

To our partners

New City Contracting's message regarding Covid-19: Our Response Team

New City Contracting has created our COVID-19 safe work procedures that follows the protocols outline by the BC Health authority.

Below are the general policies we are implementing for all projects. We have included site specific instructions at the end of this document.

Safe Work Procedures

The length of time COVID-19 survives on inanimate surfaces will vary depending on several factors, such as the amount of contaminated body fluid, environmental temperature and humidity. The structure of these viruses is easily compromised by most disinfectants. Standard cleaning and disinfecting practices are sufficient to remove or kill viruses.

At New City Contracting, our Safe Work Procedures eliminates the transmission of many viruses, such as COVID-19.

Scope of Work:

To ensure safe work procedures, we will disinfect surfaces by:

- **Cleaning:** Removes visible dirt, porous materials and contamination from surfaces.
- **Disinfection:** Kills germs on surfaces or objects.

Virus Cleaning and Disinfection:

To decontaminate surfaces, will use a HEPA filter-equipped vacuum to clean dust and debris. We will also use disinfecting products to decontaminate areas.

Warning Signs when applicable - for vacant suites occupied while work is done in their suites.

Warning signs will be posted to restrict access of any unauthorized people at each access or entry point.



An information sign will be posted on the unit, once the unit is properly disinfected to inform the residents it is safe to enter.

Personal Protective Equipment

Each worker will wear a protective mask before entering the suite to clean and/or disinfect.

Gloves: Workers will wear chemical resistant gloves; they will be provided with nitrile or neoprene gloves. Gloves will be disposed and replaced when torn, when moisture is formed inside the glove, at the end of the shift, and prior to breaks.

Footwear: Steel-toed leather boots must be CSA-Z195-M92. Boots are required to be in good condition to provide protection. Disposable booties must be changed from suite to suite to minimize the spray of bed bug exposure.

Task-Specific Safe Work Procedures

Our Safe Work Procedures consists of 2 steps (Cleaning & Disinfection)

1. Cleaning:

We will mechanically clean surfaces prior to usage of disinfectant.

Safe Work Procedure for cleaning:

- Ensure hands have been washed for at least 20 seconds using soap and warm water or an alcohol-based hand sanitizer containing 60%-95% alcohol if no water is available, and hands are not visibly soiled prior to wearing gloves.
- For soft (porous) surfaces (such as carpeted floor, rugs, drapes): Remove visible contamination with HEPA vacuum
- For soft (porous) surfaces of difficult removal from the work area: Clean with appropriate cleaners indicated for use on these surfaces, using tools such as brushes if needed.
- Mechanical cleaning using a HEPA vacuum and hand brushes if needed, starting from one end of the room or work area and working towards the entrance to the room or work area.



2. Disinfection

We will apply disinfection of all hard surface areas (such as countertops, door knobs, light switches, buttons, window sills and latches) and any other surface that is touched by an individual.

Mechanical cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product.

Safe Work Procedure for disinfection:

- An approved cleaner listed on the Government of Canada website (Canada.ca) against COVID-19.
- Ensure hands have been washed for at least 20 seconds using soap and warm water or an alcohol-based hand sanitizer containing 60%-95% alcohol if no water is available, and hands are not visibly soiled prior to wearing gloves.
- Each disinfectant is ready to use out of the bottle. Do not dilute.
- Spray the disinfectant on to all surfaces and application on that surface stays wet for at least 5 minutes.
- Wiped with clean rags or sponges to ensure entire surface has been disinfected.
- Upon leaving the suite, spray the disinfectant before exiting.

Sign-in Sheet

Our site superintendent will be maintaining on-site records for all the trades and visitors with a sign-in sheet, including contact information (mobile number) to trace potential infections. This will be an on-going process to ensure the safety of workers.

