

COVID-19 RETURN TO WORKPLACE SAFETY PLAN



SEA TO SKY PARKS LTD

JUNE 2020

CONTENTS

Overview	3
Responsibilities	4
Worker	4
Manager/Supervisor	4
Employer	4
Risk Assessment	6
Procedures	7
Pre-Arrival Self Assessment	7
Environmental Hygiene	7
Physical Distancing	8
Personal Hygiene	10
Covid-19 Response	11
Training Requirements	12
Before Arriving	12

Upon Arrival	12
Ongoing Retraining	12
Monitoring the Plan	13
Resources	14

OVERVIEW

As BC works on flattening the curve and returning to the workplace, Sea to Sky Parks (STS) has put together a Return to Workplace Plan to protect workers during operation of the parks. All responsibilities, procedures and resources are listed below exhaustively. Take the time to read through, understand and comply to ensure the safety of yourself and others during and beyond the current pandemic.

This plan has been put together with direction from Health Officials such as Provincial Health Services Authority (PHSA), British Columbia Centre for Disease Control (BCCDC), WorkSafeBC, and with guidance from, British Columbia Parks, Mt Seymour Resorts Ltd and go2HR as affiliates. It is seen as a fluid plan with the ability to be modified as the pandemic progresses and depending on the changing needs for workers or Sea to Sky Parks as a company.

RESPONSIBILITIES

WORKER RESPONSIBILITIES & RIGHTS

- Perform Pre-Arrival Self Assessment before leaving home for work each morning
- Participate in training before returning to the workplace or starting employment
- Practice personal hygiene, physical distancing, and cleaning procedures set out by the company daily
- Take reasonable precautions during daily tasks, do not partake in tasks that have unnecessary exposure risks
- Exercise the Right to Refuse Work if necessary
- Provide feedback to the managers/supervisors, or the Joint Occupational Health and Safety Committee including PPE needs and plan modifications
- Do not come to work if you are feeling ill
- Disclose to employer upon failure of Pre-Arrival Self Assessment

MANAGER/SUPERVISOR RESPONSIBILITIES

- Complete Risk Assessment to identify where the risk of transmission is introduced, as well as considering the following questions:
 - Where do people congregate? Break Rooms? Meeting Rooms?
 - What job tasks or processes require workers to come into close proximity with one another or members of the public?
 - What materials are exchanged from person to person? Pickups? Deliveries? Paperwork?
 - What tools, machinery and equipment do people come into contact within the course of their work?
 - What surfaces are touched often, such as doorknobs, light switches, equipment, and shared tools?
- Ensure adequate training of the controls and procedures to workers under their supervision
- Provide adequate supervision of the workers under their direction to ensure the controls and procedures put in place are being followed
- Check in with workers under their supervision regarding mental health items that may need to be addressed
- Address any Right to Refuse Work according to the written company policy

- Provide feedback to the employer including PPE needs and plan modifications

EMPLOYER RESPONSIBILITIES

- Ensure the Risk Assessment is complete
- Develop and implement controls and procedures to address:
 - Self assessment
 - Environmental hygiene (shared workspaces)
 - Personal hygiene
 - Physical distancing
 - Contact with the public (public interface areas)
 - First Aid Precautions and Response
- Develop communication plans and training
 - Training for before they return to the workplace
 - Post signage including occupancy limits, effective hygiene practices, restricted access areas
- Ensure workers are adequately supervised to ensure procedures are being followed accordingly
- Provide adequate hand-washing facilities onsite for all workers and ensure the location is visible and easily accessible
- Make sure First Aid Attendants are aware of and follow the additional protocols for Occupational First Aid
- Provide appropriate cleaning supplies for procedures
- Provide appropriate PPE for procedures to be effective
- Address any Right to Refuse Work according to the written company policy
- Monitor ongoing success of your plan and adjust when necessary

RISK ASSESSMENT

UNDERSTANDING THE RISK

COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near.
- The risk of surface transmission is increased when many people have contact with the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

ASSESSING THE RISK

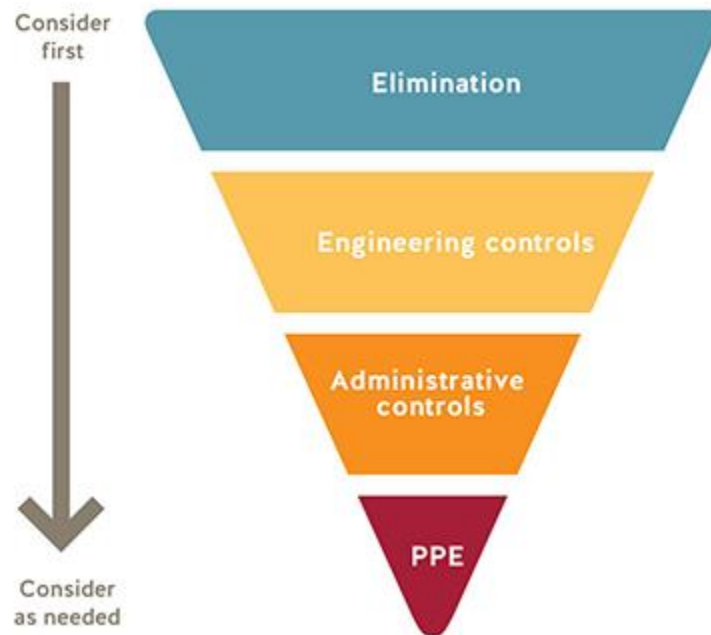
Firstly, the jobs and tasks are identified, along with the initial risk score according to the rubric below.

		Probability			
		Remote	Possible	Probable	Frequent
Severity		1	2	3	4
Minor	1	1	2	3	4
Serious	2	2	4	6	8
Critical	3	3	6	9	12
Catastrophic	4	4	8	12	16

According to the rubric, a task can have a risk score within one of the three following categories: low (**green**), moderate (**yellow**) or high (**red**). Low scores are acceptable, moderate scores are acceptable, but any practicable controls should be in place to reduce the risk as much as possible. Whereas, high scored tasks are unacceptable and should not be performed until controls can manage the risk, and the task can be performed safely and reduce the residual score to either be moderate or low.

After the initial risk score is assigned, controls are introduced to mitigate hazards from the task and the residual risk score is calculated. Controls that offer the highest level of protection will be considered first working from Elimination, through Engineering and Administrative Controls to the use of Personal Protective Equipment. Combinations of controls will be used to mitigate risk in different tasks

throughout our organization and should always be followed in the professional workplace. Please see diagram below for visual understanding.



Using the assessment steps above, each task for all levels of employee have been assessed regarding Covid-19 transmission exposure and their analysis are listed below.

Job	Tasks	Potential Hazards	Initial Risk			Existing Control Measures	Residual Risk		
			Severity	Probability	Risk		Severity	Probability	Risk
Park Operators, Supervisors & Managers	Cleaning/ Emptying Garbage Cans	High use touch points and public waste - Covid-19 transmission	3	3	9	Wear glasses, mask, and gloves (PPE). Use sanitizer on touch points before emptying the garbage can. Limit exposure time to waste bag substances. Sanitize 2x a day.	3	2	6
	Litter Picking	High use touch points and public waste - Covid-19 transmission	3	2	6	Wear gloves (PPE). Use sanitizer on equipment being used (picker and pail). Limit exposure time to waste substances.	3	1	3
	Driving Vehicles	High use touch points, closed quarters - Covid-19 transmission	3	2	6	Single occupancy where practicable, use masks when in vehicle with another person. Stagger passengers where practicable. Take two trips if needed. Sanitize hands before vehicle use, sanitize touch points (i.e. seatbelts, headrests, door handles, steering wheels, and hand holds) at beginning, mid and end of shift or before transferring operation to another person, drive with windows down when able.	3	1	3
	Cleaning Washrooms	High use touch points, public access - Covid-19 transmission	3	3	9	Restrict access to washroom building while cleaning if needed. Wear glasses, mask, and gloves (PPE). Use sanitizer on touch points before commencing cleaning. Limit exposure time to waste bag substances. Sanitize 2x a day. Post and obey handwashing signage in all washrooms.	3	2	6

Job	Tasks	Potential Hazards	Initial Risk			Existing Control Measures	Residual Risk		
			Severity	Probability	Risk		Severity	Probability	Risk
Park Operators, Supervisors & Managers	Cleaning Pit Toilets	High use touch points, public access - Covid-19 transmission	3	3	9	Restrict access to pit toilet while cleaning. Wear glasses, mask, and gloves (PPE). Use sanitizer on touch points before commencing cleaning. Sanitize 2x a day.	3	2	6
	Using Communal Tools	High use touch points - Covid-19 transmission	3	2	6	Wear gloves (PPE). Sanitize hands and equipment before and after use. Signage in equipment storage areas to help remind workers of sanitization.	3	1	3
	Cleaning Campsites	High use touch points - Covid-19 transmission	3	2	6	Restrict public access to campsite during cleaning. Wear gloves (PPE). Use sanitizer on touch points before commencing cleaning. Sanitize inbetween reservations.	3	1	3
	Guest Interaction	Close contact with Public - Covid-19 transmission	3	2	6	Signage to convey public responsibilities regarding physical distancing and use of facilities. Maintain 2 metre distance between self and others at all times. If 2 metres cannot be maintained, wear mask (PPE). Plexiglass barriers installed at cashiers and rental stations. Wash or sanitize hands and high touch points frequently throughout the day. Use Verbal Judo training to defuse aggressive park guests or retreat to vehicle and call for Ranger/Police Assistance. If park is getting over crowded, call for Ranger/Police Assistance. Block off a percentage of parking availability to help decrease over crowding at high traffic parks.	3	1	3
	Taking Payment	High touch public money - Covid-19 transmission	3	2	6	Encourage cashless payments wherever possible. Wash hands frequently when touching money. Sanitize shared machinery such as payment or ticketing machines. Do not touch face with contaminated hands.	3	1	3
	General Housekeeping of Areas (Offices, Break Rooms, Maintenance Shops, Outdoor Break Areas)	High touch points among staff - Covid-19 transmission	3	3	9	Restrict public access to staff only spaces. Sanitize areas 2-3x daily. Maintain 2 metre physical distancing from coworkers. Use hand sanitizer when entering shared spaces. Avoid congregating in groups (no groups over 6 ppl). Relocate meetings up to 6 ppl to outdoor spaces. Post and abide by occupancy limit signage in smaller spaces such as offices and staff areas.	3	1	3

PROCEDURES

PRE-ARRIVAL SELF ASSESSMENT

All workers must assess their level of health before leaving their home to come to work. Symptoms of COVID-19 are like other respiratory illnesses including the flu and common cold. Common symptoms for COVID-19 include:

- Fever
- Chills
- Cough
- shortness of breath
- sore throat
- painful swallowing
- stuffy or runny nose
- loss of sense of smell
- headache
- muscle aches
- fatigue
- loss of appetite

Symptoms and severity vary from person to person. If you experience the above listed symptoms, help prevent spreading it by self-isolating for 10 days from the start of your symptoms. You must stay home and let your manager/supervisor know. You must also ensure that to the best of your knowledge, you have not been in contact with anyone

- who has returned from travel outside of Canada within the last 14 days,
- with a confirmed or probable case of Covid-19.

If you have any symptoms or cannot to the best of your knowledge confirm the contact between you and others as listed in the statements above, please stay home and notify your department manager immediately.

If you are staying home due to failing the Pre-Arrival Self Assessment, follow public health advice and timelines for testing and seeking additional medical aid before returning to the workplace. The Short-Term Disability Policies for both hourly and salary workers will be followed as a guideline for a case by case basis.

Communication with your supervisor/manager and the HR department is key for success of the policy. Before returning to the workplace after isolation and/or testing positive for Covid-19, a personalized return to workplace plan must be agreed upon between the worker, supervisor, and employer representatives with consultation of the Safety Committee.

ENVIRONMENTAL HYGIENE

Cleaning and sanitization protocols for all staff common areas and surfaces including washrooms, halls, stairwells, doors and door handles, communal equipment, kitchens, and lunchrooms are performed by park staff daily. Park staff will thoroughly clean and sanitize all communal areas and communal equipment as listed above.

Cleaning and sanitization products are provided in all work areas to assist workers with cleaning and sanitizing throughout the day. Recommended *cleaning* should take place once daily whereas *sanitizing* should take place multiple times throughout the day at the beginning of the day, before and after breaks, after placing cash or mail in your work area.

Communal items such as reusable kitchenware, coffee makers, and pens have been removed. Each worker is responsible for their own dishware and other personal items brought with them to the worksite. Risk of transmission must be assessed appropriately, and extra precautions must be taken to prevent the spread of germs on communal tools and/or equipment that cannot be reasonably taken out of circulation. Where practicable, internal building doors will be propped open to limit the amount of times door handles are touched throughout the day.

Supplies will be monitored and replenished by the park staff, however, if you notice they need replenishing in a certain area, let your supervisor or manager know promptly.

Workers should eat outside when practicable, helping reduce the risk of contracting Covid-19 while eating. Workers who share a lunchroom with other workers should stagger their breaks within their teams to minimize the number of workers taking their breaks at the same time as well as cleaning and sanitizing before and after their break/eating takes place.

Where possible, company vehicles should be used by one or two employees at a time. In situations where that is not possible, workers may occupy the vehicle with use of facemasks during the journey. Company vehicles should be cleaned and disinfected before and after use, especially when occupants change.

PHYSICAL DISTANCING

Physical distancing and room capacity protocols must always be followed.

Staggered start schedules have been instituted to allow for physical distancing where practicable.

Room reorganization and occupancy limits are to be enforced to prevent workers from coming too close to others.

Maintain two metres between workers and members of the public wherever possible. Eliminate tasks where the two-metre rule cannot be maintained, implement other control measures or the use of masks, gloves and other personal protective equipment depending on the task. Relocating a task to outdoors is another good way of ensuring physical distances.

Eliminate or minimize delivery personnel, contractors, visitors, and/or public traffic in company buildings.

PERSONAL HYGIENE

Personal hygiene is the first line of defence against Covid-19.

WorkSafeBC has advised that workers should wash their hands or use sanitizer when they arrive for work, before and after breaks, after handling cash or mail, as well as before and after handling communal tools and/or equipment. Adequate hand-washing facilities park-wide are available for use by workers and are visible and easily accessible. Where hand-washing facilities are not practicable, hand sanitizer stations are provided. Hand sanitizer is to be carried in all company trucks for ease of access and use.

The use of cloth masks as a barrier against Covid-19 is a personal choice for day to day operation. Sea to Sky Parks will support workers choice to wear one, however it will not be mandatory day to day where physical distancing can be maintained. In any interaction with other staff or guests of the park, where 2-meter physical distancing cannot be maintained, workers will be required to wear a cloth mask to protect themselves and others. Personal cloth masks are to be used, maintained, and washed after daily by the working individuals, in accordance with public health instructions.

Workers should avoid touching their eyes, nose and mouth, cough, or sneeze into the bend of the elbow, dispose used tissues as soon as possible and wash their hands afterwards.

Workers should put on, use, and take off personal protective equipment safely and discard in garbage bag promptly.

Common greetings such as handshakes, high fives and hugs should be avoided.

SPECIFIC STANDARD OPERATING PROCEDURES

In alignment with BC Parks operating guidelines, Sea to Sky Parks has implemented specific standard operating procedures for main tasks of park operating including:

- Cleaning and disinfecting public facilities
- Cash and document handling
- Park Facility Maintenance and Campground Management practices

Along with the use of posters and signage for closed facilities and best practices within the park to help educate park users to their responsibilities and what steps BC Parks and park operators are taking to make the parks as safe as possible.

These procedures and signage documents have been made available by BC Parks and should be reviewed in association with this Covid-19 Safety Plan.

COVID-19 RESPONSE

If there is a worker who has failed the Pre-Arrival Self Assessment, taken the BC Covid-19 Self Assessment Tool provided by the province and resultingly tests positive for Covid-19, the following will occur promptly.

Workers who have been in contact with that specific staff member will be notified and must self-isolate for at least 10 days, monitoring their symptoms and seeking further testing or medical aid if necessary.

The work areas that could have been contaminated by Covid-19 should be isolated until a full deep clean and sanitization can be completed by park staff. Any clothing, soft materials, equipment, etc. that could have been contaminated must be cleaned and sanitized before others enter the area or use the equipment. If a piece of equipment cannot be sanitized properly, it must be taken out of circulation, and isolated either in an identified room or labelled bag by itself for at least 10 days.

With the guidance from BC Health Officials, WorkSafeBC, and internal occupational health and safety and HR departments, responses may vary depending on park and team needs. The Exposure Response Matrix provided by BC Parks will also be used in Covid-19 scenarios.

TRAINING REQUIREMENTS

BEFORE RETURNING TO THE WORKPLACE

Before returning or entering the workplace for the first time, all workers must:

- Review the Return to Workplace Plan
 - Overview
 - Procedures
 - Training Requirements
 - Resources
- Be competent at performing a Pre-Arrival Self Assessment
- Read and understand the Covid-19 Risk Assessment for their duties
- Ask questions of clarification if needed

UPON ARRIVAL AT THE WORKPLACE

Workers must be oriented to the workplace:

- Review the Covid-19 Risk Assessment including Covid-19 practices that may have altered their daily duties and get oriented to new processes
- Where to find cleaning and sanitizing supplies, personal protective equipment, and trash receptacles
- Applicable restricted access, room/area capacity, and physical distancing measures
- View the Covid-19 safe work procedures and information video put together by Sea to Sky Parks Services <https://youtu.be/HGjkjD9wluo>
- Read and understand the PPE grid and specific standard operating procedures for park tasks
- Read and sign and submit the Covid-19 Employee Information Sheet

ONGOING RETRAINING

Managers and Supervisors should adequately supervise the workers under their direct direction for efficient and effective performance of the protocols within the Return to the Workplace Plan.

Retraining may need to take place overtime to ensure procedures are being carried out appropriately. Retraining may include review of the overall Return to Workplace Plan, Workplace Orientation, or any aspect within the plan.

MONITORING THE PLAN

With direction from Health Officials such as Provincial Health Services Authority (PHSA), British Columbia Centre for Disease Control (BCCDC), WorkSafeBC, and with guidance from, British Columbia Parks, Mt Seymour Resorts Ltd and go2HR as affiliates, modifications may be made to the Return to Workplace Plan and supporting documents such as standard operating procedures, room capacities, etc.

Additionally, changes may be made with the input and feedback of the workers themselves. Exchange of feedback from workers to managers will happen throughout the week through informal check ins.

During the manager meetings, Park Managers, Area Managers, QCP Manager, Safety Manager, HR Manager and General Manager will review the plan and implement changes if needed. Also, at the monthly Joint Occupational Health and Safety Meetings recommendations for modifications can formally recommended to be reviewed by the management team and agreed upon.

PROGRAM IMPLEMENTED: April 29, 2020	BY: Helen Price (HR Manager)
PROGRAM DRAFTED: June 15, 2020	BY: Lonnie Burnett (Safety Manager)
PROGRAM REVIEWED: June 25, 2020	BY: James Hawes (Patrol Manager) BY: Helen Price (HR Manager) BY: Eddie Wood (General Manager)
PROGRAM REVISED: June 26, 2020	BY: Lonnie Burnett (Safety Manager)

RESOURCES

WorkSafeBC Covid-19 Guidelines
[Operation](#)

[Covid-19 and Returning to Safe](#)

[Preventing Exposure in the Workplace](#)

BCCDC Updates

[Covid-19](#)

Cleaning and Disinfecting

[Cleaning and Disinfecting - WorkSafeBC](#)

Washing your Hands

[Hand Washing - BCCDC](#)

[Hand Washing Video - WHO/John Hopkins](#)

Physical Distancing

[Physical Distancing - BCCDC](#)

Using Disposable Gloves

[Glove Usage - Ansell](#)

Using a Mask
[WorkSafeBC](#)

[Selecting and Using Masks -](#)

[How to Use a Mask - WorkSafeBC](#)

[Masks - BCCDC](#)

Protecting Mental Health

[Stay Well in Uncertain Times - Canadian
Mental Health Association](#)

[Managing Covid-19 Stress, Anxiety and
Depression - Ministry of Mental Health &
Addictions](#)

[Taking care of your mental health during the
Covid-19 Pandemic - Gov of Canada](#)

Sickness

[If You are Sick - BCCDC](#)

Occupational First Aid / Covid-19

[OFA/Covid-19 Protocol Guide](#)



BC Parks

Updated: 2020-03-31

COVID-19 RESPONSE

Cleaning and Disinfecting Procedures for Public Facilities

Purpose

This procedure details the cleaning procedures to protect the health and safety for BC Parks staff when cleaning facilities, and to ensure facilities are maintained in a manner that will mitigate public exposure to COVID 19 virus. Please consult the **BC Parks - COVID Safe Work Procedures** document for further information on staff safety while conducting duties in the office or field.

Background

A virus mainly spreads from person to person through droplet transmission in close contact. A virus can survive on surfaces and can also be transmitted as a contact infection by handling materials or surfaces contaminated with the sputum of an infected person. Nevertheless, this is not considered the main route of infection. In everyday life, staff can reduce risk of infection by maintaining good hand hygiene.

References

- [BC Center for Disease Control](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- <https://www.who.int/>

NOTE: During public health emergency events washroom facilities will require enhanced disinfecting frequencies. Rate of frequency is suggested for 2 – 4X daily

Hazards:

Human waste – urine, feces, vomit, blood, body fluids
Needles and syringes
Slips/trips/falls from poor lighting, ground features, debris and trash
Wet or unstable walking/working surfaces
Sharp or jagged surfaces
Awkward postures, reaching
Heavy lifting of odd-shaped and odd-sized objects
Holding objects away from body
Quick movements and reactions

PPE requirements:

All staff must wear appropriate safety equipment and protective clothing such as:

- Disposable gloves (vinyl or nitrile)
- Long sleeved gloves
- Goggles and mask if risk of splashing (eg: pressure washing).
- Disposable coveralls
- Work boots- rubber boots
- Long pants
- Long sleeved shirt

The following equipment is also required to be on-site during clean-up:

- Standardized Sharps containers
 - Pliers, tongs, and long-handled pickers
 - Commercial grade garbage bags
 - Pump spray bottle
 - Cleaning and disinfecting agents
 - Soap and water for handwashing
 - Disinfecting hand cleanser
 - Eyewash bottle
 - Hard-sided containers for sharp edged waste (eg: broken glass)
-
- All cleaning supplies Safety Data Sheets (SDS) must be reviewed for required PPE and contained in a binder with the supplies; and
 - The First Aid Kit and eye wash must to be on site or in an adjacent staff vehicle.

How to Clean and Disinfect

Surfaces – all surfaces regularly touched by the public should be cleaned following this procedure. This includes: door handles, counter tops, toilets, sinks and faucets, towel and soap dispensers, garbage cans, hand rails, cubicle walls etc.

Cleaning staff should wear disposable gloves and coveralls for all tasks in the cleaning process, including handling trash.

- Gloves and coveralls should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
-
- Wear disposable gloves to protect the hands when cleaning surfaces. After cleaning, rinse gloves with disinfectant solution and then the gloves must be rolled off inside out;
 - Long gloves must be used when cleaning toilets, and the gloves must then be kept separate from other cleaning equipment until they are carefully washed with water and detergent at the end of the cleaning round;
 - Use cleaning equipment that can be easily washed after use and make sure to clean the equipment thoroughly before next use.
 - Prior to starting, close the washroom facility to public access. Keep the facility closed until the required cleaning and disinfection procedures are completed including an additional 10-minute contact time for the disinfectant.

Cleaning:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Commonly used cleaners are considered effective against COVID virus. Some common cleaner brands are Lysol, Pine sol etc. Janitorial supply stores will be able to recommend good, all purpose cleaning and disinfecting agents.
- Start cleaning from cleaner areas and proceed towards dirtier areas. All surfaces that are frequently touched (e.g. door handles, counter tops, light switches, water taps, garbage can lids) need to be cleaned thoroughly and frequently;
- For extremely dirt surfaces a pressure washer could be required but ensure that all appropriate PPE and safety precautions are taken. Procedures for the use of a pressure washer are contained in the SMAPP manual and attached as Appendix 1.

Disinfection:

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. **Never mix household bleach with ammonia or any other cleanser.** Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Pre-mixed products with EPA-approved emerging viral pathogens external icon are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- If a pre-mix solution isn't available, prepare a 50:1 water to bleach solution (ie: 20 ml (4 teaspoons) of bleach to 1 litre of water) and use a pump sprayer to spray all surfaces. Make a fresh bleach solution each time. The concentration of bleach in the solution diminishes rapidly. This is based on a 5.25% sodium hypochlorite concentration in the bleach product used.
- Allow adequate contact time for disinfection. Sprayed surfaces should be given at least 10 minutes contact time, before re-opening for public use.

Cleaning supplies are toxic
and mixing them can be deadly

DO NOT MIX:

-  bleach + vinegar = toxic chlorine gas
-  bleach + ammonia = toxic chloramine vapours
-  bleach + rubbing alcohol = chloroform
-  hydrogen peroxide + vinegar = peracetic acid

An important reminder from West Vancouver Fire & Rescue



Disposal:

- Place waste generated during cleaning in a separate waste bag, close the bag tightly and dispose of it immediately by placing it in the mixed waste container;
- When emptying garbage facilities tie or zap strap the bag BEFORE removing from the container/can. Attempt to empty when $\frac{3}{4}$ or less to avoid overflow;
- If sharps are seen dispose of them with litter pickers into the sharps disposal container;

Clean-up and hand hygiene:

- Restock all products as required (toilet paper, hand towels etc).
- Clean and disinfect all cleaning tools and reusable PPE items before putting away.
- Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning an area. [Clean hands](#) immediately after gloves are removed.
- **Clean hands often**, including immediately after removing gloves by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Handwashing with Soap and Water

Protect Yourself and others
from COVID-19



- 1** **Remove jewelry.**
Wet hands with warm water, add soap to palms and rub hands together to create lather.



- 2** **Thoroughly cover all surfaces** of your hands and fingers with lather and work fingertips into palms to clean under nails.



- 3** **Rinse hands well** under warm running water.



- 4** **Dry with a single-use towel** and then use towel to turn off the tap.

*Hands should be washed for a minimum of 20-30 seconds.
To help children wash long enough, say the ABC's or sing
"Twinkle, Twinkle Little Star."*

For more information on COVID-19, visit:
<http://www.bccdc.ca>



Ministry of
Health

Appendix 1:

Standard Task/Equipment Procedures (ST/EP)

TASK/EQUIPMENT Washer - power

<u>Key step</u>	<u>Procedures</u>	<u>Hazard</u>
Set-up	<p>If power washer is a portable unit, get assistance when loading and unloading power unit.</p> <p>Prior to use check for:</p> <ul style="list-style-type: none"> • loose, damaged, or missing parts • condition of hose fittings • presence of all required hose washers. <p>To properly set-up power washer:</p> <ul style="list-style-type: none"> • wheel power unit to area to be washed • check fuel and oil levels, add if necessary (See Re-fuelling below) • hook up sprayer hose and nozzle, and lay-out • add soap, or wash additive, to induction or mix tank if required and so equipped (See Mixing caustic wash additives below) • hook up hose to water source and turn on water • start engine by: <ul style="list-style-type: none"> - setting choke and throttle to start position 	<p>* Muscle strain, dropping on toes</p> <p>* Breakdown</p> <p>* Leaks, accidental disconnection</p> <p>* Leaks</p> <p>* Fire</p> <p>* Caustic burns, skin or eye irritation</p>

**Standard Task/Equipment
Procedures (ST/EP)**

**TASK/EQUIPMENT
Washer - power**

<u>Key step</u>	<u>Procedures</u>	<u>Hazard</u>
	<ul style="list-style-type: none">- giving quick, brisk pulls- disengage choke after two or three pulls or after engine starts- let engine warm-up for a minute, and then set throttle at operating speed.	<ul style="list-style-type: none">* Muscle strain* Engine damage if no warm-up
Fuelling	<ul style="list-style-type: none">• Ensure NO IGNITION SOURCES• store fuel only in containers meeting CSA or ULC Standards• stop engine and allow it to cool• avoid spillage.	<ul style="list-style-type: none">* Fire and explosion* Fire and explosion* Fire* Fire
Mixing caustic wash additives	<p>If caustic additives are used, these procedures shall be followed:</p> <ul style="list-style-type: none">• put on eye/face protection, and rubber gloves before handling• pour required amount of additive into mix tank, or induction tank, or place induction tube into additive container, depending on design of machine• immediately wash, with water, splashes of undiluted additive from eyes, skin, and other surfaces.	<ul style="list-style-type: none">* Caustic burns* Permanent eye injury, caustic burns, skin irritation
Washing	<p>Use eye protection when washing.</p> <p>Organize washing of area in sections.</p> <p>Use steady back and forth motion of the spray nozzle.</p> <p>Work from high to low.</p>	<ul style="list-style-type: none">* Eye injury

**Standard Task/Equipment
Procedures (ST/EP)**

**TASK/EQUIPMENT
Washer - power**

Key step

Procedures

Hazard

Avoid spraying, or contact of over- spray with the public, co-workers, or water sensitive areas.

Avoid getting spray near the engine. * **Damage to engine**

**Take-down
and storage**

Flush system with clean water.

* **Corrosion if not done**

Shut off water supply.

Drain water tank reservoir if so equipped.

Idle engine down and let cool. Shut off after one minute. * **Engine damage if not done**

Disconnect and drain hoses.

Store machine in clean, dry place, after topping up gas tank and oil levels. Store hoses by hanging off the ground.

* **Unnecessary weathering if not stored correctly**
* **Hose rotting if stored on ground**

Cash and Document Handling

(1) BC Center of Disease Control (BCCDC)

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>

From site: Is it safe to handle cash and documents?

The risk of COVID-19 transmission by cash and documents is low and is expected to be similar to other common surfaces such as doorknobs and handrails.

It is safe to handle cash and documents. However, it would be advisable to wash your hands frequently, and always before eating, after using the washroom, and before touching your face.

Refusing cash could put an undue burden on people who depend on cash as a means of payment.

(2) BC Public Service Agency Practice Guidelines

Risk When Handling Client Documents or Currency

Purpose

Minimize the risk of contracting COVID-19 in the workplace from handling documents or currency

Transmission

The virus is thought to spread mainly from person-to-person who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Signs and Symptoms of COVID-19

Common symptoms are fever, tiredness and a dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat, vomiting or diarrhea. These symptoms are usually mild and begin gradually. They are similar to a cold or flu and may take up to 14 days to appear.

Standard Precautions for COVID-19 in the Workplace

Standard Precautions are a group of infection-prevention practices that applies to all workers, regardless of suspected or confirmed. **Standard Precautions** for COVID-19 or any flu like illness include Cough and Sneeze Etiquette and Hand washing and staying home when sick. Standard Precautions for COVID-19 or any flu like illness include Handwashing, Cough & Sneeze Etiquette, staying at home when sick and [self-isolation if required or directed to do so.](#)

The risk of infection from the virus on a paper surface is **LOW** because of conditions of viability and as a specific chain of events must occur to cause infection. The links of the chain are:

1. A person with the virus
2. A person with the virus contaminates the paper by sneezing or coughing on it or into their hands
3. Worker picks up droplet from the document
4. Worker touches area of their eyes, nose, or mouth
5. Virus enters body

If any of the links of the chain of infection is broken the worker will not get infected.

The best way to break the chain is:

- Not touching your face
- Hand washing or using alcohol-based hand sanitizer when washing is not available before eating, drinking, or touching your face

Gloves can provide a false sense of security because:

- The virus cannot enter the body through skin contact, it must contact a mucous membrane

- Touching your face with glove is the same as touching with your ungloved hand
- Contamination from the glove can occur when gloves are taken off, if done improperly
- Hand washing/or use of hand sanitizer is still required after gloves are taken off
- If gloves are to be worn, [Proper procedures for removing gloves](#) must be followed.

When handling documents from clients or members of the public:

- Ask for clients being served in office to please hold onto their documents until they are instructed to hand the documents to the employee assisting them
- After touching client documents, do not touch your face, eyes, mouth, or nose
- Wash hands after handling client documents using soap and water or an alcohol-based hand sanitizer
- Do not eat or drink at your desk

[When does a document present a risk?](#)

If a client has been observed coughing or sneezing into a document or the document is wet, it may present a risk. This risk can be reduced by:

- Use of gloves for the transaction
 - Put on gloves
 - Take document
 - Process document
 - Clean surface document touched
 - Remove gloves and discard
 - Wash hands
- If the document is ID or a certificate that will be given back to the client have the client:
 - Place on an open large file folder on the counter top
 - Close the file folder

- Move document to your desk for review
- To flip the document, open the other side of the file
- Place file folder and open on the counter to give document back or to ask client to flip the page

Do packages present a risk?

Packages are a low risk. The following is from the World Health Organization:

“Is it safe to receive a package from any area where COVID-19 has been reported?

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.”

Receiving paper documents or files

Use Physical Distancing practices when receiving paper document or files by:

- Set up an in box 2 metres from the reception desk
- Move away from the reception desk and ask client to place document on counter top

COVID-19 RESPONSE

Park Facility Maintenance and Campground Management Practices

Purpose

This document details the procedures to protect the health and safety for BC Parks visitors, BC Parks staff and Park Operators when re-opening facilities, and to ensure facilities are maintained in a manner that will mitigate public exposure to COVID 19 virus. Please consult the **BC Parks - COVID Safe Work Procedures** document for further information on BC Parks staff safety while conducting duties in the office or field, and **BC Parks COVID Cleaning and Disinfecting Procedures** for information on the cleaning of facilities in parks. These documents are available on the Park Operator Extranet site.

Background

A virus mainly spreads from person to person through droplet transmission in close contact. A virus can survive on surfaces and can also be transmitted as a contact infection by handling materials or surfaces contaminated with the sputum of an infected person. Maintaining of physical distancing, practicing good hygiene, regular cleaning and disinfection of high touch surfaces and wearing PPE as required can reduce the risk of transmission of the virus. This document provides guidance on regular components of park visitor management and facility maintenance during the COVID pandemic, to allow for the reopening of Parks to visitors.

Procedures

<u>Agreement section</u>	<u>Public risk mitigation</u>	<u>PO risk mitigation</u>
Part D Registering and Fee Collection	PO staff maintain social distancing, follow cash and document handling procedure. Promote contactless payment, DC Reservations and other non-	Maintain social distancing and follow the Cash and Document Handling Procedure (available on the PO Extranet site).

	contact payment methods where available.	
Part F Facility Cleaning Specifications	<p>Ensure high touch facilities are cleaned and disinfected frequently. See Park Maintenance Frequency Amendments document (appendix) or Park Operator Letter of Agreement.</p> <p>Ensure Park Visitors are advised to be prepared to clean and disinfect facilities prior to and after use to maintain hygiene.</p> <p>Provide signage and direction on proper hygiene including hand washing.</p> <p>Post signs in Facilities that are not frequently cleaned (i.e. backcountry, Basic parks). NOTE: sign template will be available on PO Extranet site once developed.</p> <p>Provide hand soap in all toilet\shower buildings where a sink and running water is available.</p>	<p>Park Operator to advise staff on proper safe work procedures for COVID-19, as described by the Provincial Health Officer and Worksafe BC.</p> <p>Staff involved in cleaning must be provided with the required PPE and trained appropriately in it's use and removal.</p> <p>Use the PPE that is appropriate for the task, and addresses the identified hazards</p> <p>Consider PPE need and only use what is necessary to mitigate risks</p> <p>Park Operators are encouraged to consult the BC Parks Cleaning and Disinfecting procedures (available on the PO Extranet site) for reference.</p> <p>Park Operators must ensure that all identified facilities are cleaned and disinfected according to Frequency Amendments attached and as described in a Park Operator Letter of Agreement.</p>
Part G Park Visitor Management and Park Security.	<p>Promote social distancing, disperse gatherings and maintain facility closures as identified in the Re-Opening Plan.</p> <p>Only open those facilities where social distancing and other protocols are able to be adhered to and maintained. Playgrounds, visitor center's, and concessions should remain closed unless there is sufficient staffing to manage them in the</p>	<p>Ensure adequate staffing is available to manage park visitor volumes. Keep high-use, very popular parks or park areas closed to manage for carrying capacity of facilities and staff resources.</p> <p>Maintain 2m distance when engaging the public. Focus on generating voluntary compliance with regulations and closures with the least enforcement interaction necessary to obtain results (ie: education focus).</p> <p>Ensure enhanced situational awareness when addressing non-compliance and</p>

	same manner as similar businesses outside of parks.	<p>be prepared to disengage if necessary. During this period of high stress, some of the public may react with a disproportionately emotional response to a minor compliance issue</p> <p>Review the BC Parks Compliance Action plan and follow the direction in the Compliance Promotion and Verification sections.</p>
Part G Emergency and Evacuation Procedures	Review plan and if possible, amend plan to address muster areas size to maximize distancing; may need to prioritize evacuation safety over distancing where sufficient space does not exist.	Ensure staff are aware of the Emergency and Evacuation procedures and any amendments to those procedures as a result of COVID-19 protocols.
Part H Visitor Survey	Cancel any face to face component of the survey or adapt survey delivery to be completely remote based.	Cancel any face to face component of the survey or adapt survey delivery to be completely remote based.
Part J Danger tree program	No COVID-19 specific issues with WDT program identified. Proceed as per usual.	Use of certified assessors \ fallers.
Part J Vegetation Management	Delay any spraying that might pose respiratory risk or decrease social distancing.	Use of certified Pesticide applicators.
Part K Volunteers	<p>Opportunities only to be provided in protected areas that are re-opened.</p> <p>Opportunities/activities can be permitted provided PHO orders/guidelines are followed, monitored and enforced by the individual volunteer or group under a volunteer partnership agreement.</p>	<p>All volunteer activities must receive BC Parks approval to proceed after re-opening of protected areas.</p> <p>Individual volunteers working alone must follow BC Parks Safe Work Procedures (staff).</p>
Part K Overflow camping	BCP to not approve overflow camping.	BCP to not approve overflow camping.

Part K Meetings with Park Operators	n/a	Conduct meetings remotely if possible, maintain social distancing if in person.
--	-----	---

APPENDIX:



COVID-19 RESPONSE

Park Facility Maintenance Frequency Amendments

Purpose

This document details the procedures to protect the health and safety for BC Parks visitors, BC Parks staff and Park Operators when re-opening facilities, and to ensure facilities are maintained in a manner that will mitigate public exposure to COVID 19 virus. Please consult the **BC Parks - COVID Safe Work Procedures** document for further information on BC Parks staff safety while conducting duties in the office or field, and **BC Parks COVID Cleaning and Disinfecting Procedures** for information on the cleaning of facilities in parks. These documents are available on the Park Operator Extranet site.

Background

A virus mainly spreads from person to person through droplet transmission in close contact. A virus can survive on surfaces and can also be transmitted as a contact infection by handling materials or surfaces contaminated with the sputum of an infected person. Maintaining of physical distancing, practicing good hygiene, regular cleaning and disinfection of high touch surfaces and wearing PPE as required can reduce the risk of transmission of the virus. This document provides an amended frequency schedule for facility maintenance during the COVID-19 pandemic, to allow for the reopening of Parks to visitors.

Frequency Schedule

The following amendments to the Province of BC – Ministry of Environment, FACILITY SPECIFICATIONS

The Operator shall patrol and clean the Facilities not less often than the required service interval specific to the Operating Area as specified in their Park Operator Agreement. In addition, **for any Operating Area that has a Level of Service of Moderate, Developed or Highly**

Developed, the following cleaning tasks are to be completed at the increased frequency indicated below:

Facility	Ref.	Maintenance/Task	Frequency
Garbage and Recycle Containers	C-02 3.2c	Spray lid and latch areas with disinfectant, including wiping after appropriate disinfectant contact time.	Twice Daily.
Standpipe Taps, Handpumps, and Associated Drains	G-03 3.2e	Spray tap, fountain bubblers and spigot with disinfectant.	Twice Daily.
Standpipe Taps, Handpumps, and Associated Drains	G-03 3.2f	Wipe surfaces clean with appropriate cleaning towel once appropriate contact time is reached.	Twice Daily.
Effluent Disposal Piping, Pumps, Tanks, and Fields	G-04 3.2d	Disinfect accessible parts of water fill and flush towers, including hoses, taking care not to contaminate surfaces;	Twice Daily.

Additional Facility Procedures and Considerations for Staff and Park Operators

- The high use Facilities identified above as well as Park Buildings - Individual Toilets and Park Buildings - Toilet and Shower Buildings must be cleaned twice daily in order to meet PHO guidelines (minimum of two cleans daily).
 - The frequencies of cleaning and disinfecting for Park Buildings – Individual Toilets and Park Building – Toilet and Shower Buildings have not been included in the amended table above as the one regular cleaning plus one to three spots cleans based on attendance already required in the Facility Specifications meet the PHO guidelines.
- If a Facility is “visibly dirty” then a regular cleaning must be conducted to ensure the facility is safe and sanitary for use (not just a spot clean if more is required). This clean would count towards the total clean count for the day – unless that had been reached, in which case this clean is additional, but still a part of normal Operational Requirements (Facility Specifications A-01 2)
- For non-PRISM Agreements or Agreements without a defined Level of Service, BC parks regional staff may enhance the frequency of cleaning of high use Facilities where they believe it is warranted. This would be for high use parks and Facilities where Operator presence is frequent (eg. comparable visitation and presence to Moderate, Developed or Highly Developed parks). For Agreements that do not include the Facility Specifications, tasks can be described as “doubling cleaning task frequency up to 4 times daily”

Section C-01: Picnic Tables and Benches

- Region to determine if it needs to be bumped up to higher frequency if the LOS is basic or rustic.
- Onus on the Public to clean the tables before and after using.

Section D-03: Elevated Structures and Barriers

- Some areas to remain closed where maintenance frequency cannot be adequately accommodated (eg: handrails on high-use trails).

Section E-04: Playgrounds

- Playgrounds to remain closed.

Section F-02: Toilet and Shower Buildings

- Post clear notices on capacity. (eg: 3 at a time; line-up spacing).
- Ensure that handsoap is available in all toilet\shower buildings that have running water and a sink.

Section F-03: Service Buildings

- Nature Houses
 - Remain closed unless they can be managed in the same as manner as other businesses and in full compliance with the orders of the PHO.

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

Scenario	Workplace Management and Messaging	Cleaning protocol
Symptomatic In The Workplace		
Local Medical Health Officer contacts an office for a contract trace due to a COVID exposure to a positive visitor or park employee.	<p>Follow direction of Health Officer who will provide advice regarding case specific requirements to:</p> <ul style="list-style-type: none"> • advise employees of potential exposure and appropriate next steps • temporarily close offices, sites, campgrounds or facilities for cleaning 	<p>Follow Direction of Health Officer on cleaning</p> <p>For BC Parks staff - Contact Workplace Health & Safety Emergency Line 250 952 0911</p>
Potential COVID-19 exposure due to presence of a biohazard (vomit, blood, diarrhea etc). in public facility or staff work area.	<p>Public Facility\Area:</p> <ul style="list-style-type: none"> • Close the facility or area, including a large buffer to prevent further exposure. • Ventilate if possible (ie: open windows, doors). • Move public to an alternate area or redirect to other facilities. <p>Employee Area:</p> <ul style="list-style-type: none"> • Close portion of office or facility where it occurred, or • Temporarily close office if many common spaces are shared, or it will interfere with providing service • Ventilate area if possible (ie: open windows, doors). • Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	<p>If it is a BC Parks office - Follow your ministry process to request a Bio clean. This is focused cleaning on the contaminated area. BC Parks employees must not attempt to clean biohazards in BC Parks Offices.</p> <p>For Park Facilities or other areas not managed through a government cleaning contract - Conduct a thorough cleaning and disinfection. Follow BC Parks – COVID-19 Cleaning and disinfecting procedures for Public Facilities.</p> <ul style="list-style-type: none"> - Wear appropriate PPE when conducting cleaning. - Dispose of all waste directly in the garbage. - Disinfect and remove PPE carefully. Wash immediately after removing PPE. <p>This is focused cleaning on the contaminated area Staff can reopen and reinstate use of the facility after cleaning. If office is closed staff can return when cleaning is completed.</p>
Park staff or visitor is symptomatic with respiratory symptoms in the workplace or park that is medically presumed to potentially be COVID-19.	<ul style="list-style-type: none"> • If it is a staff person, send them home immediately. Ensure that they can travel home safely, and someone is available to care for them. Recommend they call 811 and use the COVID-19 online self assessment tool. • Avoid use of individual's workspace temporarily until area is cleaned. • If it is a park visitor, encourage them to leave the park and seek medical attention. Advise them to: • Go home and stay home when sick. • Proceed directly home by the most direct route. • Keep physical distance from other people. • Wash hands regularly and wear a mask covering the mouth and nose to contain coughs and sneezes. 	<p>For BC Parks staff - Contact Workplace Health & Safety Emergency Line 250 952 0911. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>If it is a corporate multi-ministry office - Follow your ministry process to request a Disinfection Cleaning-Presumptive COVID-19 Case. This will be a full disinfecting cleaning of office and public areas. If it is a BC Parks owned office – Request the janitorial service provider to conduct a full cleaning and disinfecting of the area.</p> <p>For Park Facilities or other areas not managed through a government cleaning contract - Conduct a thorough cleaning and disinfection. Follow BC Parks – COVID-19 Cleaning and disinfecting procedures for Public Facilities.</p>

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

	<ul style="list-style-type: none"> • If they refuse to leave remind the park visitor of: <ul style="list-style-type: none"> ○ The need to stay home when sick. ○ Physical distancing from other people ○ Hand washing and sanitizing ○ The use of masks, tissues etc to cover coughs and sneezes. • Once the staff person or park visitor has left, close the area where the symptomatic person was (campsite, washroom, office space etc), or close the office if staff can't work away from the affected area, until cleaning and disinfection is completed. • Stop visitor service out of that location (office, gatehouse) until it has been cleaned and disinfected. • Clean and disinfect any location, vehicle, tools or items that the person used or handled when on-site. • Have staff wash hands before leaving work • Leave area closed until thorough cleaning is conducted and there is no further need to quarantine. • Have staff work remotely or in an alternate location until cleaning completed if it is a small office where staff can't work away from the affected area. • Determine which staff may have had close contact with the staff or visitor and send them home to begin self isolation if required by public health. • Contact public health and report the occurrence. Follow the direction of public health in regard to staff isolation and contact tracing. • Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	<p>This will be a full disinfecting clean cleaning of staff and public areas exposed to the symptomatic person. Inform your local BC Parks office that a <u>suspected</u> COVID-19 case has been detected in the park.</p> <p>Staff can return to affected office spaces and resume public service at the location after cleaning is completed and a determination has been made that no further quarantine of the area is required. This determination must consider the amount of potential exposure, the cleaning and disinfecting conducted, surfaces not able to be cleaned and disinfected, and the standard hygiene protocols in place.</p>
<p>A symptomatic park visitor says they are COVID-19 positive and have been in the park but have now returned home.</p>	<ul style="list-style-type: none"> • Maintain standard preventative COVID-19 practices <p><u>Park manager/supervisor to determine:</u></p> <ul style="list-style-type: none"> • The last time last the visitor was in the park. • Locations, duration, and potential contacts with staff when in the park. 	<p>For BC Parks staff - Contact Workplace Health & Safety Emergency Line 250 952 0911. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>If it is a corporate multi-ministry office - Follow your ministry process to request a Disinfection Cleaning-Presumptive COVID-19 Case. This will be a full disinfecting cleaning of office and public areas.</p>

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

	<ul style="list-style-type: none"> The amount of routine cleaning that has already occurred in the spaces the visitor used since the visitor left the park, and what other spaces may need to be cleaned. Close for cleaning and disinfection of any remaining spaces as necessary, including: <ul style="list-style-type: none"> Close the area where the symptomatic person was (campsite, washroom, office space etc), or close the office if staff can't work away from the affected area, until cleaning and disinfection is completed. Stop visitor service out of that location (office, gatehouse) until it has been cleaned and disinfected. Clean and disinfect the individual's workspace, vehicle, tools or items that the employee handled when on-shift Have staff wash hands before leaving work Leave area closed until thorough cleaning is conducted and there is no further need to quarantine. Have staff work remotely or in an alternate location until cleaning completed if it is a small office where staff can't work away from the affected area. Determine which staff may have had close contact with the visitor and send them home to begin self isolation if required by public health. Contact public health and report the occurrence. Follow the direction of public health in regard to staff isolation and contact tracing. Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	<p>If it is a BC Parks owned office – Request the janitorial service provider to conduct a full cleaning and disinfecting of the area.</p> <p>For Park Facilities or other areas not managed through a government cleaning contract - Conduct a thorough cleaning and disinfection. Follow BC Parks – COVID-19 Cleaning and disinfecting procedures for Public Facilities. This will be a full disinfecting clean cleaning of staff and public areas exposed to the symptomatic person. Inform your local BC Parks office that a <u>confirmed</u> COVID-19 case has been detected in the park.</p> <p>Staff can return to affected office spaces and resume public service at the location after cleaning is completed and a determination has been made that no further quarantine of the area is required. This determination must consider the amount of potential exposure, the cleaning and disinfecting conducted, surfaces not able to be cleaned and disinfected, and the standard hygiene protocols in place.</p>
An Employee did not come to the workplace as expected and contacts the employer to explain they have a respiratory condition or fever. They report being symptomatic in the workplace.	<ul style="list-style-type: none"> Maintain standard preventative COVID-19 practices Avoid use of individual's workspace, vehicle, tools or items that the employee handled when on-shift. <p><u>Park manager/supervisor to determine:</u></p> <ul style="list-style-type: none"> The last time last the employee was in the park or office. Employees circulation/locations and contacts in the park when they were last on shift. Supervisors must safeguard the confidential nature of employee health status. 	<p>For BC Parks staff - Contact Workplace Health & Safety Emergency Line 250 952 0911. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>If it is a corporate multi-ministry office - Follow your ministry process to request a Disinfection Cleaning-Presumptive COVID-19 Case. This will be a full disinfecting cleaning of office and public areas.</p> <p>If it is a BC Parks owned office – Request the janitorial service provider to conduct a full cleaning and disinfecting of the area.</p>

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

	<ul style="list-style-type: none"> • The amount of routine cleaning that has already occurred in the spaces the employee used and worked in since the employees last shift, and what other spaces may need to be cleaned. • Close for cleaning and disinfection of any remaining spaces as necessary, including: <ul style="list-style-type: none"> ○ Close office spaces and areas of worksites where the symptomatic person was working or close the office if staff can't work away from the affected area, until cleaning and disinfection is completed. ○ Stop visitor service out of that location (office, gatehouse) until it has been cleaned and disinfected. ○ Clean and disinfect the individual's workspace, vehicle, tools or items that the employee handled when on-shift. ○ Have staff wash hands before leaving work • Leave area closed until thorough cleaning is conducted and there is no further need to quarantine. Have staff work remotely or in an alternate location until cleaning completed if it is a small office where staff can't work away from the affected area. • Determine which staff may have had close contact with the staff person and send them home to begin self isolation if required by public health. • Contact public health and report the occurrence. Follow the direction of public health in regard to staff isolation and contact tracing. • Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	<p>For Park Facilities or other areas not managed through a government cleaning contract - Conduct a thorough cleaning and disinfection. Follow BC Parks – COVID-19 Cleaning and disinfecting procedures for Public Facilities.</p> <p>This will be a full disinfecting clean cleaning of staff and public areas exposed to the symptomatic person. Inform your local BC Parks office that a <u>suspected</u> COVID-19 case has been detected in the park.</p> <p>Staff can return to affected office spaces and resume public service at the location after cleaning is completed and a determination has been made that no further quarantine of the area is required. This determination must consider the amount of potential exposure, the cleaning and disinfecting conducted, surfaces not able to be cleaned and disinfected, and the standard hygiene protocols in place.</p>
Not Symptomatic In The Workplace		
<p>Parks employee contacts employer and reports they have laboratory tested positive for COVID-19 and they are recovering at home. The employee reports they were <u>not</u> symptomatic in the workplace.</p>	<ul style="list-style-type: none"> • Maintain standard preventative COVID-19 practices • Avoid use of individual's workspace, vehicle, tools or items that the employee handled when on-shift. <p><u>Local manager/supervisor to determine:</u></p> <ul style="list-style-type: none"> • The last time last the employee was in the office or park. 	<p>If this involves BC Parks Staff, then follow ministry protocol for contacting the BCPSA Workplace Health & Safety or Contact Workplace Health & Safety Emergency Line 250 952 0911. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>For Park Operators: Inform your local BC Parks office that a <u>confirmed</u> COVID-19 case has been</p>

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

	<ul style="list-style-type: none"> Employees circulation/locations and contacts in the park when they were last on shift. Supervisors must safeguard the confidential nature of employee health status. The amount of routine cleaning that has already occurred in the spaces the employee used and worked in since the employees last shift, and what other spaces may need to be cleaned. Close for cleaning and disinfection of any remaining spaces as necessary, including: <ul style="list-style-type: none"> Close office spaces or areas of worksites where the person was working and have not yet been cleaned. Stop visitor service out of that location (office, gatehouse) until it has been cleaned and disinfected. Clean and disinfect the individual's workspace, vehicle, tools or items that the employee handled when on-shift Have staff wash hands before leaving work Leave area closed until thorough cleaning is conducted and there is no further need to quarantine. Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	detected and advise on the details of when the staff person was last in the park and what measures have been taken to control any potential exposure.
<p>Parks employee contacts employer and reports they have influenza like illness, and they are recovering at home.</p> <p>Employee reports they were <u>not</u> symptomatic at the workplace.</p>	<ul style="list-style-type: none"> Maintain standard preventative COVID-19 practices Avoid use of individual's workspace, vehicle, tools or items that the employee handled when on-shift. <p><u>Local manager/supervisor to determine:</u></p> <ul style="list-style-type: none"> The last time last the employee was in the park. Employees circulation/locations and contacts in the park when they were last on shift. Supervisors must safeguard the confidential nature of employee health status. The amount of routine cleaning that has already occurred in the spaces the employee used and worked in since the employees last shift, and what other spaces may need to be cleaned. Close for cleaning and disinfection of any remaining spaces as necessary, including: <ul style="list-style-type: none"> Close office spaces or areas of worksites where the person was working and have not yet been cleaned. 	<p>If this involves BC Parks Staff then follow ministry protocol for contacting the BCPSA Workplace Health & Safety using MyHR for consultation. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>For Park Operators: Inform your local BC Parks office that a <u>possible</u> COVID-19 case has been detected and advise on the details of when the staff person was last in the park and what measures have been taken to control any potential exposure.</p>

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

	<ul style="list-style-type: none"> ○ Stop visitor service out of that location (office, gatehouse) until it has been cleaned and disinfected. ○ Clean and disinfect the individual's workspace, vehicle, tools or items that the employee handled when on-shift ○ Have staff wash hands before leaving work ● Leave area closed until thorough cleaning is conducted and there is no further need to quarantine. Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	
An at work employee with <u>no</u> symptoms reports they have had contact with a symptomatic COVID-19 case.	<ul style="list-style-type: none"> ● If the employee was advised to self isolate by public health they should go home and follow the advice of public health. ● Maintain standard preventative COVID-19 practices in the office. <p>Local manager/supervisor to determine:</p> <ul style="list-style-type: none"> ● Employees circulation/locations and contacts in the park when they were on shift. Supervisors must safeguard the confidential nature of employee health status. ● Close, clean and disinfect the individual's workspace, vehicle, tools or items that the employee handled when on-shift. ● Advise other staff to monitor for symptoms and stay home if any symptoms develop. 	<p>If this involves BC Parks Staff then follow ministry protocol for contacting the BCPSA Workplace Health & Safety using MyHR for consultation. Advice will be provided regarding cleaning, office operations, and staff messaging.</p> <p>For Park Operators: Inform your local BC Parks office that a <u>possible</u> COVID-19 case has been detected and advise on the details of when the staff person was last in the park and what measures have been taken to control any potential exposure.</p>
Employee is well but has a family member at home sick with an undiagnosed influenza like illness condition.	<ul style="list-style-type: none"> ● Employee to continue to monitor for symptoms ● Maintain standard preventative COVID-19 practices ● No additional cleaning recommendation apart from routine operations 	Regular cleaning is in place and touchpoint cleaning as required. Wipe down shared work spaces and tools after individual use (i.e. Computers, counters, vehicles, hand tools etc)
Routine operations	<ul style="list-style-type: none"> ● Maintain standard preventative COVID-19 practices 	Regular cleaning is in place and touchpoint cleaning as required. Wipe down shared work spaces and tools after individual use (i.e. Computers, counters, vehicles, hand tools etc)

Last Updated: June 22, 2020

BC PARKS – COVID-19 EXPOSURE CONTROL PROTOCOL

PARK RESPONSE BASED ON SCENARIO

Workplace Health and Safety Emergency Line: (250) 952-0911

June 22, 2020

Key concepts around virus transmission

- COVID19 and Influenza virus have similar transmission patterns.
- The majority of COVID-19 transmission has been from symptomatic individuals. Coughing, Sneezing, singing, shouting creating droplets
- Spreading of the virus by individuals with no symptoms is much less likely, and such transmission would more likely be through surface contacts
- Hand washing with soap and water offers the best protection
- Common cleaning solutions easily inactivate the virus on surfaces

Health Canada has a list of approved disinfectants on their website.

- A search can be done on this website using the product's Drug ID Number (DIN).
- A bleach and water solution (1:50) is also very effective. Keep the following in mind:
 - Ensure your bleach has an appropriate concentration of sodium hypochlorite if using a 1:50 ratio. Regular household bleach typically contains 5-6%.
 - Check the date of manufacture. Do not use and discard if more than 1 year old.
 - For disinfecting purposes, a 50:1 bleach to water solution only remains effective after approximately 24 hrs. Only make enough disinfecting solution that you will use within that time. If decanting, ensure bottles are clearly labelled.

Last Updated: June 22, 2020



Sea to Sky Parks COVID 19 Protocols

Sea to Sky Parks has laid out best practices for prevention, detection and response measures for COVID 19 within our Park Locations. Please read, understand and follow these procedures while working in the parks. If you have any questions about any of this information please speak with your Park Manager or Supervisor.

The objectives of these protocols are to:

- Prioritize the health and safety of workers and protect our park users.
- Apply recommendations and best practices from federal, provincial, and municipal public health authorities to Sea to Sky Parks Procedures.
- Establish and maintain a common COVID-19 Pandemic Response Plan across Sea to Sky Parks Operations and Mt Seymour Resorts.
- Support open communications throughout the business and ensure a respectful work environment.

Communication and awareness

- Clear signage is posted at entry points and in employee areas outlining measures being followed during the COVID-19 crisis, please abide by and follow these directions.
- Worksite policies as they relate to the COVID-19 crisis will be communicated to workers and made available on site. Please understand and follow these policies.
- All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada.
 - Avoid touching eyes, nose and mouth with unwashed hands;
 - When coughing or sneezing: - Cough or sneeze into a tissue or the bend of your arm, not your hand; - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards;
 - Clean and disinfect frequently touched objects and surfaces.
 - Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
 - Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE;
 - Avoid common physical greetings, such as handshakes;
 - Maintain a minimum physical distance of two metres from others;
 - Wash hands often with soap and water for at least 20 seconds, if soap and water are unavailable, alcohol-based hand sanitizer can be used.

Vehicle Use

- Where possible company vehicles will be used by one employee at a time.
- In situations where this is not possible a maximum of two employees will occupy a vehicle and facemasks and gloves will be provided for use by vehicle occupants during the journey.
- Company vehicles should be cleaned/ disinfected before and after use.

Employee and common areas cleaning protocols

- Additional cleaning measures will be implemented in office areas, common areas, work and storage areas to minimize possible transmission.
- All tools, equipment and personal workstation areas should be thoroughly cleaned and disinfected before and after use and between users – by employees.

- Hand washing locations will have posted hand washing protocols and where applicable hand sanitizer stations will be set up with the provision of disinfectant wiping products.
- Lunch and break room items such as coffee machines, water fountains, microwave ovens, eating surfaces and similar items should be cleaned/disinfected before and after use.
- Employees should use their own pens.
- Where possible and practical doors should be propped open to limit touching handles.
- Gloves are worn whenever possible while on the worksite, but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

Park Facility Operations

- Eating is restricted to clearly identified dedicated eating areas where cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing are possible.
- Upper limits will be put on the number of people allowed in facilities like offices and eating areas to allow for minimum physical distancing.
- The worksite has been rearranged where possible to reduce high-traffic areas and allow for minimum physical distancing, employees should follow these arrangements.
- Park workers should stagger break and lunch schedules to minimize the number of people in these locations at any one time
- Work schedules will be adjusted to provide time for proper cleaning and disinfecting as required.

Work in occupied spaces

- To be avoided, all washroom buildings must be empty before work commences.

Detection measures

Employees should be completing a health self-assessment before departing for work to ensure that they are not experiencing any flu like symptoms – if any symptoms are present, stay at home.

Upon arrival at the park, all employees are to connect with a manager or supervisor. Before commencing work employees must confirm that:

- They are not currently exhibiting flu-like symptoms.
- They have not returned from outside of Canada within the past 14 days – if so they must self isolate until 14 days has elapsed.
- They do not reside with someone who has returned from travel outside of Canada within the last 14 days and is self-isolating – if so they must self isolate until 14 days has elapsed.
- To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19.
- Responses will be kept private
- Anyone who answers yes to any of these questions will be asked to return home immediately and not work.
- This applies to employees reporting for their first day on the job.

Response measures - Possible cases of COVID-19

Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms should:

- Not come to work
- Contact their supervisor and/or human resources department.
- Stay at home and self-isolate
- Contact local health authority / Medical Practitioner or call 811 for further direction.
- Remain off work until symptom free.
- In cases of COVID 19, suspected COVID 19 or flu like illness employees must remain away from work until 10 days have elapsed following the first onset of symptoms and they are symptom free.

- Employees must connect with their park manager first to discuss their situation before returning to work.
- Individuals who begin to display flu-like symptoms on site are instructed to contact their Park Manager or Supervisor, avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo self-isolation as directed by the local health authority.
- In the case of a confirmed COVID 19 case Sea to sky Parks will notify all employees who have potentially come into contact with that individual while maintaining the privacy of that individual employee.

Response plans

Should a COVID 19 case occur in the Park, Sea to Sky Parks has developed a response plan to address the situation, which is designed to ensure the safety and wellbeing of our employees and guests. Employees will be provided with details of the park response plan as a situation unfolds.

Any employees who have questions about COVID 19 and Sea to Sky Parks are asked to connect with their Park Manager or contact Head Office Human Resources Department at hr@mtseymour.ca, telephone 604 986 2261 ext. 236

Since the COVID 19 situation is rapidly evolving these protocols will be reviewed on a regular basis to ensure they remain current and inline with the latest information.

Tear off and return to Human Resources/ Payroll Department

By signing this document and submitting it to head office, I hereby agree that I was trained on company Covid-19 procedures with the use of administrative means (procedures and signage), in-park orientation, and training videos. I was able to ask questions to my trainer and manager and will perform the duties of my job as they have been described to me.



Sea to Sky Parks COVID 19 Protocols

Employee Signature: _____

Date: _____

Employee Name: _____

Park Location: _____

Sea to sky Parks COVID 19 Personal PPE

Task	Personal Protective Equipment	Comments
Vehicle Use	Non if occupying the vehicle alone, if 2 people occupy a vehicle masks should be worn.	Clean vehicle before and after use.
Garbage Removal/emptying garbage cans	Mask, Gloves, eye protection If extreme contamination is present full suit should be worn. If driving around the park to empty a number of garbage cans keep all PPE on while driving until last can is emptied, then sanitize truck after removing PPE	Handle garbage carefully, close bags securely.
Park Patrol	While patrolling the park masks or visors may be worn depending on preference.	Visors may be cleaned and re-used. Staff to have own visor.
Washroom buildings	Mask, gloves, eye protection, if heavy soiling or contamination is present full suit should be worn.	
Situations where social distancing is not possible	Masks should be worn	
Cleaning Porteau Cabins	Mask, gloves, eye protection. If heavy soiling or contamination is present full suit should be worn. Gloves to be changed before moving to next cabin.	
Lawn mowing, weed wacker	Eye protection and gloves	