

Policy for *Authorized Visitors during COVID-19

**These include only persons whose presence is absolutely essential for the project, i.e., subcontractors, inspectors, engineers.*

- All Authorized Visitors should be kept to a minimum during this time to avoid extra personnel at site or the facility. In any event, there should be no more than **5 people** at the site at the same time unless otherwise required or ordered by a government agency;
- At the time of scheduling the time for Authorized Visitors, make sure to inform them of the following:
 - All Authorized Visitors must **measure their temperature no later than 2 hrs prior to their visit** and confirm with the DONG site supervisor that they have no fever and no flu symptoms. Further, All Authorized Visitors must confirm that they did not take any fever control medication on the day of the site visit;
 - They must follow their company's Health and Safety Policy along with all the requisite Provincial and Federal Standards re COVID-19 Pandemic;
 - Have the Authorized Visitors contact the site contact when they arrive to the site or facility.
- Have all Authorized Visitors confirm via text message to the site supervisor time of the arrival and departure from site;
- Have the Authorized Visitors take breaks and lunch in their vehicles and not the site trailer. If this is not feasible, a schedule will need to be set up to limit personnel in the lunch trailer;
- Un-necessary face to face meetings should not be held. If meetings are necessary practice social distance protocols;
- Monitor Authorized Visitors health and safety performance as well for noticeable flu symptoms;
- All Workers are required to report incidents/injuries, which includes fever and flu symptoms;
- Any paper work for signing for daily work activities should be placed on an object and then the person step back to a minimum of 2 meters;
- Do not accept a pen to sign, use your own;
- If there is only one option for a pen or stylus it should be sanitized after use;
- Any paperwork that is signed should be placed in an envelope using gloves **and left in place for 24 hours**;
- Any violations incidents must be reported to site supervisor forthwith;
- Failure to comply with the within Policy may lead to immediate termination.