

ORKA Safety Plan for COVID-19 – Attachments

Staff Entrances, Break rooms, storage and washrooms

Staff must enter the work area by the outside of the Riverside Inn to the lower grass area. Staff should not enter the building first or meet up with coworkers.

- Contact a Supervisor if you require supplies from a different location and they will bring item to your area

Designated staff break rooms/storage and washrooms to ensure all staff are not congregating in one area. Maximum room capacities are noted on each room entrance.

Room capacities

Each room will have its maximum capacity posted on the entryway.

Registration Check in Procedures

General

Staff members and patrons must **NOT** attend/visit ORKA if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

ORKA Staff must conduct active symptom screening of each patron as they check in.

At sign in ask the following:

- 1. Do you currently have a fever?**
- 2. Have you taken any fever reducing medications in the past 24 hours?**
- 3. Does you have any other symptoms of illness?**
- 4. Have you been in contact with anyone who may have been exposed to COVID 19 in the last 14 days?**
- 5. Have you left the Province/Country in the last 14 days?**

If a patron answers Yes to any questions 1 – 5, please advise them that they are unable to Tube (unless a Negative COVID -19 test has been received and they can produce a Doctor's note e.g seasonal allergies). Please call a supervisor to talk with the patron if any problems arise.

Patrons must sanitize hands before they pick up a Tube.

Masks and Gloves are available to all staff for check in (and throughout the day) if not able to keep a 2 metre distance from patrons

All visitors or special guests should also be documented.

Health Screening Procedures

- Patron Assumption of Risk Form Filled in and submitted
- Daily symptom screening by staff

ORKA Outdoor Recreation & Kayaking Adventures Inc. Health Policy

The following Covid-19 Health policy applies to all staff and patrons attending ORKA.

To reduce the risk of transmission within ORKA operations patrons will be asked to monitor themselves for the following symptoms prior to attending ORKA.

Patrons may NOT attend while they have any of the following symptoms:

- Fever (temperature of 37.8 C or higher (orally) or 37.2 C or higher (under the arm)
- Repetitive or persistent cough
- Sore throat, difficulty breathing or wheezing
- unusual, unexplained loss of appetite, fatigue, irritability, or headache
- eye infections
- unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious
- known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc)
- nausea, vomiting and/or diarrhea in the last 48 hours

Patrons must stay home to evaluate their symptoms (unless a negative COVID – 19 test has been received)

It is not recommended that patrons with any underlying health concerns attend ORKA during the Covid19 pandemic.

STAFF

Employee Responsibilities

Employees must adhere with the employer's instructions around minimizing exposure to COVID-19 specific to your role.

- Do not attend work while sick.
- Report to your supervisor if you become sick while at work.
- Wash hands frequently, and/or use hand sanitizer every time entering or leaving a room.
- Practice Physical Distancing and stay 2 meters away from other staff and patrons.
- Take steps to minimize exposure to COVID-19 while away from work.

General Practices to be adopted for each work area.

- Access to hand sanitizer in common work areas.
- Sufficient access to washrooms to ensure frequent hand washing.
- Frequent cleaning of high touch surfaces. Such as dock hand rails and door handles.
- Practice Physical Distancing and stay 2 meters away from other staff and patrons.
- PPE available to staff to be used when Physical Distancing cannot be practiced.
- COVID-19 H&S Orientation to be conducted for all new staff at the time of hire.

Employees are not to come to work :

- Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.
- Workers who have travelled and required self-quarantine. In these cases, they must remain away from the workplace for at least 14 days.
- Workers who live in the same household as a confirmed or clinical COVID-19 case who are self-isolating.

If an employee reports having COVID-19-like symptoms while at work:

- They should immediately remove themselves from any contact with others and notify their supervisor
- Send them home to recover for the prescribed self-isolation period (10 days or symptom free – whichever is longer (unless a negative COVID -19 test has been received)
- Clean and disinfect their work station and or the workplace/tools that they were using as part of their job.
- Follow any directions from public health.

Cleaning Procedures

Disinfection and Cleaning Policy

- Facilities will be cleaned and disinfected in accordance with the BC Centre for Disease Control Cleaning and Disinfecting Guidelines.
- General cleaning and disinfecting of spaces will occur, at minimum, **once a day**.
- Frequently touched surfaces such as door handles, light switches, faucets, tables, counters, chairs, will be cleaned and sanitized frequently by staff (a cleaning checklist and sign off will be provided)
- Tubes will be cleaned between each use.
- Bus will be cleaned between trips.
- Garbage cans, recycling bins and composts will be cleaned frequently.
- Staff will wear disposable gloves when cleaning up bodily fluids such as runny nose, vomit, stool, urine.
 - Staff will wash their hands before putting the gloves on and after safely removing them.

Lunch Breaks

- Wash hands thoroughly before and after eating food.
- Do not have communal meals/snacks- food must not be shared.
- Use individual plates, cutlery and serving utensils only (if applicable).
- Practice physical distancing while eating food.
- Staff members should clean and disinfect any tables or chairs after use.

First Aid Policy and Procedures

3 STEP PROCEDURE:

1) TREATING FIRST AID FROM A PHYSICAL DISTANCE

Many minor first aids may be treated while maintaining physical distancing. When arriving onto the scene:

- a) **Introduce** yourself while maintaining at least 2-meters physical distance
- b) **Assess** the injury to determine if EMS is needed.
- c) If the patient's injury does not need EMS and possibly can be self-treated:
- d) **Ask** the patient if they are able to administer first aid themselves under your directions

If the patient can self-treat, **provide** first aid supplies 2-meters from the patient. Step away as the patient gathers the supplies and provides directions as needed.

2) TREATING FIRST AID WITHOUT PHYSICAL DISTANCE

If the patron cannot self-treat, and physical distancing cannot be maintained:

- a) **Put On PPE** including a face shield or surgical mask, and gloves before approaching

- b) **Limit** the staff who have close contact with the patient. For example, one staff member can get a blanket, first aid kit, and fill out an accident report while maintaining distance, so only one staff person is in close contact.
- c) Have the patient put on a surgical mask if appropriate
- d) Provide treatment as needed

3) HIGH RISK FIRST AIDS

First aid that requires breathing for the patient and / or chest compressions is considered aerosol-generating and creates a high risk of transmission. If the first aid is high risk, or the patient is known or suspected to have COVID-19:

- e) **Call 911 Immediately**
- f) **Limit** the staff who have close contact with the patient. Those assisting can get an AED, call 911, and begin filling out an accident report while one staff person provides direct care.
- g) If CPR is required, perform **compression-only CPR**, unless trained in the use of a bag-valve system.
- h) A supervisor and/or First Aid Attendant should be called immediately for all high-risk first aids, once 911 has been contacted.

3) DISINFECT

Reference "COVID-19 Personal Protective Equipment Protocol" for safe usage instructions.

After treatment, sanitize all equipment with 70% isopropyl alcohol. Discard disposable PPE into an appropriate garbage container. Wash clothing if in contact.

Handwashing Guidelines

- Staff must wash their hands:
 - Prior to starting work and when leaving work
 - When entering or leaving the building
 - After eating, sneezing or coughing into hands
 - After using the washroom
 - After contact with bodily fluids
 - After cleaning tasks
 - After removing masks and gloves
 - After handling garbage
 - Whenever hands are visibly dirty

 - Staff must wash hands for at least 20 seconds with soap and water.
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- If sinks are not available, staff are equipped with alcohol-based hand sanitizer.
- Hand washing stations will be set up at entrances to building where possible