



COVID-19 Safety Plan for Klahoose Wilderness Resort

1. Assessing Risk

The virus that causes COVID-19 spreads in several ways. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

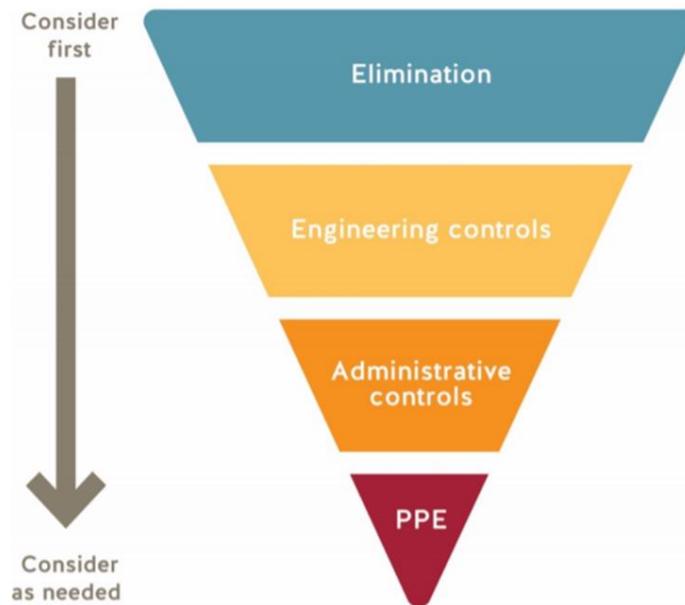
- ✓ We have identified the areas where there may be risks, close physical proximity, or contaminated areas/surfaces.
- ✓ We have involved frontline workers, supervisors.
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified 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.
- ✓ Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection.
- ✓ Consider controls from additional levels if the first level isn't practicable or does not completely control the risk.
- ✓ Incorporated controls from various levels to address the risk at your workplace.

- ✓ **First level protection (elimination)** — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange workspaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.
- ✓ **Second level protection (engineering controls)** — when we can't always maintain physical distancing, install barriers such as plexiglass to separate people.
- ✓ **Third level protection (administrative controls)** — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

- ✓ **Fourth level protection (PPE)** — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

Implementing Protocols

To reduce the risk of the virus spreading through droplets in the air, protocols (starting with those offering the highest level of protection) will be implemented to protect against our identified risks.



source: Worksafe BC

First level protection (elimination): 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 number of people in a workplace is an important way to ensure physical distancing is maintained.
- ✓ For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number 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.
- ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
- ✓ We have listed our control measures for maintaining physical distance in our workplace, for example: - Working offsite or remotely - Changes to work schedules - Changes to how tasks are done.
- ✓ We have implemented occupancy limits for workers.
- ✓ We have limiting or prohibiting visitors.
- ✓ We have significantly reducing the number of customers onsite.

Second level protection (engineering): Barriers and partitions

- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers where necessary, so they don't introduce other risks to workers

Third level protection (administrative)

- ✓ 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.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets.
- ✓ We understand that masks should only be considered when other control measures cannot be implemented.
- ✓ We have trained workers in the proper use of masks.

Implement effective cleaning and hygiene practices:

- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ Our workplace has enough handwashing facilities on site for all our workers.
- ✓ Handwashing locations are visible and easily accessed.

- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- ✓ Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [Handwashing and Cover coughs and sneezes posters are available at worksafebc.com.]
- ✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., shared coffee makers and shared utensils and plates

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- ✓ Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- ✓ Anyone directed by Public Health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ✓ We have a work from home policy in place (if needed).
- ✓ 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.
- ✓ Our policy addresses workers who may start to feel ill at work. It includes the following: Sick workers should report to first aid, even with mild symptoms.
- ✓ Sick workers will be isolated until they can return home.
- ✓ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ✓ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor workplace and update plans as necessary.

- ✓ 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 joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ✓ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ✓ We have identified a safe process for clearing systems and lines of product that have been out of use.

COVID-19 Health Declaration Form

1. Do you or does anyone in your household have any of the following symptoms, either new or worsened (if not associated with allergies, chronic or pre-existing conditions):

Fever, chills, cough or worsening chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and/or muscle aches?

Yes No

2. Have you come into close contact with someone who has tested positive for COVID-19 or who has been ordered to self-isolate in the past 14 days?

Yes No

3. Have you or has anyone in your household returned from travel outside of Canada (including USA) in the past 14 days?

Yes No

If you answered "yes" to any of these questions, or experience any of those symptoms after completing this form, you cannot be allowed to continue travel to the Klahoose Wilderness Resort.

I certify that I answered the health declaration truthfully and to the best of my knowledge of my current health status.

I acknowledge that the Klahoose Wilderness Resort and its employees follow the appropriate protocols to promote safety and health in their facilities and activities during the COVID-19 pandemic.

I certify that I am aware of the continually updating information provided by BC Centre of Disease Control on how to protect myself, my family, and my community and what to do if I suspect that I have COVID-19.

I certify that I have read the Klahoose Wilderness Resort Safety Plan of 2021 and acknowledge that I must comply with the plan's safety measures and protocols.

Arrival to Klahoose Wilderness Resort date: _____ Length of stay : _____

By signing this self-declaration form, I confirm that I have not tested positive for Covid-19 in the last 14 days or been required to be in a quarantine during the last 7 days.

This document will be retained confidentially by the Klahoose Wilderness Resort for one month after submission for contact tracing purposes.

The health and wellbeing of our community is our first priority therefore Klahoose Wilderness Resort reserves the right to deny access to resort.

Signature: _____ Date: _____