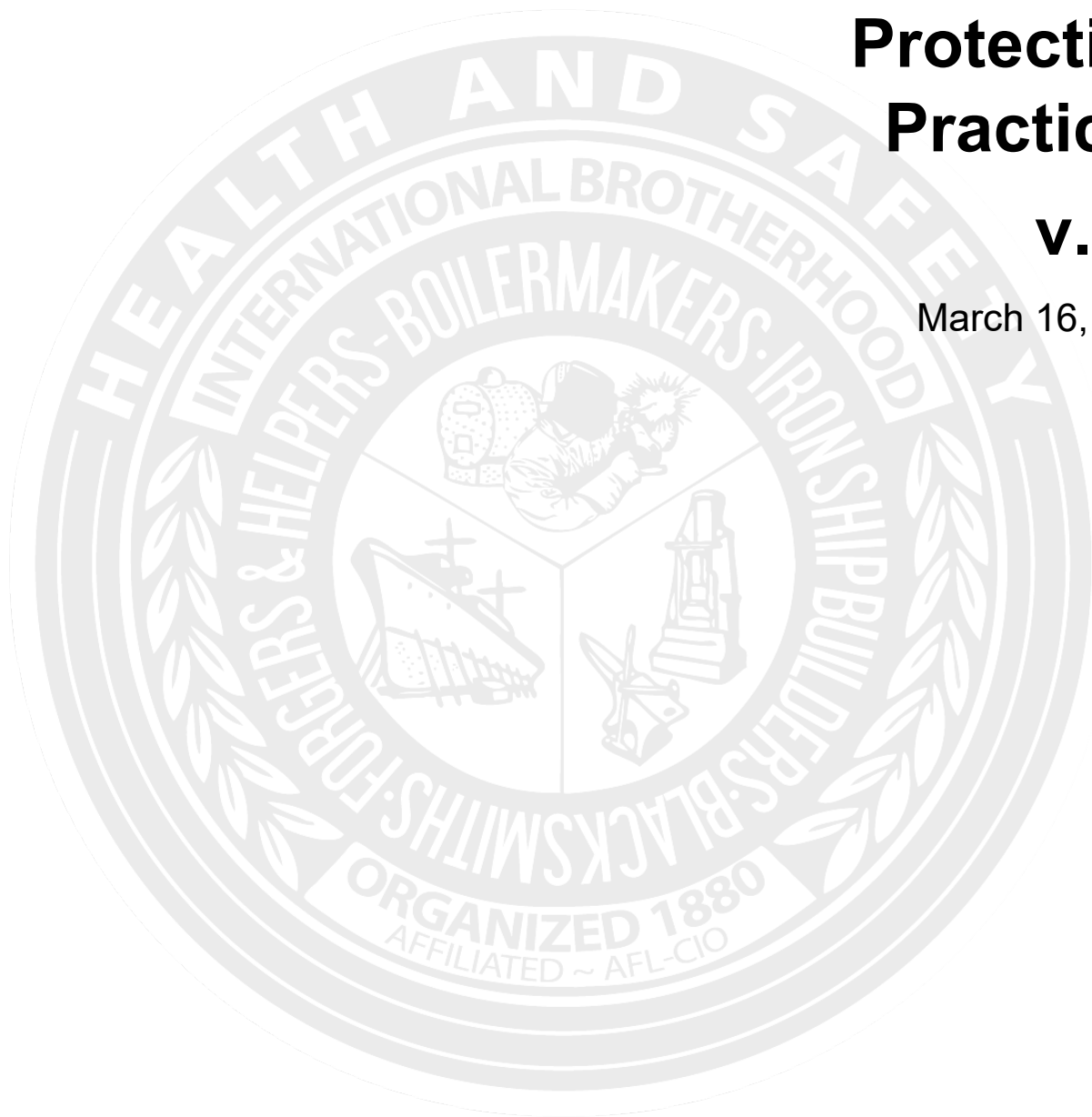


# IBB COVID-19 Safety and Health Protection Practices

**v.1.0**

March 16, 2020



**Note:** *These safety and health protection practices will be updated regularly to reflect changing public health recommendations and regulatory requirements.*



# Table of Contents

- Introduction ..... 3
- Section 1: Attending IBB Facilities (Shops, Training Centers, Administrative Buildings) ..... 3
- Section 2: Personal Hygiene ..... 3
- Section 3: Safe Workplaces ..... 4
- Section 4: Meetings or Gatherings ..... 5
- Section 5: Personal Protective Equipment (PPE) ..... 5
- Section 6: Hand Tools, Powered Mobile Equipment and Other Equipment ..... 6
- Section 7: Offices - Additional Cleaning Protocols ..... 6
- Section 8: After Work Protocols ..... 8
- Section 9: Unsafe Workplaces ..... 8
- Resources ..... 9
- APPENDIX ..... 10

## Introduction

During the evolving COVID-19 pandemic, the following safety and health protection practices are recommended for consideration in IBB facilities including shops, training centers and administrative buildings to protect members, staff, our families, and the community from possible infection and illness during the COVID-19 pandemic.

Any conflicts or omissions between the information presented within this document and the evolving public health recommendations or regulatory requirements, the latter shall prevail.

Any questions should be directed to the IBB OH&S department.

### Section 1: Attending IBB Facilities (Shops, Training Centers, Administrative Buildings)

If you are feeling ill and have cold or flu-like symptoms such as fever, sore throat, runny or stuffy nose, headaches, coughing, or congestion:

- do not enter any IBB facility;
- notify the appropriate hall contact;
- consult your public health authority online COVID-19 assessment tool and other health advice; and
- do not return to any IBB facility until you are medically cleared to return.

All members, staff, and visitors are recommended to complete the appropriate pre-access health assessment form, and temperature checks daily before facility entry (see Appendix).

### Section 2: Personal Hygiene

Good personal hygiene is the first line of defense against COVID-19.

- avoid touching your eyes, nose, and mouth;
- cover your cough or sneeze with a tissue, then throw the tissue in the garbage;
- do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
- refrain from shaking hands or other personal contact with others; and
- 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, and hands are not visibly dirty, use a hand sanitizers that contains at least 60% alcohol.

## Handwashing

The following handwashing best practices should be used:

- wet your hands with clean, running water (warm or cold) turn off the tap and apply soap;
- lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails;
- scrub your hands for at least 20 seconds;
- rinse hands well under clean, running water; and
- dry hands using a clean towel or air-drying them.

## Section 3: Safe Workplaces

Keeping our facilities safe will require diligent effort. Proper washroom facilities must be maintained. There must be adequate supplies of soap, water, toilet paper, and paper towels at all times. Washroom facilities must be adequately cleaned and disinfected throughout the workday.

Each facility should provide the following as a minimum:

- hand sanitizer should be available at or near entry points to buildings and at various high-traffic locations throughout such as doorways, reception, lunchroom, boardrooms, offices, water containers, etc.;
- running water (both hot and cold where possible) and hand soap should be available at bathroom facilities, lunchrooms, and kitchen areas;
- if running water is not available, hand sanitizer will be made available (*use an alcohol-based hand sanitizer with at least 60% alcohol*);
- handwashing stations should have instructions posted at each location;
- paper towel dispensers and barrier-free garbage cans should be available at every handwashing location; and
- inspected frequency and signed off.

## Section 4: Meetings or Gatherings

All activities (e.g. training, welding shops, staff meetings) should be organized so that, to the maximum extent possible, appropriate physical distancing recommendations can be maintained including:

- at least 6 ft separation between each person; and
- avoiding prolonged close contact or proximity between people working or gathering in the same space.

Additional recommended measures include:

- e-mail, video or teleconference meetings are the preferred methods of communication;
- make all reasonable efforts to avoid in-person meetings and events wherever possible;
- meetings and events of more than five (5) people **should not** be held in person, and if necessary, physical separation should be maintained as recommended by the local public health authority;
- mandatory meetings should be held in smaller groups and where possible;
- meetings should be held in the area where an individual works (e.g., welding shop) instead of in a large gathering point such as a conference or break room;
- stagger breaks and lunchtimes to reduce the number of people gathering at the same time;
- while using lunchroom amenities such as fridges and microwaves or while waiting to use toilets and washrooms, please line up and keep 6 ft of distance from the person in front of you; and
- meeting and lunchroom spaces should be cleaned and sanitized after use.

## Section 5: Personal Protective Equipment (PPE)

Everyone must observe all regulatory requirements for personal protective equipment. In addition to the normally required PPE, the following measures are suggested to protect against COVID-19 risks:

- members who are in close proximity of others (less than 6 ft apart) are required to wear a face-covering for the protection of other people:
  - NIOSH approved N95 particulate filtering facepiece respirator, or greater (e.g. typical P100 half or full-face elastomeric respirators) will adequately **protect the wearer** against COVID-19 respiratory exposure;

- Non-medical face masks **are not respiratory protection** for the wearer but rather help to slow the spread of COVID-19 to people in close proximity to the wearer. They are recommended by the US CDC and Public Health Agency of Canada for the general public where physical distancing cannot be maintained.
- prior to using respiratory equipment and related PPE, members must receive appropriated training and instruction on the proper use, donning and doffing, care, cleaning and disposal of this equipment;
- use of task appropriate eye and hand protection is mandatory;
- storage of personal gear should not be permitted on-site unless in a location where contact with other individuals is not possible; and
- additional hand sanitizing stations or equivalent should be located closer to work areas for cleansing if there is contact between members such that perspiration or respiratory droplets come into contact with exposed skin.

#### Section 6: Hand Tools, Powered Mobile Equipment and Other Equipment

- hand tools **should not** be shared person-to-person without a thorough cleaning with a disinfectant containing more than 70% alcohol; and
- door and ladder handles, handholds and rails, steering wheels, switches, buttons, knobs and fueling caps on powered mobile equipment should be cleaned regularly, between users/operators, and at the end of each shift.
- wherever possible, have one person operate a piece of equipment for the day.

#### Section 7: Offices - Additional Cleaning Protocols

All offices are encouraged to implement additional cleaning measures as outlined below:

- before commencing work each day/shift, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, orientation rooms, coffee and kitchen areas, workstations, portable and permanent washrooms, and shared workspaces should be cleaned;
- before commencing work, individuals working in an office setting are responsible for cleaning their workstation area; and
- mobile and desktop phones should not be shared with others

The focus is on reducing the risk of transmission through an individual touching an infected surface. Therefore, ***priority should be given to the high touch surfaces.***

### Cleaning Protocols After Each Use:

- hard surfaces and buttons your hands may contact on frequently touched items such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches, and other high traffic objects should be cleaned after each use.

### Cleaning Solutions and Supplies:

- If available, household or commercial disinfectant solutions (typically at least 70% alcohol) should be used to clean surfaces.

Note: some of these products are currently in short supply or unavailable. If these household or commercial disinfectant cleaning products are not readily available, hard surfaces can be disinfected using a mixture of one-part bleach and nine parts water.

- Routine cleaning and disinfection procedures (e.g., using cleaners and water to pre-clean surfaces before applying an approved disinfectant to frequency touched surfaces or objects for appropriate contact times.

Note: consult manufacturer recommendations for concentration, application method, and contact times. (e.g., certain Clorox wipes recommend one-minute contact time. For homemade bleach solutions, there is wide variability on recommended contact times – most often between 1-5 minutes. \*conservatively recommend 5 minute contact time.)

- WHMIS workplace label must be affixed to any mixed solution listing all the ingredients;
- Items that cannot withstand liquid disinfectants such as tablets, smartboards, and cellphones may be disinfected with 70% alcohol wipes; and
- Use paper towels or single-use rags.

## Section 8: After Work Protocols

The measures taken at IBB facilities are designed to keep you safe. Additional recommended actions to help keep you and your family safe after work:

- remove your washable PPE items and place them in a bag. These should be washed as soon as you get home;
- non-washable PPE equipment such as boots, hardhats, and safety glasses should be sanitized and placed in a bag or away from other items that may be contaminated;
- any single-use PPE items must be discarded safely and not reused or left where others may handle them or have to discard them;
- a separate waste container or lined disposal bin should be made available for potentially hazardous material such as disposable PPE, cleaning wipes, cleaning supplies, etc.;
- once you have removed and packed your PPE, sanitize your hands one last time before leaving your work area;
- upon arriving home, leave your safety boots outside the home or in your vehicle;
- any items you packed for washing along with your clothing worn during the day should go straight into the washing machine;
- finish your day with a shower before settling in to spend time with other occupants of your home;
- wear clean clothes each day and repeat the same procedure after work; and
- if you drive your personal vehicle, take a moment to wipe down and disinfect commonly touched surfaces at least once a day.

## Section 9: Unsafe Workplaces

IBB facilities that do not follow applicable public health recommendations or OH&S regulatory requirements may be deemed unsafe. Staff have the right to refuse unsafe work in accordance with the applicable OH&S Act and regulations. Any member who has a health and safety concern or question should bring them to the attention of lodge staff for action without delay.

Interpretation Contact:  
IBB Canadian Health & Safety Department

### Revision History:

Revision No.	Date	Comments/Affected Sections
1.0	16/04/2020	Original Issue

## Resources

Boilermaker Updates

[www.boilermaker.ca/covid19](http://www.boilermaker.ca/covid19)

Governmental Coronavirus Updates

For the latest news releases, announcements and resources:

Government of Canada <https://canada.ca/coronavirus>

### Information Lines:

Government of Canada: 1-833-784-4397

Provincial Health Authorities:

Manitoba: 1-888-315-9257

Ontario: 1-866-797-0000

All other provinces: 8-1-1

### Mental Health

For information on taking care of the mental health of yourself and others:



**fseap** 

Contact fseap 24/7

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**1.866.990.1113**  
TTY 1.888.234.0414  
[myfseap.ca](http://myfseap.ca)

Group Name: Boilermakers  
Password: myfseap

**YOUR MEMBER ASSISTANCE PROGRAM**

Caring and professional assistance for personal, family and work-related concerns.

Services are free and confidential.



# APPENDIX

## Equipment List

1. Pre distributed screening form sent immediately after dispatch
2. A welder needs to bring
  - a. Shield
  - b. Gloves
  - c. N95 dust masks or higher (e.g. ½ mask P100) at door. Welder to don before entering.
  - d. Safety glasses
  - e. Arrive at the scheduled time

Note: Without these pieces of equipment entry will not be permitted

3. Door signage (see appendix)
4. Table at door
  - a. Maintain minimum 6ft PHYSICAL DISTANCING; otherwise respirator protection must be worn
  - b. Alcohol wipes
  - c. Hand Sanitizer
  - d. Screening forms filled out signed and dated for the welding test date
  - e. Logbook
  - f. Thermometer
  - g. Critical illness response plan
  - h. Exposure Investigation Report
5. Predetermined walkway
  - a. To weld booth
  - b. Rod oven choose rods on way to booth
  - c. To washroom
  - d. One way pathways where possible to ensure physical distancing
6. Pre-assigned welding booths
  - a. Welding whips tig and stick
  - b. Grinder

- c. Assorted grinding discs
- d. Grinder with a wire wheel
- e. Chipping hammer
- f. Wire brush
- g. An assortment of tig wire different diameters
- h. Flashlight
- i. Prepared weld coupon with welder identification on tube
- j. All machine adjustments will be made by the welding instructor
- k. Upon weld test completion leave coupon in booth
- l. Notify weld instructor of test completion
- m. Wash hands and exit building immediately
- n. Remove respirator after leaving the building

#### 7. Washrooms

- a. Hand sanitizer at door
- b. Signed cleaning schedule checklist at door
- c. Block off extra urinals, sinks, and toilets
- d. Appropriate soap at the sink

Note: Welders will be asked to leave for the following

1. Failure to comply with this procedure
2. Wondering around the shop
3. Removing PPE including gloves or mask
4. No smoking
5. No eating or drinking in the welding booth

# ATTENTION

Do you have a fever or symptoms of respiratory infection, such as a new or worsening cough or breathing?

**OR**

Have you, or someone you have been in contact with recently, travelled outside Canada within the past 14 days?

If you have answered **YES** to either of these questions **DO NOT ENTER**. Consult the provincial or federal Public Health Authority for more information.

**WE CAN ALL DO OUR  
PART IN PREVENTING  
THE SPREAD OF  
COVID-19. FOR MORE  
INFORMATION, VISIT**

**Information Lines:**

**Government of Canada**  
1-833-784-4397  
[canada.ca/coronavirus](https://canada.ca/coronavirus)

**Provincial Health Authorities**

Manitoba: 1-888-315-9257  
Ontario: 1-866-797-0000  
All other provinces: 8-1-1



[boilermaker.ca/covid19](https://boilermaker.ca/covid19)

# COVID-19 SELF-ASSESSMENT

If you think you have 2019 novel coronavirus (COVID-19) symptoms or have been in close contact with someone who has it, use this self-assessment to help determine if you need to seek further care.

**If you are having difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise them of your symptoms and travel history.**

## IF YOU ARE FEELING UNWELL WITH ANY OF THE FOLLOWING SYMPTOMS:

- Fever, cough, sneezing, sore throat, shortness of breath or difficulty breathing (or a combination of these symptoms)?

## OR HAVE EXPERIENCED ANY OF THE FOLLOWING:

- Have you travelled outside of Canada in the last 14 days?
- Does someone you are in close contact with have COVID-19 (for example, someone in your household or workplace)?
- Are you in close contact with a person who is sick with respiratory symptoms (for example, fever, cough or difficulty breathing) who recently travelled outside of Canada?

## IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS, YOU SHOULD SELF ISOLATE FOR 14 DAYS UNLESS MEDICALLY CLEARED SOONER.

Consult your provincial health authority regularly for evolving guidelines. The majority of COVID-19 illnesses are mild. A clinician can help guide whether you will require further care or potential testing in person.

## IF YOU ANSWERED NO TO THESE QUESTIONS, IT IS UNLIKELY THAT YOU HAVE COVID-19. YOU SHOULD:

- Continue to monitor your health. Wash your hands frequently and practice social distancing when you need to go out in public (e.g. approx. 2 metres from others).
- If you develop any new symptoms, Contact your provincial health authority or primary care provider.

## ARE YOU EXPERIENCING ANY OF THE FOLLOWING:

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

**Please call 911 or go directly to your nearest emergency department.**

**THIS INFORMATION IS NOT INTENDED TO PROVIDE MEDICAL ADVICE. IF YOU HAVE MEDICAL QUESTIONS, CONSULT A HEALTH PRACTITIONER OR YOUR LOCAL PROVINCIAL HEALTH AUTHORITY.**

### FOR MORE INFORMATION:

Government of Canada COVID-19 information:

1-833-784-4397 / [canada.ca/coronavirus](https://canada.ca/coronavirus)

Boilermaker COVID-19 Updates: [www.boilermaker.ca/COVID19](https://www.boilermaker.ca/COVID19)

### PROVINCIAL HEALTH AUTHORITIES:

Manitoba (888-315-9257)

Ontario (866-797-0000)

All other provinces (8-1-1)



INTERNATIONAL BROTHERHOOD OF  
BOILERMAKERS  
[BOILERMAKER.CA/COVID19](https://BOILERMAKER.CA/COVID19)

## Pre Entry Screening Procedure

**The signs and symptoms listed below are for COVID 19 as of April 2020, and may be updated as more information becomes available**

**Everyone involved in screening MUST maintain Physical Distancing. If no screener is present individuals will conduct self-screening and record results in log prior to entering IBB Facilities.**

### STEP 1

Prior to allowing entrance into IBB workplaces the screener will ask the person if they are currently suffering from the following signs and symptoms:

Symptoms of COVID 19 may be very mild or more serious, such as:

- Fever
  - Cough
  - Sneezing
  - Sore throat
  - Difficulty Breathing
  - Flu Like Symptoms
- OR**
- Have you travelled outside Canada in the last 14 days?
  - Does someone you are in close contact with have COVID-19?
  - Are you in close contact with a person who is sick with respiratory symptoms (e.g. fever, cough, difficulty breathing) who recently travelled outside Canada?

### “YES” Answer

DO NOT allow the person into the building. Advise them to go home, rest until they are well and follow public health authority guidelines. If they are too ill to return home, give them a mask, have them wait outside and summon emergency medical services.

**If “NO” Answer, go to step two.**

### STEP 2

The person will enter the facility and conduct self-temperature reading with the provided thermometer.

Is the temperature higher than 38°C (100.4°F)?

### “YES”

Person will immediately exit the facility. Advise/go home and rest until well. If too ill to return home, give them a mask, have them wait outside and summon emergency medical services.

### “NO”

Allow the person into the building. Remind them that if they become ill after entering, they should notify staff, stay where they are, maintain physical distancing and contact public health authority.

### STEP 3

Record the date, time, name and entry screening result in the log.



# Cleaning Checklist

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Washroom

Location	Cleaned	Time	Time	Time	Time
Door outside					
Door inside					
Sink and taps					
Soap dispenser					
Urinal Flush handle					
Paper towel dispenser					
Stall door handle outside					
Stall door handle inside					
Toilet flush handle					
Toilet paper dispenser					

## Shop Area

Location	Cleaned	Time	Time	Time	Time
Door outside					
Door inside					
Assessment Table					
Pen					

### Individually Assigned Respirator Cleaning Procedure

Revision # 1	Prepared by; Blair Allin	Date prepared; April 13, 2018
	Reviewed by;	Date reviewed;

#### Purpose:

The respirator cleaning procedure is to be used on all personally assigned respirators at regular intervals, or when it becomes soiled due to contaminants, or dirty work environments. When cleaning the respirator, it must be done in a designated cleaning area, separate from bathrooms or food preparation areas.

**NOTE:** Read and follow the procedure to correctly clean a respirator. If you are unclear about any of the steps or have questions regarding this procedure, notify your supervisor.

**NOTE:** After each use of a respirator, it must be cleaned with a sterile wipe.

- 1) Before cleaning a respirator, fully loosen the straps and invert the head harness. Thoroughly inspect the respirator for cuts, missing parts or loose screws. Ensure that the facepiece, especially the face seal area is not distorted or damaged.
- 2) Examine the elastic/rubber straps and bands for tears, rips, cracks, and loss of elasticity. Ensure that the inhalation valves are not showing signs of distortion.
- 3) Examine all plastic parts for signs of cracking or fatigue. Make sure that the filter gaskets or seal areas are in good condition.
- 4) Inspect the lens of the full-facepiece for any damage that may impair vision or respirator performance.
- 5) Damaged respirators must be removed from service, tagged and reported.

**CAUTION:** Failure to remove respirators from service could result in exposure to a user.

- 6) Before cleaning a respirator in hot water, remove the filters or cartridges.
- 7) Wash the respirator in hot water with disinfection and mild detergent, or a cleaner recommended by the manufacturer.
- 8) When the respirator has been washed, it must be rinsed in warm water to remove residual soap. It is preferable to rinse the respirator in running, warm water.

**CAUTION:** Failure to rinse a respirator properly could result in skin irritation.

- 9) After rinsing, dry the respirator thoroughly using a lint-free cloth, or allow the respirator to air-dry.
- 10) After drying thoroughly, inspect the respirator to ensure that diaphragms, valves, and gaskets are in place.

**CAUTION:** Gaskets, valves, and diaphragms may become dislodged during the cleaning process.

- 11) Return the head straps to the operating position.
- 12) If the respirator is being stored, place a respirator wipe inside the nose cup. Insert the respirator into a sterile bag and seal it.
- 13) Before donning the cleaned respirator, ensure that the appropriate cartridges and/or filters are installed.
- 14) Always perform a positive and negative pressure test, to ensure the seal is adequate—without any air leaks.
- 15) Between hot water washes, the respirator must be cleaned after each use, with a sterile wipe that is designed specifically for personal protective equipment.

## CLEANING OF TOOLS TO HELP PREVENT SPREAD OF COVID-19

Should a tool need to be cleaned that does not have blood or visible bodily fluids on it, use the following protocol. This protocol is subject to the recommendations of the Centers for Disease Control (“CDC”), MOL and public health authorities. Please follow applicable guidelines of these agencies.

- People handling tools should wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- People handling tools should be properly trained and protected using necessary Personal Protective Equipment (PPE).
- Clean tools with mild soap, a clean damp cloth, and, as needed, an approved diluted bleach solution only. Certain cleaning agents and solvents are harmful to plastics and other insulated parts and shouldn't be used.
- Manufacturers do not recommend cleaners that have conductive or corrosive materials, especially those with ammonia. Some of these include gasoline, turpentine, lacquer thinner, paint thinner, chlorinated cleaning solvents, ammonia and household detergents containing ammonia.
- Never use flammable or combustible solvents around tools.

### CLEANING OPTIONS:

#### 1. MILD SOAP & REST

- If no blood was present on the product, it can be **cleaned with mild soap and a damp cloth to remove the fluids and then left to rest for 3 days**. This is based on CDC advisement that the virus may live on plastic surfaces for up to 72 hours, which suggest that the virus would no longer be harmful after the resting period. After this, the tool can be cleaned again.

\*Recommended for batteries

#### 2. MILD SOAP & DILUTED BLEACH SOLUTION

- If no blood was present on the product, it can be **cleaned with a mild soap and damp cloth to remove dirt and grease and then decontaminated with a diluted bleach solution**, which is consistent with CDC advise. The full diluted bleach cleaning procedure can be found below.

\*Not recommended for batteries

#### **PROCEDURE**

1. Clean the product surface with mild soap and water to remove dirt and grease.
2. Dip a clean cloth into the dilute bleach solution.
3. Wring out the cloth so it is not dripping wet.
4. Gently wipe each handle, grasping surfaces, or outer surfaces with the cloth, using care to ensure liquids do not flow into tool.
5. No other cleaning material should be used as the diluted bleach solution should never be mixed with ammonia or any other cleanser.
6. Allow the surface to dry naturally.
7. The cleaner should avoid touching their face with unwashed hands and should immediately wash their hands after this process.

A properly diluted bleach solution can be made by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water; or
- 4 teaspoons bleach per quart of water

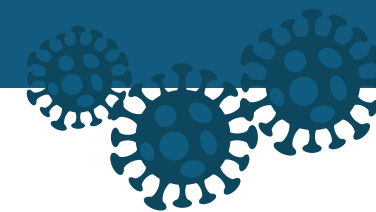


## Exposure Incident Report

Exposed Employee Name:
Address:
Date of Birth:
Telephone Number:

### Details of Incident

Date:	Time:
Location:	
Type of Exposure: <input type="checkbox"/> Cough <input type="checkbox"/> Sneeze <input type="checkbox"/> Body Fluid	
<input type="checkbox"/> Other Please Describe	
Suspected Substance <input type="checkbox"/> COVID-19	
<input type="checkbox"/> Other Please Describe	
Source of Exposure:	
Briefly describe what happened:	
Was Exposure Reported to Workplace Safety/Compensation Agency?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date:	Reference # (if any):
<b>Signature</b>	<b>Date</b>



# REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

📞 1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)



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