

HONI Kleinburg Training Centre COVID-19 Mitigation Procedures

August 6, 2020

In response to the COVID-19 pandemic, and in partnership with The MEARIE Group, Hydro One Networks Inc. (HONI) has implemented additional health and safety procedures at its Kleinburg Training Centre.

HONI conducted a Facility Hazard Assessment identifying key areas for concern, including: classrooms, hallways, washrooms and the cafeteria. Based on this assessment, additional health and safety procedures were implemented. These procedures comply with the provincial recommendations and help to ensure the training environment is safe for both participants and instructors.

The procedures include the following:

- Reduced class sizes (8 participants, 2 instructors) to ensure social distancing
- One-way traffic flow patterns
- Lunchroom closed, bagged lunches provided
- No social congregating
- Strategically place Plexiglas shields installed
- Field groups reduced in size
- Additional sanitation procedures, including hand sanitizer and disinfectant wipes available
- Face masks use mandatory as required by provincial guidelines
- Orientation for all visitors to the facility
- Symptom Screening Checklist for field employees
- Washrooms limited to two occupants at a time

Attached are copies of the following:

- HONI Kleinburg Training Centre T28 COVID-19 Facility Hazard Assessment
- HONI Kleinburg Training Centre T28 Orientation
- COVID-19 Symptom Screening for Field Employees
- Signage posted at front door

With these procedures in place, the training facility is compliant with provincial standards. The training schedule has been modified to accommodate these procedures and the smaller training group size, including:

- expanding the number of training rooms
- reorganizing the field facility layout to a work station format

The fall schedule has been modified to maximize the number of participants that can be trained given these new capacity restraints. HONI also reached out to registrants of training sessions previously cancelled and reviewed these procedures with them. Feedback to date has been positive. HONI is working with these registrants to re-book them into the rescheduled sessions. In addition, our clients have been advised Trades Training will recommence, and to check the MEARIE website for the revised Fall schedule.

HONI Kleinburg Training Centre T28 COVID-19 Facility Hazard Assessment

Physical Distancing Hazard/ Control:

ENTRANCE

- Signage (at front gate entrance stating: COVID-19 measures apply)
 - Check Hydro One and Ministry Signage Tegs
 - Front Gate
 - Covid Regs signage
 - Follow all Social Distancing Guidelines
 - No congregating
- Entrance Line
 - Tension Stringing barriers
 - Site Entrance Sign
 - Spray Paint 2M intervals
- Front doors
 - Locked open
 - Tripod sign
 - Must use hand sanitizer prior to entering facility
 - Social Distancing guidelines apply at all times
 - Follow directional arrows at all times
- Space indicators
 - Wall arrows on exit of all class rooms
 - Sean to measure hallway to make signs as large as possible
- One way entrance (front door only)
- All other doors are exits
- Require a lot of Sanitizer and monitoring
- Boot sanitizers (Todd Marchant)

HALLWAY TRAVEL

- Direction of travel indicators
- Space indicators

OFFICE

- Close access / Half Door Closed at all times
- Sean to make a delivery sign and staging area to prevent deliveries from coming into office
- Plexi-glass on half door
- COVID-19 signage
- Site Contact information posted outside of office doors

CLASSROOMS

- Permanent Identified Work Stations
- One way travel (separate enter, exit)
 - Arrow signs in hallways outside of each classroom exit door
- Directional indicators
- Occupancy limits sign posted on all classroom doors

HONI Kleinburg Training Centre T28 COVID-19 Facility Hazard Assessment

- 10 Persons Max (includes 2 instructors)
- Doors Open at all times
- Prohibited lending/borrowing(pens, books)
- Sanitizer/wipes in all classes
- Individual cleaning responsibilities (table, chair)
- Limited in class sessions/ Increased outdoor activities
- Remove all water stations

CAFETERIA

- Closed
 - Lunches and snacks are to be eaten in vehicles
 - Bagged lunches provided

WASHROOM FACILITIES

- Main Building
 - Doors always open
 - Max 2 people at a time (signage)
 - Close Centre Stalls and Urinals
- Additional toilets/ wash area (Todd Marchant)
 - Singles
 - Separate handwashing stations

EQUIPMENT STORAGE (pigeon holes)

- All equipment is stored in vehicle
- Required PPE/equipment and tools stored in assigned/personal vehicles

SMOKING AREA

- COVID-19 signage
- Occupancy limits
- 6 Smoking Butt Stations placed at back fence

VEHICLES

- Assigned drivers
 - 1 person per vehicle only
 - That person is assigned to the vehicle for the duration of the course
- Individual cleaning responsibilities(wipes)

Site Orientation Considerations:

- Hallway traffic has right of way
- Contact your immediate supervisor for any administrative needs
 - Kleinburg is not responsible for use of copier / phones or extra stationary needs
- Kleinburg is unable to issue any PPE, Rubber Gloves etc....
 - Follow up with Steve and BJ

HONI Kleinburg Training Centre T28 Orientation

Health and Safety Precautions:

For the health and safety of all personnel on site please observe the following safety measures:

- ✓ Social Distancing guidelines apply at all times
 - If social distancing cannot be maintained (within 6') PPE Versa tube masks must be worn
- ✓ No congregating
- ✓ Must use hand sanitizer prior to entering any buildings
- ✓ If entering the main facility, follow directional arrows at all times
- ✓ Main building front entrance only
 - All other doors are exits
- ✓ Identified Work Stations please stay at your workstations in the classroom and maintain social distancing guidelines 6' minimum
- ✓ Occupancy limits sign posted on all classroom doors
 - 10 persons max (includes 2 instructors)
- ✓ Doors to the classrooms are open at all times
- ✓ Prohibited lending/borrowing(pens, books)
- ✓ Sanitizer/wipes are for use in classrooms
- ✓ Lunches and snacks are to be eaten in vehicles
- ✓ Bagged lunches will be provided
- ✓ Bottled water will be provided

CAFETERIA Area is closed

- ✓ Closed

WASHROOM FACILITIES

- ✓ 3 Portable washroom facilities are located around the site
- ✓ Facilities is onsite to assist with continual cleaning

EQUIPMENT STORAGE

- ✓ All equipment is stored in vehicle
- ✓ Required PPE/equipment and tools stored in assigned/personal vehicles

SMOKING AREA

- ✓ 6 Smoking Butt Stations placed at back fence

Security and Safety

- ✓ 911 protocol (fire extinguishers)
- ✓ AED Locations
 - Main building entrance
 - Downstairs entrance of C Building
- ✓ Incidents must be reported to your Supervisor and Kleinburg Staff

Thank you for your cooperation!!

HONI Kleinburg Training Centre T28 Orientation

SITE CONTACTS:

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Instructor Name (print):

1. _____

Instructor Signature:

1. _____

Participant Names (print):

1. _____

2. _____

3. _____

4. _____

Participant Signatures:

1. _____

2. _____

3. _____

4. _____

Thank you for your cooperation!!