Nita Lake Lodge COVID-19 Exposure Control Plan

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Health Hazards Of COVID-19

COVID-19 is a new 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 (over the age of 60) and those with a weakened immune system or underlying medical conditions are considered at higher risk of severe illness.

Symptoms

Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include coughing, sneezing, fever greater than 38 degrees Celsius, sore throat, difficulty breathing, vomiting and diarrhea.

People infected with COVID-19 may experience little or no symptoms with illness ranging from mild to severe.

Transmission

Public Health experts advise that the disease is spread through droplet transmission when large infected droplets contact surfaces of the eye, nose or mouth. The BC Centre for Disease Control advises that most people become ill from being in close contact with someone who showed symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. When droplets fall on surfaces or objects, people can catch COVID-19 by touching contaminated surfaces or objects, then touching their eyes, nose or mouth.

The incubation period is 1 to 14 days. COVID-19 is contagious for 10 days after the initial onset of symptoms.

Exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth.
- Infectious droplets from a coughing or sneezing person landing in the eye or onto the moist inner surfaces of the nose or mouth.
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients).
- Sharing food items or utensils with an infected person.

Employer Responsibilities

Nita Lake Lodge will:

- Ensure that materials (for example, gloves, alcohol-based hand rubs, and 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.
- Select, implement and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Ensure that workers are provided with and properly use all required Personal Protective Equipment (PPE).
- Maintain records of safety inspections and worker training.
- Ensure that a copy of this exposure control plan is available.
- Close facilities or limit services to the public if warranted.

Supervisor Responsibilities

Our supervisors will:

- Ensure that workers are adequately instructed on the specific controls for the hazards at the location (including hand washing stations and disinfecting supplies).
- Ensure that workers use appropriate personal protective equipment for example, gloves and eye protection, when required.
- Ensure that where required, workers use proper respirators, for which they have been fit tested, and the results are recorded.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they are ill.

Employee Responsibilities

Our employees/contractors will:

- Know and understand the hazards of the workplace.
- 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 the supervisor.
- Know how and when to report exposure incidents.
- 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.

Cough/Sneeze Etiquette

Our workers 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 immediately and leave the workplace. Upon returning home, workers will be asked to either use the BC COVID-19 Symptom Self-Assessment Tool, https://bc.thrive.health/, or App, contact 8-1-1 or their family doctor by phone and report to their supervisor the result.

Worker will be asked to follow the BC Centre of Disease Control's (BCCDC) recommendations for self-isolation and self-monitoring:

- For self-monitoring, see BCCDC How to self-monitor.
- For self-isolation, refer to the BCCDC Self-Isolation webpage.
- For daily self-monitoring, use the BCCDC Daily Self-Monitoring Form for Contacts of a Case of COVID-19.

Workers who experienced respiratory illness are only permitted to return to the workplace if they are feeling better after 10 days following the onset of symptoms AND if they have not had a fever for 72 hours, whichever is later.

A Presumed COVID-19 Case At Work

If an employee is suspected or tests positive for COVID-19 case, the following steps will be taken:

- Notify Human Resources with the name and contact information of the employee.
- Close off the work area(s) that the worker used. Open windows, if possible to increase air circulation. If human secretion occurred (for example vomiting), a deep clean with be conducted by facility cleaners.
- 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 metres) with the employee. Provide their names and contact information to Human Resources. They may be required to self-isolate for 14 days and monitor for symptoms. See: BCCDC Self-Isolation webpage.
- Identify staff who would have had contact from a distance with the employee. Provide their names and contact information to Human Resources. They will be instructed to monitor for symptoms for 14 days and take their temperature twice a day. They will be assigned to remote or work that is distanced from other employees and will not share any equipment.
- When an employee falls ill and is suspected or confirmed with COVID-19, their personal and medical information will be kept confidential. Staff who are notified will not be told who it is that fell ill, rather what actions they need to take.

Returning To Work Post-illness

An employee will be permitted to return to work when advised by a medical professional or 10 days after the onset of symptoms AND if they have not had a fever for 72 hours, whichever is later. The BC CDC states that coughing may persist for several weeks, so coughing alone does not mean that the employee cannot return to work.

Risk Assessment

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level of workplace exposure to COVID-19 to be moderate to low.

	LOW RISK	MODERATE RISK	HIGH RISK
	Workers who typically do not have close contact with people infected with COVID-19	Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Workers who may have close contact with infected patients or with infected people in small, poorly ventilated workspaces
HAND HYGIENE	Yes - washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant	Yes - washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant	Yes - washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant
DISPOSABLE GLOVES	Not required	Not required, unless handling contaminated objects on a regular basis	Yes - in some cases, such as when working directly with COVID-19 infected individuals
APRONS, GOWNS OR SIMILAR BODY PROTECTION	Not required	Not required	Yes - in some cases, such as when working directly with COVID-19 patients
EYE PROTECTION - GOGGLES OR FACE SHIELD	Not required	Not required	Yes - in some cases, such as when working directly with COVID-19 patients
AIRWAY PROTECTION - RESPIRATORS	Not required	Not required unless likely to be exposed to coughing and sneezing	Yes - N95 respirator or equivalent that covers the mouth and nose

Risk Controls

The WorkSafeBC Regulation requires us to implement infectious disease controls in the following order of preference that adheres to the hierarchy of controls (in descending order of effectiveness):

1. Elimination
2. Engineering controls
3. Administrative controls
4. Personal Protective Equipment (PPE)

1. Eliminating unnecessary face-to-face contact is the preferred control because it eliminates the hazard to the worker. This includes prohibiting workers to report to work if they are ill, and moving meetings to video or teleconference as required. Services that were offered at guest counters will be adjusted to allow for physical distancing.

2. Where elimination is not possible, engineering controls will be implemented to create a physical barrier between the worker and the hazard. Examples include reception desks and Fix Café point of sale. Engineering controls will not prevent all exposure so Administrative and/or PPE controls will also be required in certain circumstances.

3. Administrative controls involve the creation of Safe Work Procedures (SWPs) and policies that are introduced to mitigate the risk of hazard exposure to the worker. Examples include reconfiguring work stations to adhere to distancing guidelines, staggering start times, daily cleaning of workstations and commonly touched work surfaces, hand washing and cough/sneeze etiquette, and limiting the number of workers as necessary. Nita Lake Lodge COVID-19 Safe Work Procedures are saved on the A:Drive and emailed to Supervisors and Managers by Human Resources/General Manager.

4. Personal Protective Equipment (PPE) is the final line of defence and is often presented in conjunction with Administrative controls. PPE offers a personal barrier between the worker and the hazard. Examples include using gloves and face masks. PPE will be allocated to departments as necessary and comply with health agency recommendations.

Additional Information

If employees have any concerns relating to being exposed to COVID-19 in the work place they may email our joint Health And Safety Committee member and COVID representative, Meredith Bodell at meredith@nitalakelodge.com.

Nita Lake Lodge Exposure Control Plan
Employee Acknowledgement

I acknowledge that my Supervisors and/or Managers made available and reviewed this document with me. I agree to follow safety requirements and procedures outlined herein.

EMPLOYEE FULL NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Nita Lake Lodge Pandemic Safe Work Procedure
Employee Acknowledgement

I acknowledge that my Supervisors and/or Managers made available and reviewed the following Nita Lake Lodge Pandemic Safe Work Procedure(s) with me. I agree to follow safety requirements and procedures outlined therein.

NITA LAKE LODGE SAFE WORK PROCEDURE(S):

_____

_____

EMPLOYEE FULL NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____