



MAINLAND
CONSTRUCTION MATERIALS



MODIFIED WORK-SITE OPERATING PROTOCOLS

**NAVIGATING WORK SAFELY THROUGH
THE COVID-19 PANDEMIC**

Modified Work-Site Operating Protocols

Keeping projects moving forward safely during COVID-19

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Introduction

Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

Mainland will follow all best practices, as presented by WorksafeBC, the Ministry of Mines, and, the Provincial and Federal Health Officers as our minimum standard.

The protocols herein were provided by the joint efforts of our partner unions:

IUOE • Teamsters • LiUNA



We thank them for their prompt and professional advice during this pandemic.

Our COVID Personal Protection policies are as follows:

- Where we cannot work in accordance with these guides, we will defer the work at hand.

If a site is not consistently implementing the measures set out in this protocol it could be deemed 'unsafe' and it may be required to shut down



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1.0 Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a fever or a new persistent cough and/or shortness of breath - [follow the provincial guidance on self-isolation](#)
- Is a vulnerable person (by virtue of their age, underlying health condition, other clinical conditions).
- Is living with someone in self-isolation or a vulnerable person.
- Is living with a person that is in quarantine due to a presumptive or confirmed case of COVID-19.

1.1 Procedure if Someone Falls ill

If a worker develops a fever or a persistent cough while at work, they should:

- Advise manager/supervisor
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Obtain medical advice and assistance as necessary.

They must then follow the [provincial guidance on self-isolation](#) and not return to work until their period of self-isolation (typically 10 days) has been completed and they are healthy.

2.0 Travel to Site

Wherever possible workers should travel to worksites alone using their own transport. Worksites need to consider:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitizer if water is not available
- How someone taken ill would get home.

2.1 Site Access Points

Stop all non-essential visitors.

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – the number of access points may need to be either increased to reduce congestion or decreased to enable monitoring



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- Require all workers to wash or clean their hands before entering, frequently during the day, and when leaving the site
- Allow plenty of space (two metres) between people waiting to enter the site
- Regularly clean and disinfect common contact surfaces such as telephone handsets, desks, washrooms, tools, equipment doors, equipment controls and steering wheels.
- Reduce the number of people in attendance at site meetings and hold them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean/sanitize their hands before unloading goods and materials hand-to-hand,

2.2 Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres, in this case the work will only proceed if deemed essential by the Manager and, following the BCCSA protocol for working within 2M:

PHYSICAL DISTANCING IS NOT POSSIBLE:

Physical distancing means keeping a distance of 2 meters (6.5 feet) between workers.

Physical Distancing is mandatory in British Columbia. On March 22, 2020 The Provincial Health Officer issued Guidance to Construction Sites Operating during COVID-19. The guidance states that "Where possible, employees should maintain a distance of two metres apart from each other". Our interpretation of this guidance is that construction sites should not conduct work that does not allow them to maintain physical distancing. Any work that does not allow physical distancing should be delayed.

The following document describes best practices that may protect against transmission of the novel coronavirus SARS-CoV-2, however working under these procedures may still be a breach of the Provincial Health Officer's orders.

If physical distancing is not possible while doing work tasks, you must control the potential exposure to COVID-19, by doing the following:

First, consider whether or not the task is truly essential at this time:

- Can the task be delayed?
- Can it be safely done in another way?
- Can the number of workers involved be reduced?

Suggestions to reduce the risk of COVID-19 transmission when physical distancing is not maintained.

Workers:

This work should not be completed by workers who are at higher risk of complications due to COVID-19. This includes:

- Workers who are over the age of 60.
- Workers with chronic health conditions including diabetes, heart disease and lung disease.
- Workers who are immunocompromised.

Only workers who are considered to be at a lower risk of transmitting COVID-19 should



complete this work. Use the BCCSA Health Screening Tool before allowing access to the worksite. Do not permit workers on to a worksite if they meet the following criteria:

- Have or had symptoms of COVID-19 in the past 10 days (cough, sneeze, sore throat, fever, difficulty breathing).
- Have travelled outside of Canada within the previous 14 days.
- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days.



Task Supervision

It is recommended that any work that breaches physical distancing requirements be monitored by a designated observer, ideally with health and safety training or experience. This person would ensure that:

- best practices are followed.
- physical distancing breaches are as brief and as rare as possible.
- other safety considerations are not overlooked during physical distancing breaches.

Personal Protective Equipment (PPE)

All workers who cannot maintain physical distance (2 meters, 6.5 ft) should use PPE including:

- N95 or half-face respirator with P95 or P100 filters.
- Where possible half-face respirators with P95 or P100 are preferred since
 - 1) They are more protective and;
 - 2) N95 are used by health care workers and are in short supply.
- Disposable nitrile gloves.
- Safety glasses.
- Fabric coveralls (optional). Do not use Tyvek, as these are needed for healthcare workers.
- Workers must be trained on how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, maintain PPE, and the limitations of PPE.
- Fit testing must be completed for workers wearing half mask respirator and/or N95 masks.
- Workers must be clean-shaven when using respirators/masks.
- For further information on respirator use, see CSA Standard CAN/CSA-Z94.4-18, Selection, use, and care of respirators.
- Provide a plastic disposal bag for disposal of consumables (N95 masks, nitrile gloves, cleaning wipes). Seal the disposal bag and store it with other garbage.
- Dispose of N95 masks and Nitrile gloves after use in the disposal bag.
- Sanitize glasses and half mask respirators using disposable wipes. Dispose of disposable wipes in the disposal bag.
- When complete store reusable PPE and coveralls (if used) in a storage room. Ensure no cross contamination between PPE belonging to different workers.
- If used, do not wear fabric coveralls home. Wash coveralls regularly.
- If fabric coveralls are not used, change clothing before going home. Bring work clothing home in a plastic bag and wash work clothing daily.



Handwashing

- Provide a handwashing or hand sanitizing station that is easily accessible for the affected workers.
- Wash hands thoroughly when gloves are removed and at the end of the task for which less than 2 meters of distance is required.
- Wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with bare or gloved hands.

Cleaning/Disinfecting

- When task is completed ensure the tools that were used are cleaned and disinfected (**see BCCSA document on Enhanced Surface Cleaning and Disinfection**).
- Clean and disinfect all high-touch surfaces in the area.

2.3 Site Meetings

Only absolutely necessary meeting participants should attend.

- Video / phone conferencing is preferred
- Meeting minutes / notes will NOT be signed by attendees
- Meetings will be held outdoors if possible,
- Indoor meetings will allow for social distance, and good ventilation. If this is unachievable meeting will be deferred.

3.0 Hand Washing

Hand washing stations are available for each crew. It is the responsibility of the foreman to ensure that adequate supplies (Soap, Fresh Water and Towels_) are available at all times.

Hand sanitizer will also be provided where hand washing facilities are difficult to access or maintain.



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- Regularly clean the hand washing facilities and check soap and sanitizer levels
- Provide suitable and sufficient bins for used hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitizer, and paper towels.

3.1 Personal Protective Equipment

Train workers on the safe use/operation of all protective clothing and equipment. This includes how to put it on, use/wear it, and take it off correctly in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks **may change depending on geographic location**, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Employers should check government websites such as WorkSafeBC and BCCDC regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable (e.g., respirators)
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, **to avoid contamination** of self, others, or the environment.

While the correct use of PPE can help prevent some exposures, it should not take the place of other prevention strategies.

4.0 Cleaning

Enhanced cleaning and disinfecting procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps, washing facilities, toilet flush, and seats
- Door handles, push plates, and hand rails
- Lift and hoist controls, machinery and equipment controls
- Shared tools
- Food preparation and eating surfaces
- Telephone and communication equipment



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- Keyboards, photocopiers and other office equipment.

Rubbish collection and storage points should be *increased and emptied regularly* throughout and at the end of each day.

4.1 Eating Arrangements

Some construction sites provide a means of heating food and making hot drinks. When it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed or locked out.

The workforce should also be required to stay on site once they have entered it.

- Dedicated eating areas should be identified considering 2 metre social distancing
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Plates, bowls, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism
- Tables should be cleaned between each use
- Rubbish must be put straight in the bin and **not left for someone else** to clean up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

4.2 Changing Facilities, Showers and Drying Rooms

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Provide suitable and sufficient garbage cans in these areas with regular removal and disposal.



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4.3 Toilet Facilities

Restrict the number of people using toilet facilities at any one time. Refer to WorkSafe section 4.85 concerning washrooms facilities and standards.

- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where they are used they should be cleaned and emptied frequently
- Provide suitable and sufficient garbage cans for hand towels with regular removal and disposal.



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Appendix 1 - Tool Box Talk

Date: _____

Jobsite: _____

Discussion Leader: _____

Attendance:

Discussion/Key message:

COVID-19 is believed to spread from person-to-person, often through droplets from coughing or sneezing.

The virus is also believed to spread by people touching a surface or object and then touching their mouth, nose, or eyes.

Current evidence suggests that **the virus may be active for days on some surfaces.**

Cleaning and disinfecting surfaces is critical.

What are the symptoms of COVID-19?

- Symptoms for COVID-19 include fever (over 37.3c or 99.1f) and shortness of breath, cough, or sore throat.

How does COVID-19 spread?

- COVID-19 is thought to spread mainly from person to person through coughing or sneezing
 - It may also be spread by touching something containing the virus then touching the mouth or nose
 - **Symptoms usually appear 7-14 days after exposure.**

Who is at higher risk for COVID-19 complications?

- Pregnant women, children, or adults with underlying conditions such as asthma, diabetes, suppressed immune systems, heart disease, and kidney disease, are more likely to have complications.



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How severe is illness associated with COVID-19?

- Illness has ranged from mild to severe. Most people have recovered without needing medical treatment, however, hospitalizations and deaths have occurred.

How do I protect myself?

Practice good hygiene!

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect **frequently touched objects** and surfaces
 - Hand rails, door knobs, portable toilets, equipment controls, work tools
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

How to clean and disinfect:

- Wear disposable gloves when cleaning and disinfecting, discard them after each use
- If a surface is dirty, clean it using a detergent or soap and water
- Disinfect using diluted household bleach solutions, alcohol solutions (at least 70% alcohol), or most common registered household disinfectants.

Preparing a 1:50 Household Bleach Solution:

- 20 ml (4 teaspoons) household bleach + 1000 ml (4 cups) water
- 100 ml (7 tablespoons) household bleach + 5000 ml (20 cups) water.

Employee Responsibilities:

- Report and exposure of potential exposure to Covid-19
- Ensure physical distancing
- Wash hands
- Wear appropriate PPE
- Sanitize Equipment and PPE
- Communicate questions and concerns



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Foremen Responsibilities:

- Remind employees of sanitation/distancing procedures
- Monitor employees for any visible signs of symptoms
- Ensure employees are washing hands, sanitizing tools and PPE
- Ensure handwashing stations are stocked
- Stagger breaks to ensure distancing

Superintendent Responsibilities:

- Ensure Covid 19 signage posted?
- Ensure surfaces are being cleaned
- Ensure sufficient inventory of cleaning/sanitation supplies
- Ensure communication channels are open



COVID-19 DISCIPLINE POLICY

Introduction and Purpose

During these unprecedented times, Mainland Construction Materials ULC (Mainland or the Company) has a legal obligation to follow social distancing and sanitation guidelines, as mandated by the province, in order to minimize the spread of infection and protect our workforce. The Company has the privilege of being considered an essential service and needs to follow all safety protocol to ensure that essential service status remains in place. In order to do this, Mainland's Covid-19 Discipline Policy is designed to ensure fair and consistent discipline for actions that are considered safety-misconduct as related to Covid-19 safety measures.

Employee Conduct Guidelines

The operating protocols below must be followed at all times:

- 1) Employees must report symptoms OF any illness promptly and, obey provincial guidelines for Isolation, Self Isolation and Quarantine. (<https://bc.thrive.health/>)
- 2) Employees must wash their hands, frequently but no less than:
 - a. Upon arrival at site
 - b. Before meals and after washroom breaks
 - c. Before leaving site for home.
- 3) Employees must follow public guidelines regarding:
 - a. personal hygiene (sneezing/coughing into the crook of your arm or disposable tissue).
 - b. cleaning of tools / spaces and equipment.
 - c. disposal of gloves, wipes, etc in trash receptacles. No littering.
- 4) Employees must always maintain distance of 2M (6ft) from each other.
 - a. If an employee is unable to complete a task while maintaining distance the following steps are required:
 - i. Review Task with supervisor.
 1. Defer all tasks it is possible to defer.
 2. Modify tasks to be completed by fewer people, or people farther apart.
 3. Contact Safety department to arrange for **supervised** 'close proximity' work in accordance with BCCSA / WorksafeBC guidelines.
- 5) At any time, an employee cannot conduct their job safely, be it due to a lack of supplies, training, or unsafe worksite conditions, the employee must refuse to complete the task and report to their supervisor immediately.

Progressive Discipline Process

The objective of the disciplinary process is to correct a situation. The progressive discipline process has an initial phase (coaching; guidance during the verbal warnings) and a corrective phase (suspension without pay). Therefore, employees should not be surprised by the consequences of the disciplinary process.

The following are the steps for progressive discipline for non-flagrant conduct:

1st offence: Verbal Warning (documented (email))

2nd offence: Immediate suspension (1 day)

3rd offence: Immediate suspension (2 days)

Flagrant Misconduct

In cases of flagrant misconduct, some or all of the steps in Progressive Discipline may be bypassed due to the seriousness of the behavior and may result in immediate termination for cause.



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Appendix 2 - Job Site Poster



As construction workers we know how to keep our social distance

Keep two metres between you and everyone else.

Keep a supply of soap and fresh water, or cleaning alcohol on site, and clean your hands regularly.

Keep your work area clean by wiping down your cab, tools, protective clothing, office equipment and toilet areas.

Make sure people bring their own food, drink, and eating utensils.

For the latest information on keeping safe during the pandemic, call the BC Government hotline at **1-888-COVID19**



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Appendix 3 - Self-Assessment

Fighting this pandemic involves the mutual cooperation of governments, employers, unions, community, and workers.

The symptoms of the virus include:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Sneezing

The BC Ministry of Health has developed a self-assessment tool to help people determine if they need further assessment for COVID-19. It is available at:

<https://COVID19.thrive.health/>

Most people do not need to be tested for COVID-19 because it will not change your care.

People who **do not** need to be tested for COVID-19 include:

- People without symptoms
- People who have mild respiratory symptoms that can be managed at home
- Returning travelers.

Who should be tested for COVID-19?

People with respiratory symptoms who may require testing for COVID-19 include people who are:

- Hospitalized, or likely to be hospitalized
- Health Care Workers
- Residents of long-term care facilities
- Part of an investigation of a cluster or outbreak.

Anyone who has symptoms - including a fever, cough, sneezing, or sore throat - should [self-isolate](#) for 10 days. Continue to complete this assessment to determine if you may need care.

Call ahead before you get medical care.

If leaving your work or home for medical care, call ahead and tell the clinic you are coming in and that you need a COVID-19 test.

By calling ahead, you help the clinic, hospital, lab, urgent care or doctor's office prepare for your visit and stop the spread of germs. Remind each health care provider that is taking care of you that you are waiting for COVID-19 test results.



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Appendix 4 - Right to refuse unsafe work

Every worker has the right to refuse to work in unsafe work conditions. Workers must follow company specific reporting procedures that meet a minimum standard as per WorkSafe BC.

WorkSafe Regulation 3.12

Steps to follow when work might be unsafe:

1. Report the unsafe condition or procedure.

As a worker, you must immediately report the unsafe condition to a supervisor or employer.

As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task.

As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.

This investigation *must take place in the presence of the worker* and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

3. If a worker still views work as unsafe, notify WorkSafeBC.

If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.



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Appendix 5 - Health Declaration

Jobsites may require all individuals accessing their sites to complete and sign a health declaration. This form can only ask questions directly related to preventing the spread of COVID-19 including:

- Have you traveled outside Canada since March 12, 2020 or been in close contact with someone who has been?
- Are you experiencing symptoms? (do the Ministry of Health self-assessment for COVID-19 to answer)
- Are you or have you been in close contact with a person with COVID-19?

If you are experiencing symptoms other than COVID-19, contact your family physician.

If you are unable to reach your regular health care provider, call 8-1-1 to speak with HealthLink BC, or visit [HealthLink BC's Symptom Checker](#).



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Appendix 6 - Website Resources

[B.C. Government Support and Information](#)

[Guidance to B.C. Construction Sites Operating During](#)

[COVID-19 WorkSafeBC Construction Information](#)

[Government of Canada Public Health Services](#)

[Government of Canada-Coronavirus Disease \(COVID-19\) – Benefits and](#)

[Services B.C. Construction Safety Alliance](#)

[Handwashing BC Centre for Disease](#)

[Control Self-assessment Tool and](#)

[Support App](#)

[List of Hard-surface Disinfectants for Use Against Coronavirus](#)

[\(COVID-19\) International Union of Operating Engineers Local 115](#)



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Appendix 7 - References

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

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

<https://www.ohsa.ca/en/about-us/news-events/announcements/2020/March/covid19-and-the-workplace>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

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<https://build.kog.com/content/uploads/2020/03/Site-Opening-Protocols-23-March-2020.pdf>

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https://www.hcirt.com/sites/default/files/coronavirus/getting-your-facility-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

<https://www.vgva.com/wp-content/uploads/2020/03/Follow-Talk-COVID-19.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-](https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html)

[disinfection.html https://www.bccsa.ca/index.php?id=450](https://www.bccsa.ca/index.php?id=450)

<https://bc.thrive.health/> (BC Self-Assessment Tool)

<https://www.ohsa.ca/en/law-policy/occupational-health-safety/safety/safety-regulation/ohs-regulation/part-03-rights-and-responsibilities>

[www.cdc.gov/niosh/topics/respirators.](https://www.cdc.gov/niosh/topics/respirators)

<http://www.bccdc.ca/health-info/diseases-conditions/covid19/self-isolation>

<https://bc.thrive.health/covid19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid19/about-covid19-if-you-are-sick>

<https://www.healthlinkbc.ca/health-topics/hwsxchk>

<https://news.gov.bc.ca/releases/2020EMBC0002-000542>

