



LAKE COWICHAN ADVENTURE COMPANY LTD SAFETY PLAN STAFF FOR COVID-19

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COVID-19 Information for Staff

How does COVID-19 Spread?

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

What are the symptoms of COVID-19?

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They 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

*Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for children age 11 and younger and for people age 12 and older.

Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

What should I do if I develop symptoms of COVID-19 before my shift?

Workers and others showing symptoms of COVID-19 are prohibited from entering the workplace. Please notify your supervisor immediately if any of the following occur before your shift:

- You have had symptoms of COVID-19 in the last 10 days.
- You have been directed by Public Health to self-isolate.
- You have arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

What should I do if I develop symptoms of COVID-19 at work?

- Notify your supervisor immediately, even with mild symptoms.
- Sick workers will be asked to wash or sanitize their hands, provided with a mask, and isolated, then sent home immediately.
- If a worker becomes severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

How do I stay safe at work?

Prior to Lake Cowichan Adventures resuming operations a Safety Plan is developed. Creating a Safety plan includes the following steps:

1. Assess the risks
2. Implement protocols to reduce the risks
3. Develop policies
4. Develop communications plans and training
5. Monitor the workplace and update plans as necessary

This handbook provides a practical overview of the risks in their area of work, and what protocols and policies have been implemented to reduce the risk, as well as how protocols and policies will be communicated, monitored, and updated.

Risk Assessment

There are areas within the LCA site where there may be risk of COVID-19 Transmission, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

In particular, risk of transmission may be present in the following situations:

- When workers or patrons gather in close proximity.
- When performing specific tasks, including cleaning tubes and interacting with patrons.
- When using shared equipment including tubing supplies, PPE, and cleaning supplies.
- On frequently touched surfaces including door handles, equipment, tubing supplies, bus seats, countertops.

Protocols to Reduce the Risk of COVID-19 Transmission

A number of new measures have been implemented to reduce the risk of COVID-19 Transmission and ensure the safety of staff and patrons. These include physical changes to the workplace, altering work practices, use of Personal Protective Equipment (PPE), and new hygiene and cleaning practices.

Changes to Lake Cowichan Adventures Operations and Facilities

- Occupancy limits are in place, and posted, for all facility spaces including office and washroom. Staff must follow occupancy limits at all times.
- Upon re-opening, both the number of patrons and staff onsite at any one time will be limited.
- Staff must maintain 2 metres physical distancing while onsite.
- Staff will enter and exit the workplace through designated doors only, and are asked to use only areas of the workplace that are essential to their job.
- Where possible, physical barriers have been added to spaces such as the reception area.
- Entry and exit areas have been designated for patrons
- New signage has been added to inform patrons and staff of new procedures and protocols in place to reduce the risk of transmission, including hand washing instructions and reminders, and instructions not to come onsite when sick.

Changes to Summer Tube Shack Operations

- Staff training?
- New Entrance & Exiting areas designated for each staff
- Designated break rooms, storage areas and washrooms for each staff
- Staff are asked to bring their own snacks, drinks and water bottles to work each day. No microwaves, coffee machines, kettles etc. will be available.
- Maximum capacity for each room has been determined based on physical distancing guidelines from Public Health
- Lower patron capacity per hour. Staff are to stay physically distanced (at least 2 metres apart) as much as possible throughout the day.
- Tubing start times have been staggered as much as possible to limit number of public attending at one time.
- All patrons must register ahead of time to ensure staff are distanced from the Public and to limit number of patrons at check in area and on the river
- New Health screening procedures for staff : [QRSAFETY.COM](https://www.qrsafety.com)
- Staff directly checking patrons in and out and therefore interacting with public will be provided masks to use if they wish or if staff can not maintain a distance of 2 meters from Public
- There should be no non-essential visitors to camps or The Tube Shack
- Staff will engage in frequent, thorough cleaning and disinfecting each day and provided with PPE (see attached Cleaning Procedures).
- Staff will be required to use masks and PPE while carrying out First Aid procedures
- Staff will be trained on the correct usage of masks and receive an information document of how to put on and take off PPE
- Staff will be required to practice frequent handwashing (including sanitizing when entering and exiting the building) and practice good personal hygiene (see attached Hand washing guidelines)
- Each area will be provided with Hand sanitizer, PPE and cleaning products.
- Communal areas will be cleaned of shared supplies (coffee makers, microwaves etc.)
- Staff must maintain a distance of 2 metres (6 feet) between each other and patrons wherever possible. If they can not, they are required to use PPE.
- New Risk Assumption and Permission form implemented along with Symptom Screening implemented
- Plans are in place to monitor risks. Changes will be made to policies and procedures as necessary through guidance from Island Health, Provincial Government, Work Safe BC and the WSPR Health & The Lake Cowichan Adventures Management.

Policies and Procedures for COVID-19

New policies and procedures have been developed to provide additional direction to staff to ensure their health and safety while at work. Tube Shack staff must familiarize themselves with the following policies and procedures:

- COVID-19 Health & Safety Policy
- COVID-19 First Aid Emergency Procedure
- COVID-19 Cleaning Procedure

- Cleaning supplies are located in each work area
- COVID-19 PPE Procedure
 - The Tube Shack staff may choose to wear a mask when on shift or if they are unable to maintain a 2m distance between patrons, which may be obtained from a supervisor.
 - Specific information on proper mask use can be found in the PPE policy and procedure.
 - PPE is located in each work area

Cleaning and Hygiene Practices

- Staff will be required to practice frequent handwashing (including sanitizing when entering and exiting the building) and practice good personal hygiene
- Hand sanitizing stations have been installed in the work areas to promote frequent hand cleaning, and staff must clean their hands regularly throughout their shift.
- Door handles, light switches, and other high-touch surfaces are to be cleaned frequently by the staff while on shift.
- Do not share tools, equipment, or supplies. Wash hands before and after using shared equipment if unavoidable.
- We have removed unnecessary tools and equipment including coffee makers and shared utensils and plates to simplify the cleaning process.

The Tube Shack Operations Overview

The following information provides a full overview of how The Tube Shack have been modified to reduce the risk of transmission of COVID-19. This information has been posted on our website.

Tube Shack Staff Responsibilities and Guidelines

Primary Responsibilities of Tube Shack Staff

When Arriving on Shift

- Before coming to work, conduct a self-assessment:
 - Do I feel well?
 - Am I exhibiting any symptoms of COVID-19?
- All staff must enter from the designated entrance.
- Upon entering at the start of your shift and after breaks, clean your hands at the station provided.
- Limit the personal belongings to only what you need on shift:
 - Wear your uniform to work
 - Bring your own, full, water bottle and snacks for the day
- Check your email for updates

During Your Shift

- Report to your supervisor any patron who is displaying signs of illness
- If a patron develops any illness symptoms while at the Tube Shack they will be asked to leave

- Clean high touch points (paper towel and sanitizers, water bottle fill stations) and equipment regularly throughout shift
- Staff to wash hands regularly

End of Shift

The following tasks must be completed:

- Check and replenish paper towels, spray bottles, First Aid kits & PPE and hand sanitizer stations
- Disinfect high-touch surfaces
- Ensure supplies are cleaned and equipment is safe and ready for use.
- Sanitize hands when leaving shift