**COVID-19 INFECTION PREVENTION AND CONTROL PROTOCOL**

**TEMPLATE FOR SILVICULTURE OPERATIONS**

**May 6, 2020**

# Background

The following template is meant to assist silviculture employers with effectively managing the hazards and mitigating the risk posed by COVID-19 exposures in BC and Alberta.

The sample risk assessment and protocol is a starting point in the development of an acceptable plan that meets the requirements of the BC Occupational Health and Safety Regulation requirements for Exposure Control Plans, the April 23 *Industrial Camp Order from the BC Provincial Health Officer* and the *Guideline - Protecting Employees, Contractors, and Employers Working in the Silviculture Sector During the COVID-19 Pandemic*.

In BC, the Occupational Health and Safety Regulation - Section 6.34 requires an employer to develop and implement an exposure control plan if a worker has or may have occupational exposure to a biological agent. Occupational Health and Safety Regulation section 5.54 and Guideline 6.34-6 also apply to this document.

**Note:** The exposure control plan is for workplaces that can’t avoid worker contact with potentially infected persons (health care, first-aid attendants, etc.). When used for the rest of the workforce, the exposure control plan is a guideline for best practices and will assist in establishing safe practices for employees to follow.

This template is also designed to also meet Alberta OHS legislation and requirements for silviculture contractors who operate in both provinces.

In Alberta, Part 35 of the OHS Code requires an employer to ensure that a worker’s exposure to blood borne pathogens or other biohazardous material is controlled in accordance with section 9. Section 9 deals with hazard elimination and control. Section 10 deals with emergency control of hazards.

Information highlighted in yellow are requirements taken from the April 23rd Public Health Order for Industrial Camps and other accommodations in BC. It is required to include these procedures in the protocol when operating in BC. Other sections of this template should be modified to the specific circumstances at an employer’s worksite. Additional information specific to your company’s operations should be added. The parts of the protocol that may require modification and adjustment include:

* Section 1 Responsibilities and Protocols: Revise these statements to suit your worksite.
* Section 2 Risk Assessments:
  + Part 1: Perform a location specific risk assessment
  + Part 2: Perform a job specific risk assessment
  + Part 3: Develop, document or adopt effective mitigation and controls to eliminate the potential for workplace exposures
* Section 3 Appendices: Revise these sample documents and templates to suit your worksite

The sample protocol includes various sample procedures and industry shared practices. Review these practices and modify them to suit the site specific circumstances.

*Note: The sample procedures, industry-shared practices and associated links were current at the time of the development of this sample plan. Due to the rapidly evolving nature of COVID-19 and information relating to it, all links need to be checked before use. Read the procedures and industry-shared practices carefully to ensure they contain the most current information.*

**Disclaimer**

BCFSC documents and resources have been developed for industry as guidelines and reference documents for employers and employees to use to help reduce spread of COVID-19. BCFSC developed documents will contain COVID-19 information relevant at the time the document was created. As information is updated regularly, the BCFSC encourages workers and employers to visit the [BC Centre for Disease Control](http://www.bccdc.ca/health-info/diseases-conditions/covid-19) for personal health care inquiries or visit [WorkSafeBC](https://www.worksafebc.com/en/about-us/covid-19-updates) for regulatory information relating to workplace safety.

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# Introduction

Due to the progression of COVID-19 in Canada, **(Company Name)** is taking the following precautions listed below. We value your safety and we want to be welcomed by the communities we will be working in, and provide them with a level of confidence that we are all doing our due diligence by taking reasonable steps to prevent the spread of COVID-19. Having this protocol and documentation in place is vital to enable us to continue with the tree planting **(or enter other work name, example: brushing)** season.

COVID-19 is a communicable disease that is caused by the corona virus named SARS-CoV-2. Symptoms 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 and loss of appetite. Symptoms can range from mild to severe including death.

In order for these procedures to prove effective everyone must participate. We anticipate further updates to this plan and procedures as updates come in from the Provincial Health Authorities and/or Canadian government.

This protocol is to be implemented on all worksites including all offices, facilities, equipment, motels, and camps. For the purpose of this protocol, all planting

and forestry operations will be considered a worksite rather than individual blocks.

# Policy & Scope

Company’s **(*company name*)** policy is to ensure that all employees, contractors and visitors at a worksite are protected from occupational exposure to biological agents in a manner that complies with the BC Workers Compensation Act and Occupational Health and Safety Regulation, the April 23, 2020 Industrial Camp Order from the BC Provincial Health Officer (PHO) and the Protecting Employees, Contractors, and Employers Working in the Silviculture Sector During the COVID-19 Pandemic Guideline, Alberta’s Occupational Health and Safety Legislation as well as human rights legislation.

The purpose of this protocol is to eliminate or minimize potential exposures to biological agents (i.e. COVID-19), as well as to reduce the risk of infection should exposure occur. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to biological agents.

# Goals of This Plan

* Be responsible partners in preventing the spread of illness in society and protect human safety.
* Support all members of our industry and protect the health of our workers.
* Minimize the introduction of illness to our crews and increase their capacity to operate in isolation with minimal interaction with outside parties.
* Prevent transmission of illness between our workers and other groups and communities.
* Reduce our burden on local health care systems and other local community resources.
* Sustain the resilience of our industry this year, and for the future.

# Responsibilities

Managing the hazards and mitigating risk is a shared responsibility.

The employer will:

* Ensure the health and safety of their workers.
* Comply with all applicable legislation, regulations and orders including employer responsibilities stated in the Workers Compensation Act.
* Develop a COVID-19 infection prevention and control protocol to prevent and control the risk of transmission of SARS-CoV-2 among workers in their place of accommodation, at the worksite and when travelling to and from the worksite from their accommodation.

Supervisors will:

* Ensure the health and safety of all workers under their direct supervision.
* Be knowledgeable of and comply with all applicable legislation, regulations and orders including supervisors responsibilities stated in the Workers Compensation Act.
* Follow the COVID-19 infection prevention and control protocol to prevent and control the risk of transmission.

Workers will:

* Take reasonable care to protect their own and others health and safety.
* Comply with applicable legislation, regulations and orders including the worker responsibilities stated in the Workers Compensation Act.
* Follow the COVID-19 infection prevention and control protocol to prevent and control the risk of transmission.

# Protocols

The employer will:

* + Post these prevention and control protocols at accommodations and worksites and have it available during inspections.
  + Appoint a Coordinator whose responsibilities are outlined below.
  + Arrange for the inspection of the accommodations, worksite and worker transportation vehicles by a health officer or Provincial infection prevention and control officer prior to placing workers in accommodation or at the worksite.
  + Maintain high levels of accommodation, worksite and worker hygiene.
  + Develop appropriate exit plans for workers leaving worksite.
  + Follow a four step strategy to establish safe operations including:

1. Pre-Deployment:
   * + Establish communications with all staff and provide them with written instructions to self-isolate and monitor for symptoms for a period of at least 14 days prior to leaving for their workplace base of operations.
     + Ensure workers have completed 14 day self-isolation/symptoms/ exposure log prior to arriving at work with no symptomatic findings during that time.
     + Workers who have indicated symptoms of COVID-19 before arriving to the work site or accommodation site, will not be able to work and will be required to complete an additional period isolation of 10 days from the onset of symptoms.
     + Any worker that has been travelling outside Canada, has visited an area affected by an outbreak, or has had close contact with a person presumed or confirmed to have COVID-19 or any worker with COVID-19 like symptoms (fever, coughing, sore throat) must complete self-isolation for a minimum 3 weeks prior to showing up for work.
2. Transportation
   * + Require workers to follow a self –isolation travel plan when initially travelling from home to the workplace base of operations. Plan to include best practices on safely accessing food, accommodations and washroom facilities.
3. Pre-deployment assessment

* Prior to proceeding to the camp, workers will be screened, based on completed logbooks, travel itinerary, report or observation of any symptoms where resources and staff capacity permit.
* If an employee has common cold or influenza like illness or symptoms compatible with COVID-19 they must self-isolate. The duration of isolation will be determined by the PHO self-assessment tool (<https://bc.thrive.health/>) or direction from their medical provider.

1. Isolation at site

* Provide for a rapid response if a worker develops symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing), including procedures to isolate the worker, providing access to a health professional, and notifying a health officer or Provincial infection prevention and control officer.
* Not permit a worker who has symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing) to work.
* Workers experiencing COVID-19 symptoms, with a positive test, a presumptive case based on assessment by a physician shall be immediately assigned to mandatory isolation at a facility provided by the company.
* Isolation shall continue for a minimum of 14 days, or at least 10 days past the onset of all symptoms, whichever is longer, before workers return to work.
* Employees should be made aware of how to seek help and steps to take in the event that they are ill or unwell so as to support report of symptoms and timely access to any required assistance.
* For employees that have come into close contact with someone with confirmed COVID-19 on the advice of local public health officer, advise them to call HealthLink BC at 8-1-1 or their medical provider to determine any necessary next steps. Employers must ensure that these employees do not come to work and begin self-isolation.
* Ensure that anyone whose symptoms have resolved, and anyone diagnosed with COVID-19 who has recovered, has completed any requirements outlined from the Provincial Health Officer before returning to work.
* Ensure when travelling to or established near a First Nations community, connect with regional health authorities to be advised of any current precautions being taken in the region. Workers should not seek medical care from a local First Nations health center.
* Provide facilities and services (including meals and communication systems) to enable workers to remain in camps on days off whenever possible, and to ensure that services such as laundry and personal purchases can be arranged without workers visiting nearby communities.
* Limit the traveling to a grocery store or other necessary public establishment to one person per group who will also buy food and essentials for others.
  + Ensure that there are no more than 50 people in the same space in any circumstances (BC requirement)
  + When working in Alberta, ensure that no more than 15 people are in the same space. In Alberta, food facilities such as dining halls are exempt from the 15 person maximum, as long as other measures set out in the [Alberta work camps document](https://www.alberta.ca/assets/documents/covid-19-work-camps-fact-sheet.pdf) are followed.
  + Consider a variety of actions to decrease crowding and social interaction, such as staggering mealtimes and opening additional dining areas.
  + Start/stop times, breaks should be staggered where possible to minimize employees congregating.
  + Reduce in-person meetings and other gatherings and hold safety or tailgate meetings in open spaces or outside or utilize technology, if available.
  + Ensure workers are always able to maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing their work safely. When the 2 meter distance is not able to be maintained, a risk assessment will be completed and reasonable controls implemented. Example procedures include, minimizing workers’ time in that situation, providing a physical barrier or wearing masks. Also, work pods can be formed that act like a family unit. These pods will ensure close contact only occurs within a select small group.
  + Work pods can be thought of like a family unit, this pod will ensure close contact only occurs within a select small group. Designating employees to the same small working group or ‘work pod’ for as long as practical during the planting season can help reduce the risk of COVID-19 spreading to employees and others in the operation.
  + Work pods can also include camp and kitchen staff as well as field worker/transport. The number of staff in each work pod should be kept to a minimum and be six or less whenever possible. These pods should stay together for as long as possible during the project.
  + Workers should NOT be reassigned between work pods. When there is an urgent and unavoidable need to reassign workers to another work pod, particularly when new workers entering the work camp, the Coordinator will undertake a risk analysis to determine the impact of the reassignment on the risk of transmission of COVID 19, prior to making the decision.
  + A current list of all designated work pods, and their members shall be maintained in the workplace along with a record of any reassignment of members among those work pods.
  + Promote and monitor proper hand washing hygiene and respiratory hygiene.
  + Increase the number of handwashing stations and post signage that identifies their location. Ensure that stations are on ‘desired path of travel’ and easily accessible outside every dining facility. Mandatory hand washing before entering trucks on way to and from work and prior to eating. Employer to provide hand washing supplies to use on the block before transportation back to camp.
  + Provide tissues and lined garbage bins (no touch garbage cans, if possible) for use on site.
  + Maintain a list of employees who are currently working in each location, in each work pod (if applicable) and keep this list up to date. List must include field workers, camp workers, and any ill or injured employees remaining in camp on a modified work or isolation plan. Ensure health and emergency contact information is current.
  + Ensure all common areas and high touch surfaces should be cleaned at the start and end of each day at a minimum. Examples of common areas and surfaces include vehicles, washrooms (faucets, toilet handles/lids), shared offices, common tables, chair armrests, desks, light switches, handrails, tent flaps in common areas, and door handles. Regular household cleaners are effective against COVID-19, following the instructions on the label.
  + Ensure materials (*i.e. gloves, alcohol-based hand rubs and washing facilities*) and other resources (*i.e. worker training materials*) required to implement the plan are readily available.
  + Ensure supervisors, workers, contractors and visitors are educated and trained to an acceptable level. COVID-19 training must occur on the first day of work and on a regular basis after that and include safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.
  + If training is conducted in person, keep group size small (5 to 10 people) in order to maintain physical distancing. Training will be available in both English and the language best suited for the employees.
  + Post signs that reinforce training on how everyone can protect themselves and others. Consider posting signs at entrances and in bathrooms.
  + Ensure all visitor access to the operation is limited to critical tasks or deliveries only. Maintain a list of visitors and their contact information in case contact tracing is required.
  + Screen visitors upon arrival (for symptoms, recent travel outside Canada in the last 14-days or contact with presumed or confirmed case of COVID-19 in the last 14-days).
  + Ensure workers follow all site-specific housekeeping and sanitizing procedures.
  + Ensure workers follow the required procedures and use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained.
  + Develop a specific disposal plan for PPE that has been used in a manner that exposes it to biological hazards, as shown by the risk assessment.
  + Conduct a periodic review of the plan’s effectiveness including a review of the available control technologies and industry-shared practices to ensure effective use.
  + Maintain all employee travel documents, self-isolation/symptoms/ exposure logs, training records, work pod assignments if applicable, worker assessments, work activity monitoring and inspection records that demonstrate that this protocol is being followed. Ensure records are kept private and confidential and information shared only when required by law. Within the company, limit staff access to the records (**list titles**). Records will be kept for **(XXXX period of time)** and will be destroyed after that date. Electronic records will be encrypted to ensure privacy.
  + Develop, implement and document the additional appropriate site specific control measures.

Coordinators will:

* + Act as a liaison between the employer and the health officer or Provincial infection prevention and control office.
  + Oversee the implementation of the Protocol.
  + Monitor workers daily for symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing), keep a daily record of monitoring activities and inform the health officer or Provincial infection prevention and control officer if any worker exhibits symptoms of COVID-19.
  + Oversee the manner in which workers are transported between their accommodation and worksite to ensure that workers are transported in such a way that it limits the risk of transmission of COVID-19 between the workers and to the driver to the extent practical.
  + Monitor the compliance of workers with the requirements in this plan.
  + Inform the health officer or the Provincial infection prevention and control officer of any failure to implement the Protocol on the part of the employer, or if a worker fails to comply with the requirements imposed upon the worker.

Supervisors will:

* + Self-isolate for a period of at least 14 days prior to leaving for their workplace base of operations. If symptoms develop in that time, they will isolate for at least 10 additional days from the onset of symptoms or until symptoms resolve, whichever is longer.
  + Confirm 14 day self-isolation/ symptom/ exposure log is completed for all workers screened prior to entering the workplace
  + Ensure workers receive COVID-19 training on the first day of work and on a regular basis after that and include safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.
  + Ensure workers use appropriate PPE for the task they are performing
  + Ensure physical distancing (2 meters/6 feet) is maintained whenever possible. When the 2 meter distance is not able to be maintained, a risk assessment will be completed and reasonable controls implemented.
  + Direct work in a manner that eliminates or minimizes the risk to workers.
  + Conduct a daily safety briefing to remind employees of measures to prevent infection and transmission (e.g. include in daily tailgate meetings, post shift meetings, etc.).
  + Monitor all work activity, document the observations and immediately correct non-conformance. All non-conformance events will be documented and the existing discipline process will be applied.

Workers will:

* + Follow this protocol to prevent the transmission of SARS-CoV-2 infection.
  + Self-isolate for a period of at least 14 days prior to leaving for their designated meeting location to start work. If symptoms develop in that time, they will isolate for at least 10 additional days from the onset of symptoms or until symptoms resolve, whichever is longer. Follow a self –isolation travel plan when initially travelling to the worksite.
  + Reduce close contact with other persons by maintaining a two metre separation and avoiding shared spaces.
  + To the extent practical, limit the risk of transmission of SARS-CoV-2 between one another and to the driver when travelling to and from work and between shifts.
  + If physical distancing cannot be maintained, follow the procedures set out by the company and wear the appropriate personal protective equipment (PPE). Example procedures include, minimizing workers’ time in that situation, providing a physical barrier or wearing masks. Also, work pods can be formed that act like a family unit. These pods will ensure close contact only occurs within a select small group.
  + Work pods can also include camp and kitchen staff as well as field worker/transport. The number of staff in each work pod should be kept to a minimum and be six or less whenever possible. These pods should stay together for as long as possible during the project.
  + Workers should NOT be reassigned between work pods. When there is an urgent and unavoidable need to reassign workers to another work pod, particularly when new workers entering the work camp, the Coordinator will undertake a risk analysis to determine the impact of the reassignment on the risk of transmission of COVID 19, prior to making the decision.
  + A current list of all designated work pods, and their members shall be maintained in the workplace along with a record of any reassignment of members among those work pods.
  + Physical distancing requirements are not applicable for established couples.
  + Self-monitor daily and report to a supervisor/coordinator and not work if experiencing symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing).
  + Know how and when to report any possible COVID-19 exposures (at work or at home) to your supervisor. *Note: possible exposures occurring off-site need to be reported before coming to the worksite.*
  + Follow infection prevention and control practices including diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands.
  + Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food.
  + If sick, not prepare or handle food for others.
  + Not share food or unwashed plates, cups or utensils. Disposable dishware is NOT required for COVID-19.
  + Not share items such as pens, utensils, and tobacco products, etc.
  + Where possible, each worker should utilize only their own tools throughout the duration of their employment to minimize contact spread. If tools must be shared, they must be wiped down and cleaned with a disinfecting agent between uses.
  + Remain in your accommodation on days when you are not required at the worksite.
  + Follow the requirements for limiting spread of COVID-19 extends to off duty time and during breaks.
  + Avoid any unnecessary visits to public establishments and only leave your accommodation if approved by the coordinator or in the case of a medical emergency or need to attend a critical appointment if it cannot be postponed or cannot be held electronically.
* If you leave your accommodation in the case of a medical emergency or to attend a critical appointment:
  + you must maintain a distance of two metres from anyone with whom you are meeting, unless you are meeting with a health care provider
  + you must carry a mask or tissues at all times
  + If you develop symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing) while away from your accommodation, you must put on the mask or cover your nose and mouth with tissues and return immediately to your accommodation while avoiding contact with other people to the greatest extent possible, and phone a health professional for advice
  + Follow established work procedures as directed by the employer or supervisor.
  + Ask for assistance whenever they are unsure of a safe practice.
  + Use any required PPE as instructed.
  + Report any unsafe conditions or acts to the supervisor.

All visitor access to the operation will be limited to critical tasks or deliveries only. All visitors and long term contractors will be required to follow all worker protocols.

# Risk Identification & Assessment

See the *Supplemental Instructions for the Completion of the COVID-19 Risk Assessment and Infection Prevention and Control Protocol Template for Silviculture Operations* for help on completing the following.

# Site Risk Assessment(s)

|  |  |
| --- | --- |
| **SITE RISK ASSESSMENT FOR COVID-19**  **RISK OF WORKPLACE EXPOSURE** | |
| SITE | **Insert Title of Work (For example: Tree Planting Operations, Brushing Operations, etc.)** |
| DATE OF ASSESSMENT |  |
| ASSESSMENT TEAM | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : for the employer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : for the employer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : for the Worker Representative or JOHSC  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : for the Worker Representative or JOHSC  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ : Qualified/Competent Person |
| OBJECTIVE | To identify all jobs, tasks and procedures for which potential occupational exposure to COVID-19 is anticipated and to evaluate the likelihood that such exposure would occur. |
| OUTCOME | Create workplace controls and procedures to mitigate risk of exposure to workers onsite. |
| REVIEW OF WORKPLACE EXPOSURE CONTROL PLAN | *(Daily/Weekly/Monthly)* – Performed by (*position(s)*). |

**Qualified Person**

In BC, Section 6.34(b) of the *Occupational Health and Safety Regulation* requires that the risk assessment be conducted by a qualified person to determine the potential for occupational exposure by any route of transmission. Under [section 1.1](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-01-definitions#SectionNumber:1.1) of the *Regulation* "qualified" means being knowledgeable of the work, the hazards involved, and the means to control the hazards, by means of education, training, experience, or a combination.

The potential for occupational exposure must be evaluated without regard to the availability or use of personal protective clothing and equipment. That is, the risk to an unprotected worker must be assessed.

**Competent Person**

In Alberta “competent” in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. *OHS Act Section 1(d)*

## PART 1: SITE RISK ASSESSMENT BY LOCATION (*Instructions*)

**Area Assessed**:

* List each area of the operation in a separate section

**External Exposure Potential**:

* List potential external exposures (visitors, delivery person, contractors, surfaces touched, materials handled, etc.)

**Internal Exposure Potential**:

* List potential internal exposures (fellow workers, maintenance, supervisors, cleaning staff, etc.)

**Risk of Exposure**:

* Rate the risk of overall exposure (low, moderate or high)

**Recommendations**:

* List safe practices (physical distancing, restricting access, removing oneself from area during activity, cleaning surfaces, etc.) Refer to the Appendix for various shared practice procedures and guidelines. Note: all links and shared practices were applicable at the time of developing this template. Due to the evolving nature of the COVID-19 pandemic and information relating to it, all links and shared resources need to be re-checked prior to use.

|  |  |
| --- | --- |
| **PART 1: SITE RISK ASSESSMENT BY LOCATION** | |
| AREA ASSESSED | Camps (*SAMPLE*) |
| External Exposure Potential | Visitors, Delivery drivers, Laundry, Grocery shopping,  Community contact, worker bringing in COVID 19 |
| Internal Exposure Potential | Workers, Supervisor, Kitchen Staff |
| Risk of Exposure | (*Moderate*) |
| Recommendations  (NOTE: these recommendations are a sample only. Adjust your list to meet your site-specific requirements) |  Workers must complete minimum 14 day self-isolation with temperature/ symptom / exposure log prior to being allowed at the work site. Pre-screening performed before workers allowed to join crew   Workers are to practice physical distancing   All workers are to self-isolate and avoid outside vectors of transmission when not at work.   Clean and disinfect high touch areas daily or when contamination is suspected  All workers are to wash their hands frequently with soap and water   Following BCCDC COVID-19 Camp Guidelines |
| AREA ASSESSED | Cut Blocks (*SAMPLE*) |
| External Exposure Potential | License representative, checker, firewood collectors,  tourists |
| Internal Exposure Potential | Workers, Supervisor |
| Risk of Exposure | Low |
| Recommendations  (NOTE: these recommendations are a sample only. Adjust your list to meet your site-specific requirements) |  Workers are to practice physical distancing- 2m apart   Workers are to practice proper hand and respiratory hygiene   Tailgate/ safety meetings held outside in well  ventilated areas with use of physical distancing   Workers on set crews/work pods to limit exposure   Workers are to wear work gloves as part of PPE to improve hand hygiene |
| AREA ASSESSED | Kitchens (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Eating Areas (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |

|  |  |
| --- | --- |
| AREA ASSESSED | Motels (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Crew Transportation – trucks, boats, helicopters (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Office(s) (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Shops (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Trailers (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Washrooms (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED | Showers (*list all that apply*) |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |
| AREA ASSESSED |  |
| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |

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| External Exposure Potential |  |
| Internal Exposure Potential |  |
| Risk of Exposure |  |
| Recommendations |  |

## PART 2: JOB CLASSIFICATION RISK ASSESSMENT (*Instructions*)

**Job Classification**

* List all job classifications/positions for operation
* Job classifications can be grouped if exposure potential does not change
* Include administration and management positions

**Potential Exposures:**

* List potential exposures for each job classification (person(s) who interact with employees in the classification)

**Contact/Frequency:**

* List contact frequency (*Low, Moderate or High*) for each person listed in Potential Exposure
* Include notes to explain why the potential exposures are low, moderate or high (i.e.: what is the normal type of contact, relevant task(s) for contact, frequency of contact)

**Risk of Exposure:**

* Determine overall level of risk exposure (low, moderate or high)

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| **PART 2: JOB CLASSIFICATION RISK ASSESSMENT (*SAMPLE*)** | | | |
| **Job Classification** | **Potential Interaction with Others** | **Contact/Frequency** | **Risk of Exposure** |
| Tree Planter (SAMPLE) | Supervisor  Workers  First Aid | (S) Low - Moderate (checking on worker, verbal with distancing)  (W) Moderate (at breaks, travel to and from site)  (FA) Moderate (verbal or radio contact) | Low to Moderate |
| Supervisor (SAMPLE) | Supervisor  Workers  First Aid  Manager  Licensee Rep  Visitors | (S) Low- Moderate (Verbal with  distancing, radio communication)  (W) Moderate (checking on worker, verbal with distancing)  (FA) Low (verbal with distancing or radio contact)  (M) Moderate (verbal with distancing)  (LR) Low (verbal contact with distancing)  (V) None- not allowed onsite | Low to Moderate |
| Cleaning Staff  (SAMPLE) | Supervisor  Workers  Kitchen Staff | (S) Moderate - High (Verbal with distancing, radio communication, direct contact with surfaces)  (W) Moderate - High (verbal with distancing, direct contact with surfaces)  (K) Moderate – High (verbal with distancing, direct contact with surfaces) | Moderate to High |
| Delivery Staff/Supply Runner  (SAMPLE) | Supervisor  Kitchen Staff  External Businesses | (S) Low- Moderate (Verbal with  distancing, radio communication)  (K) Moderate (verbal with distancing)  (E) Moderate – High (verbal with distancing, physical contact with supplies like groceries and other products) | Moderate to High |
| First Aider (SAMPLE) | Supervisor  Workers  Manager  Kitchen Staff | (S) Moderate - High (Verbal with distancing, radio communication, direct contact when performing first aid)  (W) Moderate - High (Verbal with distancing, direct contact when performing first aid)  (M) Moderate – High (Verbal with distancing, radio communication, direct contact when performing first aid)  (K) Moderate - High (Verbal with distancing, direct contact when performing first aid) | Moderate to High |
|  |  |  | Low |
|  |  |  | Moderate |
|  |  |  | Moderate to High |
|  |  |  | High |
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## PART 3: SITE EXPOSURE CONTROL PLAN (*Instructions*)

**ACTIVITY/AREA/JOB GROUP**

* List all relevant and/or site specific activities, areas or job groups. Include in the list areas that require specific safe practices.

**SAFE PRACTICE**

* List any developed safe practice or procedure that will minimize or eliminate potential exposures relevant to the activity/area/job group. Other formats are also acceptable, use a format that fits with your existing safety program and allows for the best communication within the organization.

*Note: the activities/areas/job groups are a sample only. Each site will need to list the various activities/areas/job groups for their specific site(s) and list applicable safe practices to mitigate exposures. Many of the safe practices listed are from shared industry resources. These were applicable at the date the sample was developed. Read these carefully to ensure they are adequate for eliminating exposures.*

|  |  |
| --- | --- |
| **PART 3: SITE EXPOSURE CONTROL PLAN (*SAMPLE*)** | |
| **WORK ACTIVITY OR LOCATION** | **SAFE PRACTICES AND PPE REQUIRED (IF APPLICABLE)** |
| TREE PLANTING | * Self-monitor daily and report to a supervisor/coordinator and not work if experiencing symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing). * Not work and self-isolate if experiencing symptoms of COVID-19. * Maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing work safely. * Use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained. * Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food. * Practice diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands. * Workers are to wear work gloves as part of PPE to improve hand hygiene * If possible, do not share tools. If tools must be shared, they must be wiped down and cleaned with a disinfecting agent between uses. |
| CREW TRANSPORTATION | * Self-monitor daily and report to a supervisor/coordinator and not work if experiencing symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing). * Not work and self-isolate if experiencing symptoms of COVID-19. * See the attached Crew Transportation Guideline for additional safe practices. |
| SEEDLING DELIVERY | * Self-monitor daily and report to a supervisor/coordinator and not work if experiencing symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing). * Not work and self-isolate if experiencing symptoms of COVID-19. * Maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing work safely. * Use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained. * Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food. * Practice diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands. |
| KITCHEN OPERATION | * Self-monitor daily and report to a supervisor/coordinator and not work if experiencing symptoms of COVID-19 (i.e. fever, sore throat, coughing, sneezing, or difficulty breathing). * Not work and self-isolate if experiencing symptoms of COVID-19. * Maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing work safely. * Use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained. * Limit the traveling to a grocery store or other necessary public establishment to one person per group who will also buy food and essentials for others. * Follow all site-specific housekeeping and sanitizing procedures. * Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food. * Practice diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands. * Not share food or unwashed plates, cups or utensils. Disposable dishware is NOT required for COVID-19. * Increase daily cleaning and disinfection using disinfectants approved by Health Canada of common areas and surfaces prior to and after peak occupancy |
| CAMP SET UP AND TAKE DOWN | * Maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing work safely. * Use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained. * Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food. * Practice diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands. |
| SEEDLING LOADING AND UNLOADING | * Maintain physical distancing (2 meters / 6 feet apart) whenever possible while completing work safely. * Use the appropriate personal protective equipment (PPE), including in situations when physical distancing cannot be maintained. * Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food. * Practice diligent hand hygiene, washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol. Cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating hands. |
| CAMP CLEANING AND DISINFECTION | * Increase daily cleaning and disinfection using disinfectants approved by Health Canada of common areas and surfaces prior to and after peak occupancy * All common areas of the operation will be sanitized following the schedule located in Appendix A **(XXX)** |
| VEHICLE CLEANING AND DISINFECTION | * All workstation touch areas (control buttons, ledges, tools) will be cleaned and disinfected prior to starting work and after work finishes. * If more than one employees is required to use equipment during their normal work activities, each worker will wear personal protective gloves . The gloves will be used only for that equipment and will remain in a location to minimize contamination. |
| PERSONAL HYGIENE | Proper hygiene can help reduce the risk of infection or spreading infection to others, therefore immediately:   * Each person entering the workplace is required to wash their hands with disinfecting soap and hot water and/or use the alcohol-based hand sanitizer provided. * All employees are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after using the washroom and before eating. If using an alcohol-based hand sanitizer: make sure hands are clean, then rub sanitizer on all surfaces of the hands until dry. * When coughing or sneezing all employees must: * cough or sneeze into a tissue or the bend of their arm * dispose of any used tissues as soon as possible in a lined waste basket and wash hands immediately afterwards * All employees must avoid touching their eyes, nose, or mouth * All employees must not share eating utensils, drinks, towels or cigarettes. All employees will sanitize the lunchroom table area in front of them prior to and after eating. Sanitizer and disposable towels will be provided on all tables. * Storage of food and/or drink in common-use refrigerators or other locations is prohibited. |
| PHYSICAL DISTANCING: (At Work and At Home) | It is imperative that everyone practice the physical distancing recommendations of the provincial and federal governments including:   * avoiding non-essential gatherings * avoiding touch-based greetings such as handshakes * avoiding crowded places such as concerts, arenas, conferences and festivals * limiting contact with high-risk people like seniors and those in poor health * keeping a distance of at least 2 arms lengths (approximately 2 meters/6 feet) from others. |
| CREWS, STAGGERING BREAKS AND  START AND END TIMES | * Worker pods will be utilized- same crew of workers travelling in same trucks working with same people * Start time, meal breaks, coffee breaks and end times will be staggered to limit the number of individuals who may be arriving, leaving or taking a break simultaneously. * All employees are directed to arrive at work and enter the worksite no more than 15 minutes prior to the start of their shift and to ensure physical distancing from others to help limit contact with one another. * Employees will not congregate in parking lots or other locations before or after work. |
| WORKING REMOTELY | * Management will direct all employees who have the ability to work from home to do so until further notice. * Worksite access will be scheduled to support the workflow and minimize the number of individuals in the workplace. * Follow all procedures listed in the Working from Home policy listed in appendix |
| SITE VISITS AND VISTORS | * All visitor access to the operation will be limited to critical tasks or deliveries only. |
| RECORDS | * Records will be maintained for all worksite cleaning, sanitizing activities, inspections, employee training and worker assessments. * Checklist for the various work areas are located in Appendix B (Covid-19 Enhanced Surface Cleaning and Disinfection) * Truck cleaning/disinfecting log added to day sheets to ensure cleaning / sanitization can be reviewed by * supervisor to ensure it has been completed. |
| TRAINING AND MONITORING | * All employees will be trained in required policies and procedures. Records will be maintained in **(XXX)**. * Supervisors and Coordinator will monitor all work activity to ensure compliance with physical distancing and sanitizing activities. Records of documented observations and employee contact for COVID-19 mitigation and control will be located in **(XXX)**   Additional employees (light duty, JOHSC worker representatives and surplus workers) may be used to help sanitize, clean and monitor distancing. |
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| OTHER: |  |
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## Guideline for Risk Assessment for COVID-19 (Adapted from OHSRG 6.34-6)

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK ASSESSMENT FOR COVID-19** | **LOW RISK**  Workers who typically have no contact with people infected with COVID-19 | **MODERATE RISK**  Workers who may be exposed to people from time to time in relatively large, well-ventilated workplaces. | **HIGH RISK**  Workers who may have contact with infected patients, or with infected people in small, poorly ventilated workplaces. |
| **HAND HYGIENE** | Yes – washing with soap and water, using an alcohol-based rub or using disinfecting  hand wipes | Yes – washing with soap and water, using an alcohol-based rub or using disinfecting  hand wipes | Yes – washing with soap and water, using an alcohol-based rub or using disinfecting  hand wipes |
| **DISPOSABLE GLOVES** | Not Required | Not Required  (unless handling contaminated objects on a regular basis) | Yes – in some cases (i.e. when working directly with COVID-19 patients) |
| **APRONS, GOWNS OR SIMILAR BODY PROTECTION** | Not Required | Not Required | Yes – in some cases (i.e. when working directly with COVID-19 patients) |
| **EYE PROTECTION – GOGGLES OR FACE SHIELD** | Not Required | Not Required | Yes – in some cases (i.e. when working directly with COVID-19 patients) |
| **AIRWAY PROTECTION – RESPIRATORS** | Not Required | Not Required (unless likely to be exposed to coughing and sneezing) | Yes – minimum N95 respirator or equivalent |

Definitions

**“Provincial infection prevention and control officer”**

B.C.Public Service employees who have been delegated the authority to carry out some powers and duties under the Public Health Act (as outlined in the April 23rd Provincial Health Officer Order).

**“SARS-CoV-2”**

Is the virus strain which has caused cases and outbreaks of a serious communicable disease known as COVID-19. It is an acronym for severe acute respiratory syndrome coronavirus.

**“COVID-19”**

Is the name of the communicable disease that is caused by the corona virus named SARS-CoV-2.

**“Self-isolation”**

People who are contacts of a confirmed COVID-19 case, meaning they have been, or could have been, exposed to the virus, but do not have symptoms, are required to self-isolate.

Isolation practices specific to silviculture camps MUST include:

a. a separate tent or motel room with separate entrance;

b. a specific shower/toilet will be designated and cleaned immediately following use;

c. workers receiving daily wages and meal support;

d. meals will be provided or delivered to the individual in isolation; and

e. must be checked a minimum of twice daily to ascertain if medical assistance is required.

Detailed instructions for self-isolation can be found on the BC CDC website: [Self-Isolation](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation)

**“Qualified Person”**

In BC, Section 6.34(b) of the *Occupational Health and Safety Regulation* requires that the risk assessment be conducted by a qualified person to determine the potential for occupational exposure by any route of transmission. Under [section 1.1](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-01-definitions#SectionNumber:1.1) of the *Regulation* "qualified" means being knowledgeable of the work, the hazards involved, and the means to control the hazards, by means of education, training, experience, or a combination.

**“Competent Person”**

In Alberta “competent” in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. *OHS Act Section 1(d)*

# Appendices and Links

* Travel Plan Template
* Symptoms Log
* Hand Washing Guide (Best Practices and Supplies)
* Crew Transportation Guidelines
* Emergency Information Sheet Template and Instructions
* PDF Version of BC COVID-19 Self-Assessment Tool
* [Work Station Hygiene Best Practice](http://www.bcforestsafe.org/node/3460)
* [Covid-19 Enhanced Surface Cleaning and Disinfection](http://www.bcforestsafe.org/node/3460)
* [What If Protocol](http://www.bcforestsafe.org/node/3460)
* [Symptoms of COVID-19](http://www.bcforestsafe.org/node/3460)
* [Self-Monitoring, Self-Isolation Poster](http://www.bcforestsafe.org/node/3460)
* [COVID-19 – Protect You and Your Family](http://www.bcforestsafe.org/node/3460)
* [COVID-19 Reduce the Risk of Infection](http://www.bcforestsafe.org/node/3460)

## Travel Plan Template (Sample)

*Sample Isolation & Travel Form*

Where applicable, type in answers. Where “Y/N” selections are required, **bold** your selection.

**Name**:

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**Current Location**:

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Have you travelled internationally since the end of last summer?  Y/N

If yes, what date did you return to Canada?

* A copy or screenshot of my return ticket is attached

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Are you working at the moment?  Y/N

If yes,

* A copy of my current employer’s Covid-19 mitigation plan is attached

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Isolation Plans**

I plan on Isolating *Prior* to Travel Y/N

I plan on Isolating *Upon* Arrival Y/N

Location of Isolation (City, Province):

Type of accommodation (house, apartment, tent, etc):

Names of people you are living with during the isolation period:

These people’s occupation and frequency of leaving the house:

Mitigation plan for living with those not in isolation (include sanitization details, use of washrooms, sleeping arrangements, cooking arrangements, etc.)

Food Plans (rough outline of your supplies and meals):

Gear plan - what is needed for planting (where is it, what do you need to send, etc.)

Wellness Plan - how will you occupy your time?

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**Travel Plans - Driving**

I plan on **driving** or ride sharing Y/N

If yes,

When is your expected departure date:

Who will you be traveling with?

Are there any dogs in the vehicle?

What is the route you will take?

What is your end destination, prior to arriving to camp (ie. motel, campground, arrive directly to camp, etc.):

How long do you anticipate your trip taking?

Describe your food plan, be specific.

Where will you stay along the way?

Accommodation Covid-19 Mitigation Plans are attached Y/N

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel Plans - Domestic Air Travel**

I plan on using Domestic Air Travel Y/N

What is the date of your flight?

Who will take you to the Airport?

Describe your food plan, be specific.

What Airport will you fly out of?

What Airport will you arrive at?

If you have layovers, where will they be?

The Airport’s Covid-19 mitigation Plans are attached Y/N

On what Airline will you fly with?

The Airline’s Covid-19 mitigation Plans are attached Y/N

Hand sanitization plan and supplies:

Describe the mouth covering / makeshift mask material you will be using:

Who will pick you up from the arrival airport?

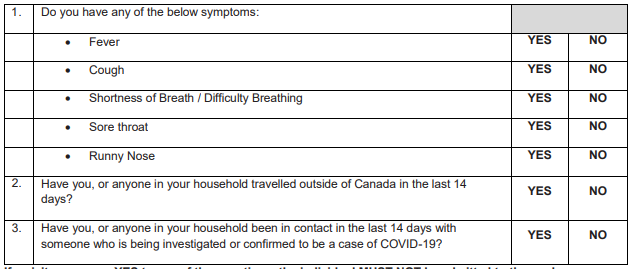
How will you arrive to camp?

**Return Travel**

How will you return home if it is suddenly needed ?

How will you return home at the end of the season ?

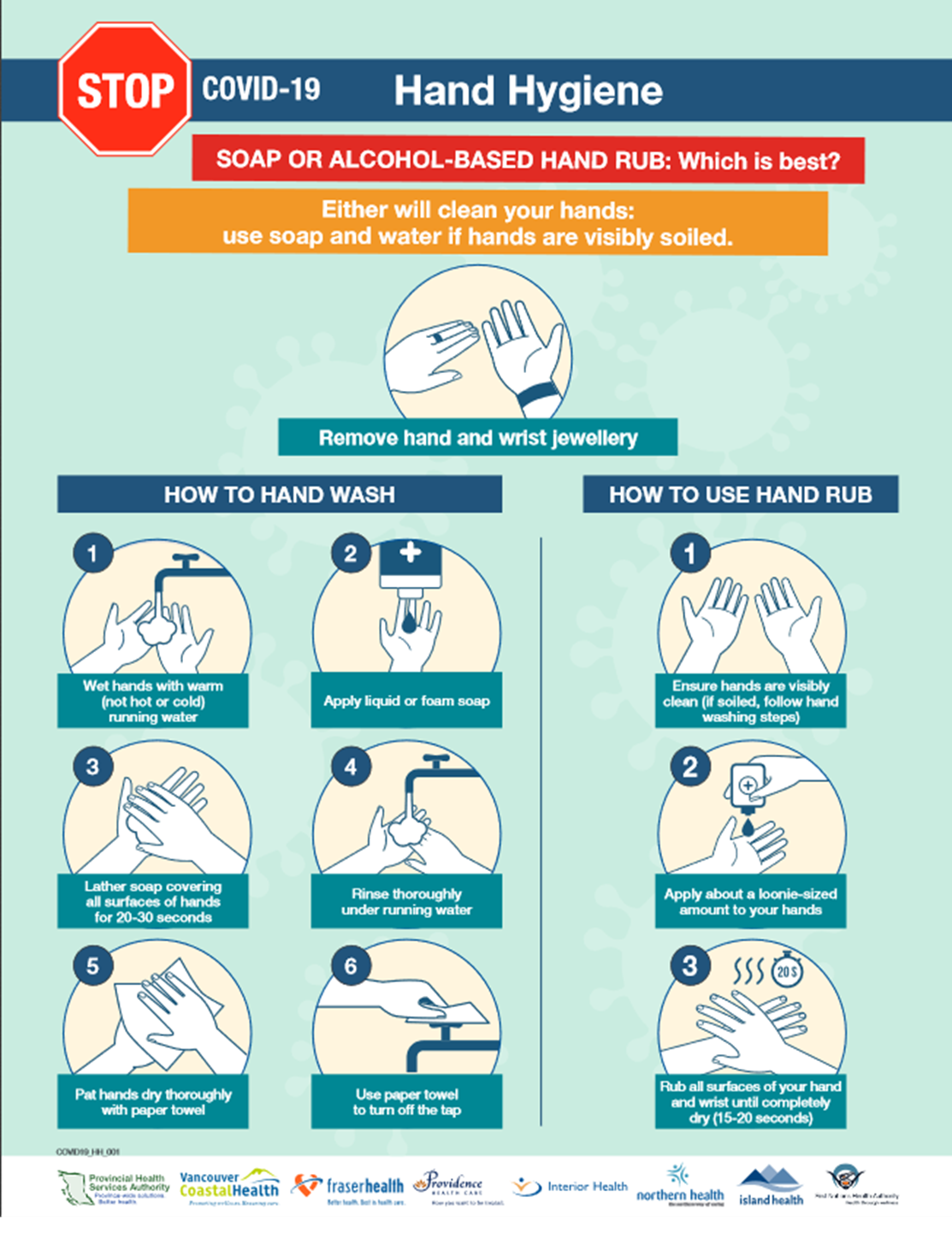
## Symptoms Log (sample)



**If the supervisor, worker or visitor answers yes to any of these questions, they MUST NOT be admitted to the work camp.**

[Ref. Alberta Guidance for Managers and Operators of Industrial Work Camps](https://www.alberta.ca/assets/documents/covid-19-work-camps-fact-sheet.pdf)

## Hand Washing Guide (Sample)



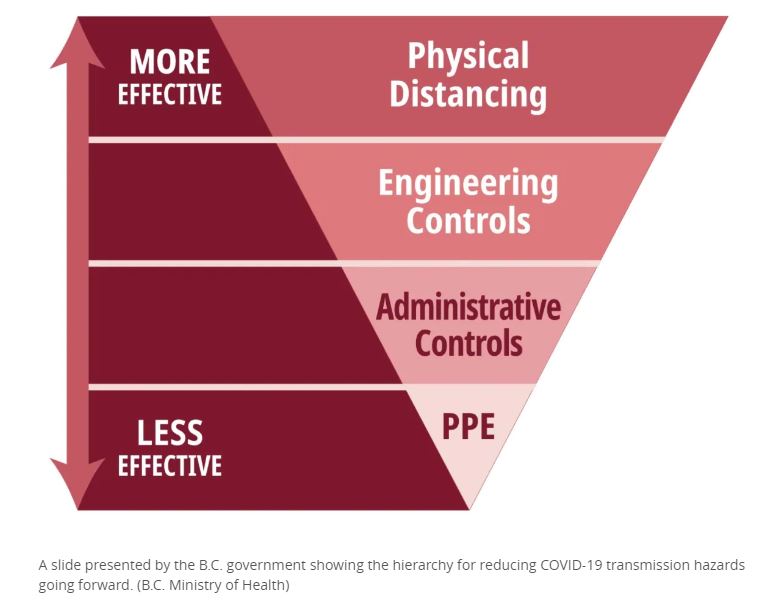
## Crew Transportation Guidelines

This document is intended to provide guidance for transporting workers in silviculture operations to and from the accommodation or worksite. Employees must work with the Infection Prevention and Control Co-ordinators regarding travel.

Note: A crew vehicle is considered an extension of the workplace for the purposes of all orders and guidelines.

**Hierarchy of Controls**

All measures put in place for transporting workers should follow the hierarchy of controls. The BC government has presented a modified hierarchy for reducing COVID-19 transmission hazards.



**Worker Organization**

Ensure safety protocols are in place in case employees who typically travel alone have a reporting process so that employers know whether they have made it to and from the site safely.

In situations where employees are required to travel together in vehicles to the work site, employees will travel in a designated vehicle for their work “pod” or crew. The size of this pod must not exceed the total number of seats in the crew vehicle. Work pods can be thought of like a family unit, this pod will ensure close contact only occurs within a select small group. Designating employees to the same small working group or ‘work pod’ for as long as practical during the planting season can help reduce the risk of COVID-19 spreading to employees and others in the operation.

Shared travel with more than one person should be minimized (excluding work pods), however if it is necessary, consider the following options:

* Apply physical distancing

**Buses & Vans**

* Load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the bus.
* Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
* Create spacing between riders such as staggering where people sit (e.g. aisle to window, alternating per row).
* Handwashing facilities or sanitizer must be made available before and after the bus ride

**Truck & Car**

* Where possible limit a single driver in a conventional truck (i.e., single cab).
* A driver and one passenger may travel together in vehicles with two rows of seating. The passenger should sit in the back seat on the opposite side as the driver.
* The only exception to this is the work “pod” as described above
* Hands should be washed thoroughly before and after the truck ride and common surfaces should be wiped down before and at the end of each trip.

Regardless of how workers are organized, proper precautions should be exercised when travelling to and from accommodation and work sites, including handwashing before entering vehicle; avoiding touching one’s own face; maintaining physical distancing; cleaning and disinfecting high touch points like door handles; and minimizing stops at crowded and public places.

**Cleaning Vehicles**

At the start of each working day and throughout the day, drivers clean and disinfect frequently touched surfaces in the vehicles using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

High touch or key contact points include:

* door handles (inside and out);
* window buttons;
* steering wheel and controls;
* wiper and turn signal handle;
* shifter;
* dash controls + buttons;
* ventilation grilles and knobs;
* rear-view mirror;
* armrests;
* grab handles, seat adjusters; and seat belt buckles;
* radio and communication devices

**Physical Barriers**

If installing physical barriers as a means of hazard control for transporting workers, consider the following:

* the barriers are not rigidly affixed to the vehicle,
* and do not introduce hazards, such as restricting the driver's field of vision, means of escape in the event of an accident, or access to controls.
* Any changes to the passenger compartment and vehicle used for transportation must still be consistent with requirements set out in Occupational Health and Safety Regulation [Part 17](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-17-transportation-of-workers). Any barrier installed should be made of a material that can be cleaned and disinfected and regularly cleaned as part of the overall cleaning practices for the vehicle used to transport workers.

**Person Protective Equipment**

If using PPE as a means of hazard control, consider the following:

* any PPE control should also be combined with other preventative measures such as frequent handwashing and physical distancing
* also see -[Face Masks](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks)–additional cautionary information from BCCDC

## Emergency Information Sheet Template and Instructions

COVID-19

EMERGENCY INFORMATION

Date of Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coordinates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of people at Location:

Only record changes, not daily. The site supervisor must have a record of which individuals are working in work pods.

|  |  |  |
| --- | --- | --- |
| Date | Number of people | Number of work pods |
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On Site Staff and Resources:

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| --- | --- |
| **Role** | **Name** |
| Supervisor |  |
| COVID-19 Coordinator |  |
| Head First Aid Attendant |  |
| Sanitation Worker |  |
| On Site Infection Prevention & Control Coordinator |  |
| Location of COVID-19 PPE |  |

Off Site Staff and Resources:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact Information** |
| Medical Health Officer |  |  |
| Medical Emergency |  | 9 1 1 |
| Healthlink BC |  | 8 1 1 |
| Infection Prevention & Control Coordinator |  |  |
| Project Manager |  |  |
| Safety Manager |  |  |

COVID-19

EMERGENCY INFORMATION INSTRUCTIONS

**Introduction:**

Despite prevention strategies to minimize the risk of infectious disease outbreaks during the COVID-19 pandemic, to be consistent with all other hazard mitigation planning there needs to be a response system if all other controls are breached.

***Scope:***

This procedure affects all workers working under the PHO Guidance for Work Camps – Silviculture; tree planters and silviculture surveyors.

***Completing the document***

* The date that the Emergency Information was prepared must be filled in.
* Describe the location. This may be a camp name, closest lake or kilometer marker.
* Include the coordinates so external parties can locate you if necessary.

Total Number of People at Location:

* Complete the date, total number of people (including all camp staff) and the number of work pods.
* Only change this if the number of people changes. Record and date that change.
* The site supervisor will maintain records of which individuals are working in work pods. This information must be current and accessible on demand, but does not have to be posted.

On Site Staff and Resources:

* Complete this section so that roles are established in advance.
* If a different, *on-site*, Infection Prevention & Control Coordinator, different than put that person’s name here
* Some of these roles may provide direct assistance to a sick worker while others will coordinate the response or follow up with sanitation.
* Have a clear location where COVID-19 PPE is stored and document here.

Off Site Staff and Resources:

* The number for the Medical Health Officer (BC) or the Medical Officer of Health (Alberta) can be found in the documents attached below. Confirm that you have the correct number and contact for the area that you are working in.
* If this is a medical emergency 911 or more precise numbers on your ERP should be used.
* If there is a non-urgent concern 811, Healthlink BC/ AB, can provide more information.
* Infection Prevention and Control Coordinator: if using more than one person, document all names here.
* Project Manager in charge of the project you are working on.
* Safety Manager, for further resources, reporting and assistance.

**Alberta Medical Officer of Health:**

|  |  |  |
| --- | --- | --- |
| ZONE | DAY NUMBER | AFTER HOURS |
| South | [403-388-6111](tel:403-388-6111) | [403-388-6111](tel:403-388-6111) |
| North | [1-855-513-7530](tel:1-855-513-7530) | [1-800-732-8981](tel:1-800-732-8981) |
| Edmonton | [780-433-3940](tel:780-433-3940) | [780-433-3940](tel:780-433-3940) |
| Central | [403-356-6430](tel:403-356-6430) | [403-356-6430](tel:403-356-6430) |
| Calgary | [403-264-5615](tel:403-264-5615) | [403-264-5615](tel:403-264-5615) |

**BC Medical Health Officers**

Current as of: March 13, 2020

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| ***Fraser Health Authority*** | | | | | | |
| Medical Health Officer | Health Services Delivery Area (HSDA) | Address | Email | Phone | Fax | After Hours On-Call # |
| Dr. Martin Lavoie (Chief) | Fraser South | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | Martin.lavoie@fraserhealth.ca | 604-587-7896 | 604-930-5414 | 604-527-4806 |
| Dr. Mark Bigham (Tues/Thurs) | Fraser | Berkley Pavillion 15476 Vine Avenue White Rock V4B4M2 | mark.bigham@fraserhealth.ca | 604-542-4050 | 604-930-5414 |  |
| Dr. Elizabeth Brodkin | Fraser | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | elizabeth.brodkin@fraserhealth.ca | 604-587-4483 ext 765730 | 604-307-4928 |  |
| Dr. Lisa Mu (on leave) | Fraser North | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | lisa.mu@fraserhealth.ca | 604-930-5404 ext: 765724 | 604-930-5414 |  |
| Dr. Shovita Padhi | Fraser South | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | shovita.padhi@fraserhealth.ca | 604-930-5404 Ext: 765762 | 604-930-5414 |  |
| Dr. Andrew Larder | Fraser | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | andrew.larder@fraserhealth.ca | 604-587-7875 | 604-930-5414 |  |

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| Dr. Ingrid Tyler | Fraser North | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | Ingrid.tyler@fraserhealth.ca | 604-587-7890 | 604-930-5414 |  |
| Dr. Alex Choi | Fraser East | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H2 | alex.choi@fraserhealth.ca | 604-587-7892 | 604-930-5415 |  |
| Dr. Emily Newhouse | Fraser South | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H2 | emily.newhouse@fraserhealth.ca | Tel: T/Th - 236.332.9813 Tel: M/W/F - 604.542.4050 | 604-930-5414 |  |
| Dr. Aamir Bharmal | Fraser North | #400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1 | Aamir.Bharmal@fraserhealth.ca | 604-930-5404 ext: 768446 | 604-930-5414 |  |

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| ***INTERIOR HEALTH AUTHORITY*** | | | | | | |
| Medical Health Officer | Health Services Delivery Area (HSDA) | Address | Email | Phone | Fax | After Hours On Call # |
| Dr. Sue Pollock (Interim Chief) | Kelowna | 505 Doyle Avenue Kelowna BC V1Y 0C5 | sue.pollock@interiorhealth.ca | 778-214-0302 | 250-868-7826 |  |
| Dr. Kamran Golmohammadi | Kelowna | 505 Doyle Avenue Kelowna BC V1Y 0C5 | kamran.golmohammadi@interiorhealth.ca | 778-214-3562 | 250-868-7826 |  |
| Dr. Karin Goodison | Kelowna | 1440 14th Avenue Kelowna BC V1Y 0C5 | Karin.Goodison@interiorhealth.ca | 250-212-3155 | 250-868-7826 |  |
| Dr. Silvina Mema | Kelowna | 505 Doyle Avenue Kelowna BC V1Y 0C5 | silvina.mema@interiorhealth.ca | 250-215-5779 | 250-868-7826 |  |

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| ***Northern Health Authority*** | | | | | | |
| Medical Health Officer | Health Services Delivery Area (HSDA) | Address | Email | Phone | Fax | After Hours On Call # |
| Dr. Raina Fumerton (A/Chief) | Northern | #211, 3228 Kalum St Terrace BC V8G 2N1 | raina.fumerton@northernhealth.ca | 250-631-4261 | 250-638-2393 | 250-565-2000 - Option 7 |
| Dr. Jong Kim | Northeast | #230, 9900 100th Ave Fort St. John BC V1J 5S7 | Jong.Kim@northernhealth.ca | 250-261-7235 | 250-262-4011 | 250-565-2000 - Option 7 |
| Dr. Rakel Kling | Northern Interior | 400-1488 4th Avenue Prince George, BC V2L 4Y2 | rakel.kling@northernhealth.ca | 250-565-5618 | 250-564-7198 | 250-565-2000 - Option 7 |
| Dr. Andrew Gray | Northern | 400-1488 4th Avenue Prince George, BC V2L 4Y2 | andrew.gray@northernhealth.ca | 250-565-7461 | 250-564-7198 | 250-565-2000 - Option 7 |
| Dr. Raina Fumerton | Northwest | #211, 3228 Kalum St Terrace BC V8G 2N1 | raina.fumerton@northernhealth.ca | 250-631-4261 | 250-638-2393 | 250-565-2000 - Option 7 |

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| ***Vancouver Coastal Health Authority*** | | | | | | |
| Medical Health Officer | Health Services Delivery Area (HSDA) | Address | Email | Phone | Fax | After Hours On Call # |
| Dr. Patty Daly (Chief) | Vancouver | Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2 | patty.daly@vch.ca | 604-675-3918 | 604-731-2756 | 604-527-4893 |
| Dr. Geoff McKee | Coastal HSDA | 5th Floor, 132 W. Esplanade North Vancouver BC V7M 1A2 | Geoff.McKee@vch.ca | 604-983-6701 | 604-983-6839 |  |
| Dr. Mark Lysyshyn | North Shore Vancouver Coast Garibaldi | Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2 | mark.lysyshyn@vch.ca | 604-675-3878 | 604-731-2756 |  |
| Dr. John Harding | Vancouver | Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2 | John.Harding@vch.ca | 604-675-3885 | 604-675-3930 |  |
| Dr. Meena Dawar | Richmond | 9th Floor, 8100 Granville Ave Richmond BC V6Y 3T6 | meena.dawar@vch.ca | 604-233-5623 | 604-233-3198 |  |
| Dr. Althea Hayden | Vancouver | Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2 | althea.hayden@vch.ca | 604-675-3878 | 604-675-3930 |  |

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| ***Vancouver Island Health Authority*** | | | | | | |
| Medical Health Officer | Health Services Delivery Area (HSDA) | Address | Email | Phone | Fax | After Hours On Call # |
| Dr. Richard Stanwick (Chief) | South Vancouver Island | 430 - 1900 Richmond Ave Victoria BC V8R 4R2 | richard.stanwick@viha.ca | 250-519-3406 | 250-519-3441 | 1-800-204-6166 |
| Dr. Murray Fyfe | South Vancouver Island | 430 - 1900 Richmond Ave Victoria BC V8R 4R2 | murray.fyfe@viha.ca | 250-519-3406 | 250-519-3441 |  |
| Dr. Dee Hoyano | South Vancouver Island | 430 - 1900 Richmond Ave Victoria BC V8R 4R2 | dee.hoyano@viha.ca | 250-519-3406 | 250-519-3441 |  |
| Dr. Paul Hasselback | Central Vancouver Island | 3rd Floor, 6475 Metral Drive Nanaimo BC V9T 2L9 | paul.hasselback@viha.ca | 250-739-6304 | 250-755-3372 |  |
| Dr. Shannon Waters | Central Vancouver Island | 4th floor, 238 Government St Duncan, V9L 1A5 | Shannon.Waters@viha.ca | 250-850-2100 x45528 | 250-737-2008 |  |
| Dr. Charmaine Enns | North Vancouver Island | 355 - 11th Street Courtenay BC V9N 1S4 | charmaine.enns@viha.ca | 250-331-8591 | 250-331-8513 |  |