

Haida Gwaii Regional Recreation Commission COVID-19 Safety Plan – Office

PURPOSE: To outline the policies, guidelines, and procedures in place to reduce risk of COVID-19 transmission. This plan outlines the measures taken to safely operate the Haida Gwaii Regional Recreation Commission’s (HGRRC) office during the pandemic and is subject to change.

SCOPE: This plan applies to all Employees of HGRRC. Staff will apply this plan going forward. A separate plan exists for the resuming of HGRRC rec & leisure programming.

This plan developed with guidance from:

- [WorkSafe BC COVID-19 Safety Plan Template \(Jan 2022\)](#);
- WorkSafe BC Industry Specific Protocols: [Gyms and Fitness Centres](#), [Sport & Recreation](#)
- [BCCDC Information for Employers & Businesses](#);
- [BC Restart Plan](#) (on pause due to current restrictions);
- North Coast Regional District, Communicable Disease Prevention Plan

REDUCING TRANSMISSION

COVID-19 primarily spreads via droplet transmission¹. When a person coughs or sneezes or touches a contaminated surface before touching the face (rare), they risk spreading or acquiring the virus. To reduce risk, WorkSafeBC requires employers to enact protocols to mitigate person-to-person transmission and surface transmission. At this stage into the pandemic, we know ways to reduce risk of spread in our workplace and in turn reduce harms among employees. As cited by the BC Centre for Disease Control (BCCDC) this includes:

- Get immunized with a COVID-19 vaccine. You are considered fully immunized **7 days** after your second dose. Consider a booster dose for added protection.
- Stay home if you are sick.
- Visit with people outside of your immediate household outdoors or in small groups.
- Avoid crowded areas.
- Wear a well-fitted-3-layer mask that covers your mouth and nose and goes under your chin in indoor public spaces. **All people 12 and older are [required to wear a mask in indoor public spaces regardless of their vaccination status](#).**
- Bring fresh air indoors by opening windows and doors or using mechanical ventilation.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Cough and sneeze into the bend of your arm or a tissue, discard tissues safely, and clean your hands after.
- Avoid touching your face with unclean hands.
- Clean and disinfect surfaces and objects that are frequently touched by many people.

We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).

We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs)

We have identified the tools, machinery, and equipment that workers share while working.

We have identified surfaces that people touch often, such as doorknobs, elevator buttons and light switches.

¹ Droplet transmission - Some diseases can be transferred by infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that coronavirus can also be transmitted in this way.** – [BC Centre for Disease Control](#)

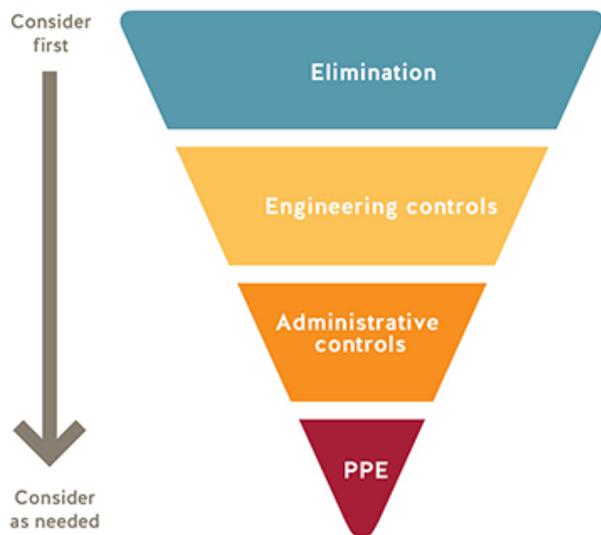
The risk to employees re-entering the workplace is dependent on two variables:

- Number of contacts
- Contact Intensity²

The modification potential, or degree to which activities can be modified to reduce risk, requires we adjust these two variables using evidence-based protocols such as physical distancing (work from home, limits), engineering controls (i.e. physical barriers or increased ventilation), administrative controls (rules and guidelines), and personal protective equipment (PPE) when distancing cannot be achieved (using non-medical masks). As an employer, we must also consider additional protocols for employees at higher risk for serious illness from COVID-19, including older people (over the age of 60 years) and those with chronic health conditions.

Each protocol implemented provides different protection. The highest level of protection is elimination, followed by engineering controls, administrative controls, and lastly, PPE (Figure 2).

Figure 2. Levels of Protection from [WorkSafe BC](#)



ELIMINATION

To achieve the first level of protection, we must limit the number of people at the workplace and ensure physical distance whenever possible.

We have established and posted an occupancy limit for our premises. Limiting the # of people in a workplace is an important way to ensure physical distancing is maintained.

² Defined by the *type of contact* (close/distant) and the *duration* (brief/prolonged), rated as low/medium/high

In order to reduce the # of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the # of customers and visitors in the workplace.

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

We have implemented measures to keep workers and others at least 2m apart wherever possible. Options include revising work schedules and reorganizing work tasks.

- **Occupancy Limit**

We have an occupancy limit of 4 (4 staff, or 3 staff + 1 visitor) in our office posted on the door. Our common area (washroom) is shared with SD 50 employees. Only 1 person can enter at a time. We will continue our work-from-home arrangements. Staff are currently entitled to \$20/month to offset at-home expenses (Internet and telephone) required to complete duties related to their job. Employees are permitted in the workplace so long as distancing can be maintained. Remote work is permitted whenever possible.

When entering the school where the HGRRRC office is located, staff and visitors must:

1. Sign in at the front door (name, date, time)
2. Undergo a daily health check (Not showing symptoms, Y/N + signature)
3. Wash hands and/or use alcohol to disinfect.
4. Ensure mask is on. HG Rec has 3-layer masks available free in the office. It is preferred that visitors change into a fresh mask if not wearing 3-layer mask.

When entering the HGRRRC office, staff and visitors must:

1. Visitors should have pre-determined meeting time arranged with HGRRRC employee, have reasonable need to meet in-person, and undergo screening upon entry to the school.
2. Visitors and staff must not enter the space if the occupancy limit is met.
3. Maintain good hygiene, physical distancing, and clean frequently used surfaces.
4. When using the washroom, continue to wear mask and practice good personal hygiene.
5. If moving equipment in/out with visitors, please wear a non-medical mask if 2m distance cannot be met. All incoming items should be sanitized or stored at the back of the office with clear labelling.
6. Avoid eating or drinking indoors if others are around. Return to using mask immediately after eating/drinking. Encouraged to go outside or in a well-ventilated area. Hand hygiene before and after eating/drinking is encouraged.

When leaving HGRRRC office and the school, staff and visitors should:

1. Clean and disinfect frequently used surfaces or shared equipment using single-use products (e.g. Lysol wipes) provided and wash/disinfect their hands.
2. Continue to **wear a 3-layer mask at all times** indoors.

3. Sign-out at the school front door (include time).
4. Staff tasked to record any incidents that may have occurred and send to Supervisor.

Whenever possible, use telephone or videoconferencing options. Meet with visitors outside where ventilation is greater, distancing easier to maintain, and shared contact surfaces lower.

- **Work Schedules**

The After School Sports & Arts Initiative (ASSAI) staff will be enter the office:

- Mondays, 2pm – 6pm (N=4)
- Tuesdays, 2pm – 6pm (N=5) – will only have 4 in office at one time
- Wednesdays 2pm – 6pm (N=4)
- Thursdays, 2pm – 6pm (N=4)

Staff will be in other school spaces (e.g. gyms) from 2:30pm – 5:30pm but will need to come in/out for supplies. There will be longer periods with only 1 or 2 staff in the office at this time, so the Recreation Coordinator/Bookkeeper can limit contact.

The Recreation Coordinator will enter the office on Fridays or weekdays before 2pm.

The Bookkeeper (3hrs/week) will enter during lunch/evenings, noon – 2pm or 5pm – 8pm.

Commissioner meetings will be held virtually. Same 4-person office rule applies, as does distancing and indoor masking. Food will not be eaten during these meetings and Commissioners receive a gift card for grocery in lieu of dinner + mileage.

Visitors will be on a case-by-case basis. Transparency on meeting schedules with outside visitors is advised among staff. Notice should be provided to all staff via e-mail in advance.

ENGINEERING CONTROLS

To achieve the second level of protection, we must create barriers and partitions. We have determined that barriers and partitions are not required for our staff to safely work in the office once we've enacted elimination controls. We have removed tables/chairs that encourage closer gatherings and arranged the office for more physical distancing.

ADMINISTRATIVE CONTROLS

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

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

To achieve the third level of protection, we must create rules, guidelines for how our workers should conduct themselves, communicated clearly through a combination of training, policies, and signage.

- **Signage**

We will post the [occupancy limit poster](#) (2 staff + 1 visitor) on the HGRRC office door.

We will post [hand-hygiene signage](#) in the washroom and above our office sink/handwashing station.

We will send this protocol to all staff, NCRD, and School District No. 50 for review. A physical copy will posted be in our office by the entrance at all times and on our website (www.hgrec.com/COVID-19/).

- **Updates to Management**

All HGRRC employees must confirm emergency contact information with supervisor, including information about who to call if transportation is required. It's imperative that employees indicate challenges with getting home safely in the instance they fall ill at work.

- **Workspace Cleaning**

HGRRC will provide staff with necessary cleaning and disinfecting products for use on desks, work surfaces, phones, keyboards, and electronics. There is a sturdy stash of masks (kids, adults), gloves, hand sanitizer (60%+ alcohol) and disinfecting wipes currently stored in the office for use.

- **Meetings**

At this time, **all meetings will be via telephone or videoconference for staff and board.** In special circumstances, one-on-one, physically distant meetings are permitted. These in-person meetings in the office must be pre-determined, attendees screened, and necessary precautions in place. All staff should be aware of any visitors that enter the premise and given ample notice.

- **Illness Protocol**

If an employee shows symptoms of COVID-19 or influenza³ in the office or while remotely working, the following process will be deployed:

1. Notify supervisor of symptoms.
2. Do not enter the office. If you're working in the office, go home.

³ Stay at home and keep a safe distance from family when you have cold or flu symptoms, including: (1) Coughing, (2) sneezing, (3) runny nose, (4) sore throat, and (5) fatigue. Other common symptoms may also include muscle pain, new loss of taste or smell, and shortness of breath or difficulty breathing.

3. Self-monitor. Call 8-1-1 for support if symptoms persist or your family doctor. If you develop symptoms, use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment or testing for COVID-19. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to. If you have difficulty breathing or other severe symptoms (chest pain), call an ambulance (1-800-461-9911).
4. Contact your local public health authority and follow their advice.
5. Provide regular updates to your supervisor on your condition. The Supervisor will make sure to check in with employees daily.
6. Submit and injury/incident report via e-mail to your supervisor.

As a precaution, Public Health asks that if you have respiratory symptoms that can be managed at home, please [self-isolate](#) until the following criteria are met:

- At least 10 days have passed since the start of your symptoms, AND
- Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), AND
- You are feeling better (e.g. improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).

You should also self-isolate if you are a close contact of someone with COVID-19 and you are not fully vaccinated, or if you have been asked to self-isolate by public health or because of recent travel. Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate. If you are unsure whether your symptoms are related to allergies or an infection, then self-isolation⁴ is recommended.

Supervisors will:

1. Contact SD 50 to request intensive cleaning of the space.
2. Provide regular updates to SD 50 maintenance staff.
3. Post notification of outbreak [signage](#) as required.
4. Follow the guidance of public health.

- **Hand Hygiene**

In accordance with BC Centre for Disease Control (BCCDC) [hand washing guidelines](#), employees must exhibit good hand hygiene in the workplace to reduce risk of spread. It's recommended that individuals wash hands with soap and water upwards of 5 times per day to reduce transmission. Hand-washing with plain soap⁵:

- Remove any hand or arm jewellery you may be wearing.

⁴ **Self Isolation** – staying home and away from others until you are no longer at risk of spreading the virus. You must self-isolate if you have symptoms, have been diagnosed with COVID-19, are awaiting a lab test result after being tested for COVID-19, or have been advised to self-isolate by public health.

⁵ **Plain soap** – does not contain antibacterial agent and will remove dirt and grease that attract bad bacteria. It will not kill the good bacteria that live on the hands. Using antibacterial products unnecessarily increases the concentration of antibiotics in the water supply and in the environment and may contribute to antibiotic resistance. – *BC Centre for Disease Control*

- Wet your hands with warm water.
- Apply plain soap to your hands and rub together for 20 seconds (the length of time it takes to sing Twinkle Twinkle Little Star or Happy Birthday)
- Wash the front and back of your hands, as well as between your fingers and under your nails.
- Rinse your hands well for 10 seconds under warm running water, using a rubbing motion.
- Wipe and dry your hands gently with a paper towel or a clean towel. Drying them vigorously can damage the skin.
- Turn off the tap using the paper towel so that you do not re-contaminate your hands. When using a public bathroom, use the same paper towel to open the door when you leave.
- If skin dryness is a problem, use a moisturizing lotion.

Alcohol-based hand rubs⁶:

- Alcohol-based hand rubs don't work if your hands are greasy or visibly dirty. These products don't clean your hands and are not a substitute for handwashing. If your hands are visibly soiled, it is best to use soap and water.
- If it's not possible to wash with soap and water, use towelettes to remove the soil, then use an alcohol-based hand rub.
- Make sure your hands are dry, as wet hands will dilute the alcohol-based hand product.
- Use enough of the product to cover all the surfaces of your hands and fingers.
- Rub your hands together until the product has evaporated.
- If dry skin is a problem, use a moisturizing lotion.
- Alcohol-based hand rubs are safe for children if used with supervision. Alcohol-based hand rubs are poisonous if ingested. Children should not put their hands in their mouths until the alcohol evaporates (about 15 seconds).
- Alcohol-based hand rubs are flammable and should not be stored near a source of heat.

PERSONAL PROTECTIVE EQUIPMENT

To achieve the fourth level of protection, we must consider the use of non-medical masks in the workplace. When physical distancing of 2m cannot be maintained in the workplace, it is recommended that non-medical face masks be used as personal protective equipment (PPE). HGRC will provide homemade cloth masks to all employees. It is up to the employee to bring their masks to work and keep it clean. Staff are not required to use this mask in the office at all times, but should do so when moving equipment with visiting instructors or completing work duties in high-traffic or crowded areas where distancing cannot be maintained (e.g. grocery stores).

⁶ **Alcohol-based hand rubs** – must be at least 60% alcohol to be effective. Do not cause antibiotic resistance. May kill bacteria and viruses. Convenient when soap and water is not available. Do not work on visibly soiled hands.

Homemade masks are not regulated medical devices and may not be effective in blocking COVID-19 particles transmitted by coughing or sneezing. While they do not provide complete protection, when used correctly they may help prevent the spread to others by limiting the amount of particles leaving the mouth. Recommendations for wearing homemade masks from the [Government of Canada](#):

Do's:

- DO wear a non-medical mask or face covering to **protect others**.
- DO ensure the mask is made of **at least three layers**.
- DO inspect the mask for tears or holes.
- DO ensure the mask or face covering is clean and dry.
- DO [wash your hands](#) or use [alcohol-based hand sanitizer](#) before and after touching the mask or face covering.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your mask with hot, soapy water and let it dry completely before wearing it again.
- DO store re-usable masks in a clean paper bag until you wear it again.
- DO discard masks that cannot be washed in a plastic lined garbage bin after use.

Don'ts:

- DON'T reuse masks that are moist, dirty or damaged.
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

Wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. Emphasis is still on employees washing their hands, practicing physical distancing in the workplace as much as possible (elimination), and to stay home if they are sick.

DEVELOPING POLICIES

We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able to.

Employers may implement vaccination policies at their workplace.

Some employers may have rapid COVID-19 point-of-care screening programs or have access to rapid antigen tests. (**We do not**).

All individuals, including those with symptoms of COVID-19, those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the guidance of public health.

Visitors are limited or prohibited in the workplace.

First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

We have a working alone policy in place (if needed). **No.**

We have a work from home policy in place (if needed). **Yes. We have cellphones for employees to support work-from-home (access to phone + Internet).**

Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

If a worker falls ill at work, report to Supervisor, ask to wash hands, mask, and to isolate.

They should go straight home and call 8-1-1. If severely ill, support in calling an ambulance (1-800-461-9911). Employees should leave the space if possible and cleaning and disinfecting will be done by staff at SD50.

Our staff attending vaccination clinics during work hours are eligible to receive 1-hour of paid time and paid relief to access services.

All staff working with youth in a recreation program must be double vaccinated. This is sector-wide.

All staff are aware that they should not come to work if exhibiting symptoms or if a close contact of a positive case. They must follow the orders of public health and we will help to support them as necessary.

MONITORING & TRAINING

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

Workers know who to go to with health and safety concerns.

When resolving safety issues, we will involve other workers.

HGRRRC staff will collaborate and review this safety plan weekly. Changes will be made to policies and procedures as required. Workers know to go to their immediate Supervisor for health and

safety concerns. All changes will be listed at the beginning of this document for quick review. All staff will review changes and will be trained as appropriate.