



FLYNN GROUP OF COMPANIES

All,

There continue to be a lot of questions and concerns regarding COVID-19 from all our employees. We have been responding on an individualized basis but wanted to send out something specifically intended for you, our field worker, addressing typical questions we have been receiving to provide some guidelines to keep you healthy in the workplace. We have tried to keep them as simple as possible but unfortunately there are many factors to consider.

The guidelines that follow have been developed by following various authorities including the Center for Disease Control (CDC), Health Canada and the World Health Organization (WHO). As this is a fluid situation, we will be revising these guidelines as required influenced by the authorities mentioned above and local, provincial, state or federal authorities.

Please keep in mind that while on site you will have to follow the rules and regulations from our general contractors and other customers in addition to these guidelines.

The most important thing you can do to prevent infection is to wash your hands regularly and avoid touching your face.

To help reduce your risk of infection:

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, use an alcohol-based hand rub.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces. (Be sure to check manufacturer's recommendations before using cleaning products)
- Do not share food, drinks, utensils, etc.
- Stay home if you are sick and contact your immediate supervisor. Do not come to work first.
- If you start feeling sick at work speak to your supervisor immediately and go home.



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We also ask that you take the following precautions:

These are just a few scenarios, and if you have specific questions or concerns please speak to / email your local leadership who will direct questions to the Flynn COVID-19 Response Team if necessary.

- Travel to work – Do not come to work if you feel sick.
- GC Site Guidelines – Please follow them. They are designed to protect everyone on site.
- Project (GC) site trailers – follow the contractors' restrictions as this is a hub for lots of people traffic.
- Tool trailers – Practice rolling time changes for changing and any signing in / signing out procedures. Keep time in the trailer to a minimum.
- Breaks – Wash your hands prior to eating and avoid eating in groups. Try and eat outside if possible and not in confined spaces such as tool trailers or site offices.
- Smoking / Vaping – This typically becomes a group activity. Keep your distance.
- Mobile Phones – Do not use each others' phones or view the same screen together. Clean your phone often!
- Site Meetings – Keep your distance or participate via phone.
- Toolbox talks – Follow safety guidelines on sharing information.
- Internal Communication - Where possible, foremen should contact the site superintendents or Project Managers by phone and email.
- PPE – Please do not share your Personal Protective Equipment under any circumstances.
- Hand Tools – Avoid sharing hand tools. If required, take precautions to wipe down the tools prior to use and wear gloves.
- Traveling crews – Follow hotel guidelines given to you. Eat take-out instead of dining in restaurants or bars.
- Keep Positive! – Sharing only the negative things you have heard or read is not helpful!

We will continue to send regular updates as the situation changes. We want to thank you all for your patience and dedication. If you have any concerns at any time please reach out to your direct supervisor and or your safety officer, we are all here to support you.

John McManus
Chief Operating Officer
Flynn Group of Companies