

FRIENDS OF CORTES ISLAND COVID-19 SAFETY PLAN

In accordance with the Order of the Provincial Health Office 14th May 2020, every employer is required to have a COVID-19 safety plan that assesses the risk of exposure at their workplace and implements measures to keep their workers safe. Workers include paid staff and contractors, and volunteers.

This plan has been produced in line with Worksafe BC Covid-19 safety plan template and guidelines, the Province of BC's Restart Park, and The Recreation and Parks Sector Guidelines for Restarting Operations (BC Recreation and Parks Association).

1. WORKPLACE RISK ASSESSMENT

The virus that caused 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 where many people contact the same surface and when those contacts happen over short periods of time.

We have identified the following risks:

a) FOCI Office Small confined office, high risk of person-to-person transmission, resulting from more than one person working in the office, and from people calling in to visit.

Risk of surface transmission from people touching the same surface in particular door handles and light switches, and other shared office equipment / materials.

Risk to person-to-person transmission when using adjacent parking lot when busy, and entering / exiting the building when the Friday summer market operating.

b) FOCI SRD Parks Contract FOCI contractors manage 9 parks and beach access trails on behalf of the regional district. Risks include:

- Person to person transmission from meeting members of the public while working
- Litter picking – risk of surface transmission from collected garbage
- Cleaning outhouses – risk of surface transmission from cleaning outhouse
- Parks infrastructure – risk of surface transmission from touching handrails, brochure holders or other parks infrastructure
- Contractors mainly work independently – but otherwise risk of surface transmission from sharing tools, and person to person transmission from working together

c) FOCI Community Engagement Activities

- **Outside Activities eg nature walks** Risks include: possible person-to-person transmission between FOCI staff / presenters /members of public. In particular people often stand close together when being directed to look at items of interest, children can run among adults. Activities can bring islanders in contact with visitors. Also surface transmission from signing waivers, taking cash and passing items for people to look at.

- **Inside Activities eg talks** Risks include: possible person-to-person transmission between FOIC staff / presenters / members of the public. The indoor setting and people and sitting in the same space, typically for over an hour can significantly increase the risk of person-to-person transmission. Surface transmission from taking payments, selling food and other items.

d) Volunteer monitoring and work parties FOIC is responsible for running volunteer monitoring programs, and also runs occasional volunteer work parties. Risks of person-to-person transmission from people working together, and surface transmission from sharing equipment / tools.

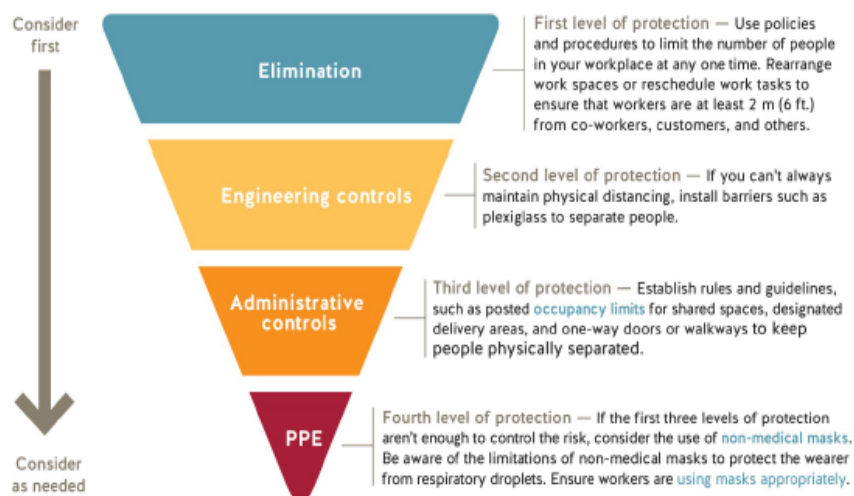
e) Promotional table and green sales FOIC attends the Friday market in summer and also has used the Gazebo outside the coop courtyard. Risks of person-to-person transmission from interacting with members of the public, including off island visitors. Risk of surface transmission from people touching sales items, and handling cash.

f) FOIC Board meetings Board meetings usually last up to 2.5 hours. Risk of person-to-person transmission - more so if the meeting is held inside. Risk of person-to-person transmission from sharing food and materials, and from touching shared surfaces such as door handles.

2. IMPLEMENTATION OF PROTOCOLS TO REDUCE THE RISKS

REDUCING THE RISKS OF PERSON TO PERSON TRANSMISSION

In accordance with Worksafe BC guidelines we are required to select and implement protocols to protect against the identified risks, highlighted above, to reduce the risk of the virus spreading through droplets in the air. Different protocols offer different levels of protection. Wherever possible the protocol that offers the highest level of protection must be used. Controls from additional levels will be used if the first level isn't practicable or does not completely control the risk.



REDUCING THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING AND HYGIENE PRACTICES

Cleaning and disinfecting surfaces, especially high contact surfaces is an important part of safe work practices for Covid-19. We will be following Worksafe Covid-19 Cleaning and Disinfecting Guidelines

When cleaning surfaces, the surface will first be cleaned to remove any dirt and debris and then disinfected by applying a disinfectant to the surface for the required time (specified by the product).

Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none">• Frequent handwashing• Cough into your sleeve• Wear a non-medical mask• No handshaking	<ul style="list-style-type: none">• Routine daily screening• Anyone with any symptoms must stay away from others• Returning travellers must self-isolate	<ul style="list-style-type: none">• More frequent cleaning• Enhance surface sanitation in high touch areas• Touch-less technology	<ul style="list-style-type: none">• Meet with small numbers of people• Maintain distance between you and people• Size of room: the bigger the better• Outdoor over indoor	<ul style="list-style-type: none">• Spacing within rooms or in transit• Room design• Plexiglass barriers• Movement of people within spaces

General - In all situations

Anyone who is feeling unwell or is displaying Covid-19 symptoms (fever, chills, cough, shortness of breath, sore throat, muscle ache or headache) or has been in contact with someone with symptoms, or is a traveller who has been out of the country in the last 14 days and who must self isolate, will be required to stay home, away from others.

If someone falls ill while working, they will be asked to go straight home, report their illness to the Executive Director / FOCI President. All surfaces that they have come into contact with must then be disinfected.

a) FOCI Office

- Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.
- Given the small size of the FOCI office the occupancy limit is considered to be **one** person.
- Where more than one person wishes to use the office home working will be encouraged, and people will be asked to take turns using the office as needed.

- Two people in the same ‘bubble’ may be permitted to work together in the office with prior agreement.
- Meetings will not take place in the office, but be held outside (with physical distancing) or be done virtually / by phone.
- The general public will not be allowed into the office. Signage will be put on the door requesting visitors meet outside.
- If someone wants to borrow a book or other resource this can be arranged by appointment, and all communal surfaces will be cleaned before and after.
- Workers will be asked to use their own equipment – pens, staplers and computers, where feasible, and use set work stations, which should not be shared.
- Anyone using the office must clean and disinfect all communal surfaces including printers, desks and light switches and door handles and any other shared equipment that has been used **at the end of each day**
- If someone visits the office when empty eg to pick up / drop off materials, they must also clean any touched surfaces before leaving the office
- Cleaning materials and signage will be made available in the office. Everyone who has access to the office will be informed of cleaning protocols.
- Workers using the office will also be required to regularly clean hands when visiting outside spaces such as hall washroom, post office, shops etc. Hand sanitizer will be provided in the office.

b) FOCI SRD Contract

- Contractors will be required to maintain a distance of at least two metres from each other when working together, and from members of the public
- When working continuously in one spot, tape will be used to delineate the worksite to discourage the public from entering the area.
- The SRD has erected Covid-19 related safety signage on the entrances to all SRD parks and trails
- Contractors will not pick litter by hand but use a litter picker and wear gloves, and wash / sanitize hands and gloves afterwards.
- For outhouse cleaning only basic maintenance will be undertaken. Contractors must wear gloves and sanitize hands and gloves afterwards.
- Contractors must sanitize / wash hands after touching parks infrastructure, and when finishing a task for the day.
- Contractors will not share tools and equipment to minimise the risk of surface transmission.
- These guidelines are included in the FOCI Parks and Trails Safety Guidelines which have been provided to the contractors

c) FOCI Community Engagement Activities

Outside Activities – eg nature walks

- FOCI will run a reduced program, with activities that allow for physical distancing.
- Group size will be limited to a maximum of 8 people, with children limited to age 12 or over.
- Participants must book and will be sent an information sheet prior to the activity outlining safety protocols that must be followed.
- Further guidance will be given at the start of each activity, and the activities will be designed to allow for physical distancing

- It will be requested that participants come from within British Columbia
- Participants will be required to sign individual waiver forms and pens will be disinfected prior to use

d) Inside Activities – eg talks

At this time not all public venues on the island are open. Should inside activities such as talks be considered they will need to follow guidelines set out by the community halls.

e) Volunteer monitoring and work parties

- **For volunteer monitoring**, which usually involves either a pair or small group, volunteers in the same bubble will be asked to work together.
- Where this is not possible volunteers who are known to each other, and comfortable working together, will be asked to work together and maintain physical distancing.
- Monitoring and other equipment will be disinfected between usage
- Where participants are not in the same bubble, only one person will be able to handle the monitoring equipment if feasible, otherwise people will be required to wear gloves and sanitize hands afterwards
- **For volunteer work parties**, numbers will be kept small with a maximum of 8 volunteers and two supervisors for each activity.
- Volunteers in the same bubble will be asked to work together, otherwise people will be asked to maintain physical distancing during the activity
- Volunteers will be asked to use their own tools (and not share them), wear gloves and wash hands before and after the activity
- They will be required to book on the work party and will be sent an information sheet outlining safety protocols. Further guidance will be provided at the activity.
- People will be required to sign individual waiver forms and pens will be disinfected prior to use. A record will be kept of all who those attended.

f) Promotional table and green sales

- FOCI will follow Covid-19 safety protocols set out by the Southern Cortes Community Association for the Friday market
- If setting up in other unsupervised spaces eg Co-op courtyard, signage will ask people to respect physical distancing
- Customers will be asked not to handle products on sale
- Person to person handling of cash or products will be avoided where possible, with customers being asked to pick up products from the table and put cash in a receptacle and pick up change from another receptacle.
- Hand sanitizer, and disposal gloves will be provided for handling of cash
- FOCI staff and volunteers will wear face masks

e) FOCI Board meetings

- The preference is for outside meetings where possible.
- Board members will be made aware of the Covid-19 general safety protocols, and expected to follow physical distancing requirements.
- Food and materials will not be shared.
- If meeting at a person's home commonly touched surfaces in particular door handles will need to be disinfected after use.

3. COMMUNICATIONS PLAN

All existing and new workers, board members and volunteers will be informed of these protocols. The implementation of protocols will be overseen by the Executive Director reporting to the FOCI board. Signage will be posted at the office as highlighted above. The plan will be made available on the FOCI website.

4. MONITORING

The implementation of the plan will be monitored by the Executive Director, who will report back to the FOCI board.

The plan will be updated if FOCI identifies a new area of concern or risk; starts a new program that requires new procedures to be put in place; or if the protocols outlined above are found not to be working.

If anyone involved with FOCI activities has any health and safety concerns, they will be asked to report these to the FOCI Executive Director, who will report to the board for its attention.