



**Skwxwú7mesh Lil'wat7úl**  
**SQUAMISH LIL'WAT CULTURAL CENTRE**  
WHISTLER, BRITISH COLUMBIA

*where rivers, mountains and people meet*

## **COVID-19 Safety Plan**

**On December 3, 2020, BC's Provincial Health Officer (PHO) announced a variety of new protective measures to reduce COVID-19 transmission in our region, including new restrictions on places of work and businesses. Details on these restrictions can be found [here](#)**

### **HEALTH HAZARDS OF COVID 19**

COVID 19 is a coronavirus that causes diseases ranging from the common cold to more severe respiratory illnesses. Covid 19 has been declared a global pandemic and public health emergency. Older people and people who are immunocompromised are at a greater risk of health complications from Covid.

### **SYMPTOMS**

Symptoms of Covid are similar to other respiratory illnesses including the flu and common cold. Symptoms may include fever, sore throat, loss of appetite, chills, loss of sense of smell or taste, nausea and vomiting, cough or exacerbation of chronic cough, headache, muscle aches, shortness of breath, fatigue, runny nose and diarrhea.

Less common symptoms of Covid include stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain and skin rashes or discoloration of fingers and toes.

People infected with Covid may experience little or no symptoms with illness ranging from mild to severe.

### **TRANSMISSION**

Public Health experts are quite confident that the disease is spread through droplet transmission, which is consistent with all other coronaviruses. This type of transmission from person to person occurs when infected people cough, sneeze, laugh, sing or yell and produce droplets. There is no reported evidence of airborne transmission.

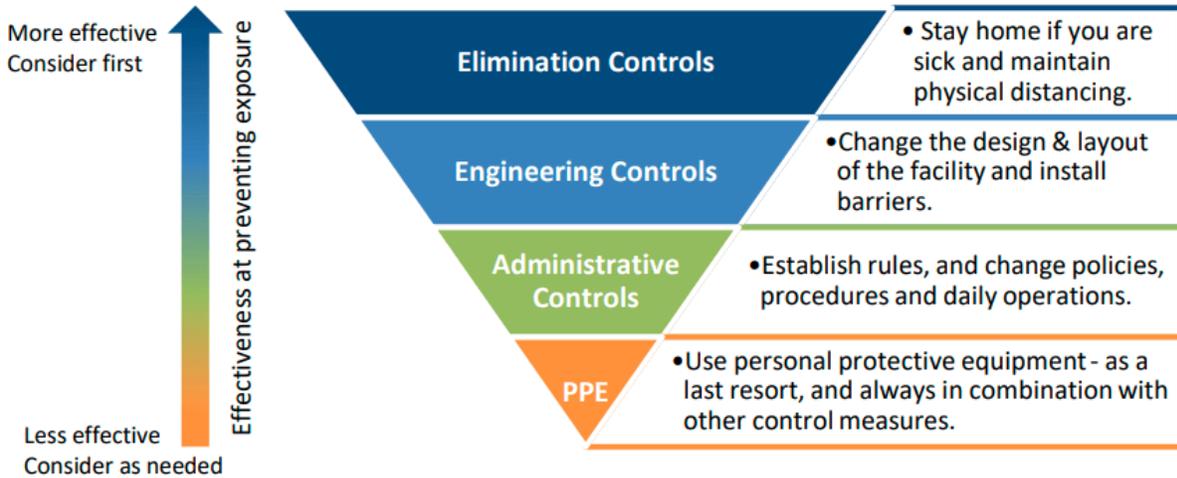
If you are infected with Covid the period of time before symptoms develop can be from one to 10 days. This is the incubation period. The current average for symptoms to appear is about five days. Evidence suggests that Covid is being spread before people realize they have symptoms. Wearing a mask in public is now thought to protect the person wearing the mask as well as others.

### **STATEMENT OF PURPOSE**

The team at the SLCC is committed to providing a safe and healthy workplace for all staff. Using current information from WorkSafe BC, BC Centre for Disease Control, Vancouver Coastal Health and the Nations, we will protect our employees, volunteers, visitors, contractors and members of the public from the risk of exposure. All employees must follow the procedures outlined in this plan to prevent and reduce exposure to Covid.

## LEVELS OF PROTECTION

### Level 1: Elimination Controls



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These refer to measures to prevent sick individuals from entering the facility and to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control,” this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

This is being done at the SLCC by having staff work from home when possible, hold meetings via zoom when possible, having employees conduct a health assessment before reporting to work and prohibiting employees who are ill from reporting to work. Signs have been placed at the entrance asking guests to conduct a health check and to visit another time if they are ill or have travelled outside of Canada or have been asked to self isolate by a PHO.

### Level 2: Engineering Controls

These refer to new designs or modifications to facility layout, tools, equipment, ventilation systems, and processes that reduce common touch surfaces and make interacting with others safer.

At the SLCC, we have placed a plexiglass barrier at the Admissions desk to separate staff from guests, seats have been removed from the vans to reduce capacity, communal tools, kitchen utensils and equipment have been removed and maximum number of people in all areas of the facility have been reduced to meet physical distance requirements. Hand Sanitize stations have been placed throughout the building and employees and visitors must use hand sanitizer upon entry. Tours have a maximum number of 8 people per tour.

### Level 3: Administrative Controls

These refer to policies and procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, sanitizing/cleaning, equipment maintenance and personal hygiene practices.

At the SLCC high touch surface areas are being cleaned often, staff are applying hand sanitizer before and after using the clock in/out area, staff have been trained on hand washing, cough/sneeze etiquette, how to wear a face mask correctly, signage has been placed throughout the facility to encourage physical distancing. When drumming/singing employees are keeping a minimum of 3 meters apart with guests keeping 4 meters apart.

#### Level 4: Personal Protective Equipment (“PPE”)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with Covid (e.g. masks, gloves, face shields, eye protection). PPE should always be used in combination with other control measures listed above.

At the SLCC, all employees, volunteers and visitors must wear a face mask. Face masks may only be removed if the employee is in an office with the door closed or eating/drinking in the café or elders lounge. All employees are encouraged to maintain 2 meters whenever possible in addition to wearing a face mask.

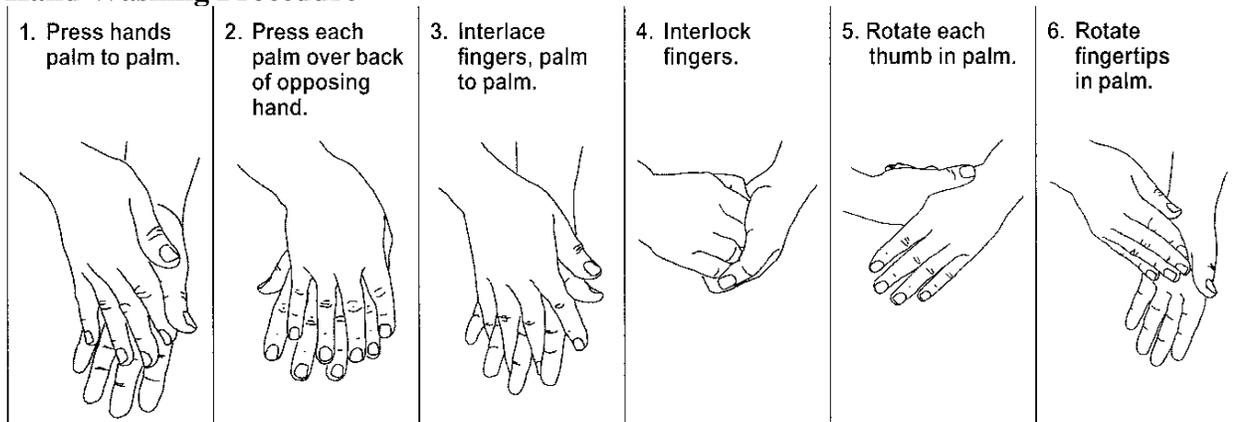
### HYGIENE SPECIFIC ADMINISTRATIVE CONTROLS

#### *Hand Washing*

Proper Hand washing is one of the best ways to prevent infection. Wash your hands often with soap and water for a minimum of 20 seconds. Wash them immediately:

- Upon entering and before leaving work,
- After using the washroom,
- Before eating and drinking,
- After handling materials that may be contaminated,
- Before you touch your face
- Before putting on a face mask
- After removing a face mask

#### **Hand Washing Procedure**



Use soap and warm running water; it does not have to be hot to be effective. If water is unavailable, use an alcohol based hand rubs (ABHR) that has at least 60% alcohol.

**Avoid touching your eyes, nose and mouth with unwashed hands.**

### ***Cough/Sneeze Etiquette***

Our employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet routes. Cough/sneeze etiquette includes the following components:

- Turn away from others and cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a sealed waste container
- Wash hands regularly with soap and water for a minimum of 20 seconds

### ***Ill workers***

If workers are ill, they must report their illness to their supervisor or manager and stay at home. If they develop COVID-19-like symptoms while at work, they are to contact their supervisor or manager immediately and leave the workplace, go straight home and use the BCCOVID-19 Symptom Self-Assessment Tool, <https://bc.thrive.health/> or call 8-1-1 and follow the guidance given. Once the employee has completed the self assessment and or called 8-1-1, they will inform their supervisor or manager.

Refer to the section Presumed COVID-19 Case at Work for information on what actions to take when a worker who has worked on site becomes ill.

### ***Use of masks***

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated by coughing or sneezing. It is now thought that wearing a face mask protects the person wearing the mask and others. Using masks should be combined with other preventative measures such as frequent hand washing and physical distancing. In order for the mask to be effective, the wearer should avoid adjusting the mask after it has been donned.

### ***Physical distancing***

Employees are to distance themselves 2 meters (six feet) from other people to reduce the risk of exposure to droplets. Meetings should be conducted via Zoom or outdoors. If in-person meetings cannot be avoided, conduct them in well-ventilated spaces that allow for distancing and wear a face mask. Tours have a maximum of 8 participants with 4 meters distance between guests. Visitors to the SLCC must follow all policies and procedures in place; including physical distancing.

## **RESPONSIBILITIES**

### ***Employer Responsibilities***

The SLCC will:

- Ensure that materials (for example, gloves, alcohol-based hand sanitizers, masks and hand washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Ensure that employees are educated and trained to an acceptable level of competency.
- Conduct a periodic review of the plan's effectiveness.

- Ensure that employees are provided with and properly use all required Personal Protective Equipment (PPE).
- Maintain records of safety inspections, worker training and daily health checks.
- Ensure that a copy of this exposure control plan is available to all employees.
- Close facilities or limit services to the public if warranted.

### ***Supervisor/Manager responsibilities***

Our supervisors/Managers will:

- Ensure that team members are adequately instructed on new procedures (for example, cleaning of high touch surface areas).
- Ensure that team members use appropriate personal protective equipment.
- Review this plan with team members frequently.
- Direct work in a manner that eliminates or minimizes the risk to employees.
- Send employees home if they are ill.

### ***Employees Responsibilities***

Our employees will:

- Know and understand the hazards of the workplace and if unsure will ask for help.
- Follow all established safe work procedures as directed by the employer or supervisor.
- Use and care for required PPE as instructed.
- Report any unsafe conditions or acts to their supervisor/manager.
- Immediately contact their supervisor if a worker begins to feel ill at work, then leave work and follow health agency guidelines around self-isolation until symptoms resolve.

### ***Volunteer/Contractor Responsibilities:***

- Follow the requirements outlined in this exposure control plan.

### **WORKER TRAINING**

Our employees will receive training and education on the following:

- The risk of exposure to Covid, and the signs and symptoms of the disease,
- Safe work procedures to be followed, including hand washing, cough/sneeze etiquette, face masks,
- Location of washing facilities, including dispensing stations for alcohol-based hand sanitizer,
- Proper use of masks,
- Self health monitoring before reporting to work,
- Where to find current information about health authority restrictions,
- How to report an exposure to, or symptoms of, Covid.
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### **PRESUMED COVID CASE AT WORK**

If an employee is suspected or tests positive for Covid, the following steps will be taken:

- Notify their Manager or the Executive Director (ED) with the name and contact information of the employee.

- The employee will follow all directions from Vancouver Coastal Health or their family doctor for self-isolation and return to work.
- Close off the work area(s) that the employee used. Open windows, if possible to increase air circulation.
- Ensure the work station(s) and equipment the employee had contact with is disinfected including all common areas and shared equipment.
- Identify staff who would have had close contact (within 2 meters) with the employee. Provide their names and contact information to the People & Talent Manager. They will be required to follow Vancouver Coastal Health guidelines for monitoring of symptoms and to quarantine. They will be assigned to remote work if possible.
- When an employee is suspected or confirmed with Covid, their personal and medical information will be kept confidential.
- The building will be closed and a deep clean will be conducted from a contracted cleaning company. In the case of multiple cases, the PHO will dictate the length of shut down and re-opening timeline.

### ***Returning to work post-illness***

An employee will be permitted to return to work when advised by a medical professional or PHO. The BC Centre for Disease Control states that coughing may persist for several weeks, so coughing alone does not mean that the employee cannot return to work.

### **RECORD KEEPING**

All employees will have access to this plan and review the plan with their supervisor or manager. Once they receive the training, they will be required to sign off that they have understood and agree to the plan. Supervisors or Managers can use the Acknowledgment sheet attached to have employees sign.

### **REVIEW**

This is a document that will be reviewed frequently and has more value with employee input. If you have any feedback or comments/concerns about this plan, please let your supervisor/manager know. Your feedback is important to this process.

