

<b>COVID-19 Safety Plan</b>	<i>Island Pacific Adventures Ltd.</i>
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**Purpose of COVID-19 safety plan**

This COVID-19 safety plan template has been created by Island Pacific Adventures Ltd (IPAL) to outline the policies and procedures that have been put in place to protect IPAL employees and park visitors from the potential transmission of COVID-19. This plan follows the WorkSafeBC six step process for developing a COVID-19 safety plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

**Responsibilities**

Island Pacific Adventures Ltd ownership and management are responsible for the development of this plan including ensuring that adequate resources are made available to implement and sustain the plan.

All IPAL employees and contractors will follow this safety plan as a condition of employment. All park visitors must follow this safety plan as a condition of visiting the park.

Park Director Richard Varela and Myles Fullmer Operations Manager are responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 safety plan. If employees have any concerns regarding this plan they are to bring them to the attention of Myles Fullmer or Richard Varela.

**STEP 1 – Identify the risks**

COVID-19 is an illness (disease) caused by a coronavirus. This particular coronavirus is a new virus that was first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face. The risk of transmission increases the closer you come to other people, the more people you come into contact with and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following areas have been identified as areas where employees and/or park visitors may gather:

- The Visitor Centre
- Theatre/Gear Room
- Staff Room
- Admin Office
- Caves
- Park Trails
- Staff Campsite

The following tasks bring our employees close to one another or to park visitors:

- Operating Visitor Center Kiosks
- Guiding public tours on surface trails and through caves
- Conducting regular cleaning or maintenance
- Providing first-aid or emergency procedures
- Educating or enforcing the Park Act

The following tools, machinery and equipment have been identified as items that employees and/or park visitors share:

- Point of Sale Terminals
- Pens
- Laptops/Tablets
- Helmets and Headlamps
- External Thermometer
- Brooms/Shovels/Rakes
- Cleaning Supplies
- Radios/Phones
- Keys
- Laser Pointers

The following items have been identified as high touch items:

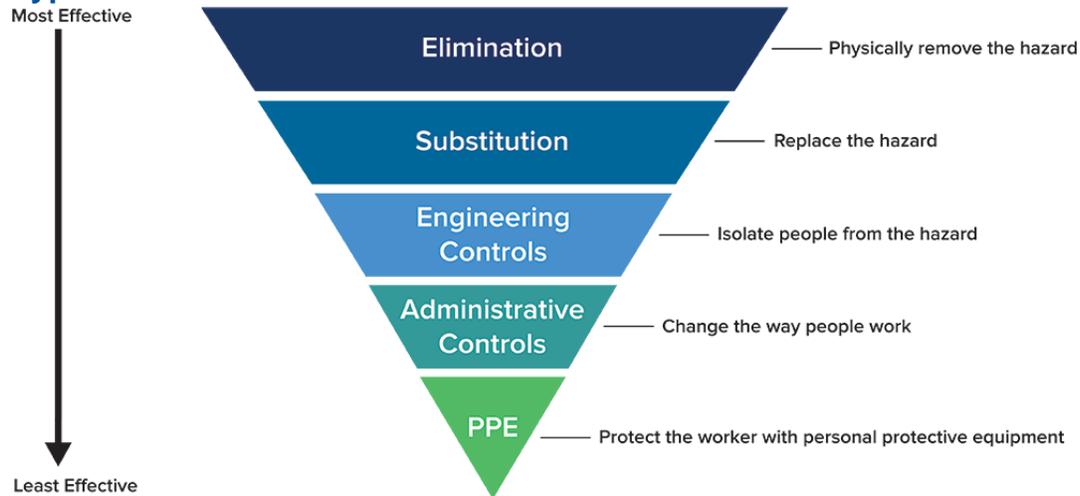
- POS Machine Keypads
- Hand Sanitizer Dispensors
- Benches
- Hand Railings In Biocleaning Station
- Countertops
- Light switches
- Door Handles
- Bathroom locks and rails
- Toilets

## **STEP 2 – Control the risks**

The overarching aim is to reduce the risk of the virus spreading through droplets in the air and from touching a contaminated surface and then touching the face. Therefore, any controls that are adopted within the workplace should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the “hierarchy of controls”. This process involves assessing the risk (likelihood of harm or injury) associated with different hazards (something with the potential to cause harm or injury).

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

## Types of risk controls



**Elimination or Substitution** are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing:

- Run tour schedule at a limited capacity. (Max group size of 6-8 clients based on current health orders).
- One one public tour in a cave at a time.
- No cash accepted. Card or E-transfer only. Pre-booked tours reduce onsite transactions.
- Only the number of staff required that day will come to the work site. All others capable of working from home will do so.
- Capacity limits on number of employees in Staff Room, Admin Office, Visitor Centre and Theatre/Gear Storage areas.
- Capacity limits on number of clients allowed within visitor centre posted outside.
- Maintain physical distancing throughout public tours, guest must also wear masks at all times in all enclosed spaces & and apply hand sanitizer in and out of Caves.
- Online waivers available to be signed to reduce onsite needs for reusing pens.
- Social Distancing between workers remains in effect at provided staff campsite accommodation
- Only workers and no visitors allowed in staff campsite accommodation

### Useful resources:

- [Provincial Health Officer \(PHO\) province-wide restrictions](#)
- [Latest Provincial Health Officer \(PHO\) orders](#)
- [Help Prevent the Spread of COVID-19: Occupancy Limit](#)

**Engineering controls** include placing physical barriers between people when physical distancing cannot be maintained.

### **Measures In Place**

The layout of the displays and products for sale inside the visitor centre has been altered to create a barricaded path for people to follow as clients enter from one side of the building and exit out the other.

Arrows and markers on the ground show clients which direction to go and where to stand while they wait in line to talk to our staff, who are behind a counter with plexi-glass barriers.

Tours are Greeted in an area with separate benches spaced apart to keep each bubble/cohort 2m apart while they wait to meet their guide and being provided with sanitized helmets required for the tour.

### **Third level protection (administrative): Rules and guidelines**

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

#### **All Staff Will:**

- stay home if displaying any covid symptoms
- disclose if feeling ill at work.
- Phone 811 for advice from public health if feeling ill.
- Follow public health orders if they are determined to be a close contact of someone with covid 19.
- maintain 2m physical distance from other employees and public.
- hand sanitize regularly and at all designated spots
- use Face Mask when there is potential to come within less than 2m from staff or a client
- use Face Mask at all times within any Cave
- Use Face Mask at all times within the visitor centre when mandatory mask restrictions are in place by government.
- Wear face mask, medical gloves, and eye protection if performing first aid on another person.
- Sanitize any reusable equipment after use. (Pens, helmets boot rentals, etc)
- Before returning to work after testing positive for Covid-19, that worker must show that they have received a negative test result proving they are fully recovered.
- Report any concerns or suggestions about Covid-19 Protocols, or other company protocols, to a Manager (Myles Fullmer or Richard Varela).

Staff will be supplied with resource options for Mental Health support

**These changes are made to the Cave Tour Protocols to minimize the contact between Park visitors and the Guide**

### **Meet & Greet inside or outside of Visitor Centre**

Standing at least 2m away, ask screening questions:

1. **How do you feel? Are you experiencing any of these symptoms: fever, chills, new or worsening cough, loss of smell / taste, new muscle aches or sore throat? (must answer NO)**
2. **Have you travelled outside Canada within the last 14 days? (NO)**
3. **Have you been identified by Public Health as a close contact of someone with COVID-19? (NO)**
4. **Have you been told to isolate by Public Health? (NO)**

If ANY question is not answered correctly or they refuse to answer, the employee or potential tour participant will be told **“for the health and safety of other park visitors and staff, it would be unsafe to be in close proximity to you. You should go home and either self-isolate or proceed to medical screening”** (call Healthlink BC – 811).

- Any visitors on a cave tour must also have their temperature taken. A client who registers a fever on the thermometer (38 or higher) will not be allowed on the tour.
- Request hand sanitizer use from dispenser available
- Space out sanitized client helmets placing each group or “bubble” on a separate bench
- Conduct pre-trip briefing, now including Cave access protocols
- Administer waiver (as usual), on table with sanitized pens and hand sanitizer available

### **On Surface Trails**

- Staff Stay 2m from clients away at all times, Guides wear face mask while speaking to group.
- Position clients at each interpretation stop to maintain 2m of separation between bubbles
- Pull aside off of trail, or wait at a stop if other Trail Park visitors need to pass Tour Group

### **In Caves**

- Everyone uses handsanitizer upon entry and exit of a cave.
- Everyone wears masks at all times while in caves
- Maintain 2m of social distance between the guide and the clients whenever possible.
- There are some instances where a masked guide will be in a safety spotting position behind a masked climbing client. Guide informs clients beforehand.
- Maintain 2m of social distance between the different bubbles of clients on the tour.

### **Personal Protective Equipment (PPE):**

**We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).**

- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

## **Measures In Place**

- Clients required to wear masks at all times in the visitor centre (when government restrictions apply)
- Clients are required to wear face masks at all times within any caves.
- Staff use Face Mask when there is potential to come within less than 2m from other staff or a client
- Staff use Face Mask at all times within any Cave
- Staff use Face Mask at all times within the visitor centre when mandatory mask restrictions are in place by government.
- Face masks should be at least 2 layers thick and disposable surgical face masks are supplied for employee use.
- Surgical Masks, safety glasses, and medical gloves are required to be worn by any staff who must enter the 2m. bubble to conduct first aid on another person. They are available for staff and are provided with first aid supplies in Gear Room.

## **STEP 3 – Develop Policies and Procedures**

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision and managing violence in the workplace.

### **Cleaning and Disinfection**

The cleaning and disinfection of surfaces, especially high-contact surfaces, forms an important part of safe work practices for controlling COVID-19 in the workplace. Cleaning and disinfection are often referred to as a “two-stage” process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

### **Implement effective cleaning and hygiene practices**

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing/Sanitization locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned.
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process

### **Cleaning Protocols**

- Allow disinfectant 1 minute of contact time before rinsing or cleaning the surface.
- Upon arrival at the work site, the two staff who are responsible for opening up the work site for the day will conduct a preliminary cleaning and sanitization of all frequently touched surfaces (countertops, doorknobs, light switches, barriers, computers, pos machine etc.) before any public are allowed to enter the visitor centre. .
- One of the opening staff will be responsible for a cleaning and sanitization of the bathroom facilities and will ensure that the hand sanitizer stations are still full and

functioning. They will also do a sanitization of the garbage and recycling containers and all hand railings, benches, and picnic tables around the visitor centre.

- All frequently touched surfaces in the staff common areas are cleaned and sanitized each morning.
- All reusable equipment is sanitized with 90% Isopropyl Alcohol between use. (Cave Tour Helmets, Rubber Boot Rentals, pens.
- At the end of the day the visitor services staff will sanitize any radio, cave keys and phones and tablets used throughout the day.

#### *Useful resources:*

- [COVID-19 Health and Safety: Cleaning and Disinfecting](#)
- [Increased Use of Disinfectants, Cleaners, and Sanitizers During COVID-19](#)
- [BCCDC Cleaning and Disinfecting](#)

### **Hand washing**

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. IPAL employees must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

### **Daily Health Screening**

All IPAL employees must complete a daily health declaration before entering the workplace. Daily health declarations will be tracked by all staff signing an attestation in the visitor centre. Employees must review the below information every day, before entering the workplace. Worker and visitor entry check posters are displayed at the front door of the visitor centre and the staff room.

1. Have you travelled outside Canada within the last 14 days?
2. Have you been identified by Public Health as a close contact of someone with COVID-19?
3. Have you been told to isolate by Public Health?
4. Are you displaying any of the following new or worsening symptoms?
  - Fever or chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea

Anyone answering yes to questions 1-3 must follow the advice of Public Health and not attend the workplace. Anyone displaying any of the symptoms listed above must not attend the workplace and must call HealthLinkBC at 811 for further direction from Public Health.

Any worker that receives a positive COVID-19 test result will not be allowed to return to the workplace until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.

- If any worker becomes ill at the worksite and are displaying any Covid-19 symptoms, they are to don a mask and report to the onsite supervisor. The employee will sanitize their hands and be isolated from the other employees on the worksite and while arrangements are made for them to go straight home. Clean and disinfect any surfaces that the ill worker has come into contact with. The ill employee must call 811 for further guidance related to testing and self-isolation. If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.

### **.Additional Policies**

- Our staff are not allowed to hold or use anyone else's cellphone/camera
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place.

### **Campsite Safety**

Workers who are camping at the Horne Lake Regional Park Campground must follow the current provincial health orders and agree to follow the safety regulations of the campground caretakers. As an extension of the workplace, the following protocols will be monitored by IPAL's coordinator, Myles Fullmer, to ensure workers safety at the campsite.

#### **Measures in place**

- 10 Person Maximum Occupancy of the campsite.
- Staff must maintain 2m of Social Distance from each other at all times.
- Staff must sign a daily occupancy log with an attestation that they are not experiencing any Covid Symptoms and have not been requested to isolate by Public Health as a close contact of someone with Covid-19.
- With no running water or sinks available for washing hands, IPAL will provide Hand Sanitizer dispensers at each campsite and hand sanitizer is available at the pit toilets.
- Disposable face masks are provided for use at the campsite, for situations where staff may come within close proximity ie. preparing food around a picnic table.
- A routine for daily cleaning and disinfecting of all highly touched surfaces has been established.
- Signage is posted at the campsite to remind employees of proper hygiene, cleaning procedures, Covid safety protocols and what to do if an occupant begins displaying Covid-19 symptoms.
- Any visitors to the workers campsite must first pass a covid 19 screening (including temperature check), provide contact information, and agree to follow social distancing and covid safety protocols by signing the daily occupancy log.
- The coordinator, Myles Fullmer, will monitor the daily occupancy log and conduct routine safety inspections of the campsite to ensure that all occupants are maintaining cleanliness and adhering to Covid Safety procedures.

## **First Aid**

All IPAL first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace.

### *Useful resources:*

- [OFAA Protocols During the COVID-19 Pandemic: A Guide for Employers and Occupational First Aid Attendants](#)

## **Workplace Violence**

The potential for violence exists whenever there is direct interaction between workers and non-workers. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with a pandemic situation. IPAL must provide a workplace as safe from the threat of violence as possible. Employees will be trained on procedures to eliminate or minimize the risks.

## **STEP 4 – Communication and Training**

Signage and memos will be posted around the work place to remind staff of the procedures to follow.

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures and who is permitted to enter the workplace. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being adhered to.

Upon reading this document and reviewing it with a manager (Myles Fullmer or Richard Varela). All staff must acknowledged their understanding and agree to adhere to the most up to date policies with a signature.

## **STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace**

Myles Fullmer, Operations Manager, is responsible for implementing this COVID-19 safety plan throughout the workplace.

Myles Fullmer is also responsible for reviewing and updating this COVID-19 safety plan whenever a change in policy is required. The document will be reviewed quarterly to ensure it is still in compliance with public health orders.

