



COVID-19 SAFE WORK POLICY AND PROCEDURES

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COVID-19 - Safe Work Procedure

1. PURPOSE

The Alouette River Management Society undertakes a variety of activities that involve employees, volunteers and contractors working in conditions where various infectious diseases, including COVID-19, can be spread. This Safe Work Procedure (SWP) covers the approach to mitigating risks associated with contracting or spreading COVID-19 (see below for definition). The intent of this SWP is to ensure that, prior to entering the field, and while in the workplace or field, all employees and volunteers are aware of how to prevent and respond to the risk of COVID-19. Specifically, this SWP was developed to assist ARMS employees and volunteers to 1) make informed decisions on whether to proceed with a field project, 2) decide to suspend or terminate a field project, and 3) ensure proper and safe procedures for all employees working in field locations.

In addition to reviewing this SWP all employees and volunteers should refer to current emails, documents and messages from ARMS leadership and management regarding COVID-19 or other infectious diseases.

COVID-19

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses>

Those who are infected may have significant, few, or no symptoms. The most common symptoms of COVID-19 are similar to a cold or flu and include fever, fatigue, cough, and difficulty breathing (see section 3). In severe cases, COVID-19 may cause pneumonia, kidney failure, and death. Most people recover from COVID-19 without needing special medical treatment. The likelihood that a person will become severely ill as a result of COVID-19 is higher in elderly people and people that have a weakened immune system or other underlying conditions.

2. ROLES AND RESPONSIBILITIES

WorkSafe BC's website states that "Employers must assess their workplaces in order to identify places where the risk of transmission is introduced. This process must involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives. You (employer) should continue to assess the workplace after operations resume to ensure risks are identified and managed." ARMS has consulted with its staff, contractors, municipal staff, and resources in the health community to develop our policy and subsequent guidelines. This includes identifying and taking steps to mitigate for all hazards, including those related to COVID-19.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520employers%2520requirement%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>

ARMS Project Managers, Leads and/or Supervisors, once trained in understanding the safe work procedures associated with COVID-19, must train their staff (and volunteers and/or sub-contractors) in the procedures used to identify, assess, prevent, and monitor the hazards associated with transmitting COVID-19 and how to respond if staff (and/or volunteers, sub-contractors) exhibit symptoms.

ARMS Staff (and volunteers) are responsible for ensuring they understand the procedures for minimizing risk of infection/disease transmission, that procedures are appropriate for the job and the risk and procedures are properly implemented. Employees are also responsible for refusing to work if the conditions are unsafe. Employees are to:

- Report hazards to your supervisor.
- Use specified personal protective equipment (PPE) in accordance to the training received.
- Know your right to refuse unsafe work.

3. Symptoms

Watch for symptoms of COVID-19 that can appear up to 14 days after being exposed to the virus.

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. The three primary symptoms (in bold) include:

- **Fever**
- **Coughing**
- **Difficulty breathing**
- Sneezing
- Sore throat

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

If you are experiencing these symptoms seek medical advice.

Call 8-1-1 or 9-1-1

WHAT YOU NEED TO KNOW ABOUT COVID-19 TESTING



Fever, cough or sore throat? Call your doctor **in advance** to discuss testing and allow the office to prepare for your visit.

OR

No doctor? Call **8-1-1** to determine if and where you need to get assessed for the need for a test.



Questions? Visit BCCDC's website <http://www.bccdc.ca/> for more info or call **8-1-1**.

At your appointment, the doctor will do an assessment and exposure history. If you need testing, they will swab your nose or throat.



Your swab is then sent to the Provincial Health Laboratory at the BC Centre for Disease Control (BCCDC) and designated sites for testing. It could take up to 96 hours (4 days) for your results to be ready. Self-isolate until you receive a negative test result.

To get your results, you must call the BCCDC Hotline at **1-833-707-2792**. The hotline gives the public quick access to results, freeing health workers to care for others.



Test positive? Your local health authority is informed and they will directly contact you.



Test negative? The BCCDC Hotline will provide your results and answer questions.



If you **DO NOT** have a fever, cough, or sore throat there is **NO NEED** to see a doctor and be tested for COVID-19.

If you have the **symptoms** of COVID-19 and may have been in contact with someone who is a confirmed case, call **8-1-1** to speak with a nurse.

If you have travelled outside of Canada, you need to self-isolate for **14 days** when you return.

The local testing assessment centre for Maple Ridge and Pitt Meadows is at the Urgent Primary Care Centre and you can also call the centre to ask questions—604 476-7890

3.1 Exposure

If you have been exposed to COVID-19 and/or you are experiencing symptoms, please follow the following guidelines provided by the Centre for Disease Control for self-monitoring and isolating to prevent the spread of the virus.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-how-to-isolate-at-home.html>

See over for infographic: “Coronavirus Disease (COVID-19) How to isolate at home when you may have COVID-19”.

CORONAVIRUS DISEASE (COVID-19)

HOW TO ISOLATE AT HOME

WHEN YOU MAY HAVE COVID-19

Isolation means staying at home when you have a symptom of COVID-19 and it is possible that you have been exposed to the virus. By avoiding contact with other people, you help prevent the spread of disease to others in your home and your community.

You must:

- ▶ go directly home and/or stay at home if you have:
 - been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
 - any **symptom** of COVID-19, even if mild, and have
 - been in contact with a suspected, probable or confirmed case of COVID-19
 - been told by public health (directly, through public communications or through a **self-assessment tool**) that you may have been exposed to COVID-19
 - returned from travel outside Canada with symptoms of COVID-19 (mandatory)*
- ▶ monitor your symptoms as directed by your healthcare provider or **Public Health Authority** until they advise you that you are no longer at risk of spreading the virus to others
- ▶ immediately contact your healthcare provider or **Public Health Authority** and follow their instructions if your symptoms get worse



Limit contact with others

- ▶ Do not leave home unless it's to seek medical care.
- ▶ Do not use public transportation (e.g. buses, taxis).
- ▶ Arrange to have groceries and supplies dropped off at your door to minimize contact.
- ▶ Stay in a separate room and use a separate bathroom from others in your home, if possible.
- ▶ If you have to be in contact with others, practise **physical distancing** and keep at least 2 metres between yourself and the other person.
- ▶ Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.

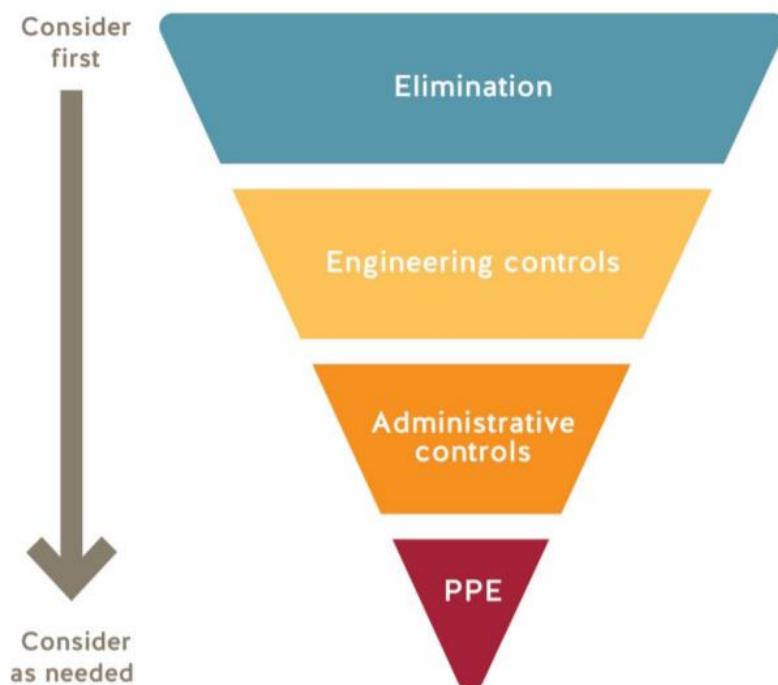
- ▶ Keep any interactions brief and wear a medical mask if available, or if not available, a **non-medical mask or facial covering** (i.e., made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) when coughing, sneezing or if you need to be in the same room with others in the home.
- ▶ Follow instructions online for the **safe use and disposal or laundering of face masks**, or as provided by your **Public Health Authority**.
- ▶ Avoid contact with animals, as there have been several reports of people transmitting COVID-19 to their pets.



3.2 Transmission

WorkSafe BC provides a graphic display of the levels of protection that should be implemented where and when appropriate. All levels within the triangle work together to reduce transmission.

Different protocols offer different levels of protection. Wherever possible, 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. You will likely need to incorporate controls from various levels to address the risk at your workplace.



[file:///C:/Users/arms/Downloads/covid-19-safety-plan-pdf-en%20\(5\).pdf](file:///C:/Users/arms/Downloads/covid-19-safety-plan-pdf-en%20(5).pdf)

To reduce transmission which can be spread when a person coughs, or sneezes, or is in close proximity—less than two metres, the following must be adhered to:

Hygiene

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection.
- If a sink is not available, alcohol-based hand rubs (ABHR) can be used to clean your hands if they are not visibly soiled. If they are visibly soiled, use a cleaning wipe, then use ABHR to effectively clean them.
- Do not touch your face, eyes, nose, or mouth with unwashed hands and wash your hands if you do.
- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, or utensils, etc.

<https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus/resources#.XuPG0EVKhPZ>

See over for infographic: "COVID-19 Wash your hands as often as you check your phone"



Wash before:

- Preparing meals
- Eating meals
- Breastfeeding and preparing formula
- Caring for someone who is ill
- Treating a cut or wound or giving first aid
- Inserting or removing contact lenses
- Flossing your teeth

Wash after:

- Preparing food, handling raw meat
- Using the bathroom
- Blowing your nose, coughing or sneezing
- Caring for someone who is ill
- Helping children or elderly with toileting and hygiene
- Coming home from a public outing
- Playing with other children's toys
- Shaking hands or touching shared objects
- Treating a cut or wound or giving first aid
- Touching animals or animal waste
- Touching garbage or cleaning

Wash often!

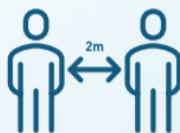
Physical Distancing

- avoiding non-essential gatherings
- avoiding common greetings, such as handshakes
- avoiding crowded places such as concerts, arenas, conferences, and festivals
- limiting contact with people at higher risk like 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

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/social-distancing/physical-distancing-eng.pdf>

PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical 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 physical 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 practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug

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
- ▶ self-monitor for symptoms of COVID-19 including:
 - cough
 - fever
 - difficulty breathing

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



- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ 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



- ▶ and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

NOTE: Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

The Government of Canada has implemented an Emergency Order under the Quarantine Act. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- ▶ If you have travelled and have no symptoms, you must **quarantine** (self-isolate)
- ▶ If you have travelled and have symptoms, you must **isolate**

FOR MORE INFORMATION:

@ [canada.ca/coronavirus](https://www.canada.ca/en/public-healthAgency/coronavirus.html)

1-833-784-4397



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Personal Protective Equipment (PPE) use

The Work Safe BC website states,

B.C.'s provincial health officer has not recommended the widespread use of face masks. Employers considering the use of masks at their workplaces should ensure that other measures are in place, including physical distancing, handwashing, and staying at home when sick. Employers must understand the limitations of masks as a protective measure, and must also ensure that masks are selected and used appropriately.

ARMS management will not require staff or volunteers wear masks unless it is not possible to maintain the physical distancing measure of at least 2 metres, for example, in a close-proximity situation such as administering first aid. ARMS staff and volunteers may, if they wish, wear masks as additional protection for others as opposed to themselves being protected.

There are different kinds of masks for different purposes and ARMS staff, volunteers, contractors should be familiar with the different types, their purpose and understand that the wearing of face-masks or other face-coverings on a healthy person do not necessarily protect them but potentially others from COVID-19. Face masks and other face coverings are part of an overall strategy to reduce the risk of transmission. (see page 7, four-level triangle graphic).

See over for more detailed information of different types of masks and face-coverings and in what context they should be used.

<file:///C:/Users/arms/Downloads/covid-19-health-safety-selecting-using-masks-pdf-en.pdf>

Infographic: "Face masks: How are they different?"

Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19; masks do not replace these actions. Masks, face coverings and gloves are the least protective measures for reducing transmission of COVID-19. Masks, when worn properly and for short periods, may offer some protection especially when you are not able to keep a 2 metre distance from others. For work settings, refer to specific workplace guidance on masks.



Cloth masks (homemade or bought)

- May be used by the general public to reduce the spread of large respiratory droplets. However, these masks offer minimal protection to the wearer.
- Can be made from various types of machine-washable and dryable cloth.
- If homemade, use clean woven cotton or linen e.g., a tea towel, bedsheets, pillowcase, t-shirt.
- Must be designed and worn to fully cover nose and mouth.
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops.
- Re-usable and need to be washed regularly.



Other cloth face coverings

- E.g., bandana, niqab, scarf, neck gaiter.
- May be used to reduce the spread of large respiratory droplets. However, face coverings offer limited protection to the wearer.
- If the material is thin, fold it into several layers.
- Be sure that it covers mouth, nose and sides of the face.



Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols.
- Available in hardware stores.
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough/sneeze, you may spread a stream of germs through the valve.

Personal protective equipment (PPE)

These medical masks/respirators should be reserved for health providers or those caring for sick people.



Medical/surgical masks

- Used by healthcare workers or those caring for sick people. Not for general use, in order to reserve critical supply for healthcare.
- Protect against large droplets.
- Flat/pleated or cup shaped with a looser fit.
- Water resistant; and may come with visor.
- Meant for one-time use.



Medical N95 respirators

- Used by healthcare workers in healthcare settings. Not for use by the general public.
- Protect against inhaling and exhaling very small airborne particles and aerosols.
- Fits closely over the nose and mouth to form a tight seal.
- Must be custom fit and worn properly.

Learn more at www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks

May 26, 2020

Video:

“How to wear a non-medical mask or face-covering properly”

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

Poster: on following page: “How to wear a face mask”

http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf



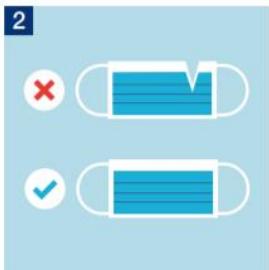
Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

How to Wear a Face Mask



Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



Check the new mask to make sure it's not damaged.



Ensure colour side of the mask faces outwards.



Locate the metallic strip. Place it over and mold it to the nose bridge.



Place an ear loop around each ear or tie the top and bottom straps.



Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



Do not touch the mask while using it, if you do, perform hand hygiene.



Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.



Perform hand hygiene.



Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



Discard the mask in a waste container.



Perform hand hygiene.



Ministry of
Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



Cleaning and disposing of masks

To dispose of masks after use:

- Wash your hands with soap and water before taking off your mask.
- Dispose of used masks in a wastebasket lined with the plastic bag.
- After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.
- When emptying wastebaskets, take care to not touch used masks or tissues with your hands. All waste can go into regular garbage bins.
- Clean your hands with soap and water after emptying the wastebasket.

Homemade or cloth masks should be cleaned and changed often:

- To clean a homemade cloth mask, wash it using the directions on the original material (for example, if the mask was made from t-shirt material, follow the washing instructions on the t-shirt tag) but in general, warmer water is better. Dry the mask completely (in the dryer using a warm/hot setting if possible).
- Do not shake dirty masks to minimize spreading germs and particles through the air. If dirty cloth masks have been in contact with someone who is sick they can still be washed with other people's laundry.
- Any damage, fabric break down, or change in fit will reduce the already limited protection of cloth masks.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

To aid in the prevention of spreading, ARMS and its employees, volunteers and contractors will follow the above procedures and conduct a COVID-19 Risk Assessment for all activities and projects before work will proceed.

The Risk Assessment will, at a minimum, include an assessment of risk and mitigation controls associated with the following:

- Travel to and from the field site (see section 4 regarding Field Work Risk Assessment);
- Assess whether shared travel is necessary or if separate vehicles could be used;
- Working with ARMS and non-ARMS staff onsite;
- Handling of field equipment.

4. FIELD WORK RISK ASSESSMENT

Prior to initiating field work or activities, the Project Manager or Supervisor will convene a meeting with all ARMS employees, volunteers and/or contractors participating in ARMS organized activities and field work. The Project Manager or Supervisor will discuss the activity or field work and proposed measures to mitigate any risk, including risks associated with COVID-19. At this time, extra mitigation measures may be identified, which may include not proceeding with the activity or field work. The purpose of the pre-field work risk assessment as it pertains to COVID-19 is to:

1. Determine if the activity or field work should proceed (including considerations regarding travel to and from the work site). This decision will require input from all participating field crew members
2. Identify measures to take during field work to minimize the risk of transmitting or contracting COVID-19, and
3. Identify processes to determine if field work should be suspended or terminated should one or more field staff exhibit symptoms consistent with COVID-19.

All safety management plans for field work will be updated with the results of a risk assessment that outlines all the potential hazards, including infectious diseases and COVID-19 as well as the controls for each task. Safety Plan communication protocols (both internal to ARMS and external to ARMS) will also be updated, as necessary.

As part of the pre-field risk assessment all field staff, volunteers, contractors will be asked to complete the COVID-19 self assessment tool (<https://bc.thrive.health/>) prior to entering the field. The self assessment tool consists of six questions with 'No' and 'Yes' answers that will help determine whether you may need further assessment or testing for COVID-19 or if there is no concern (i.e., low risk for infection, no need for testing, no reason for self-isolation). The self assessment can be completed for yourself, or on behalf of someone else.

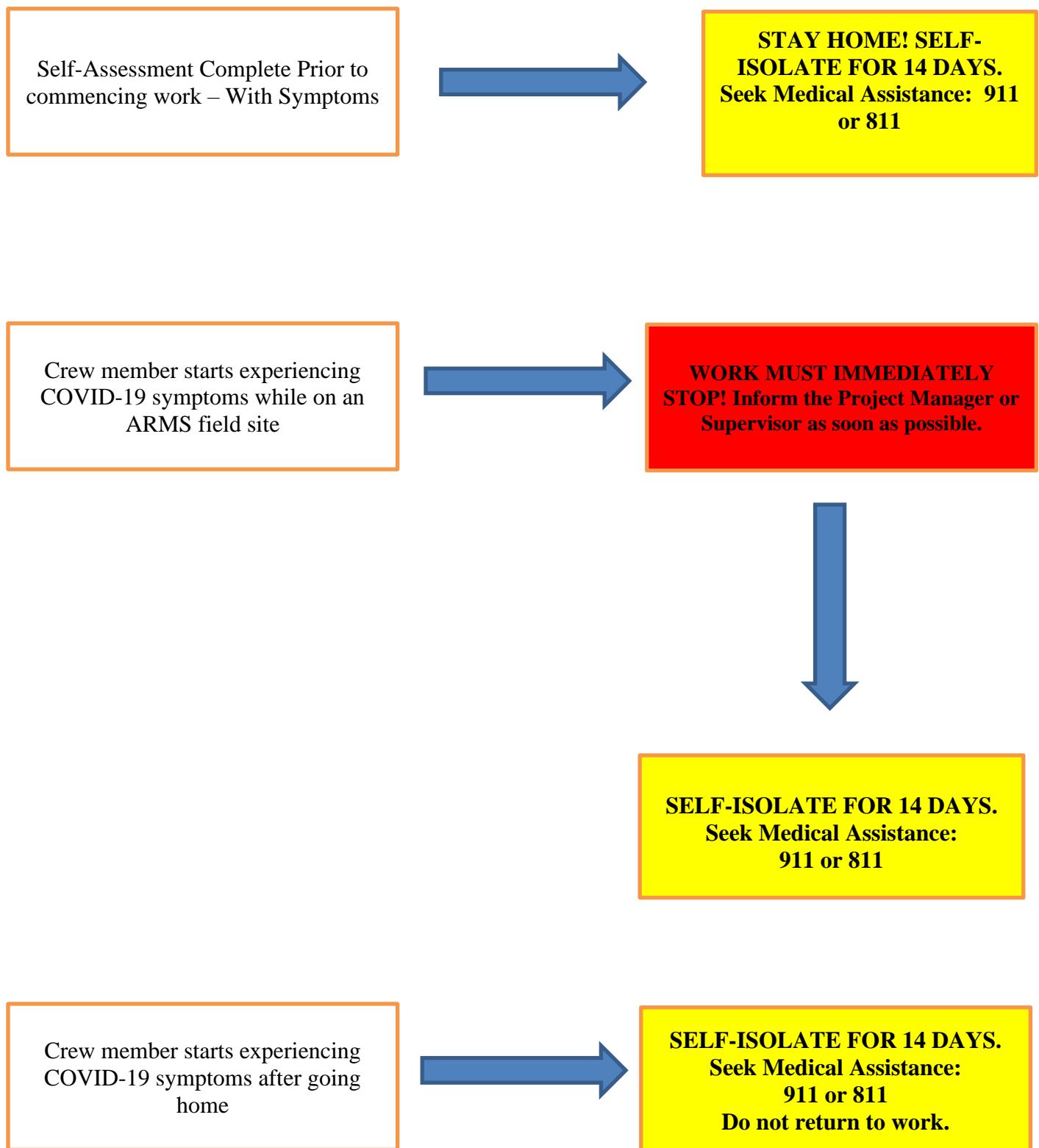
If you answer 'Yes' to any of the questions, further action may be required and may include self-monitoring, self-isolating, isolating, contacting your healthcare provider, going to your nearest emergency room. If you answered 'Yes' to any of the questions, even if just 'Yes' that you have any symptoms, follow the instructions associated with the self-assessment tool and do not commence or participate in any field work.

The pre-project meeting and risk assessment does not replace the need to complete daily tailboards while the field project is underway. COVID-19 discussions, including disclosure of interactions with other people since last work shift, should be part of these daily tailboard sessions to ensure appropriate mitigation measures are understood and implemented by all field staff, volunteers or contractors.

In general, and assuming all activity or field personnel answered 'No' to all six questions associated with the self assessment tool, field work may commence with approval of Project Manager or Supervisor or Client. During field work prevention measures such as physical distancing, regular handwashing, wearing gloves, having access to non-surgical masks and cleaning/disinfecting common surfaces should be practiced as diligently as possible as identified in the project specific risk assessment. If physical distancing is not practical all the time, then additional mitigation measures and isolation by task (e.g. only one individual ever handles the dip nets) may be implemented after assessing the risk.

The following schematic is provided to guide the decision-making process with respect to undertaking activities or field work and whether these should continue, be suspended, or be terminated should someone exhibit symptoms consistent with COVID-19:





5. TRAINING

The following training is required before an ARMS employee, volunteer or sub-contractor works on a field activity or project:

- ✓ Conduct a safety talk on COVID-19 to ensure all crew have knowledge of the symptoms of COVID-19, how to minimize the risk of exposure or transmission, and what to do in the event of infection;
- ✓ Contractors having their own infectious disease program must be able to provide records that their employees have adequate knowledge of possible/potential infectious disease, including COVID-19; and
- ✓ Personal Protective Equipment (PPE) must be worn when specified to limit the potential for infection or transmission of disease.

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment considered for mitigating the transmission/contraction of COVID-19 include the use of the following PPE:

- Access to handwashing station (soap and water)
- Lysol disinfectant wipes
- Alcohol-based hand rub with at least 60% alcohol to be effective
- Safety glasses
- Non-surgical mask
- Disposable gloves

Prepared by Greta Borick-Cunningham, 19 June 2020

REFERENCE SOURCES

- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- <https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- <https://bc.thrive.health/>
- LGL environmental Ltd, **SWP-049: COVID-19** Revision 3.1: 31 March 2020

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