



Worker Screening Protocol – **NEW Electronic Form Available**

Purpose

The purpose of this protocol is to mitigate the risk of workers' spreading the COVID-19 virus while at work. Due to the concerns related to the COVID-19, Graham requires employees and Workforce Partners to follow this protocol.

Subcontractors are required to follow [Graham's Pandemic Standard](#). Subcontractors are required to verify at the start of each shift, that their workers are fit for duty to the best of their knowledge; free of any symptoms or restrictions associated with COVID-19.

Graham now has a new electronic form and procedures to validate workers are "fit for work" in the most efficient way possible while practicing social distancing upon site entry.

Requirements

Every project and office must do the following:

- Maintain social distancing (2 meters/6 feet) - where social distancing cannot be achieved, update Group Risk Assessment (GRA) and Field Level Risk Assessment following the hierarchy of controls
- Wash your hands frequently
- **ACTION: Site Manager will post** the *How To Complete Your Worksite Entry Questionnaire* sheet and the [Worksite Entry QR Code Poster](#) (See Appendix A) with the screening QR code and project number in a prominent location before site entry and visible to workers and subcontractors
- All employees, Workforce Partners and subcontractors must complete the daily screening using the [electronic questionnaire](#) (See Appendix A to access the electronic form) or [paper questionnaire](#)
- Temperature Checks will be completed where available

Screening Questionnaire – *Process for Managers*

- All workers must complete the questionnaire, either [electronically](#) or [by paper](#), prior to gaining site access
- Review the electronic questionnaire results (See Appendix D for instructions to access results)
- If any worker answered "YES" to any of the questions, the screener will stop the worker from entering the site. If the worker is a subcontractor, contact their supervisor immediately

NOTE: Graham's [Occupational Health Team](#) (OH) has access to the results of the electronic forms, so there is no longer a need for the extra step to notify them.

Temperature Check – *Process for Managers*

Graham is working to distribute and implement the use of No Touch Digital Thermometers as part of an enhanced screening process for project sites. This equipment has been ordered and will be distributed as quickly as possible subject to availability and logistics. If this equipment has been made available to your site, the following applies:

- To administer temperature checks with an approved **No Touch** Digital Thermometer, the following items are required:
 - Gloves and Safety glasses
 - Approved mask
 - Coveralls
 - Other worksite-specific PPE as required (e.g. hard hat, hearing protection, etc.)
- Approved No Touch Digital thermometer
- Third-party providers will be used where available
- Those who volunteer will be trained as a screener by an approved third-party provider
- Trained screeners must wear the appropriate PPE as outlined on the COVID-19 Worksite Process Map (see Appendix B):
 - Workers lining up for screening must maintain social distancing (2 meters/6 feet), whenever practical; and
 - A table or cones will be used to separate the screener from the worker
- When a worker arrives, the screener will take a forehead temperature reading, documenting the workers temperature electronically (See Appendix D) or on the Temperature Check Form (See Appendix B) prior to the worker gaining entry to the worksite

Based on the results of the temperature check:

- Forehead temperature **is 38 °C (100.4 F) OR HIGHER** (always refer to manufacturer specifications): Risk identified/not fit for duty
- Worker is denied access to worksite and their temperature is documented on the Temperature Check Form (See Appendix B) or using the online form (See Appendix D for instructions)
- Worker is instructed to contact their local health authority and follow the local health authority's recommendation(s)
- The screener will notify the worker's supervisor to inform them that the worker is unfit for duty today
- OH, will reach out to Graham and WFP workers and inform the supervisor and/or Labour Advisor of next steps. Subcontractors will follow their own procedures

Appendix A - How to Complete Your Worksite Entry Questionnaire

Please review the following instructions for worksite entry. We now have an electric form, to be used whenever practical, that you can access a few different ways:

Option #1 QR Code



This provides a link to the form. Use your camera to view the QR code or download a QR Code reader.

Bookmark this link so you can fill this out prior to arriving at site.

Option #2

Graham/WFP

- Access it via your paystub portal. There is a new tile located there called “Worksite Entry Questionnaire”

Subcontractors

After completing screening on your employees, complete the form with your company information, and the number of workers deemed fit for work.

- Visit <https://www.grahambuilds.com/about-graham/news/covid-19/>

Option #3

- Fill out the [paper form](#)

This form must be filled out daily prior to arriving on site. Please bookmark it and fill it out before arriving for efficient entry to the site.

If you answer “YES” to any of the questions, you must notify your supervisor/project manager and leave the site immediately.

Appendix A – Worksite Entry QR Code Poster

Managers are to post the [Worksite Entry QR Poster](#) (sample below), along with the above *How Do I How to complete your Worksite Entry Questionnaire*, in a prominent spot visible to workers prior to entering the worksite.

COVID-19 (CORONAVIRUS)



Worksite Entry Protocol

To access the electronic Worksite Entry form, use the QR code below and then enter your project number. Open the camera app on your phone and focus on the QR code for 2-3 seconds. Click on the notification to open the contents of the QR code.



Project Number: _____

Note: If you cannot complete the form electronically, your screener will provide a paper questionnaire for completion. Your confidential screening form will go to your site manager and Graham Occupational Health to be monitored.

What is COVID-19 (Coronavirus)?



Coronaviruses are a large family of viruses which may cause respiratory infections. The most recently discovered coronavirus causes coronavirus disease COVID-19, an infectious respiratory disease. This new virus and disease was unknown before the outbreak began in late 2019.

Stay Home if You Experience Any COVID-19 Symptoms

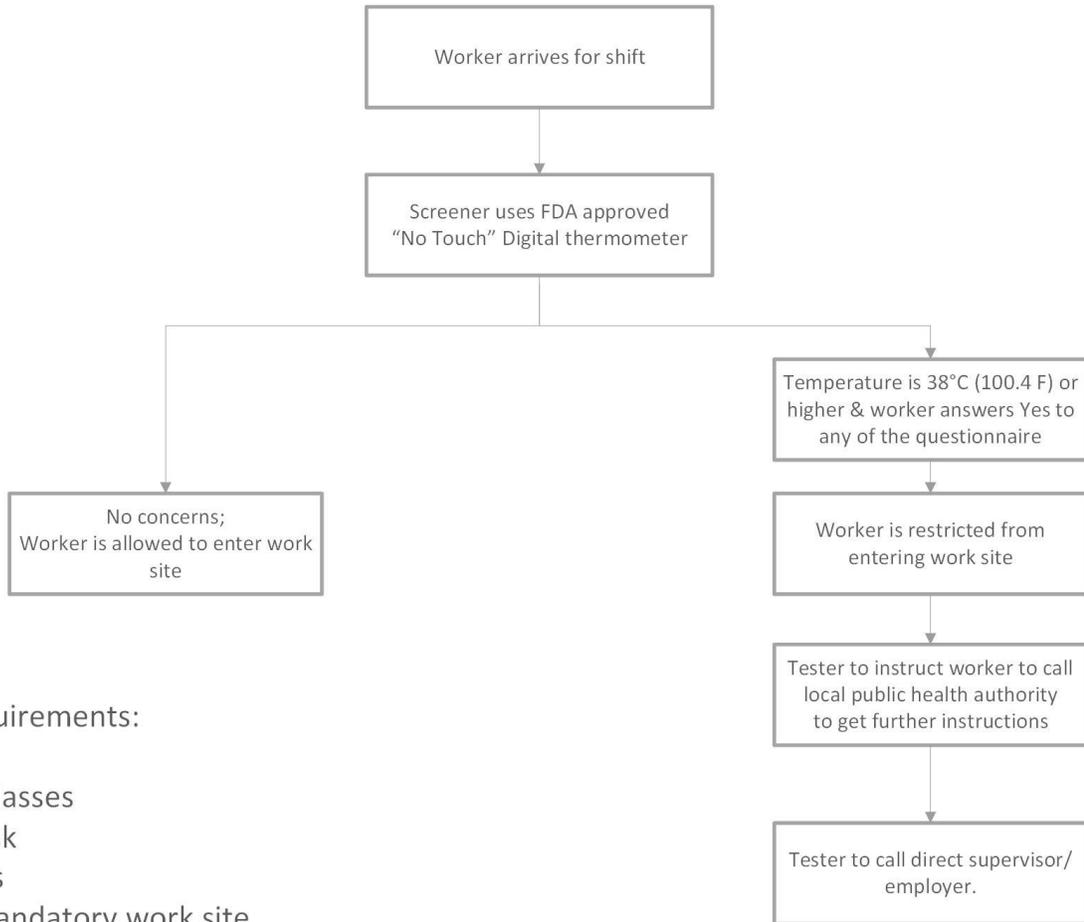


FEVER DIFFICULTY BREATHING TIREDNESS DRY COUGH

The most common symptoms of COVID-19 are fever, difficulty breathing, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. People with fever, cough and difficulty breathing should seek medical attention.



Appendix C – COVID-19 Worksite Screening Protocol Process Map



PPE Requirements:

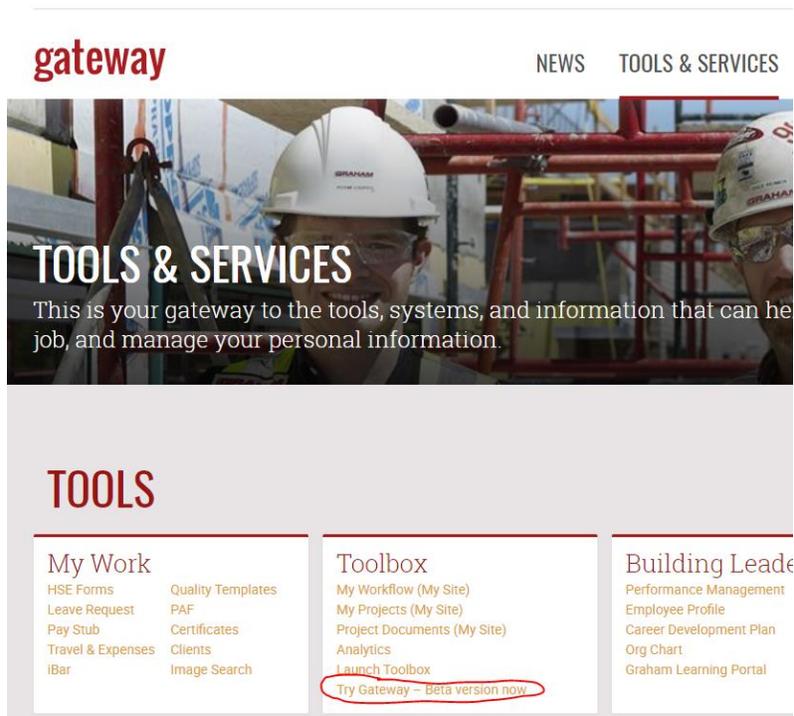
- Gloves
- Safety Glasses
- N95 Mask
- Coveralls
- Other mandatory work site specific PPE may be required

Appendix D – Access Questionnaire Results (**USE CHROME AS YOUR BROWSER)

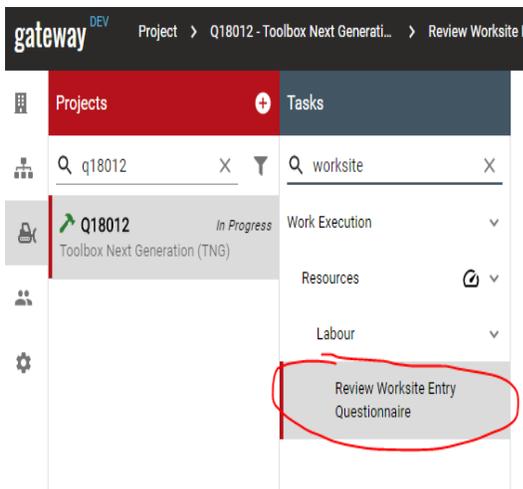
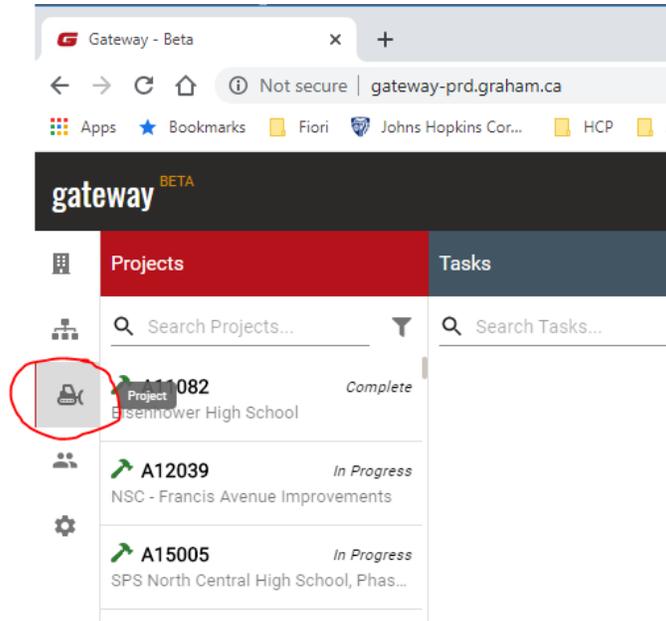
For access to the daily report, please do the following

Access the [Gateway Beta](#) site

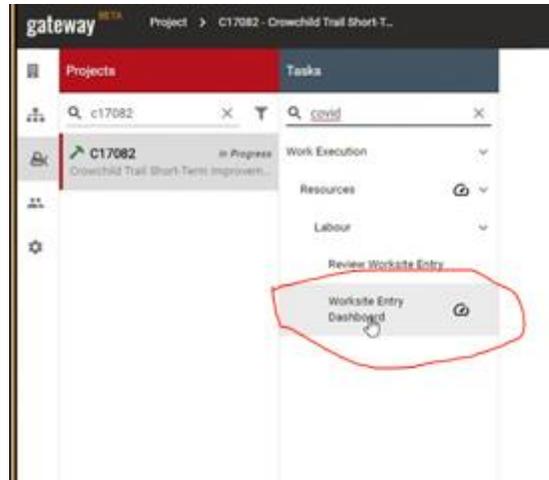
- Select the Project category
- Search for your project
- Search/Navigate to the “Review Worksite Entry Questionnaire” task



COVID-19 (CORONAVIRUS)



or



Accesses Review Worksite Entry version

Page 9-12 for instructions

Use to enter temperature readings and searches

New Worksite Entry Dashboard version

Page 13-19 for instructions

Easy navigation

(but cannot enter temperature readings)

Note: Either version is acceptable to check worker responses!



If using the Review Worksite Entry (Questionnaire) version:

Date	Graham or Subcont...	Submitter Name	Phone Number	Company Name	Screened Workers	Workers on Site	Flu Symptoms	Traveled
2020-03-27	Graham/WFP	Joe Worker	[REDACTED]				Yes	Yes
2020-03-26	Subcontractor		[REDACTED]	Acme Paving	Yes	6	No	No
2020-03-26	Graham/WFP	[REDACTED]	[REDACTED]				Yes	Yes
2020-03-26		[REDACTED]		GMS			Yes	No
2020-03-25	Graham/WFP	Joe Worker	403-123-4567				Yes	No

If you are using the Temperature procedure:

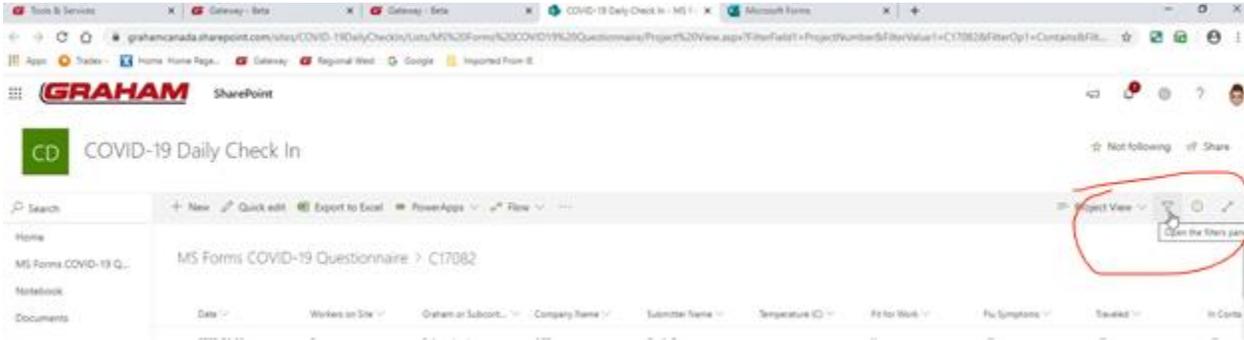
- Use the Quick Edit button to quickly edit all employee records at once.
 - o Update the temperature (if applicable)
 - o Update whether the worker was deemed Fit for Work (based on temperature)

Date	Graham or Subcont...	Submitter Name	Temperature (C)	Fit for Work	Flu Symptoms	Traveled	In Contact with CO...
2020-03-27	Graham/WFP	Matt Gramblicka	[REDACTED]	No	Yes	No	No

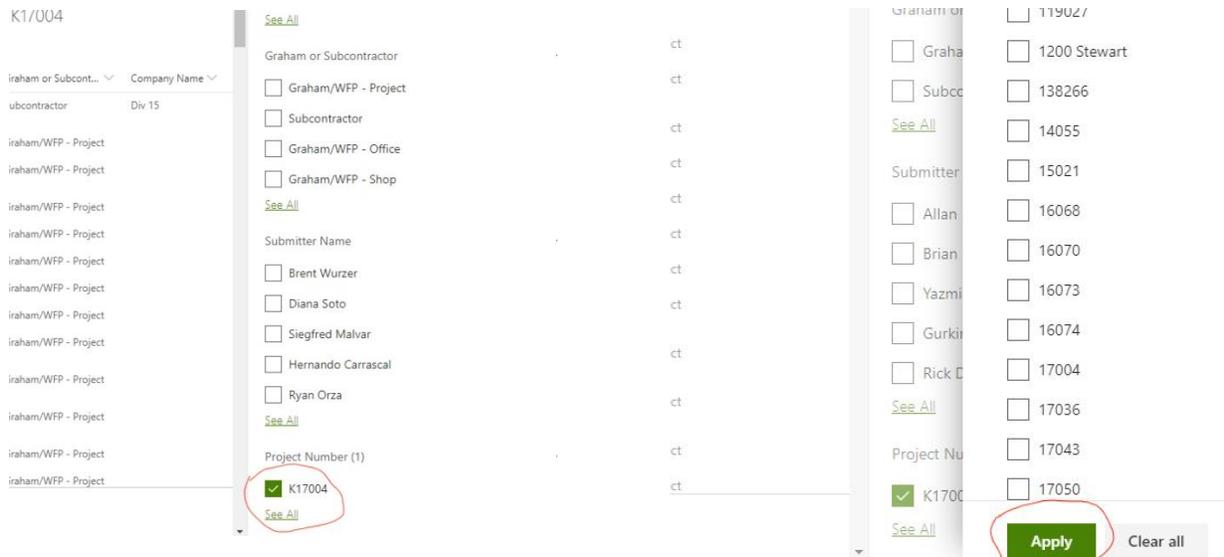
COVID-19 (CORONAVIRUS)



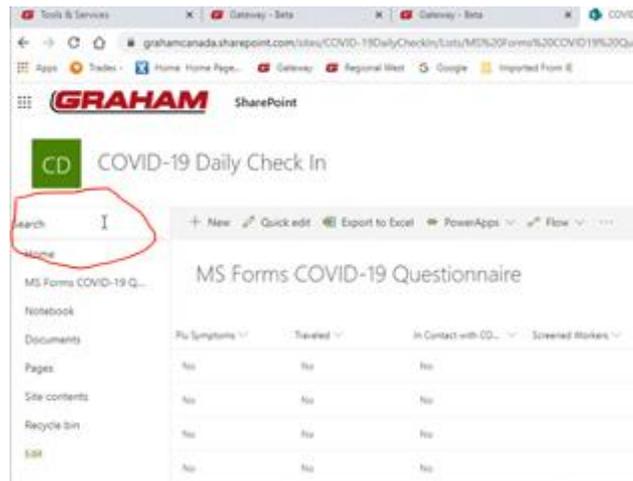
To clear filters (removing your job number to find a missing entry), select



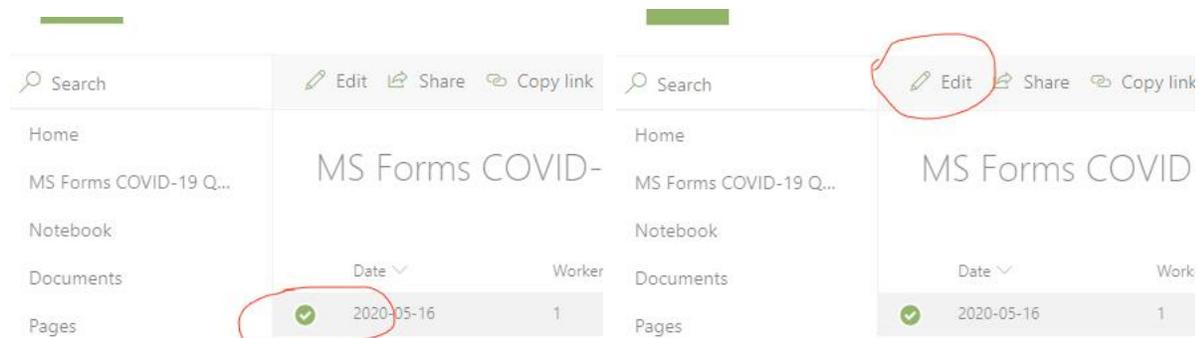
Scrolling down the filter list (and under the project selected), click See all, then apply (which will show you entire list):



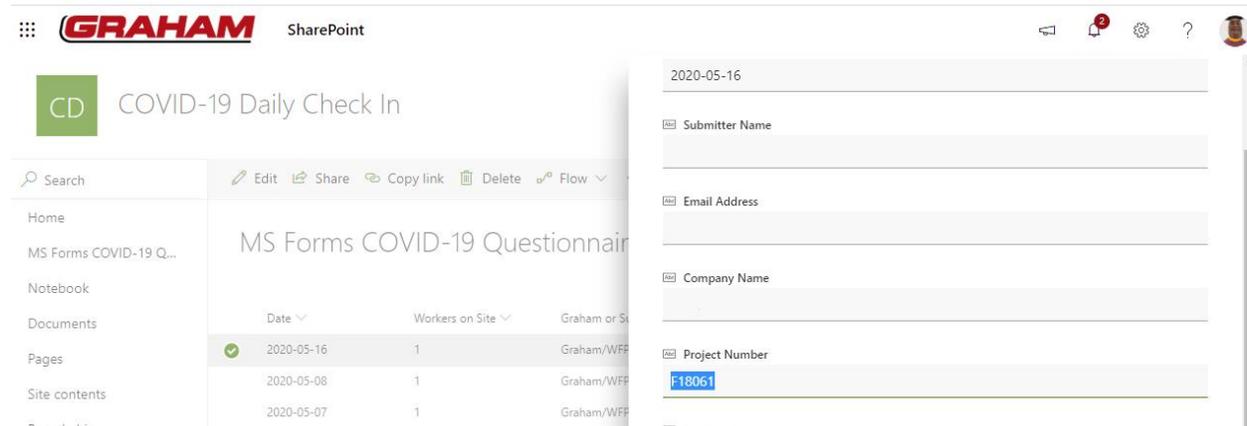
With the entire list available, type in the name you are searching for using search:



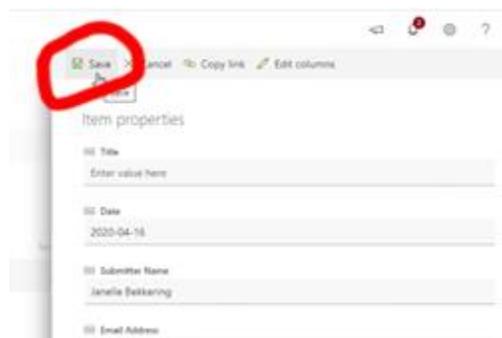
Once you have found the name, you can edit the job number by first selecting the entry, then clicking edit:



This will open up a dialog box where you will need to scroll down to find Project number:



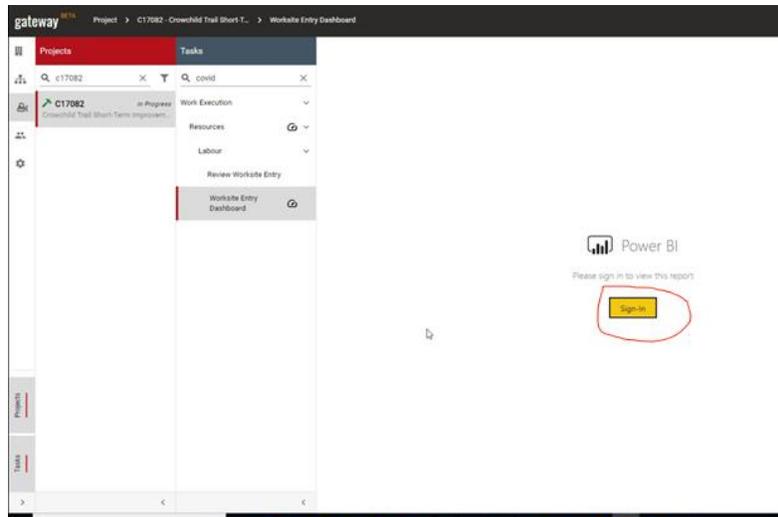
This can be edited, but you must then save it by scrolling back to the top and clicking:



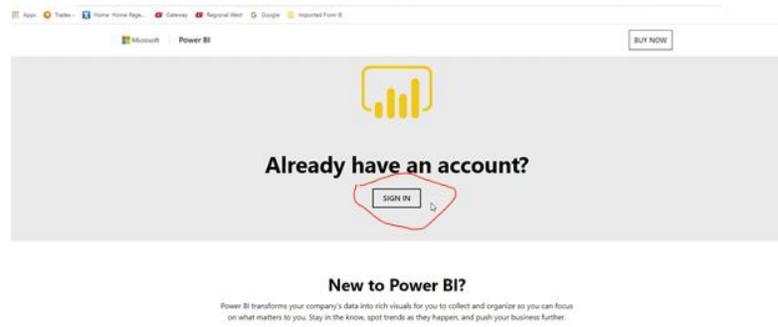
NOTE: Anything can be edited in this fashion so only enter known items.

If using the Worksite Entry Dashboard version, use the following steps:

Once you click on this version, you will see a sign in button. Click it



You will be then prompted to sign in. This will only occur once!



This is your Graham Computer login information and will only be required once!

NOTE: If you are receiving errors trying to sign in , use the Review Worksite Entry (Questionnaire) version and the steps on pages 9-12.

This will open graphs and information for the job selected.

This is where you can first select the date you require information from.

The screenshot shows the 'gateway' Worksite Entry Dashboard for project 'C17082 - Crowchild Trail Short-Term'. A red circle highlights the 'Date' dropdown menu, which is currently set to '2020-04-16'. Other visible elements include a 'Workers By Date' bar chart, 'Flu', 'In Contact', and 'Travelled' gauges, and a table of worker details.

You can also select workers and/or subcontractor using this area.

The left screenshot shows the 'Worker' selection list highlighted with a red circle. The right screenshot shows the 'Subcontractor' dropdown menu highlighted with a red circle. Both screenshots show the same dashboard interface with various filters and data visualizations.

or

Using the list

or

bottom buttons to access workers or subs.



If you cannot find a worker or subcontractor, want to change job numbers or are entering temperature readings, you can click the Update temperatures button which will send you to the review worksite screening tool (Pages 9-12)

