

March 26, 2020

HEALTH & SAFETY: COVID 19 RESPONSE

CORONAVIRUS DISEASE (COVID-19)



PREAMBLE

The World Health Organization (WHO) defines a pandemic as a “sustained community level outbreak in at least two WHO regions.” Both Canadian and British Columbia governments have established authorities to coordinate and manage such an event. In BC, these authorities include the British Columbia Centre for Disease Control (BCCDC), BC Emergency Health Services (BCEHS) and Regional Health Authorities. These bodies will assume much of the mandate and provide the direction on how to prevent, prepare, respond and recover from such a pandemic. The Fraser Valley Watersheds Coalition will follow any instructions and directives that come from these bodies and apply them to our organization.

Within FVWC, we have two primary considerations under pandemic conditions:

- The care of vulnerable individuals and communities within the region that we serve.
- Employing staff to safely achieve the project goals in a manner that does not risk staff and organization health and/or community health and wellbeing.

To that end, this plan will be regularly reviewed, revised and updated to reflect current circumstances.

On March 12, 2020, the World Health Organization declared the global COVID-19 a pandemic. This plan reflects COVID-19 specific information.

“We believe healthy watersheds are connected to the health of our people and communities. The FVWC shares the concerns for the safety and wellbeing of our community, volunteers, and staff team. In light of COVID-19 we want to do our part to reduce the spread and protect vulnerable people now; so that in the future we can enhance our salmon habitat and watersheds together. We will strive to balance the health and wellbeing of our team and communities, while continuing to work towards our restoration and enhancement goals – using a people-first approach.”

ASSESSING RISK

The FVWC activities can be considered “low-risk” particularly for the field crew, in that the work is outside (well ventilated areas), mostly away from large crowds (staff seldom come across large groups of people, unless it is a scheduled event).

The office-partnership work is also considered “low-risk” as staff are working at a home-based office using technology to communicate-manage and plan.

FVWC is also reducing, postponing and moving to online technology to the best of our abilities so that we take a people-first approach. As you will see, large group activities have been postponed and cancelled.

At this time the public health risk associated with this COVID-19 is low. However, we need to be even more flexible during these times and recognize we all have a role to play in reducing the spread and keeping our communities safe.

SAFETY PROCEDURES & PRECAUTIONS

INTRODUCTION TO COVID 19

COVID-19 Transmission: Droplet contact versus airborne transmission:

Retrieved March 22, 2020 from:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact.

The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That’s why we recommend you cough or sneeze into your arm and wash your hands regularly.

Droplet Contact: Some diseases can be transferred by large 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 are too large to float in the air (i.e. airborne) 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.

Airborne transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox and tuberculosis. Currently, health experts believe that coronavirus cannot be transmitted through airborne transmission.

Infectious Period: The BC Centre for Disease Control suggests the incubation period is up to fourteen days prior to the on-set of symptoms, and can last approximately seven to twelve days afterwards. This means FVWC cannot rely solely on sending sick staff or persons served home to control the disease. By the time their illness becomes obvious to them and to others, many people may have been infected.

For more information

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html>

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/staying-safe-at-work>

Dial 8-1-1 and/or visit the website: www.fraserhealth.ca/coronavirus to learn more from a healthcare provider.

INFECTION PREVENTION & CONTROL

This section outlines that all staff should ensure they practice the universal health precautions at all times. It further outlines standard precautions, education, hand washing, protective barriers, cleaning contaminated surfaces, disposal of contaminated articles and other precautions.

Everyone has a personal responsibility to first- keep themselves safe and -second to keep their colleagues safe. This can be done by taking direct personal action or by immediately notifying management of perceived deficiencies in safety protocols.

PREVENTION

Hand Washing

Hand-washing represents an important method for helping to control the spread of the virus. Someone can pick up the virus on their hands from touching an infected person or a surface where the virus is present, and then introduce the virus to his/herself by bringing hands to the mouth, nose, or eyes. The virus then makes its way to the respiratory track. Viruses can live on hard surfaces such as doorknobs for 24 to 48 hours, and on nonporous surfaces such as cloth, paper, and tissue from 8 to 12 hours. Once on the hand, the virus can survive for about 5 minutes.

Good hand washing habits are more likely to prevent infections than excessive cleaning and disinfection of surfaces. Proper hand washing must occur often, including:

- Before, during, and after preparing food
- Before eating
- After using the washroom
- After sneezing, coughing or blowing/wiping one's nose
- Assisting another person who has sneezed, coughed or blow/wiped his nose
- After handling animals or animal waste
- When hands are dirty or whenever in doubt
- More frequently when someone in your workplace or home is sick

Hand Washing in the Field

Hand washing in the field can be challenging, as there is often limited access to soap and water. Staff can pack a bottle of water and bar soap and wash their hands away from waterways and/or, can create a sanitization (1:9 bleach to water or isopropyl alcohol soaked cotton balls stored in a sealed container) or store-bought hand sanitizer during field work and wash their hands upon returning home.

Disposal and Cleaning for Biohazards

Upon use of a disposable cloth please dispose of it in a contained garbage receptacle. Please wash soiled field clothes and daily wipe down hand-held tools with a cleaning solution.

Respiratory Protection

The BC CDC advises that surgical/procedure masks should be used by sick people to prevent transmission to other people. A mask will help keep a person's droplets in. They also advise that it may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask).

Refrain from Unnecessary Touching of One's Eyes, Nose or Mouth

Avoid touching your face unless you have just washed your hands. It is especially important when using contact lenses that your hands have been washed well.

Use Cough/Sneeze Etiquette

Turn your head and cough or sneeze inside of your elbow or into a disposable tissue. Use disposable tissues only once and throw it away immediately so that they do not contaminate surfaces.

Apply Social Distancing Principles

Once a pandemic has been declared reduce the time spent in large, crowded settings. FVWC staff will take precautionary measures including:

- Independently drive to and from project sites
- Work 2m apart from each other.

- Avoid personal contact.

Open Air is Better than Close Quarters

Where possible, FVWC staff will focus on outdoor project-based activities. Permissions to work on private lands will be obtained before proceeding with planned works.

Eliminate Sharing where Possible

Reinforce “no food sharing” practices. Though in general, these are put in place in an effort to reduce potential exposures to allergens, the practice of not sharing food will support the efforts of reducing within the drop-in for persons served.

Communication

If staff feel a project site and/or work activity is too hazardous, staff will notify supervisors, managers and directors to either a) reduce the risk/hazard and return to work; b) move activities away from the risk/hazard and or c) stop work until the hazard/risk has been removed. This may mean moving to a different jobsite, ending the activities for the day/week and/or until safe to proceed and/or other action as deemed appropriate. Staff have the right to refuse unsafe work.

PROTOCOL PERSONNEL BECOME SICK/ILL

Term-Employees

- **Immediately Communicate with FVWC Supervisors & Managers.**
- Self-Isolate and DO NOT come to work (as per WHO directives: typically, 14 days)
- Dial 8-1-1 for further advice from authorized health officials on actions to be taken.
- Take every precaution to reduce the spread further.
- Staff are entitled to use remaining sick days.
- If staff cannot return to work due to isolation and/or sickness and/or term employment contract ending, term-employment staff will immediately be issued their Record of Employment ROE. (This can then be used to apply for [Canada's Employment Insurance](#)).

Permanent-Employees

- **Immediately Communicate with FVWC Directors.**
- Self-Isolate and DO NOT come to work (as per WHO directives: typically, 14 days)
- Take every precaution to reduce the spread further.
- If permanent employees become sick, they may use their remaining sick days and/or lieu time and/or apply for a medical leave of absence (and will be issued their Record of Employment). (This can then be used to apply for [Canada's Employment Insurance](#)).

Volunteers

- At this time, to reduce the chance of spreading COVID 19 to volunteers, **in-person volunteer events are cancelled.**

Notifying Partners

- If any staff becomes ill with COVID-19 managers and directors will make every effort to communicate this with any potential partners and landowners (project sites) where staff have worked in the previous 14 days prior.

ATTACHMENTS:

- Preventing COVID 19
- CORONAVIRUS Factsheet
- Cleaning and Disinfection
- Social Distancing
- COVID 19 Handwashing guide

CORONAVIRUS DISEASE (COVID-19): HOW TO SELF-ISOLATE AT HOME WHEN YOU MAY HAVE BEEN EXPOSED AND HAVE NO SYMPTOMS

People with COVID-19 do not always recognize their early symptoms. Even though you do not have symptoms now, you need to self-isolate if in the last 14 days, you:

- ▶ travelled **outside of Canada**
OR
- ▶ had close contact with someone who has or is suspected to have COVID-19

Self-isolate means that, **for 14 days** you need to:

- ▶ **stay at home** and monitor yourself for symptoms, even if mild
- ▶ **avoid contact with other people** to help prevent transmission of the virus at the earliest stage of illness
- ▶ **do your part to prevent the spread of disease** in your home and in your community, in case you develop symptoms

Note: If you are living with a person who is isolated because they have or are suspected to have COVID-19, your self-isolation period may be extended beyond 14 days. Seek direction from your **public health authority**.

To self-isolate, take the following measures:

Limit contact with others

- ▶ Stay at home or the place you are staying in Canada.
- ▶ Do not go to school, work, other public areas or use public transportation (e.g., buses, taxis).
- ▶ Do not have visitors.
- ▶ Avoid contact with older adults, or those with medical conditions, who are at a higher risk of developing serious illness.
- ▶ Avoid contact with others, especially those who have not travelled or been exposed to the virus.
- ▶ If contact cannot be avoided, take the following precautions:
 - keep at least 2 metres between yourself and the other person
 - keep interactions brief
 - stay in a separate room and use a separate bathroom, if possible

Things you can do while self-isolating

While keeping a physical distance of 2 metres from others, you can:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ use food delivery services or online shopping
- ▶ ask family, a neighbor or friend to help with essential errands
- ▶ exercise at home
- ▶ go outside for some fresh air, a run, a bike ride, or to walk the dog
- ▶ host online dinners and games with family and friends
- ▶ use technology, such as video calls, to keep in touch with family and friends
- ▶ work from home
- ▶ get creative by drawing chalk art or running back yard obstacle courses and games



Keep your hands clean

- ▶ Wash your hands **often** with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- ▶ You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- ▶ Avoid touching your eyes, nose and mouth.
- ▶ Cough or sneeze into the bend of your arm or into a tissue.

Keep surfaces clean and avoid sharing personal items

- ▶ At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- ▶ Use store-bought disinfectants to clean, following the directions on the label.
- ▶ Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.

Monitor yourself for symptoms

- ▶ Monitor yourself for symptoms, particularly fever and respiratory symptoms such as coughing or difficulty breathing.
- ▶ Take and record your temperature daily (or as directed by your **public health authority**) and avoid using fever-reducing medications (e.g. acetaminophen, ibuprofen) as much as possible. These medications could mask an early symptom of COVID-19.
- ▶ If you develop symptoms, even if mild:
 - stay home
 - immediately isolate yourself from others in your house
 - contact your public health authority as soon as possible and follow their instructions

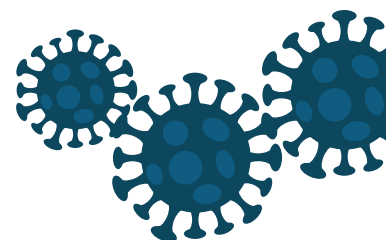
Supplies to have at home when self-isolating

- Disposable paper towels
- Thermometer
- Running water
- Hand soap
- Alcohol-based sanitizer containing at least 60% alcohol
- Dish soap
- Regular laundry soap
- Regular household cleaning products
- Alcohol prep wipes
- Arrange to have your groceries delivered to you



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PART IN PREVENTING
THE SPREAD OF
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INFORMATION, VISIT**

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or contact
1-833-784-4397



CORONAVIRUS DISEASE (COVID-19)

PREVENTING COVID-19 IN THE WORKPLACE: ADVICE FOR EMPLOYERS, EMPLOYEES AND ESSENTIAL SERVICE WORKERS



Across Canada, we are taking extraordinary steps to prevent the spread of COVID-19. For some workplaces, this may mean changing or limiting their hours of operation, or even closing for a period of time. Many employees have been told to stay at home, and others have been asked to work from home, while still others are asked to continue to go to work because their jobs are essential to keeping Canada functioning during this outbreak.

Essential workers are considered critical to preserving life, health and basic societal functioning. This includes, but is not limited to, first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society by critical goods such as food and medicines.

While all employees should continue to practice **social distancing** and **hygiene** in their personal lives, we also need to take additional measures to protect important workplaces and employees, who are providing essential services. Employers and employees will need to work together to protect the health of employees and clients, and to keep the workplace delivering its essential services.

Employers should use the risk-informed decision-making [guidelines](#) for workplaces/businesses during the COVID-19 pandemic.

FOR ALL EMPLOYEES

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces:

Keep your hands clean:

- ▶ **Wash your hands** often with soap and water for at least 20 seconds.
- ▶ If soap and water are not available, use an alcohol-based hand sanitizer.
- ▶ Avoid touching your eyes, nose and mouth.
- ▶ Cough or sneeze into the bend of your arm.
- ▶ Avoid touching surfaces people touch often.

- ▶ Instead of a handshake, give a friendly wave or elbow bump.
- ▶ Use any necessary personal protective equipment, as directed.

Keep your environment clean:

- ▶ Use appropriate **products** to clean and disinfect items like your desk, work surface, phones, keyboards and electronics, cash registers, keypads, elevator buttons and restaurant tables at least twice daily, and more often if they are visibly soiled.
- ▶ If they can withstand the use of liquids for disinfection, frequently touched electronics such as phones, computers and other devices may be disinfected with 70% alcohol (e.g. alcohol prep wipes).



Keep your distance:

- ▶ Keep a distance of 2 metres between you, your coworkers, and customers.
- ▶ Increase distance between desks, tables and workstations.
- ▶ Reduce activities that require close physical proximity or contact with people, such as team meetings.
- ▶ Limit any contacts closer than 2 metres to the shortest time possible.

If you have a symptom of COVID-19:

- ▶ If you think you might have COVID-19, use our [self-assessment tool](#) to find out what to do.
- ▶ It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
- ▶ If you develop even mild **symptoms** while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible.
- ▶ Contact your local **Public Health Authority** and follow their advice.
- ▶ If you are concerned about your financial stability during this time, the Government of Canada is providing assistance.

FOR EMPLOYERS

Establish policies to reduce the spread of COVID-19 in the workplace and make sure these are communicated and understood by employees:

- ▶ Use the risk-informed decision-making [guidelines](#) for workplaces/businesses during the COVID-19 pandemic.
- ▶ Increase communication to staff and your customers about COVID-19 and measures you are taking for prevention.
- ▶ Post signs asking ill clients or customers to stay away from the workplace.
- ▶ Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices
- ▶ Where feasible, adjust policies and procedures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, use of email and teleconferencing.

- ▶ Cancel or postpone all non-essential meetings or travel.
- ▶ Evaluate the workplace for areas where people have frequent contact with each other and share spaces and objects, and increase the frequency of cleaning in these areas.
- ▶ Consider ways that employees can practice social distancing, such as increasing distance between desks, people in line-ups and workstations.
- ▶ Consider minimizing interactions between customers and your employees, such as limiting the number of customers permitted in your establishment or serving customers over the phone. Ideally, a 2 metre separation should be maintained, unless there is a physical barrier (e.g. cubicle, plexiglass window).

Provide the necessary facilities and cleaning products to maintain a clean and safe workplace:

- ▶ Provide access to handwashing facilities and place hand sanitizing dispensers in prominent locations throughout the workplace
- ▶ Ensure that high traffic work areas or frequently touched surfaces are disinfected twice daily.
- ▶ Ensure that cleaning supplies are available for employees to clean and disinfect their workspaces.
- ▶ Provide employees with any personal protective equipment recommended by occupational health and safety guidelines, and training to ensure it is used correctly.

Make sure employees know what to do when they have symptoms:

- ▶ Consider relaxing sick leave policies that support employees in self-isolating when ill. This includes suspending the need for medical notes to return to work, as it reduces the burden on an already stressed health care system.
- ▶ If employees must use public transportation to come to work, consider flexible hours to allow them to avoid peak travel periods.
- ▶ Consider how employees will return home without using public transit if they develop symptoms at work.
- ▶ Prepare for increases in absenteeism due to illness among employees and their families or possible school closures.



WORK-RELATED TRAVEL

- ▶ Non-essential travel should not occur at this time.
- ▶ Consider the risks and benefits related to any upcoming essential travel and evaluate other options, such as postponing, cancelling or participating virtually.
- ▶ Check the latest information on affected areas and any **travel health notices**.
- ▶ When you return from any travel outside Canada, you must self-isolate for 14 days.
- ▶ When you return from travel within Canada, monitor yourself for symptoms, such as a cough, fever or difficulty breathing for 14 days.
- ▶ If you develop even mild **symptoms**, such as cough, fever or difficulty breathing, **isolate** yourself at home and contact your local **Public Health Authority** for further instructions.

WORK-RELATED TRAVEL FOR ESSENTIAL WORKERS

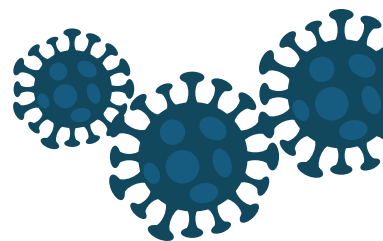
- ▶ Essential transportation workers, such as truck drivers, rail or air crew, are required to travel to ensure movement of goods and people necessary for the COVID-19 response and ongoing functioning of the country.
- ▶ Essential workers are not required to self isolate for 14 days after work-related travel, but are **required to** self-monitor closely for symptoms, and to self-isolate immediately if they develop even mild symptoms.

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Canada.ca/coronavirus
or contact
1-833-784-4397



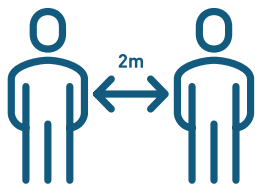
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SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Here's how you can practice social distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often



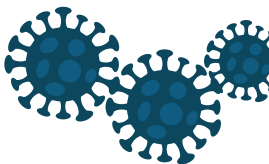
If you're concerned you may have COVID-19:

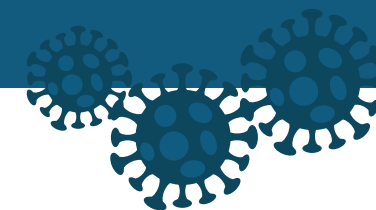
- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ canada.ca/coronavirus

1-833-784-4397





REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



palm and back
of each hand



between fingers



under nails



thumbs

 1-833-784-4397

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CORONAVIRUS DISEASE (COVID-19) CLEANING AND DISINFECTING PUBLIC SPACES

This document provides guidance on cleaning and disinfecting of public settings, including schools, universities, public libraries, museums, public transit, communal residences and workplaces.



WHAT YOU SHOULD KNOW

- ▶ Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- ▶ It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

CHOOSE A PRODUCT THAT CLEANS AND DISINFECTS

- ▶ When cleaning public spaces, choose products that clean **and** disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - **Cleaning products** remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting products** kill germs on surfaces using chemicals.

- ▶ Use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

CREATE A CLEANING PROCEDURE

- ▶ Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- ▶ Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- ▶ Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.



- ▶ Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- ▶ Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often
- ▶ In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- ▶ Shared spaces such as kitchens and bathrooms should also be cleaned more often.



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