

**DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE
Province of Prince Edward Island**

**TENDER FORM AND AGREEMENT
Revision 0**

THIS AGREEMENT made by and between, herein called the Contractor, the Party of the First Part and The Government of Prince Edward Island as represented by the Minister of the Department of Transportation and Infrastructure, herein called the Minister, the Party of the Second Part.

WITNESS, AS FOLLOWS:

1. Definitions

The definition of terms used in this Tender Form and Agreement shall conform in all respects to the definition of terms contained in the document entitled "General Provisions and Contract Specifications for Highway Construction", published by the Department of Transportation and Infrastructure of the Province of Prince Edward Island as amended on the date of closing of Tenders pursuant to this Agreement.

2. General Covenant

The Contractor hereby covenants and agrees with the Minister as herein provided in connection with the following work, namely:

POINT PRIM ROAD - STRUCTURE REPLACEMENT

DISTRICT 4

The scope of this work includes; but, is not necessarily limited to the following: the supply of all labour, equipment, and materials necessary to completely replace the existing creosote timber box structure with reinforced concrete deck with a new timber bridge structure. The work on this project shall consist of but not limited to: excavation; slope protection; environmental controls; cold plane and stockpile asphalt; stream containment; demolition and removal of existing structure; supply and installation of steel piles; supply and placement of reinforcement steel; cast-in-place concrete; installation of timber superstructure; supply and installation of steel traffic barrier; rip rap; road work complete with asphalt paving; and all other ancillaries required to completely install the structure to the satisfaction of the Owner.

TENDER SUBMISSION:

Thursday, 31 August 2023, 12:00 PM to 2:00 PM

355 Brackley Point Road, Queens County Highway Depot, Charlottetown, PEI

TENDER CLOSE:

Thursday, 31 August 2023, 2:00 PM

355 Brackley Point Road, Queens County Highway Depot, Charlottetown, PEI

**Point Prim Road - Structure Replacement
Rev 0**

3. No Implied Contract

It is hereby understood and agreed between the parties hereto that no implied contract of any kind whatsoever, by, or on behalf, of the Minister shall arise or be implied from anything contained in this Contract, or from any position or situation of the parties at any time, and that this Contract made by the Minister is, and shall be, the only Contract upon which any rights against the Minister are to be founded.

4. How Party of the First Part is Read

Whenever this Contract is entered into by more than one party or parties of the first part, the word "Contractor" shall be read "Contractors," and pronouns in the contract referring to the Contractors shall be read as plural and whenever a corporation is the Party of the First Part, the said pronouns shall be read accordingly.

5. Consideration of Clauses as Covenants

Wherever it is stipulated that anything shall be done or performed by either of the Parties hereto, it shall have the same effect and be constructed as if such Party had entered into a covenant with the other Party to do or perform the same, and as if such covenant had been expressly made on the part of the Contractor, not only on the Contractor's own behalf, but also on the behalf of the Contractor's legal representative, successors or assigns; and as if any such covenant on the part of the Minister has been made on behalf of the Minister, and the Minister's successors in office.

6. Contractors Submission Respecting the Agreement

The Contractor shall, as part of the Contractor's submission respecting this Contract, complete the attached Schedule B, Identification of Principles; Schedule C, Schedule of Tendered Unit Prices; Schedule D, Schedule of Equipment to be used on the work; and Schedule E, Schedule of Sub-Contractors.

The Contract including all appended schedules shall be completed in complete conformity with the instructions to bidders contained in the document entitled "General Provisions and Contract Specification for Highway Construction".

In presenting the Contractor's submission for consideration by the Minister, the Contractor understands that until, and unless, the Contract is endorsed by the Minister, no Contract between the parties shall exist and the Minister shall not be bound to endorse any Contract.

7. Performance by Contractor

The Contractor, at the Contractor's own expense, shall, except as herein otherwise specifically provided, furnish and provide all and every kind of labour and superintendence, services, tools, implements, machinery, plant materials, articles and whatsoever is necessary for the due execution of the work. The Contractor shall fully construct and erect the work in the most thorough, professional and substantial manner, in every respect to the satisfaction and approval of the Engineer. The Contractor shall complete the work within the time specified herein and deliver it to the Minister in the manner and upon the terms and conditions of the Contract.

**Point Prim Road - Structure Replacement
Rev 0**

8. Bid and Performance Security

The Contractor hereby and herewith deposits with and delivers to the Minister, as security of the due fulfilment of the Contract, one of the following, which shall remain in effect for a minimum of 30 days after tender closing:

- a) a Certified Cheque in the amount stipulated in Schedule A - Schedule of Special Provisions.
- OR
- b) a Bank Draft in the amount stipulated in Schedule A - Schedule of Special Provisions.
- OR
- c) a Bid Format irrevocable standby Letter of Credit on a Government approved form in the amount stipulated in Schedule A - Schedule of Special Provisions.
- OR
- d) a Bid Bond in the amount stipulated in Schedule A - Schedule of Special Provisions. The Bond shall be from a surety company authorized to carry on business in Canada guaranteeing to supply a Performance Bond equal to 50% of the contract value, excluding HST, and a Labour and Material Bond equal to 25% of the contract value, excluding HST.

Performance Security must be filed with the Department before work on the project commences. This security shall be held and retained by the Minister for the due and faithful performance, observance and fulfilment by the Contractor of all the covenants, provisos, agreements, conditions and reservations in this Contract contained on the part of the Contractors to be observed, performed and complied with shall be in the form of:

- a) a Certified Cheque in the amount of ten percent (10%) of the Contract value, excluding HST, which shall be retained until the warranty period (one (1) year after substantial completion) has elapsed.
- OR
- b) a Bank Draft in the amount of ten percent (10%) of the Contract value, excluding HST, which shall be retained until the warranty period (one (1) year after substantial completion) has elapsed.
- OR
- c) a Performance Format irrevocable standby Letter of Credit on a Government approved form in the amount of ten percent (10%) of the Contract value, excluding HST, which shall be retained until the warranty period (one (1) year after substantial completion) has elapsed.
- OR
- d) a Performance Bond equal to 50% of the contract value, excluding HST, and a Labour and Materials Bond equal to 25% of the contract value, excluding HST, both of which shall be retained until the warranty period (one (1) year after substantial completion) has elapsed.

All performance security which has an expiry date which precedes the end of warranty date must be renewed prior to the time that the security would expire. The bidder will forfeit security to the Minister if the bidder fails to enter into or carry out the Contract when called upon to do so.

**Point Prim Road - Structure Replacement
Rev 0**

It is understood and agreed that the Contractor assumes risk and must bear any loss in respect to the performance security as aforesaid, occasioned by the failure or insolvency of the banks on which any cheque was drawn or in which any deposit was made in connection with the security aforesaid. If at any time hereafter the said Contractor should make default under the said Contract, or if the Minister acting under the powers reserved in the said Contract shall determine that the said works, or any portion thereof remaining to be done, should be taken out of the hands of the Contractor and be completed in any manner or way whatsoever than by the Contractor, or if the Contractor refuses or neglects to pay for work done or materials supplied by any person in connection with the said work, the Minister may, in either case dispose of said security for the carrying out of the construction and completion of the work of the Contract or for paying any salaries or wages for work done, or any accounts for materials supplied for the said works that may be left unpaid by the said Contractor.

In the event of any breach, default or non-performance being made or suffered by the Contractor in or in respect of any of the terms and conditions, covenants, provisions, agreements, or restrictions herein contained, which on the part of the said Contractor should be observed, performed or complied with, the said security so delivered to or deposited with the Minister or by the Minister received in respect thereof, shall by the contractor, be forfeited absolutely to the Minister.

Upon the due and faithful performance, observance and fulfilment by the Contractor of all the terms, provisions, covenants, agreements, conditions, reservations, hereinbefore contained, on the part of the Contractor to be observed, performed and complied with, the Minister shall surrender the performance security.

9. Minister Covenants to Pay

In consideration of the faithful performance by the Contractor of all and singular covenants, agreements and provisions of the Contract, the Minister hereby covenants and agrees with the Contractor that, on the full completion by the Contractor of all the work as specified in the Contract, within the time specified and limited for the final completion thereof, and to the entire satisfaction of the Engineer to be evidenced by the certificate of the Engineer in writing, the said Minister will well and truly pay, or cause to be paid, to the said Contractor the amount of the Contract price, representing the actual quantities in the several items in the Schedule of Prices, identified as Schedule C to this Contract, at the unit prices or lump sum prices quoted by the Contractor. This amount paid to the Contractor as above, shall include all and every kind of work, labour, superintendence, services, tools, implements, machinery, plant materials, articles and things whatsoever necessary for the full execution and completion of the work to the entire satisfaction of the Engineer.

10. Final Payment

It is hereby agreed by the parties hereto that the payment of the final amount due under the Contract, and the adjustment and payment of any bills that may be rendered for work done, in accordance with any alteration in or addition to the same, shall release the Minister from any and all claims or liability on account of work performed under the said Contract or any alteration in or addition to the same.

**Point Prim Road - Structure Replacement
Rev 0**

11. No Waiver

It is hereby agreed that no condoning, excusing, or overlooking by the Minister, or any person acting on the Minister's behalf on previous occasions of breaches or defaults similar to that for which any action is taken or power is exercised, or forfeiture is claimed or enforced against the Contractor, shall be taken as a waiver of any provisions of the Contract, or as defeating, affecting or prejudicing in any way the right of the Minister under the Contract.

12. Components of the Contract

Any and all plans or drawings prepared by the Department, the document titled "General Provisions and Contract Specifications for Highway Construction", the advertisement, the Tender Form and Agreement together with Schedule A, Schedule of Special Provisions; Schedule B, Identification of Principals; Schedule C, Schedule of Tendered Unit Prices; Schedule D, Schedule of Equipment; and Schedule E, Schedule of Sub-Contractors, as well as any addenda which may be issued by the Department pursuant to this Contract shall hereby be a part of this Contract as fully and to the same effect as if the same had been set forth at length in the body of the Contract.

13. Completion of Work

The Contractor agrees to complete the work on or before 27 October 2023.

14. FOIPP Clause

1. By submitting your bid, you agree to disclosure of the information supplied, subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
2. Anything submitted in your bid that you consider to be "confidential information" because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration under the Freedom of Information and Protection of Privacy Act.
3. During the delivery and installation of goods and/or services, you may have access to confidential or personal information. Should this occur, you must ensure that such information is not released to any third party or unauthorized individual.
4. Any information provided on this contract may be subject to release under the Freedom of Information and Protection of Privacy Act. You will be consulted prior to the release of any information.

**Point Prim Road - Structure Replacement
Rev 0**

IN WITNESS WHEREOF the parties hereto have hereby caused these presents to be signed and sealed on the dates stated.

SIGNED, SEALED AND DELIVERED
by the Contractor on the day
of , 2023.

SIGNED, SEALED AND DELIVERED
by the Minister on the day
of , 2023.

.....
CONTRACTOR

.....
MINISTER

In the presence of:

In the presence of:

.....

.....

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

1. GENERAL PROVISIONS AND CONTRACT SPECIFICATIONS for HIGHWAY CONSTRUCTION

This Document can be accessed online at:

https://www.princeedwardisland.ca/sites/default/files/publications/highway_bridge_spec_2022.pdf

Note this document also includes Section 1300 'Highway Structures' which applies to this project. Note that the 1300 series section numbers do not align with the Schedule A nor Schedule C cost item section numbers.

2. DEPARTMENT CONTACT

Andrew Murphy, P.Eng
Bridge Engineer, Capital Projects
admurphy@gov.pe.ca

3. TENDER SUBMISSION CONTENTS

Tender submission shall include all of and ONLY the following documents:

Tender Form and Agreement all six (6) pages, with page six (6) signed and dated by Bidder
Completed Schedule B – Identification of Principals
Completed Schedule C – Schedule of Tender Unit Prices
Completed Schedule D – Schedule of Equipment to be used on the Work
Completed Schedule E – Schedule of Subcontractors
Each addendum transmittal, signed and dated by Bidder
Bid Security

4. SECTION 102.07 - BID AND PERFORMANCE SECURITY

The stipulated Bid Security amount shall be minimum fifty thousand dollars (\$50,000).

Upon award, the successful Contractor shall replace the Bid Security by submitting to PEI Department of Transportation and Infrastructure (the Department) a Performance Security.

The Performance Security shall remain in place until the warranty period expires (one year after substantial completion).

5. SECTION 102.10 - COMPETENCY OF BIDDER

Bidders must be capable of performing the various items of work bid upon. Bidders shall, upon the request of the Department, provide a statement covering experience on similar work and a statement of their financial resources.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

6. ALTERNATE BIDS

The Department will not be entertaining alternate bids on this project.

7. DEPARTMENT CHARLOTTETOWN STORAGE YARD – ENTRY

Contractor entry into the Department's Charlottetown Storage Yard (Brackley Point Road) shall only be permitted via first contacting the Storage Yard Manager. The Department will provide the Contractor with the Manager's contact information upon Contract award.

8. SITE VISIT

The Department recommends that bidders visit the site during the tender period to become familiar with and take into account the existing bridge system and all relevant surrounding site conditions. The successful Contractor to have included in tender price all costs associated with performing all aspects of the work which are affected by existing conditions or related existing conditions which arise as a result of performing any aspect of the work. The Contractor shall investigate the possible presence of underground utilities/services which maybe encountered while performing the work and take into account all associated precautions and/or altered work methods. No additional compensation will be provided for any work items affected by existing site conditions.

Bidders are responsible for their own safety during the site visit and are not to negatively affect the safety of the travelling public.

9. SUBMISSIONS

Prior to submission to the Department, the Contractor shall be responsible to review the content of all documents for completeness, correctness, and meeting criteria of the Contract. The Contractor shall also be responsible to coordinate submission's timing such that the Department and/or its Consultant have a reasonable and sufficient amount of time to review submission and return comments so that such comments can be incorporated into the related work without negatively affecting project schedule. Incomplete submissions that do not meet project requirements and/or which may negatively affect the Contractor's construction schedule shall be the responsibility of the Contractor.

All submissions shall be Portable Document Format (PDF), except for as-built drawings which are to be AutoCAD Civil 3D file (Department has version 2019). All multi-page PDF file documents to be created as a file booklet as opposed to individual files, unless booklet byte size is too large for email transmission.

Note that should the Contractor decide to use any part of the Department's drawing(s) to facilitate the preparation of a submission, the Contractor shall first remove from the drawing(s) all references connected to the Department (provincial logo, title block text, engineer's seal, etc.).

Note that final claim payment shall not be considered for approval by the Department until all submissions are submitted with their content approved by the Department.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

10. SECTION 102.13 - SCHEDULING OF THE WORK

The number of working days stipulated for this Contract is thirty (30) working days. No claims for delays caused by whatever external agencies or factors shall be allowed. The Contractor shall work Saturdays (if he deems necessary to meet deadline) and/or maximize the hours per day on site.

Note that construction must start on site on 11 September 2023. The bridge/roadway (entire width) must be opened to traffic no later than 20 October 2023, with no interruption to traffic after this date. The overall project must be completed no later than 27 October 2023.

All bidders shall supply a Preliminary Construction Schedule with his Tender Documents for review by the Department. Note that the Department's evaluation of submitted bids shall include reviewing the Preliminary Schedule including but not limited to the benefit(s) of earlier completion, bridge/roadway open to traffic (entire width), and overall project completion date. Note that the tender deadline dates indicated for any Phase(s), bridge/roadway open to traffic (entire width), and/or overall project completion are the latest acceptable dates, with earlier dates acceptable.

Note: The above-proposed schedule is contingent on The Department receiving regulatory permits prior to construction start.

Spring 2024 work (topsoil, hydroseed, cleanup) shall be completed no later than 14 June 2024 if necessary..

Prior to Contract award, the selected Bidder shall submit a detailed Final Construction Schedule to the Department for review. The Final Construction Schedule shall identify all primary work activities (EG: excavation, demolition, rock placement, structure installation, earthwork, backfill, road work, guardrails, etc.). The Final Schedule shall indicate applicable timelines and milestones for all work activities and Phases.

Throughout the project the Contractor shall notify the Department of any situations that may negatively affect the project's Final Construction Schedule.

The Contractor shall, upon the Department's request at any time throughout the project, update and submit to the Department an updated Construction Schedule as deems required to reflect any circumstances that may cause the need for an updated Schedule.

11. SECTION 103.03 - EXTRA WORK

The Cost of any extra work shall not include the costs of service vehicles or the wages of the supervisory personnel except under special circumstances authorized by the Engineer.

Extra work shall be defined as work activity, or service, on its own or part of a larger component of work to be performed, which is not already included as a cost item in the project's Schedule C.

Note that the Department's bridge construction representative (project manager, engineer) shall compare the as- tendered scope of work versus the concerned scope of work to determine whether the concerned work is indeed extra work.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

Any extra work which is to be conducted under a Time and Materials System shall be agreed to by both parties daily, and shall be complimented with the appropriate supplemental information, including, but not limited to:

- a) Labour: Submit (for each worker) name, date(s), description of work performed, time of day work performed, man hours, and associated rates;
- b) Material: Submit identification, quantity, backup invoices, and associated costs for each;
- c) Service or rentals: Submit supporting documentation verifying costs for each item;
- d) Equipment: Submit identification, date(s), description of work performed, time of day work performed, quantity of hours, as well as the equipment's year, make, and model. Equipment charges shall be paid based on the Province of PEI Machinery Rental Rates.

Failure to provide the above information, or any other documentation requested by the Engineer to assist verification of actual cost incurred, shall be cause for rejection of the Claim. All claims shall be submitted within thirty (30) days of the extra work being complete, or within the associated progress claim period. Failure to provide the requested documentation in a timely manner may result in a delay of payment for the extra claim, with no incremental extra compensation entertained.

Note that a Department bridge construction representative (data collector, project manager, engineer) must be notified prior to the Contractor performing any activities He deems to be extra work. A bridge representative also must be notified of any non-activity items the Contractors deems extra (EG. lost time and delays, meals, accommodations, services, etc.) prior to these costs being incurred by the Contractor. Failure to notify may result in non-consideration of payment.

Note that the Department reserves the right to consider a lump sum cost proposal (complete with a detailed breakdown of costs as per the Time and Materials breakdown above) from the Contractor. This consideration does not eliminate the Department's option to pay for extra work via Time and Materials.

Note that the Department also reserves the right to award any extra work to a third party other than the Contractor.

12. SECTION 103.04 - FINAL CLEANUP

Site cleanup to existing road, structure, and surrounding area within the contract limits will be considered incidental to the performance of the work and shall be part of this Contract's scope of work. Refer to section 103.04 for more information.

13. SECTION 104.08 - CONTRACTOR'S RESPONSIBILITY

The Contractor shall identify and place a competent and reliable representative with authority to act for the Contractor in charge of the work. The representative shall be responsible for all aspects of the work, including, but not limited to the Contractor's own forces, any and all sub-contractors, suppliers, etc., reviewing, verifying and approving any claims for additional work submitted by sub-contractors, and organizing each day's work plan in light of completing the work within the allotted time frame. No compensation shall be given for any extra work. See Clause 103.03 above.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

14. SECTION 104.10 - DAMAGE BY VEHICLES OR OTHER EQUIPMENT

Any damage to any structure elements, or adjacent property, during any activity due to vehicles, heavy equipment, or any other equipment controlled by the Contractor shall be repaired or replaced as determined by the Department and at the Contractor's expense. Do not park heavy equipment on roadway. Refer to section 104.10 for more information.

Reinstatement of existing asphalt, shoulders, ditches, adjacent property, or any other existing feature which is outside the project limits, yet which is damaged by the Contractor, shall be at the Contractor's expense with no additional cost to the Contract. Determination and extent of damage shall be at the discretion of the Department. Reinstatement shall be reasonably to that condition prior to project start.

15. SECTION 104.17 - ENVIRONMENTAL PROTECTION

Dispose of demolished materials at an approved disposal site in accordance with applicable Provincial Environmental Guidelines.

The Contractor shall be responsible to apply, obtain, and pay for all environmental permits such as but not limited to waste disposal, creosote disposal, pit material, etc. The Contractor shall provide copies of applicable permits to the Department upon request.

Any related permits applied for in advance by the Department on behalf of the successful Contractor are made solely in the interest of the project schedule. Any permits issued to the Department shall automatically become the entire responsibility of the Contractor with respect to performing all work activities in compliance with the concerned permits.

The Contractor shall be responsible to apply for, pay for, and submit a copy to the Department of both a Hazardous Waste Permit and a Pit Permit.

The Contractor shall develop and submit to the Department (for the Department's review and comment prior to the project's startup meeting with the Contractor) an Environmental Control Drawing(s) indicating the type and extent of each environmental control. This drawing shall be developed based on the Contractor's proposed work methods and procedures, coincident with the work activities within the time frame of the project.

The primary criteria to determine the required type and extent of environmental control shall be:

- a) all work to be performed in isolation of the watercourse, and/or separated from the watercourse and the toe of slopes via installation of environmental control(s); and
- b) the release of sediment into the watercourse shall be prevented.

All environmental controls shall be in place prior to and during related project activities. Refer to specific bid items for related description and measurement of payment for some environmental controls. Controls without a bid item (such as but not limited to Emergency Response Kit) shall be considered incidental to the project with no additional compensation provided.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

The type, location, and extent of environmental controls as a minimum shall be as indicated on the Environmental Control Drawing E1-E5, to be provided following award.

The Contractor shall be responsible to monitor (on a daily basis, including non-workdays such as weekends or Holidays) all environmental controls. All environmental controls shall be maintained and/or replaced by the Contractor (at no additional cost to the Department) throughout the entire duration of the project such that controls are effectively performing their function.

The Contractor shall provide all labour, materials, and equipment required for the installation, secure attachment, handling, and disposal of a collection system for all timber material waste generated as a result of drilling, cutting, and installing hardware, etc. into any timber members. No timber material waste shall be permitted to enter the watercourse (neither directly nor indirectly). This item also includes the loading, transport from site, and disposal off site of all collected waste. This item shall have no cost line item and shall be considered incidental to the project.

No additional compensation will be provided for this item.

16. SECTION 106 - PROSECUTION AND PROGRESS, OCCUPATIONAL HEALTH AND SAFETY (OH&S) ACT AND REGULATIONS

No additional compensation shall be provided for this item. All work shall be performed in accordance with the PEI Occupational Health and Safety (OH&S) Act and Regulations.

The Contractor shall submit to the Department a copy of all OH&S reports (independent of report content) related to this construction site. The Contractor shall also submit to the Department written documentation of corrective/remedial measures taken to address any issued identified as requiring such in an OH&S report.

The Contractor shall submit to the Department a copy of a clearance letter issued to the Contractor by the PEI Workers Compensation Board indicating that the Contractor is in good standing. The Contractor shall submit to the Department additional copies verifying renewal of good standing status throughout the duration of the project.

The Contractor shall develop and submit to the Department a Safe Work Plan indicating work procedures and methods to safely work in the area of the existing energized overhead electrical conductors.

The Contractor shall develop and submit to the Department a site-specific Safe Work Plan (including an associated Rescue Plan) in accordance with the PEI Occupational Health and Safety Act and Regulations.

The Contractor shall fully complete and submit to the Department (prior to mobilizing on site) the attached Hazard Assessment Form and the attached Pre-Construction Contractor Site Safety Check List. Alternatively, the Contractor may elect to use his/her own forms provided they meet or exceed (at the Department's discretion) those provided.

The Contractor shall develop and submit to the Department (prior to mobilizing on site) a COVID-19

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

Safety Plan. The Plan shall include measures/procedures to meet the PEI Chief Public Health Office COVID-19 restrictions as they relate to all pertinent activities, such as but not limited to: employees travelling to/from the site, all work activities on site, worker breaks, portable toilets, wash stations, equipment/tools sanitation, and the Contractor's monitoring system to ensure compliance. Refer to attached Construction Association of PEI document 'Pandemic Planning for the Construction Industry – a Guide'. Note that all costs the Contractor incurs as part of complying with COVID-9 restrictions shall be incorporated into any and/or all bid cost items. No additional compensation shall be provided by the Department for the Contractor to comply with COVID-19 restrictions.

The Contractor shall fully complete and submit to the Department (prior to mobilizing on site) the attached Contractor's Safety Statement.

The Contractor shall submit to the Department Safety Inspection Certificates of any cranes (track, mobile, and/or truck mounted) to be used on site and/or in the Department's Storage Yard. All crane certificates shall bear a P.Eng. stamp signed and dated by a professional engineer registered with Engineers PEI.

The Contractor is responsible to ensure that the work is performed in a safe manner and that all personal protective equipment, equipment, etc., are in good working order and safe working condition. The Contractor is also responsible to ensure that his labourers, traffic control personnel, and skilled trades people have been adequately trained in their respective roles and duties, as well as their rights and responsibilities under the PEI Occupational Health and Safety Act and Regulations.

Sawcutting of concrete shall only be performed with a wet saw.

The Contractor is responsible to ensure that all equipment can safely enter, maneuver within, and exit the site. The Contractor shall take measures to ensure trucks can safely enter, maneuver within, queue, load, off-load, and exit the site. This includes measures to provide adequate and safe turning areas as required. The Contractor shall be required to arrange and pay for any off-site areas required to facilitate truck/equipment utilization.

The Contractor shall submit to the Department upon request any documentation (example: toolbox meeting minutes, incident reports, accident reports, training certificates, etc.) related to safety for this project.

Delivery of earth material shall be by tandem truck only. Delivery via trailers shall not be permitted, except for riprap material. Any other circumstances must be approved by the Department.

In accordance with Chapter 0-1, Part 2, of the Occupational health and Safety regulations, the Contractor shall provide portable toilet during construction.

The Contractor, including its employees and sub-contractors, shall abide by the PEI Public Service Commission's (PEI PSC) Drug, Alcohol, and Medication Policy as a condition of performing work activities on the project site. The PEI PSC Policy can be viewed at <https://psc.gpei.ca/human-resource-policy-and-procedures-manual>, Section 9.08. Should the Contractor have their own Policy regarding Drug, Alcohol, and Medication, the most stringent policy shall apply.

The Contractor agrees to accept sole responsibility to comply with all federal, provincial and municipal

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

legislation which may have application to the Work and agrees to comply with all provincial and federal legislation affecting conditions of work and wage rates including the Employment Standards Act R.S.P.E.I. 1988, Cap. E-6.2, the Workers Compensation Act R.S.P.E.I. 1988, Cap. W-7.1, or any other laws that impose obligations in the nature of employers' obligations. The Contractor agrees to follow the Public Service Commission Human Resource Policies 9.05 Violence in the Workplace Policy; 9.08 Drug, Alcohol, and Medication Policy, and 11.01 Policy for the Prevention and Resolution of Harassment in the Workplace while working on Government sites, in Government vehicles or alongside Government staff.

https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.05.pdf
<https://psc.gpei.ca/sites/psc.gpei.ca/files/9.08%20DrugAlcoholAndMedicationPolicy.pdf>
https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_11.01.pdf

The Contractor agrees to accept the full cost of doing those things required under this paragraph and will not charge or seek reimbursement from the *Owner* in any way, such costs having been taken into consideration and included in the rates of payment stipulated in this Agreement.

17. SECTION 202.01 - GRUBBING

Grubbing shall also include the stripping, removal, and disposal of all topsoil as required within the project limits.

18. SECTION 907 - VEHICLE CONFIGURATIONS AND RESTRICTIONS

Route 209, Point Prim Road, shall remain closed between Route 1 and MacAulay's Wharf Road, for the duration of the project.

19. SECTION 20307 – EXCAVATION: EARTH WASTE

The unit rate bid for this item shall include the excavation, loading, transportation, any environmental controls required, and disposal of earth waste material off site. The Department will determine on site the identification and extent of material deemed waste. Contractor to determine in conjunction with the Department representative the extent of excavation so to place any equipment and/or maneuver trucks or equipment within the site. No additional compensation shall be entertained for any part thereof required to conduct the work as intended.

For the purpose of determining the volume of material excavated, the Contractor shall be responsible for all costs to perform a site survey of the excavated area (both prior to and after excavation) and submit to the Department a digital file (AutoCAD Civil 3D file, Dept. has version 2019) indicating digital sketches of applicable cross sections used to determine the volume of material. The sketches shall also indicate the associated volume of material in units of cubic metres. The survey results are to be referenced to the Department's site survey benchmark. The Department will provide to the Contractor an AutoCAD file indicating the results (coordinates and ground elevations) of the Department's site topographical survey of the existing conditions. This data shall be used by the Contractor to aid in determining the volume of material excavated.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

Note that the Department shall determine on site, during excavation, the vertical extent of excavation within the existing roadbed from the mass excavation back to the project limits.

The Contractor shall take due care during all ground disturbing activities on the site relative to possibly unearthing items of cultural significance. If any such items are unearthed all ground disturbing activities shall halt until applicable authorities are notified and proper care and attention has been undertaken.

20. SECTION 20602 – BORROW: SELECT

The unit bid price for this item shall include the supply, placement, and compaction of select borrow material for the roadway. Contractor shall determine and verify quantity of material required prior to ordering and site delivery. Use and extent of material may also be determined on site by Department representative. There shall be no additional measurement nor payment for fine grading, placement, and compaction of select borrow material.

21. SECTION 20701 – GRANULAR BASE: CLASS A

The unit bid price for this item shall include the supply, placement, and compaction of Class 'A' granular base for the roadway, (locally behind backfilling the structure) as well as granular shoulders. This item also includes the cost of use of a shoulder machine. Contractor shall determine and verify quantity of material required prior to ordering and site delivery. Use and extent of material may also be determined on site by Department representative. There shall be no additional measurement nor payment for fine grading, placement, and compaction of shoulder material.

22. SECTION 20709 – CLASS D GRAVEL

This item includes the supply, placement, and compaction of Class 'D' granular material within the foundation areas as deemed required by the Department. Contractor shall determine and verify quantity of material required prior to ordering and site delivery. Use and extent of material may also be determined on site by Department representative.

23. BID ITEM # 20728 - BACKFILL ABUTMENTS

Refer to Section 1365 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

24. SECTION 21301 - RANDOM RIP-RAP R5

The unit bid price for this item shall include the supply and placement of random R5 rip rap as indicated on the drawings, or as directed on site by the Department. Use and extent of material may also be

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

determined on site by Department representative. The Contractor shall co-ordinate delivery of material on site such that it is dumped off a truck only once on site prior to its final placement. Contractor shall determine and verify quantity of material required prior to ordering and site delivery.

Note that all rip rap material shall be granite and meet the Department's Technical Specification Clause 213.02 for Class 1 material.

25. SECTION 21304 – RANDOM RIP-RAP R100

The unit bid price for this item shall include the supply and placement of random R100 rip rap as indicated on the drawings, or as directed on site by the Department. Use and extent of material may also be determined on site by Department representative. The Contractor shall co-ordinate delivery of material on site such that it is dumped off a truck only once on site prior to its final placement. Contractor shall determine and verify quantity of material required prior to ordering and site delivery.

Note that all rip rap material shall be granite and meet the Department's Technical Specification Clause 213.02 for Class 1 material.

Note that the Department's specification for the percent finer by mass for the 420mm size shall read 0%, not 40-55%.

26. SECTION 21801 – FILTER FABRIC

The unit bid price for this item shall include the supply and placement of filter fabric as indicated on the drawings or as required for other purposes such as but not limited to environmental controls. Note that the cost associated with filter fabric which is included as part of other cost items shall not be included as part of this cost item. Filter fabric shall be type N3 at all locations.

27. BID ITEM # 70405 – COLD PLANE & STOCKPILE: RAP

The existing asphalt pavement along both approach roads and up to the project limits shall be cold planed full depth. The RAP (reclaimed asphalt pavement) shall be transported and stockpiled by the Contractor at the Department's Charlottetown Storage Yard. The unit bid price for the above listed shall be full compensation for the work. No additional compensation shall be provided

Note that the Contractor shall confirm with the Department, prior to starting any cold planing activities, the extent of cold planing required.

28. SECTION 80302 - HYDROSEEDING

The unit bid price for the above listed item shall include seeding of all topsoiled areas once the concerned areas are topsoiled. This shall include all disturbed embankments, ditches, new roadway embankments, etc. within the project limits, as well as the transport offsite disposal area. Acceptable

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

products shall be Flexterra, Firbramulch, or equivalent approved by the Department.

29. BID ITEM # 82100 - ENVIRONMENTAL CONTROLS

This lump sum cost item shall include all costs associated with the supply, overall fabrication, installation, relocation as required, maintenance/repair, replacement of damaged areas, daily inspection, positive fastening or anchorage measures required to keep in location, adjustments, decommissioning, and removal from site of silt boom(s) as required on site to meet the primary environmental protection criteria. The unit price shall be specific for this project only. Loss of future use (for any reason) of the silt boom on separate projects shall not be compensated.

The boom(s) shall be installed for a maximum of eight (8) hours during a day to permit fish passage. The bid price shall allow for removal and reinstallation of boom(s) as required to satisfy this requirement.

This item shall also include all costs associated with the supply, overall fabrication, installation, maintenance/repair, replacement of damaged areas, daily inspection, positive fastening or anchorage measures required to keep in location, adjustments, decommissioning, and removal from site of type 1 silt fence, type 2 silt fence, filter fabric, and straw blanket as required on site to meet the primary environmental protection criteria. Note that straw blanket to remain on site.

The type, location, and extent of environmental controls as a minimum shall be in place, prior to starting construction activities, as indicated on the Environmental Control Drawing E1-E5, to be provided following award.

This item shall also include all costs associated with the supply, placement, and daily inspection of hay mulch and hay bales as required on site to meet the primary environmental protection criteria.

No additional compensation shall be provided for this item.

30. BID ITEM # 90201 – FLEXBEAM GUARDRAIL: REMOVAL

The unit price bid for the above listed item shall include the removal of all the existing guardrail complete with timber posts any timber spacer blocks, and all associated hardware across both approach roads. All flexbeam elements to be delivered to the Department's Charlottetown Storage Yard. Loading, transport, and off-loading to be by and at Contractor's expense. Contractor to coordinate delivery to the storage yard with contact provided by the Department. Existing posts, spacer blocks, and hardware to be disposed of off site in an environmentally acceptable manner in accordance with the PEI Waste Management Regulations. No additional compensation shall be provided for this item.

Note: Flexbeam lengths are to be taken apart at the bolted joints.

Note: Do not torch the flexbeam section at any location. Nuts are to be removed via a torque wrench or grinder. Do not torch larger holes at bolt locations.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

31. BID ITEM # 90301 - FLEXBEAM GUARDRAIL: ERECT

The unit price bid for the above listed item shall include the supply of all new flexbeam guardrail, timber posts, timber spacer blocks, and all associated hardware; transport all to site; unloading, and installation of all elements on site. Note that posts are to be located as per Department Specification. End terminations shall be buried at all four (4) locations. No additional compensation shall be provided for this item.

Note that guardrail installation shall not occur until after the final shoulder work is complete.

32. BID ITEM # 110112 – CAST-IN-PLACE CONCRETE

Refer to Sections 1301, 1302 and 1384 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

Concrete shall be Type A.

Section 1302.5.7.12: Note that the Department will perform and incur costs to perform concrete placement tests (air, slump, temperature, cylinders).

33. BID ITEM # 130160 – TRAFFIC BARRIER

Refer to Sections 1336 of the Specifications for Highway and Bridge Construction for the specifications. This item shall include the steel curb section attached to the rail posts. The measurement and payment shall be lump sum. Refer to attached Schedule 'F' and drawings.

Note that all components of the traffic barrier and anchorage, stringer to cap connections, bent plates and anchorage, runner bent plate and anchorage, and scupper plates are included as part of this item.

34. BID ITEM # 130803 – CONCRETE REINFORCEMENT

Refer to Section 1304 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

35. BID ITEM # 130812 - SITEWORK DEMOLITION AND REMOVAL

No additional compensation will be provided for this item. Refer to attached Schedule 'F' and drawings for additional details. Refer also to section 104.14 of the Department's Specifications.

The lump sum bid price for the above listed item shall be full compensation for the demolition, removal from site, and the disposal off site of all existing structure components including but not limited to:

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

all piles and pile stubs within the project area (whether supporting the existing structure or not) and to be cut off approximately 150mm below the mudline, any pile shims and/or any support brackets, any timber bracing, any timber struts, timber pile caps, timber abutment lagging, timber abutment walls complete with associated tie-back system and any cribbing and any concrete deadman walls/blocks, timber wingwalls complete with lagging, walers, associated tie-back system and any cribbing and any concrete deadman walls/blocks, timber lateral cross and/or horizontal bracing connected to piles, timber bearing seats, timber lagging behind stringer ends at abutments, timber cross-ties, timber decking, timber curbing and chocks, timber barrier posts and handrails, any timber debris on channel bottom, reinforced concrete bridge deck and all connections associated with all members to be demolished or salvaged

All of these items shall be deemed the property of the Contractor and shall be disposed of in an environmentally acceptable manner in accordance with the PEI Waste Management Regulations at no additional charge to the Contract. All items to be removed from site and disposed of, independent of their protective coating or lack thereof. This item includes the cost of disposal fees (and any required permits) to dispose material in an environmentally acceptable manner.

The Contractor shall submit to the Department the Contractor's proposed Demolition Plan for the Department's review. Demolition Plan to address as a minimum:

- a) Workplace Safety measures as they relate specifically to demolition activities;
- b) Specific measures (IE. nets, tarps, vacuuming, sweeping, collection system, etc.) to prevent any demolished material from entering the watercourse;
- c) Specific retrieval methods and type of equipment (IE. excavator, rake, boat, raft, etc.) to be used in the event some demolished material enters the watercourse.

The Department recommends that bidders visit the site during tender period to become familiar with and take into account the existing structure's system and all relevant surrounding conditions. Successful Contractor to have taken into account all costs associated with all existing conditions. Bidders are responsible for their own safety during the site visit and are not to negatively affect the safety of the travelling public.

36. BID ITEM # 130831 – CONCRTE BARRIERS

The unit rate bid price shall be full compensation for loading concrete barriers at the Government Storage Facility on Brackley Point Road, transport to site, offloading on site, placement for road closure, handling/repositioning on site to accommodate any equipment setup or material delivery to the site, site loading, transport back to the Government Storage Facility on Brackley Point Road, and offloading at the Storage Yard.

Note that the Contractor shall confirm with the Department prior to loading at the Storage Yard the quantity of barriers required on site.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

37. BID ITEM # 130876 - GENERAL MOBILIZATION AND DEMOBILIZATION

The lump sum bid price for the above listed item shall be full compensation for the mobilization and demobilization of all equipment, material, and labour to and from the site, including land negotiations for storage areas as well as any negotiations with utilities. This item also includes the provision of parking areas for equipment and vehicle parking including any land negotiations for such. This item also includes the supply, placement, and removal from site any earth materials and associated environmental controls required as part of mobilization and demobilization. No additional compensation shall be provided for this item.

Contractor shall provide a site trailer to be shared by the Contractor and Engineer. Trailer shall be equipped with electricity, lights, phone, table, chairs, one (1) screened window, and one (1) man door. It is the Contractor's responsibility to find a location near the structure to place the trailer. This item shall be included in the lump sum price bid for this item. The Contractor shall provide heat in the trailer at no additional cost to the Contract.

This item shall also include all costs associated with the supply, installation, and eventual removal of a safe walkway from one foundation side to the other. The walkway shall meet requirements of the PEI OH&S Act and Regulations. The walkway shall be for use by Contractor, sub-contractor, supplier, the Department, DFO, or any other individual authorized to be on site.

38. BID ITEM # 135101 - PROJECT LAYOUT

The lump sum bid price for the above listed item shall be full compensation for all surveying and layout of the project site, including excavation cross section survey and volume calculation, elevations, new watercourse alignment layout, new watercourse bottom elevations along its length, pipe culvert structure layout, pipe culvert invert elevations at inlet and outlet, toe of slope layout, edge of pavement layout, dimensions, and all other measurements and layouts required to complete the work.

The Department will provide layout information upon request of the project layout team. Any discrepancies or irregularities shall be promptly pointed out to the Engineer for resolution prior to proceeding with the work. Copies of all digital files required for on-site quantity calculations shall be provided to the Department for verification. The provision of Project Record Drawings shall be considered incidental to this item.

The Contractor shall perform an as-built survey and submit to the Department, at no additional cost to the Contract, digital file (AutoCAD Civil 3D file, Dept has version 2019) as-built drawings developed to scale (and with all line work developed connecting associated points) indicating plan locations (Northing and Easting coordinates using the same grid system as used to locate the new bridge foundation) and corresponding elevations (relative to project benchmarks) of all finished features at maximum 20 metre intervals aligning with project stationing within the project limits, and including any new work constructed under this Contract but located outside the project limits. Northing, Easting, and Elevation data shall be presented via the Contractor submitting to the Department a coordinate file (digital ASCE).

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

Road features to be identified and as-built surveyed include primary construction types and visual changes and/or extents such as but not limited to: utility poles, toe of slope, toe and crest of rip rap for each R-size, crest (rounding) of shoulder, guardrail, edge of pavement, traffic lane lines, and road centerline.

New bridge features to be identified and as-built surveyed include primary construction types and visual changes and/or extents such as but not limited to: all pipe structures' top crown at inlet and outlet, all pipe structures' inlet and outlet inverts.

All surveyed elements to be clearly identified on the drawing file via use of piece marks, tabulated data, CAD layers complete with visually identifiable colors and line types.

39. BID ITEM # 135201 – STEEL H PILES: SUPPLY

Refer to Section 1311 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

Note that pile cap plates and pile points are included as part of this item.

40. BID ITEM # 135202 – STEEL H PILES: DRIVE

Refer to Section 1311 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

41. BID ITEM # 136449 – TIMBER LAGGING

For lagging and filter fabric nailer behind ends of stringers:

Note that the Department will supply this material (4.88M lengths pressure treated located at the Department's Charlottetown Storage Yard). The unit bid price for this item shall be full compensation for the provision of all labour, materials, and equipment required for the loading of material from the Department's Charlottetown Storage Yard, transport to site, and unloading at the bridge site.

For lagging within new piles:

Note that the Department will supply this material (creosote timber stringers approximately 200x500x approximately 9750 long located at the Department's Charlottetown Storage Yard). The unit bid price for this item shall be full compensation for the provision of all labour, materials, and equipment required for the loading of material from the Department's Charlottetown Storage Yard, transport to site, and unloading at the bridge site.

Refer to Section 1337 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

42. BID ITEM # 136451 – TIMBER STRINGERS

Note that the Department has already ordered and shall pay for the supply of this material (9.8 M lengths pressure treated located at the Department's Charlottetown Storage Yard). The unit bid price for this item shall be full compensation for the provision of all labour, materials, and equipment required for the loading of material from the Department's Charlottetown Storage Yard, transport to site, and unloading of material at the bridge site; supply and installation of all hardware and installation of timber stringers.

Refer to Section 1337 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

43. BID ITEM # 136452 – TIMBER DECKING

Note that the Department has already ordered and shall pay for the supply of this material (3.65 M pressure treated lengths located at the Department's Charlottetown Storage Yard). The unit bid price for this item shall be full compensation for the provision of all labour, materials, and equipment required for the loading of material from the Department's Charlottetown Storage Yard, transport to site, and unloading of material at the bridge site; supply and installation of all hardware and installation of timber decking.

Refer to Section 1337 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

44. BID ITEM # 136452 – TIMBER CURBING

Note that the Department has already ordered and shall pay for the supply of this material, the runner, (4.88M lengths pressure treated located at the Department's Charlottetown Storage Yard). The unit bid price for this item shall be full compensation for the provision of all labour, materials, and equipment required for the loading of material from the Department's Charlottetown Storage Yard, transport to site, and unloading of material at the bridge site; supply and installation of all hardware and installation of timber curbing.

Refer to Section 1337 of the Specifications for Highway and Bridge Construction for the specifications and measurement for payment items. Refer to attached Schedule 'F' and drawings.

45. SIGNAGE

The Contractor shall be responsible for the supply, fabrication, secure placement on site, and any periodic maintenance / repositioning / keeping upright / covering over when warranted of traffic signage required for communicating to the travelling public the presence of traffic control persons (to be used during the turning of trucks and equipment on the open portion of the road during entry and exit to and from the site). All signage shall be in accordance with the Prince Edward Island Temporary

SCHEDULE 'A'
SCHEDULE OF SPECIAL PROVISIONS
Revision 0, August 17, 2023
POINT PRIM ROAD – STRUCTURE REPLACEMENT

Workplace Traffic Control Manual (latest edition). Submit type of signage and associated locations (plan dimensions relative to each other, traffic control personnel, and bridge abutments) to the Department for review prior to sign fabrication. Refer to Section 908 of the General Provisions and Contract Specifications for further details. This item shall have no cost line item and shall be considered incidental to the project. No additional costs shall be entertained for this item.

Note the size, and color (fluorescent orange), of the signs as indicated in the Prince Edward Island Temporary Workplace Traffic Control Manual (latest edition). The fluorescent orange colour requirement has been phased in and will now be implemented by the Department.

The Department will be supplying and maintaining signage related to the road closure and detour. All energy powered control devices (and associated equipment) related to the road closure and detour shall be supplied (including energy supply, hookup, and decommissioning) and maintained by the Department.

46. MEETINGS

The Contractor shall make himself available for meetings with local utilities, local authorities, and the Department representatives for an initial start-up meeting prior to construction to discuss environmental controls, the sequence of construction relative to environmental controls, site safety, schedule, temporary utility locations, traffic management plans, and any other pertinent issues related to the project. This shall be considered incidental to the project. No additional costs shall be entertained for this item.

The Contractor shall also make available his lead construction manager and site superintendent for periodic site meetings to be held throughout the construction timeframe. Note that the purpose of the meetings is to discuss relevant issues with the Department, DFO, etc, and not for the Contractor to discuss internal issues nor issues with his sub-contractors, suppliers, etc.. Frequency of meetings will be maximum weekly during initial project stages, and biweekly throughout the remainder of project. This shall be considered incidental to the project. No additional costs shall be entertained for this item.

47. SECURITY

Security shall be considered incidental to the work and shall not be measured or paid for.

SCHEDULE B

IDENTIFICATION OF PRINCIPALS

Name of Contractor:

Mailing Address:

Telephone:

Fax:

Principal's Name:

Title:

Mailing Address:

If Contractor is a corporation, indicate in which province of Canada is the corporation registered:

Item Description and Price	Estimated Quantity	Contractor Total Price
GRUBBING		
Section: 202 Item: 20201		
	PER ha	
	PER ha	.10 \$
	100	
EXCAVATION: MUCK		
Section: 203 Item: 20302		
	PER M3	
	PER M3	50.00 \$
	100	
EXCAV:EARTH SURPLUS/SUITABLE		
Section: 203 Item: 20306		
	PER M3	
	PER M3	50.00 \$
	100	
EXCAVATION: EARTH WASTE		
Section: 203 Item: 20307		
	PER M3	
	PER M3	300.00 \$
	100	
EXCAVATION: PAVEMENT		
Section: 203 Item: 20316		
	PER Square Metr	
	PER M2	700.00 \$
	100	
BORROW: SELECT		
Section: 206 Item: 20602		
	PER Tonnes	
	PER Tonnes	50.00 \$
	100	
		Total Carried Forward \$ _____
		From Previous Page
		Total Carried Forward \$ _____

Item Description and Price	Estimated Quantity	Contractor Total Price
GRANULAR BASE: A		
Section: 207 Item: 20701		
_____	PER Tonnes	
_____ \$ _____	PER Tonnes	750.00 \$
	100	_____
CLASS D GRAVEL		
Section: 207 Item: 20709		
_____	PER Tonnes	
_____ \$ _____	PER Tonnes	50.00 \$
	100	_____
BACKFILL ABUTMENTS		
Section: 207 Item: 20728		
_____	PER Tonnes	
_____ \$ _____	PER Tonnes	200.00 \$
	100	_____
FINE GRADING		
Section: 208 Item: 20801		
_____	PER Square Metre	
_____ \$ _____	PER M2	900.00 \$
	100	_____
TOPSOIL: LANDSCAPING		
Section: 212 Item: 21201		
_____	PER Tonnes	
_____ \$ _____	PER Tonnes	50.00 \$
	100	_____
RANDOM RIP-RAP: R5		
Section: 213 Item: 21301		
_____	PER Tonnes	
_____ \$ _____	PER Tonnes	50.00 \$
	100	_____
	Total Carried Forward	\$ _____
	From Previous Page	
	Total Carried Forward	\$ _____

Item Description and Price	Estimated Quantity	Contractor Total Price
RANDOM RIP-RAP: R100		
Section: 213 Item: 21304		
_____	PER Tonnes	
_____	\$ _____	450.00 \$ _____
	100	
FILTER FABRIC		
Section: 218 Item: 21801		
_____	PER Square Metre	
_____	\$ _____	300.00 \$ _____
	100	
ASPHALT CEMENT		
Section: 501 Item: 50101		
_____	PER Tonnes	
_____	\$ _____	22.50 \$ _____
	100	
TACK COAT		
Section: 601 Item: 60101		
_____	PER Square Metre	
_____	\$ _____	900.00 \$ _____
	100	
ASPHALT BASE: A		
Section: 603 Item: 60301		
_____	PER Tonnes	
_____	\$ _____	275.00 \$ _____
	100	
ASPHALT SEAL: B		
Section: 603 Item: 60350		
_____	PER Tonnes	
_____	\$ _____	100.00 \$ _____
	100	
	Total Carried Forward	\$ _____
	From Previous Page	
	Total Carried Forward	\$ _____

Item Description and Price	Estimated Quantity	Contractor Total Price
COLD PLANE & ST'PILE		
Section: 704 Item: 70405		
_____	PER Square Metr	
\$ _____	PER M2	700.00 \$
_____	100	_____
COLD PLANE CONST. JOINT		
Section: 705 Item: 70501		
_____	PER Square Metr	
\$ _____	PER M2	36.00 \$
_____	100	_____
HYDROSEEDING		
Section: 803 Item: 80302		
_____	PER Square Metr	
\$ _____	PER M2	500.00 \$
_____	100	_____
ENVIROMENTAL CONTROLS		
Section: 820 Item: 82100		
_____	PER L.S.	
\$ _____	PER L.S.	1.00 \$
_____	100	_____
FLEXBEAM GUIDERAIL:REMOVA		
Section: 902 Item: 90201		
_____	PER Metres	
\$ _____	PER M	110.00 \$
_____	100	_____
FLEXBEAM GUIDERAIL: ERECT		
Section: 903 Item: 90301		
_____	PER Metres	
\$ _____	PER M	92.00 \$
_____	100	_____
		Total Carried Forward \$ _____
		From Previous Page
		Total Carried Forward \$ _____

Item Description and Price	Estimated Quantity	Contractor Total Price
CAST IN PLACE CONCRETE		
Section: 1101 Item: 110112		
	PER M3	
	PER M3	12.00 \$
	100	
TRAFFIC BARRIER		
Section: 1301 Item: 130160		
	PER L.S.	
	PER L.S.	1.00 \$
	100	
CONCRETE REINFORCEMENT		
Section: 1308 Item: 130803		
	PER Kg	
	PER Kg	1,900.00 \$
	100	
SITWORK DEMOLITION & REM		
Section: 1308 Item: 130812		
	PER L.S.	
	PER L.S.	1.00 \$
	100	
BEARING PADS		
Section: 1308 Item: 130827		
	PER unit	
	PER unit	2.00 \$
	100	
CONCRETE BARRIERS		
Section: 1308 Item: 130831		
	PER unit	
	PER unit	8.00 \$
	100	

Total Carried Forward \$ _____

From Previous Page

Total Carried Forward \$ _____

Item Description and Price	Estimated Quantity	Contractor Total Price
GENERAL MOBILIZATION\DEMOBILIZATION		
Section: 1308 Item: 130876		
_____	PER L.S.	
_____ \$ _____	PER L.S.	1.00 \$ _____
	100	
PROJECT LAYOUT		
Section: 1351 Item: 135101		
_____	PER L.S.	
_____ \$ _____	PER L.S.	1.00 \$ _____
	100	
STEEL PILES (SUPPLY)		
Section: 1352 Item: 135201		
_____	PER Metres	
_____ \$ _____	PER M	256.00 \$ _____
	100	
STEEL PILES (DRIVE)		
Section: 1352 Item: 135202		
_____	PER Metres	
_____ \$ _____	PER M	215.00 \$ _____
	100	
TIMBER LAGGING		
Section: 1300 Item: 136449		
_____	PER Square Metre	
_____ \$ _____	PER M2	75.00 \$ _____
	100	
TIMBER STRINGERS		
Section: 1300 Item: 136451		
_____	PER Metres	
_____ \$ _____	PER M	292.50 \$ _____
	100	
	Total Carried Forward \$	_____
	From Previous Page	
	Total Carried Forward \$	_____

Project Number: 6477

Department of Transportation and Infrastructure

Province of Prince Edward Island

POINT PRIM ROAD STRUCT

-21260

Estimate: 5224

Length:

Schedule C

schedule of item for tender

Page 7 of 7

16 Aug 2023

Item Description and Price	Estimated Quantity	Contractor Total Price
TIMBER DECKING		
Section: 1300 Item: 136452		
PER Square Metre		
\$ _____	PER M2	110.00 \$ _____
	100	
TIMBER CURBING		
Section: 1300 Item: 136455		
PER Metres		
\$ _____	PER M	19.00 \$ _____
	100	

Total Carried Forward \$ _____

From Previous Page

Total Carried Forward \$ _____

HST \$ _____

Grand Total \$ _____

SCHEDULE D

SCHEDULE OF EQUIPMENT TO BE USED ON THE WORK

SCHEDULE E

SCHEDULE OF SUB-CONTRACTORS

SCHEDULE F

APPENDED ITEMS

ADDENDUMS

GENERAL PROVISIONS and CONTRACT SPECIFICATIONS for HIGHWAY CONSTRUCTION and BRIDGE CONSTRUCTION

Contractor's Hazard Assessment Form

Pre-Construction Contractor Safety Checklist Form

Contractor's Safety Statement Form

Construction Association of PEI – 'Pandemic Planning for the Construction Industry – a Guide'

Stantec Engineering Geotechnical Investigation Report – To be provided at a later date

Dept Design Drawings S1 to S10 inclusive

Environmental Permit Drawings E1 to E5 inclusive – To be provided at a later date

CONTRACTORS HAZARD ASSESSMENT FORM

This Hazard Assessment Form is to be completed by the Contractors Project Manager or Designate. All Employees, Subcontractors and Visitors *Shall* be advised of all hazards noted and shall be advised of any hazards that develop during the project.

Job Location: _____ **Job Contractor:** _____

Project Manager: _____ **Job Foreman :** _____

Administration Checklist	Circle	Corrective Date if "NO"	Generic Hazard Identification	Circle	Corrective Date if "NO"
OH&S Act on site	Y N		Hydro/Communication lines	Y N N/A	
Construction & Safety Regs on site	Y N		Underground utilities	Y N N/A	
Other Applicable Job Regs on site	Y N		Overhead Hazards	Y N N/A	
Employees trained as per Regs	Y N		Water Hazards	Y N N/A	
Employee orientation complete	Y N		Applicable Signage in Place	Y N N/A	

Identified Hazard	Priority	Required Action	Completed By	Date & Initial

Priority System: *A – Correct Immediately* *B – Correct within 24 hours* *C – Correct within 3 days*

Other Hazards/Considerations:

Comments:

Inspected By: (Print) _____ **Signature:** _____ **Date:** _____

CONTRACTOR SAFETY CHECKLIST

Use this text as a guideline for completing the attached checklist. This checklist is a general, pre-construction review of the contractor safety program, as well as an information session to identify what the P.E.I. Department of Transportation and Infrastructure (DTI) requires of our contractors. Where the item requires a submission, ensure that it is received. If the item does not apply, enter N/A for not applicable.

The following information will assist you in establishing what will be reviewed in each section.

1. **Safety Policy:** Each employer is required by law to have a safety policy and program. DTI will ask for and may require a copy of that policy and program.
2. **Safety Representative:** Each contractor is required to advise DTI who their safety representative is. That representative has duties as described in the Occupational Health and Safety Act.
3. **Emergency Procedure:** Each contractor must have a site specific layout and emergency plan complete with emergency phone numbers.
4. **Employee Orientation:** Each and every person working for a contractor, including sub-contractors, will be given an orientation to familiarize them with the site safety program. Unless otherwise specified, each sub-contractor is responsible for the orientation of their workers.
5. **Safe Work Plan:** Most contractors are involved in tasks that subject workers to hazards. In order to ensure that these workers are secured from hazard, the contractor will supply DTI with a written safe work plan which affords protection against the hazards. This plan must be signed by a company representative and communicated to the workers involved in the task.
6. **Personal Protective Equipment Review:** Advise that all workers require CSA Class “B” hard-hat, CSA Grade 1, “Green patch” , (eight inch) footwear, and eye, ear, and respiratory protection as required (boots and hat at all times).
7. **Fall Protection:** Fall restraint or fall arrest protection required where a fall of more than 2.4 meters is possible. **NO EXCEPTIONS.**
8. **Housekeeping:** Advise of daily, or as needed, clean-up requirements.

Contractor Safety Checklist

9. **Tool Box Talks:** Each contractor is required to conduct weekly safety meetings with their forces and advise DTI they have been done.
10. **Material Handling/Storage:** Advise contractor about storage areas and handling of material so as not to endanger their worker or another worker. Stacked material to be banded, chained, blocked, or otherwise secured.
11. **Landing Platforms:** Advise contractor about movement of material on or off platforms. All material to be secured. Platform gates or chains to be kept closed at all times workers are on platform. If not possible, worker to be tied off with fall restraint system independent of platform.
12. **WHMIS Training:** Receive verification that all contractor workers are trained and that the contractor submits the MSDS for chemicals on site.
13. **GFCI:** Advise contractor that all tools are required to have ground fault circuit interrupters (where electricity is supplied by contractor).
14. **Accident Investigations:** Any injury to any of their workers must be investigated and reported to DTI.
15. **Verbal, Written, Gone:** Explain Safety Tolerance Program.
16. **Joint/Worker Safety Committee:** Sites of over 20 workers must establish a safety committee; over 50, an additional worker committee. Workers required to attend committee meetings will do so and not be prevented by employers.
17. **Fire Protection:** All trades involved in performing hot work of any kind are required to provide fire protection at the work location.
18. **Guardrails:** Advise contractors that where temporary removal of guardrails is necessary, the area around them must be cordoned off with a barrier. Guardrails must be replaced as soon as possible.
19. **First Aider:** Each contractor is required to have a first aid kit and trained first aider. Employer must name their first aider.
20. **Visitors:** Advise contractor that any visitors to site must be suitably protected from hazard. They must wear hard hat, safety vest, and proper safety footwear while on site.

Contractor Safety Checklist

21. **Task Lighting:** Review responsibilities of task specific lighting (who provides it).
22. **Swamper/Riggers Competency:** Where cranes are used, the contractor must use a swamper/rigger. They shall provide DTI with a written statement identifying, by name(s), their rigger and that the named person is a competent worker as described in the construction regulations.
23. **Scaffolds:** Review scaffold building requirement:
 - ☞ Use all braces required by design.
 - ☞ Access ladder for platform over 1.5 metres.
 - ☞ Full width platform if height over 3.0 metres. (PEI Regulations require double planks)
 - ☞ Full guardrails and toeboards.
 - ☞ Tied in three times base dimension or use of outriggers.
 - ☞ Engineered over 15 metres in height (standard frame type).
24. **Elevating Work Platforms:**
 - ☞ All boom and scissors lifts required to be CSA approved and have approval on machine.
 - ☞ Operators manual required on machine at all times.
 - ☞ Maintenance record on machine at all times.
 - ☞ Operator must receive training in operation of equipment.
 - ☞ Fall protection must be used at all times on a boom lift.
 - ☞ Fall protection required to be used on scissors lift when unit is being moved.
25. **Protruding Rebar:** Installer's of reinforcing steel must protect the protruding hazard or make arrangements to have it protected. Removal of protective coverings for task purposes only is allowed, however, protective covering must be replaced as soon as possible.
26. **WCB Clearance Certificates:** Advise contractor that DTI will not release any funds for payment until Workers Compensation Board Clearance Certificate has been received by DTI.

PRE-CONSTRUCTION CONTRACTOR SAFETY CHECKLIST

PROJECT: _____ DATE: _____ CONTRACTOR: _____

WORK BEING PERFORMED: _____

Print Name _____
Project Manager/Inspector

Print Name _____
Contractor Representative

(Sign) _____

(Sign) _____

✓ Means Yes

Means No

N/A Not Applicable

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Safety Policy Submitted <input type="checkbox"/></p> <p>2. Safety Representative <input type="checkbox"/></p> <p>3. Emergency Procedure Review <input type="checkbox"/></p> <p>4. Employee Orientation <input type="checkbox"/></p> <p>5. Written Safe Work Plan Submitted <input type="checkbox"/></p> <p>6. Personal Protective Equipment Review <input type="checkbox"/></p> <ul style="list-style-type: none"> • Hard Hats & Footwear • Safety Glasses • Hearing • Dust & Fumes <p>7. Fall Protection <input type="checkbox"/></p> <p>8. Housekeeping <input type="checkbox"/></p> <p>9. Tool Box Safety Talks (Weekly) <input type="checkbox"/></p> <p>10. Material Handling/Storage <input type="checkbox"/></p> <p>11. Landing Platforms <input type="checkbox"/></p> <p>12. WHMIS Training Verification - MSDS Received <input type="checkbox"/></p> | <p>13. GFCI Requirements <input type="checkbox"/></p> <p>14. Accident/Incident Investigations Notification <input type="checkbox"/></p> <p>15. Verbal, Written, Gone <input type="checkbox"/></p> <p>16. Joint/Worker Safety Committee <input type="checkbox"/></p> <p>17. Fire Protection <input type="checkbox"/></p> <p>18. Guardrails <input type="checkbox"/></p> <p>19. First Aider on Staff Name Supplied <input type="checkbox"/></p> <p>20. Visitors & Safety Equip. <input type="checkbox"/></p> <p>21. Task Lighting <input type="checkbox"/></p> <p>22. Swampers/Riggers Competency (in writing) <input type="checkbox"/></p> <p>23. Scaffolds <input type="checkbox"/></p> <p>24. Elevating Work Platforms <input type="checkbox"/></p> <p>25. Protruding Rebar Protection <input type="checkbox"/></p> <p>26. WCB Clearance Certificate <input type="checkbox"/></p> |
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PANDEMIC PLANNING FOR THE CONSTRUCTION INDUSTRY – A GUIDE.

March 25th, 2020

INTRODUCTION.

At the beginning of last week, it was obvious to many of us that we were moving into unknown territory and, from a safety and health perspective, we as an industry were going to have to develop new protocols and best practices for our new reality.

Many organizations in our industry do not have internal resources to create such content while other larger organizations do. In a display of community leadership many of these larger organizations have been willing to share their various approaches over the last week as a way of helping to get the best information into as many sets of hands as possible to ensure that our industry has a strong response.

As we as an industry approach the current situation and attempt to maintain business continuity, we have gathered some of the best practices.

Please note that the following is provided merely as a guide and as stated above, it is based on collective policies and practices that are being followed by a number of General and Trade Contractors in Prince Edward Island.

We hope that by sharing this information our industry will be able to respond consistently and quickly to the Pandemic. These practices can be used, built on or amended as you see fit. We intend to keep updating this document as more information becomes available.

Our experts in safety and site management are the best in the world and with the right tools will be able meet these new challenges and the ones that lie ahead.

Please direct all questions or comments on this document to:

Sam Sanderson
General Manager
Construction Association of PEI

902-368-3303
sam@capei.ca

How COVID-19 is transmitted: overall guidance for protecting yourself and others

On all construction sites, either as a sub or prime contractor, you must do everything possible to follow the advice of Health Officials.

The following is a general overview of how COVID-19 is transmitted. It is provided merely for background and to inform strategies aimed at implementing the rules set out in the balance of this document. Full details on these issues should be obtained from the Centers for Disease Control and Prevention, Health Canada and the World Health Organization, or a medical professional.

- The virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.
- These respiratory droplets may cause viral transmission from person to person when individuals are near one another. Recent guidelines from the U.S. Department of Labor provide further guidance and recommend that individuals should avoid working less than six feet from others for prolonged periods.
- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by first touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes.

These general principles should be considered when applying the practices outlined in this document.

GENERAL PRINCIPLES.

Your Health and Protecting Others.

Active participation is critical as this is a work in progress which is new territory for us all. It will be a team effort across industry so do please share any ideas or suggestions that can make it safer and contact your supervisor or HSE Manager promptly. If you have questions or concerns, please direct them to your supervisor. The goal is to provide a safe workplace, if any person has a safety concern then sharing these is extremely important.

Adherence to safety procedures is necessary as safety and health is our principle concern. Contractors and workers who do not comply with these procedures may be asked to leave the site and not permitted to return until the current situation is less acute. At the end of the day risky behavior on the part of one puts all of us in jeopardy.

Prevention procedures should be based on health monitoring, social distancing, hand hygiene, cleaning and disinfecting as well as contractor and project specific procedures to prevent the transmission of COVID-19 to workers on a project

Social Distancing

Social distancing is a technique to prevent the spread of COVID-19 by limiting close contact with others. The Public Health Authority recommends keeping a distance of 2 meters (6 ft.) from each other.

All workers shall observe social distancing. Social distancing measures include:

- limiting groups of workers coming together in orientation, lunch and meeting rooms, tool cribs, change rooms, smoking areas, etc.
- preventing workers from congregating at the entrance to the: project, hoist, stair wells, scaffolding, washroom facilities, etc.
- restricting access to occupied work areas like trailer offices, etc.
- controlling traffic patterns – where practicable designate only up and only down stairwells or in / out gates, this avoids the potential for workers to pass each other within the social distancing space.

Contractors are required to:

- communicate and reinforce **self-distancing** practices with their workers
- conduct regular inspections of their worker areas to verify that workers are practicing social distancing, to the best of their ability
- notify us of any concerns they have for social distancing practices or work procedures

Informational signage, warning workers of the importance of **self-distancing** will be installed at locations on the project where there is a potential for workers to congregate. We will conduct regular inspections of the project to verify that workers are observing social distancing.

Hand Washing and Hand Sanitization

Hand washing minimizes the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth—or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water - hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- at the start of their shift and before they start work
- before eating, drinking or smoking
- after using the toilet facilities
- after handling any tools or materials that may be contaminated
- at the end of the shift before they leave work

We will provide or make available hand washing and hand sanitization facilities to meet the needs of the volume of workers at the project.

Informational signage, describing proper hand washing and hand sanitization techniques will be posted at hand washing and hand sanitization facilities.

Cough / Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

Self-Awareness

If you are exhibiting flu-like symptoms such as fever, coughing or congestion: **Do not come to work;**

- Contact your supervisor and your Human Resources department to let them know that you are exhibiting the symptoms; and
- Consult with a healthcare professional on next steps before returning to work.

The response to the COVID-19 virus continues to change on a regular basis. All parties are required to meet current requirements and be adaptable to new initiatives when required.

Three Basic Rights of Every Worker

1. To know about existing and potential hazards.
2. To participate in making the workplace safe and healthy by being a Health & Safety Representative, a member of the JOSH Committee, or consulting with the employer, supervisor, JOSH Committee, or representative.
3. To refuse unsafe work.

If a worker believes that a task or situation is dangerous, they must report the concern to a supervisor immediately. The worker must also go to a safe place at the workplace. The employer may have the worker do other work.

The supervisor must investigate promptly, with the worker present.

- If the supervisor finds the work unsafe, the employer must fix the problem before work can continue.
- If the supervisor believes the task is safe, and the worker still feels unsafe, the worker must report the concern to the JOSH Committee or Health & Safety Representative.
- The supervisor can ask another worker to do the job but must inform the other person about the work refusal reasons.
- Important Note: A concerned worker is not to leave the sight. All workers should bring their concerns to their supervisor, to give the supervisor an opportunity to assign them to a different task if they feel unsafe. A work refusal concern can't be investigated if these first few vital steps are not followed.

The JOSH Committee or Health & Safety Representative must investigate the situation.

- If they agree with the refusal, JOSH Committee or Health & Safety Representative will recommend that the employer fix the problem.

- If they disagree, the JOSH Committee or Health & Safety Representative will advise the worker to return to work.

If the JOSH Committee or Health & Safety Representative is unsure or does not agree, they should consult standards, review procedures, or call an expert to help with the decision.

If the worker still feels unsafe and the problem is not resolved to their satisfaction, they can call the WCB Occupational Health and Safety Division at 902-368-5680 or toll-free in Atlantic Canada at 1-800-237-5049. Outside of normal working hours, they can call the 24-hour emergency number at 902-628-7513.

If the worker follows the process, an OHS Officer will investigate the concern. The OHS Officer will issue an order to the employer to correct the situation or advise the worker to return to work.

The OHS Act protects a worker's right to refuse unsafe work. The protection lasts up to the point where the OHS Officer advises the worker to return to work.

The OHS Act further protects a worker from discriminatory action by the employer. When a worker complies with and/or seeks enforcement of the OHS Act and its Regulations, they cannot be discriminated against, intimidated or coerced. If the worker does feel discriminated against, intimidated or coerced, they may file a complaint with the WCB by stating the nature of the complaint in writing to the WCB Director of OHS. The complaint will be sent to arbitration where there is a collective agreement or where the WCB Director of OHS finds it appropriate.

PANDEMIC PLANNING FOR WORKSITES:

Some of the following measures will be subject to site size and complexity.

COVID Safety Coordinator

At each appropriate worksite it is recommended to appoint one or more employees responsible to be the COVID Safety Coordinator (CSC). Should the site size be such that this is not feasible then the CSC function will be conducted by the site superintendent.

The CSC will:

- Review and assess Contractor COVID Prevention Procedures.
- Conduct regular inspections of the worksite to monitor adherence to COVID Prevention Procedures and record inspection findings.
- Review and store Health Questionnaires in accordance with privacy considerations.
- Document Contractor attendance issues.
- Monitor cleaning to verify that approved products and procedures are being followed.

- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked and posters explaining hand washing and hand sanitization are posted.
- Post and inspect other signage to verify that it is located in correct location and in good order.
- Verify that First Aid Attendants have the necessary safety equipment and are using it correctly.
- Investigating any reports of workers that are not complying with procedures or concerns for workers health. Coordinate with our Superintendent and Contractors Supervisor / Contractors CSC.
- Refer any issues or concerns to Project Superintendent and HSE Manager.
- Immediately report and investigate presumed and confirmed cases of COVID – 19 with the assistance of Superintendent and HSE Manger.
- Review and instruct project staff in this procedure and other COVID-19 documentation.
- Monitor this procedure and other documents for updates and assist Project Supervision in disseminating that information to Contractors and workers.

Trade Contractors are required to appoint someone at each site responsible for monitoring their workers for compliance with their COVID prevention procedures and site COVID Prevention Procedures. This may be a foreman or senior site management. The Contractors CSC must spend a significant amount of their time monitoring workers by greeting and organizing them when they arrive to work, inspecting their work areas, monitoring their health, informing their workers of any changes to procedures and liaising with us and their companies management responsible for COVID prevention.

Contractors will provide the name and cell phone of their CSC to the on-site CSC.

Contractor COVID – 19 Prevention Procedures

Contractors are required to forward copies of their procedures to prevent the transmission of COVID – 19. Contractors must identify which tasks may be impacted by social distancing restrictions and implement mitigation measures. for example:

- site orientations
- training
- tasks that involve two or more workers to work in close proximity. i.e. Carrying pipe or drywall
- restricted work locations where there is insufficient space to maintain social distancing i.e. cab of a vehicle or small room

Contractors must identify tasks where there is a potential for transmission through shared use of PPE, tools and equipment and implement mitigation measures. For example:

- PPE – face shields at cutting stations, fall protection ropes and lanyards, etc.
- tools – hand saws, chop saws, grinders, vacuums, etc.
- equipment – aerial work platforms, forklifts, power trowels, etc.

Where Contractors are responsible for cleaning and disinfecting, they are required to provide two copies of cleaning product information and cleaning procedures for review to verify that they can prevent the transmission of COVID – 19.

Contractors are responsible for reviewing the procedures and implementing practices that prevent the transmission of COVID -19 for the subtrades working for them.

Contractors may be required to appoint a CSC at each work location.

If Contractors have not provided COVID – 19 Prevention Procedures, they may not be allowed to work on this project.

Health Verification of Workers and Visitors

The health and well-being of workers and visitors is paramount. To protect workers and visitors and provide a safe and healthy workplace there is an increased responsibility on Contractor supervisors and supervisors to be vigilant and that includes monitoring for symptoms of COVID19.

Workers and visitors who are exhibiting symptoms of COVID 19 or are otherwise recommended to be in self-isolation or self-quarantine in accordance with recommendations of the Public Health Authority are not permitted on projects.

1. Any workers or visitors intending to access the site must complete a Health Questionnaire (**see Appendix A**). The purpose of the questionnaire is to verify that workers are free, to the best of their knowledge, of COVID-19 symptoms and related restrictions in accordance with Public Health Authority recommendations.
2. Contractors supervisors must provide each day an attendance list of workers by name and phone contact – electronically. In the event that there is a COVID issue later this information will be especially helpful in identifying potential exposures. Attendance lists to be stored in accordance with privacy considerations.
3. Contractor supervisors are required to verify, **at start of shift**, that their workers are healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.
4. Contractors must provide an update on their workers' health to CSC **at start of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.
5. Contractor supervisors are required to verify, **at end of shift**, that their workers healthy, fit for work and to the best of their knowledge, free of any symptoms or restrictions associated with COVID-19 in accordance with the Health Questionnaire and recommendations of the Public Health Authority.

6. Contractors must provide an update on their workers' health to the CSC **at end of shift**. If there are any significant changes in attendance or health concerns notify HSE Manager and document in Contractor Tracker.

Site Access:

- Post signs at all site entrances that say, "Site Sign in/out by texting Supervisor at _____".
- Site supervisor to update sign-in log regularly throughout the day to know who is at site.
- All site orientations to be done verbally without signature outside the job shack.
- No transfer of papers. Site supervisor to sign on their behalf.

Site Meetings:

- Job toolbox meetings to be held outside, with appropriate social distancing or have people call in. No signatures or transfer of documents. Site Supervisor signs on their behalf.
- Hazard assessment's and other paper submission documents boxes to be moved outside with two boxes – Documents can be retrieved 24 hours later.
- When arranging necessary inspections from consultants or authorities having jurisdiction, indicate to them they will not be allowed to visit our site if they are showing any signs of being sick.
- In person meetings must have no more than 10 people in attendance
- Consider conference / skype calls to reduce the number of attendees
- All non-essential events are canceled or postponed (e.g. site barbeques);
- Large job shacks limited to maximum 5 people and small job shacks limited to maximum 3 people. Social distancing required.
- Site constraints are based on site size using appropriate social distancing. Suggested guidelines are no more than 3 or 4 people working in 1000 sq. ft. of space, or 10 people working in 10,000 sq. ft. Examples and exceptions:
 - Tradespeople working in teams to do work (Carpenter and Apprentice) must know each other well enough to be sure of the proximity risk of working together.
 - For larger groups working together (concrete placement crews) who cannot manage social distancing to do their work must have a conversation with the Safety Advisor and the Project Team to ensure we can proceed with the work safely. Crews that work together all the time will have a lower risk than hastily assembled crews.
- Workers at sites should avoid working less than six feet from others for prolonged periods unless their role requires prolonged closer proximity. Case specific risks and solutions will be assessed by the workers employer for those individuals required by their roles to work within these close proximities;
- Individuals should utilize technologies available to them such as email, text and teleconferencing to minimize direct contact with others;

- The number of people allowed in the hoist at the same time will be reduced to avoid crowding
- Project teams should stagger break and lunch schedules to minimize the number of people near one another;
- Project teams may also consider staggering start / finish times aimed at reducing large group wait times at the gates and the hoists;
- Meetings should be held in the area where an individual works, instead of a large gathering point;
- For all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization.

Jobsite Sanitation Measures:

- As hand sanitizer is becoming a scarce commodity Contractors are making immediate arrangements to construct temporary sinks / handwash areas with hand soap, paper towels and garbage cans. The locations will be at various high-traffic locations.
- Each subcontractor is responsible for providing hand sanitizer for their worker's needs.
- Each subcontractor remains responsible for cleanliness in their lunchrooms.
- Each subcontractor remains responsible to provide PPE, noting that glove use is mandatory at CCC.
- Each subcontractor is responsible for disinfecting shared tools, iPads, etc. between uses.

Cleaning and Disinfecting:

Conduct routine daily cleaning of hard non-porous surfaces throughout construction sites including: site office trailers, lunchrooms, orientation and meeting rooms, first aid rooms, stair railings, scaffold stair railings, portable toilets, elevator/hoist and equipment controls. Routine cleaning will be completed according to our **Safe Work Procedure: Surface Cleaning for Potential Virus Contamination:**

In the event there is a presumptive case for COVID – 19, present on site, we isolate and clean work areas / surfaces that may have been contaminated. In the event a confirmed case of COVID-19 was present on site, close the site and employ a specialized biohazard remediation, abatement company will professionally disinfect the contaminated areas.

All cleaning products and procedures from Contractor and Cleaning Services used on Projects must be vetted by an Industrial Hygienist Consultant to verify that they are sufficient for disinfecting COVID-19. If products or procedures are deemed unreliable, they must be discontinued.

Wearing Gloves:

All workers must wear gloves in accordance with their SWP and rules. Wearing gloves, besides being a safety requirement reduces the likelihood of workers touching their eyes, nose or ears reducing the potential of transmission from contaminated surfaces.

Workers should replace their used gloves frequently with new gloves and launder used gloves, if practicable, with their work clothes to prevent them from becoming potential sources of transmission.

Project Orientation:

The current concerns for COVID -19 makes orientations especially important as a means of communicating with new workers the safety precautions that they must comply with for them to work on this site.

It is also a point for screening workers and asking them questions about their travels and health to verify that they are healthy and not in contravention of any Public Health Authority recommendations.

It is also a moment when we can reassure workers that our project is being managed for their safety, that we are taking COVID – 19 seriously and that the most important thing to us is their health and safety.

The following are changes to the orientation routine:

- **Where practical, move orientation outdoors and conduct a verbal orientation – reinforce social distancing.**
- If orientations are conducted in a room keep the door secure and post social distancing signage on the door to the orientation room to prevent workers from grouping outside or in the room and waiting. Disinfect used pens, tables, chairs and table after each use.
- Host multiple orientation sessions to avoid violating social distancing.

Before providing an orientation have workers and visitors complete the Health Questionnaire COVID-19 to verify that they are healthy and fit for work. Workers that are not permitted access according to the questionnaire must be turned away.

As part of the verbal orientation, review:

- what is social distancing of 2 M (6 ½ ft.)
- location of hand washing and hand sanitization stations and the frequency that they are expected to clean their hands.
- location of posters and other communications • site specific procedures for hoists, stairwells, etc.
- what we are doing at the site to promote a safe workplace and remind them that their health is important to us.
- the importance of reporting to their supervisor if they are feeling unwell and leaving the project.

Hoist Operation:

Hoists must be operated in accordance with social distancing requirements. Projects must operate the hoist in accordance with the following:

- Outside the hoist: Post signage and remind the workers to maintain social distancing 2 M (6 ½ ft) while they are waiting to enter the hoist.
- Inside the hoist: Maintain social distancing and reduce the number of passengers at any one time. If necessary, mark a space on the deck of the hoist where each worker is expected to stand.
- Load the passengers in order so that they don't need to pass each other in the hoist as they are exiting – this requires organization.
- Passengers to face the outside of the hoist to avoid being inside each other's breathing zone.
- Hoist Operator is permitted to wear a respiratory protection.
- Hoist surfaces (call buttons, door handles, etc.) that are routinely touched will be disinfected regularly. **Project Radio / Cellphone:**

Do not share communication devices. Because radios and cell phones are held close to the mouth to talk, they are a likely source for transmission.

Disinfect radios and cell phones at start of shift and regularly throughout the shift.

Stairwells / Scaffold Stair Towers:

If workers have only a single means of access to their work areas, they need to observe protocols to prevent them from violating the social distancing. Those may include:

- Calling out and communicating that they have entered the stair and are proceeding up / down and thus warn people to prevent them from entering the stairwell until they have passed.
- Staging outside stair entrances until it is clear for them to enter.
- Stopping outside the social distancing area if they are approaching another worker and discussing how they will pass while maintaining social distancing.

Project Offices/Trailers:

Project offices and trailers are off limits to people that do not belong in them. The close quarters in a trailer may be a challenge to maintain social distancing. Hold discussion outside where practicable. Make use of vacant offices / trailers to redistribute staff to limit contact. The following applies:

- Post "Restricted Access" signage on door with contact information (phone #).
- Keep the door locked to prevent access.

- Restrict the number of people who are allowed to enter these offices to social distancing allowances.
- If you are a visitor in an office or trailer - do not touch things - If possible, keep your hands in your pockets or to yourself. Disinfect anything touched by the visitor prior to use.
- Do not share keyboard or mouse, pens, clipboards or documents.
- Disinfect commonly touched items like door handles, chairs, tables, stair handrails, etc.

Lunchrooms:

Lunchrooms are places where there is a potential for people to come to contact with each other or contaminated surfaces. The following applies:

- Post social distancing signage to remind workers to keep their distance.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Stagger coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Organize chairs and stagger seating arrangement to maintain social distancing or take lunch and coffee outside
- Remove garbage often.
- Clean and disinfect tables, microwaves and other commonly handled items between worker s/ lunch shifts.
- If air circulation is a concern install negative air units and vent outside lunchroom.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- Workers intending to take work clothing home should place it in a plastic bag and not remove it until it goes into the laundry to be washed – ideally separately.

First Aid Treatment:

Report workplace injuries to the First Aid Attendant (FAA). As a precaution the FAA will wear N95 mask or ½ mask respirator, face shield and medical gloves when treating workers. As part of the FAA injury assessment the FAA will reconfirm the status of the workers' health in accordance with the *Health Questionnaire* questions.

If workers are feeling unwell or exhibiting symptoms of COVID -19 They need to inform their Supervisor ASAP. If they are fit enough to leave the project and arrive home safely, they should go home and follow the Public Health Authorities instructions for reporting self - isolating and treatment.

If workers are travelling on public transit or in close contact with others to get to their homes and if available, we will provide sick workers with N95 masks to be worn by them to help prevent any transmission from the sick worker.

Other Options to Consider:

- Only one driver per vehicle or sanitize between drivers.
- Use only your own tools or sanitize between operators.
- Eat lunch alone, where possible in your vehicle, respecting social distance.

Safety Certificates etc:

- Ensure that you have all necessary staff and backup staff compliant for the next 6 months. There is no suggestion that rules around fall protection or first aid etc. are going to be altered.
- Certifications in general could become harder to obtain – get up to date now
- Authorities are being lenient due to the circumstances on expiry dates as they are aware that these certificates may not be readily obtained.
- This does not remove the employer's obligation to ensure that the workers are knowledgeable about and competent to do the tasks that they are assigned to do.

Training on Tools:

- Some sites are already experiencing 20- 50% loss of manpower. Check your crews to ensure you can still safely operate equipment and maintain workflow.

Shifts:

- Consider adjusting shifts to accommodate reduced density of crews and rotate availability of workers who may have challenges manage children that are now not in school or daycare.

OFFICE:

Social distancing:

- If possible, have a work from home strategy, move desks apart, sanitize your office regularly.
- Larger organization have split their office staff between home and office. This allows distancing in the office by reducing density and allows the ability to switch out people if someone gets sick.

Warning on your door:

- Do not allow delivery people in your office unless they have confirmed they are in good health.

External workers or visitors:

- Have them complete a statement saying they are in good health before allowing them access to your premises.

Work from Home Security:

- Working from home brings risks to your organization. Workers must respect strict security rules to ensure they don't introduce viruses to your system. With many homes having children/teenagers it is imperative that workers logout from your system **every time** they leave their computer.
- The risk of phishing or other attacks is on the increase as the hackers are literally seeking to exploit the situation

RISK MANAGEMENT

Steps if a Case is Suspected:

- If it is suspected that someone is sick in the Workplace: Ensure protection of workplace and provide good solutions for workers.
- "Sick" means coughing or sneezing more than explainable from dust or environmental issues. It could be the common cold or the flu, either way if there is a possibility that someone is sick, they should be sent home.
- If a trade partner is suspected as sick, send them home and notify their manager.
- If an employee who can work from home effectively is identified as sick, they will be sent home and use technology to continue to work.
- If an employee who cannot work from home effectively is identified as sick, they will be temporarily laid off so they can recover.
- Anyone who goes home as sick or is sent home as sick must follow current guidelines in respect of screening, testing or self-isolation

What to do with a confirmed COVID-19 case:

The projections show that 30-70% of the population may ultimately get this illness. All the measures being implemented are to slow the spread to ensure the medical system has the capacity to treat those who need it when they get it.

In the event of a confirmed case –

- Notify everyone by email as soon as it is confirmed. It is important to communicate well through this so you will be the first to know.
- Follow the guidelines provided by Health PEI.
- Research is showing the virus lasts max 72 hours without people so we would shut down the workplace for 72 hours. After we would go in and disinfect the hard surfaces like door handles to be sure, but it would be safe to continue work there.
- If we have a crew or entire worksite that is quarantined, we will quarantine them for 14 days, shut down the site for 72 hours and restart it as above with a substitute crew to keep work proceeding.

Other Business Considerations:

- We must work together to ensure job sites remain open. Strong leadership to fully comply with government mandates is imperative.
- Now is the time to review your active contracts to ensure you understand payment terms and what could impact them.
- Understand your insurance coverage.
- Ensure that you understand the HR implications of any layoffs or absenteeism that may result from this situation.
- Have a process in place should any short-term site shutdown occur
- Preplan your orderly exit if an order is issued today to close one or many sites.
- If an inspector is required to sign off on your work, ensure they have an option in place in case they are unable to complete their inspections.

Our industry is known as a safety conscious and diligent community of professionals and as we work through this situation we will learn, continuously improve and take our capabilities to new heights as we serve our customers our people and the communities that we are part of.

APENDIX A

COVID-19 Health Check Questionnaire

The following questions are designed to ensure our Site Supervisors and Trade Partners are able to make informed and collaborative decisions that maintain the highest possible level of health and wellbeing on our projects. All workers must complete of this form.

Name:	Project Name:
Employer:	Date:

Please complete the following questions honestly and accurately by selecting “YES” or “NO”.

QUESTIONS	Please Check	
	YES	NO
1. Have you travelled outside of Canada on or after March 12, 2020 or been in close contact with someone who has?		
2. Have you travelled to Italy, Iran, or the Hubei Province of China in February or March 2020 or been in close contact with someone who has?		
3. Are you experiencing the signs/symptoms of COVID-19?		
4. i.e. shortness of breath, cough, sore throat, or fever?		
5. Have you been in contact with a person showing the symptoms of COVID-19 within the past 14 days?		
6. Have you been in contact with a person who has tested positive for COVID-19 within the past 14 days?		

If you answer “YES” to any of the questions above, you may be asked to leave the worksite and liaise with your Employer on next steps.

Your Employer will advise you on what must happen next and may include return to work or the recommendation to self-isolate and take the online COVID-19 self-assessment tool.

Workers who are determined not to present a risk of COVID-19 transmission to others on site will be allowed to return to work as per the relevant Policy.

***NOTE: This Health Check Questionnaire is mandatory for all workers.**

Workers who refuse to complete this Health Check Questionnaire as defined by the Site-Specific Pandemic Preparedness Plan will be denied access to the site.

I hereby acknowledge the above information to be true. Employee Signature:

APPENDIX B.

EXAMPLE COVID-19 PANDEMIC PREPAREDNESS PLANNING GUIDANCE DOCUMENT.

1.0 General

The health and safety of all employees, trade partners and workers are a top priority.

In response to the current pandemic situation, we require all worksites, both offices and projects, to develop a Site-Specific Pandemic Preparedness Plan based on the criteria below in order to reduce the risk of contracting or spreading Coronavirus (COVID-19).

2.0 Definitions

COVID-19: Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

Self-Quarantine/Self-Isolation: To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/selfmonitoring-self-isolation-isolation-for-covid-19.html>)

3.0 Scope

The COVID-19 Pandemic Preparedness Planning Guidance Document is intended to provide guidelines for individuals visiting or working on a site or within an office, as well as providing clear expectations on the measures to be taken in reducing the risk of contracting or spreading COVID-19.

4.0 Document

This guidance document is intended for all employees and Trade Partner employees.

4.1 All projects must provide access to hand washing or hand sanitizing stations

- Where running water is available, additional sinks with hot and cold running water, soap, paper towels and trash bins should be available outside of breakrooms, trailers, and bathrooms.
- It is recommended to have two Hand Wash Stations per project and additional stations when the workforce exceeds 100 (Ratio 1:40, adjust if necessary, based on usage).

- Permanent plumbed sinks should be the first choice. Note: If you have access to permanent facilities on the project, then no additional hand-wash stations are required but please keep this area stocked with hand soap and one-time use paper towels. Also, maintain a regular cleaning of these facilities.
- Temporary portable wash stations are a secondary choice only when plumbed running hot and cold water are not available.
- If hand washing stations are not available, hand sanitizer is the next best option. Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Hand sanitizer should also be available in common areas.
- Note: If you are unable to source supplies yourself then notify site supervisory of office management staff who will source and alternative.

4.2 Clean and disinfect frequently touched objects and surfaces

- Increase the cleaning frequency of common areas on the project. Surfaces can be cleaned using a regular household cleaning spray or wipe. A formal procedure and a responsibility matrix to accomplish and maintain these practices should be determined.
- Areas to consider would include: break/lunch areas, lunch tables, microwaves, coffee machines, turnstiles, handrails, doorknobs, bathrooms, commonly used equipment such as hoist, telephones, computer equipment, coffee machines and vending machines, and all common areas.
- Consider adding foot push/pull devices to doors for hand-free access/egress especially for bathrooms.
- Increase cleanings of temporary restroom(s) and ensure that these restrooms also have hand sanitizer available.
- Have a supply of surface disinfectant, Clorox wipes (or similar), Hand Soap and Hand Sanitizer available.
- While not sustainable, for now we recommend using disposable utensils, plates, and cups. Maintain a good supply on hand. Require anyone bringing a container to rinse it themselves and take home for thorough cleaning.

4.3 Communicate Basic Illness Prevention Hygiene

- Post signage and posters.
- Post signs encouraging proper hand hygiene and stopping the spread of germs.
- Post information at project entry points, break and lunchrooms, restroom facilities, on huddle/safety boards, etc.
- There are many resources available on Workday and online.

4.4 Limit size of gatherings

- Stagger / separate stretch and flex, stand downs, and large group meetings. These should be conducted by individual crews.
- High-risk activity announcements in the morning should become a written communication that the crew leader reviews with their individual crews.

- Conduct meetings in spaces that allow for social distancing between meeting attendees. Where and when possible, maintain a 6 ft. distance from each other while gathering.
- Run meetings via conference call when possible. Encourage those in the same office area to call in separately versus sitting in a room together.
- Implement strategies for staggering and/or reducing density and duration of workers:
- Stagger trade arrival times.
- Limit the total number of persons riding in hoists/elevators; encourage the use of stairs for travel any less than 3 floors.
- Arrange lunch/break areas in a manner that accommodates social distancing so that all workers are not joined together in same area. Stagger lunch/break times between trades.
- Limit all visitors to site to those only essential for project continuity. If the individual has been outside the country in the last 14 days or exposed to someone who has recently tested positive for COVID-19, then they MUST leave the worksite.

4.5 Remind everyone to stay home when they are sick and report to us any confirmed COVID-19 diagnosis

- The PHAC (Public Health Authority of Canada) recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever ends (100.4 degrees Fahrenheit [37.8 degrees Celsius] or lower), without the use of medication.
- Travel and Exposure Policy covers additional measures to be taken around travel, confirmed cases and potential worksite closures.

4.6 Contractual Considerations

It is imperative that we manage our rights as well as those of our clients and industry partners as outlined in Prime Contracts and Subcontract Agreements. Should disruption of our work occur, our Contracts likely contain provisions that address unforeseen delay such as “Force Majeure” or “Delays” clauses.

Force Majeure is defined as a contract provision excusing a party from performing its contractual obligations when it becomes impossible or impracticable due to an event or effect that the parties could not have anticipated or controlled when the contract was signed.

Please ensure all project management staff does a review of all delay provisions outlined in their Contracts and immediately prepare for the appropriate next steps such as formal notice to our Clients. It is critical to provide protection to us as afforded under Contract in a timely and reasonable manner. Please also note that our standard Subcontracts allow for such provisions to our Subcontractors. As such, if we receive a

notification from our subs it also needs to trigger the notification noted above as a flow through.

As this is not standard operating practice, we encourage anyone with questions to elevate them to your supervisor or management to ensure that we get it right.

4.7 Supply Chain Audit

It is prudent that our project teams immediately complete a supply chain audit to identify, determine the impact and identify mitigation strategies for supply chain interruption including but not limited to the following:

- Possible shortages of raw materials
- Possible shortages of finished products
- Cost escalation of products or materials
- Any vulnerabilities to the supply chain
- Changes to delivery services or procedures

We will be providing support and sharing information as it becomes available to assist you in managing this potential disruption. It is important to recognize that these disruptions may not be seen or recognized for weeks or months. Timely notification of potential disruptions are typically defined in our Contracts so please become acutely familiar with notification periods as soon as possible.

Again, please communicate concerns or questions to your supervisor or management.

APPENDIX C

EXAMPLE COVID – 19 TRAVEL & EXPOSURE POLICY

1.0 General

As the coronavirus (COVID-19) outbreak continues, we are providing policy updates on how to protect yourself and prepare for potential outcomes.

This is a dynamic situation and our guidance is likely to evolve. We encourage you to continue to access the most up to date information from relevant sources.

2.0 Definitions

COVID-19: Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is an infectious disease caused by a new virus that had not been previously identified in humans. (<https://www.who.int/health-topics/coronavirus>)

Self-Quarantine/Self-Isolation: To stay at home and monitor yourself for symptoms, even if mild, for 14 days and avoid contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic. (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>)

Essential Travel Impact Chart:

Level Impact

4 **High-** Significant Financial Risk if not present. Interruption making a critical operational functionality unavailable or severe impact on service availability. No alternative solution or workaround. Significant number of employees or teams impacted.

3 **Medium-** Critical functionality temporarily interrupted or unusable; Operational Impact on projects. Temporary workaround and alternative solutions cumbersome, costly and not timely.

Potential financial risk. Some teams and employees negatively impacted.

2 **Low-** Operational impact but no direct impact on functionality or service availability; Workaround is available. Alternative solution available but may not be most desired. Minimal number of teams and employees impacted.

1 **None-** No operational impact. System, application or process functions; maintain current state. Feasible workaround available. No Impact to team or employees.

Current Essential travel set to: **Level 4 Essential*

3.0 Scope

The Coronavirus (COVID-19) Travel & Exposure Policy is intended to provide guidelines for individuals who have or are planning to travel, including individuals who work or live within close proximity to travelers. In addition, these guidelines apply to individuals who have contracted or have been exposed to someone who has contracted COVID-19.

4.0 Policy

This policy is intended for all employees and Trade Partner employees.

4.1 Guideline for Business Travel

We have established a complete travel restriction on all international business travel.

All ***non-essential*** domestic business travel outside of your home metro-area should be suspended for the months of March and April.

All ***essential*** domestic business travel must be pre-approved by your supervisor and your Business Unit Vice Presidents.

4.2 Guideline for employees returning from an international location, or who cohabitate or have had close contact with someone who has.

Federal and provincial public health leaders have recommended that all travelers returning to Canada self-isolate for 14 days. In response to this, all employees must follow Health Canada's recommendation and only return to work after 14 days and if symptom free.

4.3 Guideline for hosting visitors from an international location to our projects or offices.

Clearly communicate to all expected visitors that they are not allowed to visit a worksite or office until they have been back in the country for 14 days from their return and are symptom free. Visitors should also be limited to only those essential for project continuity.

4.4 Guideline for employees exhibiting symptoms of respiratory illness.

All individuals are required to disclose if they are experiencing symptoms consistent with COVID-19.

If someone is exhibiting symptoms, we should recommend they leave the worksite and advise them to self-isolate and call health link for further advice. If they are exhibiting respiratory distress requiring emergency care, they should go to the hospital.

If the individual has been outside the country in the last 14 days or exposed to someone who has recently tested positive for COVID-19, then they MUST leave the worksite.

4.5 Guideline for employees who cohabitate or have had close contact with someone who has tested positive.

All individuals are required to disclose if they have been exposed to persons who have tested positive for COVID-19. These individuals will be required to self-isolate for 14 days from last exposure. These individuals should contact Health PEI and follow health authority recommendations.

4.6 Guideline for employees who have tested Positive for COVID-19.

All individuals are required to disclose that they have tested positive for the virus. They are to notify, by email and phone, the site supervisor and HR.

Your organization will notify all workers on that site of a positive test and a temporary stop work order will be issued, until a further site assessment can be carried out and an effective control plan implemented.

All workers will be asked to self-quarantine and follow local exposure protocols as dictated by the governing health authority in their region. In Prince Edward Island currently, individuals who test positive are not permitted to return to a jobsite or office until they have two confirmed negative COVID-19 tests and have their isolation orders lifted by a medical professional.

Your employer will work with our leaders and clients to determine next steps when work will resume.

4.7 Guideline for Compensation during Quarantine Periods

Each organization will likely establish its own policy within the requirements of employment law and regulations

CONTRACTOR'S SAFETY STATEMENT

This form shall be completed in full by the Contractor, and submitted to the Department for review, prior to the Contractor mobilizing on site. This document shall be applicable for all equipment and workers whether under the direct operation/direction of the Contractor, or a Subcontractor.

PROJECT:

CONTRACTOR:

DATE:

SAFETY STATEMENT:

1. All equipment to be used for this project has been and will be safety maintained and is safe for use.
2. All workers have and will be safety trained to perform work activities for this project.
3. All personal protective equipment used for this project meets latest CSA Standards.

Signature

Print