading, and unloading and while driving.
  3. Driver to complete a **360 Walk Around and complete Vehicle Inspection/Log Book prior to passengers getting into the vehicle**. This ensures **proper physical distancing** with others in the vehicle and avoids touching any surfaces (that others may touch) during the inspection process.
  4. Once a **360 Walk Around and Vehicle Inspection/Log Book** have been completed and the Driver acknowledges to all passengers that they can proceed, all vehicle occupants are to prepare by donning their Face Covering, get into the vehicle, secure their belongings and fasten their seatbelt.
  5. During the trip (during rest stops) and/or once the travel to the work location is completed, and passengers can maintain proper physical distancing, the Face Covering may be removed.

#### **Additional Precautions:**

- If vehicle being used is an extended cab or van or equivalent (i.e., two rows or more of seating), driver and passenger(s) are to physically separate (e.g., driver (in driver seat) and passenger (rear most opposite side seating in vehicle)).
- The front of the vehicle becomes the drivers “bubble” and the rear the passengers “bubble”. They can keep their tools, personal belongings, clothing, lunch separate in their own “bubble”
- Always have the same pairs of persons in the same truck (same driver also to minimize moving around vehicle and limit contact with surfaces)
- Ensure all individuals using vehicles have access to appropriate disinfectants, hand sanitizer, personal protective equipment, and other material needed to clean high-touch surfaces in their vehicles.
- Wash hands and clean high touch surfaces regularly, including:
  - Keys or FOBs
  - Inside and outside door handles; Inside door grab handles, pads and armrests
  - Steering wheel
  - Shift lever and console
  - Dashboard
  - Power window and power door lock switches
  - Radio and climate control buttons
  - Turn signal and wiper stalks
  - Seat and Seat adjuster
  - Touch screen(s)
  - Rear View Mirror
  - Any other parts that are commonly used and that may have been touched, (e.g., glove compartment, trunk, door handles, pick-up tailgate handle, etc.).

## Job Planning Supplement

# COVID-19 Best Practices

This supplement is to be used in conjunction with the job planning tailboard sheet

COVID-19 can be spread by touching an infected surface and then touching the mouth, nose or eyes. Ensure you have a Questioning Attitude and take the time to Pause and Think and minimize the risk of exposure when performing any activities.

### Fueling Vehicles During COVID-19

- **Pay at the pump**, where possible, to limit exposure to personnel and/or potentially contaminated surfaces, (e.g., door handles, countertops, lottery kiosks, washrooms, payment keypad)
- **Maintain physical distancing** (at least 2m, or 6 feet) between people at all times
- **Fully refuel the vehicle** to reduce the number of trips to the gas station
- **Avoid touching your face** while outside of the vehicle
- **Wash hands** with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content before getting back into the vehicle

### Cleaning and Sanitizing Inside Your Vehicle During COVID-19

- **Limit vehicle occupancy to a maximum of 2 people per vehicle, when possible**
- **Clean the vehicle interior regularly** using detergent and water or disinfectant wipes.
  - Ensure thorough cleaning of frequently touched areas, e.g., steering wheel, gear shifter, dashboard, gauges, radio dials, seatbelt buckles, windows and door handles, etc.
- **Wear appropriate Personal Protective Equipment (PPE)** when cleaning the vehicle
- **Eliminate clutter and/or waste** from the cab of the vehicle to make cleaning more efficient
- **Keep a garbage bag in the vehicle** to allow for convenient garbage disposal and to prevent trash piling up in the vehicle
- **Wash hands** with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content

### Handling and Receiving Packages During COVID-19

- **Request a 'no contact' delivery**, where possible, to maintain physical distancing
- **Open the package outside** and dispose of packing to limit potential contamination from the package surface
- **Avoid touching your face**
- **Sanitize exposed area/surfaces**
- **Wash hands** with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol content



## Job Planning Supplement

# COVID-19 Best Practices

### Worker Procedures for Handling Paperwork During COVID-19

- **Use alternative forms of communication**, (e.g., e-mail, text messaging, phone calls), to maintain physical distancing and avoid the need for in-person conversations
- **Use technology to send and receive paperwork**, (e.g., e-mail, scans, electronic proof of delivery), to limit the handling and sharing of materials
- **Avoid sharing pens or other office supplies**
- **Monitor and refill office supplies** to avoid the need to share
- **Disinfect areas frequently contacted**, such as desktops, tablets, door handles, printers, photocopiers
- **Ensure hand sanitizer or soap are available for use**
- **Wash hands frequently with soap and water**, particularly before and after handling paperwork
- **Avoid touching your face** in-between hand washing

### Tool Sharing (Hand Tools) During COVID-19

- **Plan for enough tools to be on site** to eliminate or reduce the need to share
- **Ensure cleaning supplies are available** and appropriate for use
- **Identify commonly shared tools** and emphasize the importance of cleaning these before and after use
- **Communicate expectations** to all workers and contractors
- **Provide cleaning instructions** that will prevent damage to the equipment
- **Wear appropriate Personal Protective Equipment (PPE)** when cleaning or handling tools
- **Wash hands frequently**, especially before touching your face, eating or getting into your vehicle to go home

Note: If a worker has symptoms of COVID-19, the tools and equipment the worker recently used must be adequately cleaned and disinfected.

### Traveling by Helicopter During COVID-19

- **All passengers MUST wear face masks that cover the mouth and nose while traveling by helicopter**, per Transport Canada, as physical distancing cannot be maintained within the cabin of the helicopter

# Job Planning Supplement

## COVID-19 Best Practices

### Guidance on Staying in Hotels While Travelling

- **Contact Vision Travel to Reserve a Hotel:** Representative will contact Hotel of your choice to inquire about COVID-19 practices at your phone request
- **Bring appropriate cleaning supplies**
- **Upon Arrival:** Do not use valet service, park your vehicle and carry your luggage
- **Checking In:** Maintain 2m distance from other patrons. Discuss the use of tap instead of having the clerk take your card to run the charges
- **Check in complete:** Wipe down cards (credit and door key) with wipes or sanitizer upon exchange from hotel clerk
- **Elevator and room door use:** After pushing elevator buttons and opening door, wash hands diligently with soap and water, or use hand sanitizer
- **Entry of Room:** Wipe down high touch point areas with wipes (door handles, faucets, toilet, remotes, thermostat, light switches, toilet flush handle, etc.)
- **Long Duration Stay:** Refuse room/laundry service to prevent outside contact with your items.
- **Check out of Hotel:** Request email copy of charges, leave room key in the room
- **Upon Arrival Home:** Wash all clothing in warm water and detergent, disinfect suitcase with spray
- **Wash hands frequently with soap and water:** especially before touching your face, eating or getting into your vehicle to go home
- Please check the [Hotel Association of Canada](#) website for more information

Note: If a worker has symptoms of COVID-19, he/she should self quarantine until being tested. Report to supervisor of staying in hotel while travelling for work.

### Safety Precautions When Using Alcohol Based Hand Sanitizer

- Use a dime sized amount and read the WHMIS label and the Safety Data Sheet (SDS) prior to use
- Ensure your hands are completely dry, (i.e., all the liquid portion of the sanitizer evaporated), prior to touching surfaces or being in proximity of an ignition source/electricity
- Apply skin moisturizers to avoid drying and cracking skin from extended use of hand sanitizer
- If sanitizer is spilled or otherwise released, remove all ignition sources immediately from the area and clean following the SDS instructions to mitigate the possibility of a fire
- Store away from heat and ignition sources, including (but not limited to) sparks, open flames, electrical outlets, switches or equipment and extreme heat/hot temperatures
- No smoking should be allowed – keep away from open flames, as sanitizer can be highly flammable.

## SP0960 – Workplace Safety Observation (WSO) Program

# Supervisor/Manager WSO Focus on COVID-19

Supervisors and Managers must ensure they are either using the WSO App (click [here](#) to access job aids), or the most up-to-date version of the WSO Form, (refer to SP0960 [Appendix A](#)).

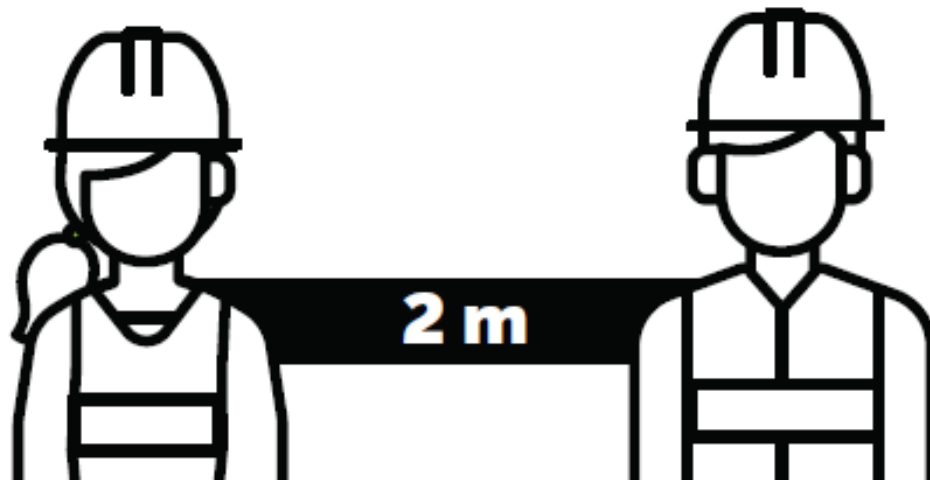
### Conducting Workplace Safety Observations During COVID-19

Using either the WSO App or the WSO Form, the following questions should be taken into consideration while observing employees at work during COVID-19 and issues/concerns promptly addressed.

- Are adequate hand washing areas available to crew?
- Are hand washing areas kept clean and maintained throughout the shift?
- Is alcohol-based hand sanitizer available to crew (if soap and water is not available)?
- Are FR Face Coverings available to all crew members?
- Are FR Face Coverings worn by all crew members?
- Are FR Face Coverings stored to prevent contamination?
- Are FR Face Coverings being washed, as required?
- Are there barriers in place to maintain physical distancing (2 m / 6 ft)?
- Have work practices been altered to maintain physical distancing?
- Are there situations where maintaining physical distancing is a challenge?
- Can physical distancing be provided at start/end of shift and during lunch/break times?
- How are tailboards and job planning being conducted while providing physical distancing?
- Is the Job Plan COVID-19 Supplement available to crews?
- Is the “Essential Worker Letter” available?
- Are disinfectants available to clean work area/shared tools?
- Are shared Hydro One vehicles being sanitized/cleaned before use?
- Is there careful cleaning of frequently touched/shared surfaces?
- Is there careful cleaning of shared tools?
- Are there work practices that are difficult to maintain due to COVID-19?
- Are there opportunities for our team to report back to Work Methods for change in work practice?
- Are there any best practices related to addressing COVID-19 observed that can be shared?
- Is any crew member experiencing symptoms of COVID-19?
- Is any crew member experiencing cold or flu-like symptoms/feeling unwell?

# Protect against COVID-19

Practice physical  
distancing and stay  
2 metres from  
other people.



If you have symptoms,  
take the self-assessment at [ontario.ca/coronavirus](https://ontario.ca/coronavirus).  
Or call your primary care provider  
or Telehealth Ontario at  
416-797-0000 (TTY: 416-797-0007)

For more information,  
visit [ontario.ca/coronavirus](https://ontario.ca/coronavirus)