

Procedure for Procurement-Related Site Visits (Participant Summary)

1. Purpose

The purpose of this document is to identify procedures and protocols for the safe coordination of site visits enabling fair and equitable participation by proponents bidding on work for Toronto Community Housing (“TCHC”).

2. Scope

This procedure applies to site visits or on-site tender meetings coordinated by TCHC representatives as part of an RFX.

3. Definitions

“Physical distance” means maintaining a distance of two meters between all persons in a confined area.

“Proponent” means the representative of a legal entity (whether an individual, corporation, partnership, or other legal entity) interested in submitting a proposal to TCHC as part of an RFX.

“Project Lead” means the TCHC designated business unit lead facilitating site visits

“RFX” is a collective term referring to Requests for Information (RFI), Requests for Proposals (RFP), and Requests for Quotes (RFQ), Requests for Vendor Qualifications (RFVQ) and Requests for Proponent Qualifications (RFPQ, formal or informal).

4. Proponent Requirement to Attend Site Visits

- a. Proponents who do not attend a scheduled site visit will not be precluded from submitting a bid.

5. Responsibilities of Participants

- a. Act in a reasonable and safe manner at all times.
- b. Wear masks as directed by TCHC staff with reasonable exceptions for eating, drinking, personal hygiene and medical accommodation needs.
- c. Recognize and report any symptoms related to COVID-19, when discovered, to Project Leads.
- d. Not attend the site visit if unwell or symptomatic of COVID-19 and immediately inform the Project Lead.

6. Advance Notification of Requirements and Safety Measures to Proponents

Requirements to attend site visits must be clearly outlined in RFX documents including expectations of participants. Standard language is as follows:

- a. Proponents who do not attend a scheduled site visit will not be precluded from submitting a bid.
- b. Proponents are required to confirm their participation in the site visit by the date noted in the RFX Key Information table and provide the full names and telephone number of each participant. Only proponents which have confirmed their participation in advance will be permitted to attend the site visit. Due to physical distancing requirements, proponents will be limited to two (2) representatives including subcontractors for the site visit.
- c. All proponents participating in the site visit will be required to sign a Vendor's Attestation form prior to attending the site visit. TCHC will be verifying this requirement for each proponent attending the site visit. If a Vendor's Attestation form is not on file, the proponent will be required to complete and submit according to the instructions provided in the request. All proponent's staff and subcontractors on occupied TCHC properties must be fully vaccinated as defined by the Province of Ontario

Refer to the following links for more information:

- o [COVID-19: Vaccination Policy for Vendors](#)
 - o [Vendor's Attestation](#)
- d. If a participant is being replaced by another individual, 24 hour advance notice is required.
 - e. All participants in site visits are required to perform hand hygiene upon arrival at TCHC worksites and are expected to maintain physical distance from TCHC staff and other participants. If proponents do not arrive with hand sanitizer, hand sanitizer will be provided.
 - f. All participants in site visits will be required to wear masks or face coverings indoors and whenever physically distancing 2 meters or more is not possible in accordance with TCHC policy. If participants do not arrive with a mask, one will be provided by the Project Lead

- g. Individuals who are not wearing required PPE must be denied access to the worksite. If a participant designated by a proponent cannot wear a mask or face covering due to medical reasons, proponents must substitute another participant who is able to wear a mask or face covering.
- h. Site visits will be scheduled to stagger participants as necessary to maintain physical distancing. Participants must arrive at their designated date and time and be prepared to wait as necessary
- i. If, due to unforeseen circumstances, a site visit needs to be rescheduled, proponents will be provided a minimum 48 hours' notice of the rescheduled date and time unless an earlier time is agreed to in writing by the proponent

7. Advance Planning Considerations for Project Leads

a. Elevators and other restrictive spaces

- i. Participants should ride separately in elevators and enter similarly restrictive spaces one at a time where practical.
- ii. Up to two (2) participants may accompany TCHC staff in an elevator provided they have been screened for symptoms of COVID-19 by the Project Lead on arrival at the worksite and both TCHC staff and participants consent and wear masks. Elevator capacity must not exceed three (3) persons.
- iii. Staff and participants should minimize time in restrictive spaces where physical distancing is difficult or not possible and limit cumulative duration to 15 minutes or less.

b. Shared Materials

- i. Sharing of materials and equipment between participants and staff is to be avoided.

c. Expectations for Participants

Project leads should notify participants by email of the following expectations in advance of the site visit. Participants are expected to:

- i. Pass an online self-screen at <https://covid-19.ontario.ca/self-assessment/> the day of the site visit and notify TCHC contacts immediately if unable to attend the site visit. Participants are to bring a copy of the results to site visit. Electronic versions are acceptable.
- ii. Perform hand hygiene upon arrival and throughout the day. Avoid touching your eyes, nose, and mouth with unwashed hands.

- iii. Maintain two metres physical distance from others and wear a mask in any situation physical distancing cannot be maintained.
- iv. Participants are encouraged to bring their own supplies and equipment to the extent possible (e.g. pens)
- v. Avoid shaking hands, sharing business cards, or other close physical contact during the site visit.
- vi. Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm

8. Incident Response

a. Staff/Participant Becomes Ill

If a person feels ill or is exhibiting symptoms of COVID-19 they should be isolated in a room or area away from other participants/staff. If suitable based on weather conditions, move the affected individual outdoors or into an area with good airflow. Attending staff should put on a procedural mask, disposable gloves, and protective eyewear and provide first aid (as trained) or assist with transportation to home or to medical attention as appropriate in the situation. Call 911 if symptoms include:

- Severe difficulty breathing (struggling for each breath, can only speak in single words)
- Severe chest pain(constant tightness or crushing sensation)
- Feeling confused or unsure of where you are
- Losing consciousness

After the affected person has left the site visit, tables, chairs, and other items in the immediate area or used directly by the person or to provide care must be cleaned and disinfected using disinfectant wipes. Report all incidents to TCHC Health Safety and Wellness.

b. Emergency Evacuation

Physical distancing is to be applied as part of existing emergency plans including evacuation procedures.