

CKISS COVID-19 Safety Plan

Updated April 2021



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Purpose:

In order to minimize the spread of COVID-19 and protect our employees, the public, and vulnerable members of our community, The Central Kootenay Invasive Species Society (CKISS) requires that all staff and contractors review and follow the COVID-19 protocols outlined below while conducting work on behalf of CKISS.

This document lays out the situations where staff and contractors should not work and specific protocols that staff and contractors should follow to minimize the chance of exposure to COVID-19 at work.

Timeline:

These protocols will remain in place until further notice. Protocols will be updated to reflect ongoing changes to the COVID-19 crisis.

Contractors:

These protocols are intended to supplement contractor health and safety plans already in place. Contractors are responsible for all additional costs associated with implementing

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COVID-19 protocols. If costs are anticipated to impact project invoicing/budgets/work plans, this must be discussed in advance with the contract manager responsible.

Contractors must ensure there is a plan for sick personnel coverage, or contact their contract manager if work completion will be impacted and we will work towards a solution that will not compromise anyone's health and safety (ie. defer treatment sites to next season if necessary)

Risk Assessment

The virus that causes COVID – 19 spreads in several ways. It can spread in droplets when a person talks, yells, laughs, coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Therefore, it is important that we identify situations staff will encounter that are associated with the risk of person-to-person transmission or surface transmission of COVID-19.

Areas/activities with some risk of exposure to COVID-19:

- Working at the CKISS office
- Driving in work vehicles
- Working in the field with a crew
- Using shared field equipment
- Conducting outreach/education in person
- Entering public areas while at work (gas stations, the hardware store, etc.)

General CKISS Policies for Minimizing COVID-19 Transmission:

Policy	Actions
1. All staff are to be familiar with symptoms and up to date government information	<ul style="list-style-type: none">• Review BC-CDC information and guidelines on symptoms, reporting and testing: http://covid-19.bccdc.ca/• Stay up to date with new recommendations and Provincial Health Orders, as well as vaccine availability• COVID-19 safety updates/comments will be addressed at safety meetings
2. All staff to minimize their risk of infection and transmission	<ul style="list-style-type: none">• Follow BC-CDC guidelines for handwashing and disinfection at home• Follow all BC Provincial Health Orders

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	<ul style="list-style-type: none"> Follow all CKISS procedures including Office Specific Safety Measures, Vehicle Specific Safety Measures, CKISS Sanitization procedures CKISS will provide appropriate cleaning supplies, available at the office
3. All staff to take precautions, manage their mental health and reduce stress in regards to the virus	<ul style="list-style-type: none"> Read and follow Canadian Mental Health Association recommendations for managing stress and anxiety in regards to COVID-19 Read and follow the B.C. Ministry of Health and Mental Health and Addictions guidance for managing COVID-19 stress, anxiety and depression CKISS will help to reduce virus-related stress by providing a COVID safety-conscious work environment and open communication Reach out to Executive Director or other staff if you have any COVID related concerns or need additional advice, support or further information on how to manage your mental health If you require immediate help, call 1-888-COVID-19 or text 604-630-0300
4. Take action immediately if you have any symptoms or if someone you were recently in contact with, contracts the virus	<ul style="list-style-type: none"> Use the BC Self Assessment Tool and if recommended get a COVID test Call Health Link BC (8-1-1) and follow instructions given in regard to self-isolation, contact tracing, etc. Notify Executive Director immediately if you have symptoms and/or test positive Notify Executive Director immediately if anyone you live with or have recently been in personal contact with tests positive for COVID
5. All staff to avoid in-person meetings	<ul style="list-style-type: none"> Conduct meetings and hiring interviews via phone or web conference Conduct outdoor socially distanced meetings where appropriate
6. Stay current on federal and provincial support programs for workers affected by Covid-19	<ul style="list-style-type: none"> CKISS will be prepared to fulfill the employer's role in implementing any applicable government programs and/or orders

Workplace General Safety Measures

1. Anyone who is showing COVID-like symptoms or feeling ill must not come to work.
2. **All employees must complete and pass a daily health check each day before arriving at work as per the current Provincial Health Order.** The daily health check form will be available for staff to complete digitally via Fulcrum. Staff must complete a daily health check whenever they are doing work on behalf of CKISS anywhere other than at their personal home office.

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3. Any staff or contractors that begin to feel ill, show symptoms, or come into contact with someone with symptoms during the workday should go home immediately and contact their direct supervisor or the Executive Director.
4. All staff and contractors must minimize the risk of infection or transmission as much as possible by following [Provincial Health Orders](#) and [BC CDC Guidelines](#) for handwashing/disinfection and physical distancing at work. While working at the office and in the field staff must adhere to the following recommendations as well as carrying out all CKISS sanitization protocols.

Additionally, CKISS staff and contractors will follow funder-specific COVID safety procedures, when working on funder properties and projects.

Wash/Sanitize Hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- Before and after using shared tools and equipment
- Before and after using masks or other PPE
- Just before leaving work
- Before and after entering a public place such as a gas station or store
- Hand washing supplies and hand sanitizer will be kept in all vehicles for use in the field

Physical Distancing:

- Stay 2 m away from others whenever possible
- Avoid crowded places
- At the office, take breaks outside or at your work station

Mask Wearing:

- Masks are required in indoor public spaces, except when seated at your workspace
- Masks are required in common areas at the office and at all times when leaving your workspace (ex. going to the bathroom)
- Masks are required when travelling in vehicles with coworkers
- Consider putting on a mask any time it might be difficult to stay physically distanced (2 meters) from other people
- Masks should fit tightly, covering the mouth and nose and going under the chin
- Masks should be made of three layers of fabric, including two layers of tightly-woven fabric, with a filter or filter fabric between layers.
- While wearing a mask avoid touching the mask or your face
- Face shields and mouth shields are not appropriate mask alternatives

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Office Specific Safety Measures

- Signage will be posted outside the office reminding staff to complete their **daily health check** and indicating that **anybody exhibiting COVID-like symptoms may not enter**.
- Everyone using the office must follow all CKISS COVID safety measures as laid out in the CKISS COVID-19 Work Protocol including hand washing, physical distancing, mask-wearing and sanitization.
- Each person using the office must have 5 square meters squared (2.236 x 2.236m) of unencumbered space. Based on this requirement, **the CKISS office has an occupancy limit of 8 people (up to 5 in the front room, up to 3 in the back room)**.
- The CKISS office will be arranged to allow staff to be physically distanced when at their workstations.
- Whenever possible windows and doors should be left open to promote good ventilation.
- Staff are encouraged to take breaks at their desks or outside in order to minimize the use of indoor common space.
- Some staff may be required to work from home depending on office space availability and the evolving COVID-19 situation. Staff are encouraged to work from home or stagger work days/hours whenever possible to reduce the number of people in the office at one time.
- Everyone must complete the daily health check and follow the office sanitization protocol.
- Staff must have their own eating and drinking utensils such as cups and cutlery. These items must be kept at your workstation. There will be no access to shared mugs etc. If you do not have a permanent workstation please bring them to work with you as needed.

Vehicle Specific Safety Measures

- Follow the vehicle sanitization protocol.
- Masks must be worn in vehicles when travelling with coworkers.
- Climate control vents must be set to draw air from outside and must not be set to recirculate.
- Windows should be opened whenever possible to allow for better ventilation.

Field Work Safety Measures

- Where feasible field staff will have separate equipment and PPE
- The equipment sanitization protocol must be followed for all shared equipment
- Masks may be removed when staff are socially distanced and completing fieldwork outside

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- Be sure to maintain 2 m distance if approached by members of the public, landowners, land managers, etc. while completing fieldwork
- High traffic outdoor areas such as parks, trails, and docks should be approached with caution. If necessary, work in these areas can be postponed/rescheduled.

Outreach Safety Measures

Safety measures to be followed while conducting outreach events, or operating the CKISS outreach booth, are provided in a separate document which will be updated regularly to align with Public Health order updates as required. All outreach events and activities will be planned to comply with Public Health orders, and will be modified or rescheduled as required to ensure the safety of CKISS staff and members of the public.

Outreach safety guidelines can be found here: [Dropbox \(CKISS\)\1.0 CKISS General\4a. COVID-19](#)

When coordinating an activity with a partner group such as a school, youth group, etc that has additional COVID safety policies, the group's safety requirements will be followed in addition to CKISS protocols.

Sanitization Policy

Cleaning Products

- All sanitization must be completed using a product that is approved as effective against COVID-19, and following the directions for effective use. A complete list of approved products can be found here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
- **CAUTION:** do not use products containing hydrogen peroxide, ammonia, or bleach-based products, as these could damage some surfaces, particularly vehicle interiors.
- A mixture of 70% Isopropyl alcohol is effective and should not cause damage to surfaces.
- Appropriate cleaning products are available at the CKISS Office and will also be stored in vehicles as needed.

Office Sanitization Protocol

High touch areas must be sanitized twice a day minimum. These areas include the kettle, fridge, bathroom door, and surfaces in the bathroom. Mid-day sanitization is the shared responsibility of everyone using the office on a given day. A record of this sanitization must be completed on the "Daily Sanitization Checklist" found below.

If staff are using **shared equipment** that may have been or will be used by others, they must **sanitize it before and following use** (ie, computers, tablets, label maker, etc.).

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A full office disinfection must be completed at the end of each day. This includes all touch surfaces within the CKISS office. The last person to leave the office will complete this and a record of this sanitization must be completed **on the “Daily Sanitization Checklist” found below.**

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Daily Office Sanitization Checklist

Date									
Name:									
Type of Clean?									
Mid-Day high touch surface clean? (Minimum orange tasks)									
End of day full office clean? (orange and green)									
Cleaning Tasks									
Wash your hands before you start cleaning									
Disinfect doorknobs									
Disinfect light switches									
Disinfect taps, sink, and toilet handle in bathroom									
Disinfect kettle, fridge, microwave									
Disinfect your personal workstation (mouse, desk, keyboard, chair arms)									
Disinfect iPad									
Disinfect all cabinet and drawer handles									
Disinfect printer buttons									
Disinfect any miscellaneous items used (shared keys, chargers, VHF radio, etc.)									
Replace hand towel in the bathroom ¹									
Put any used cloths in the laundry basket									
Check that we have adequate supplies ²									
Disinfect clipboard and pen									

¹ Hand towel to be changed once a day or use more frequently if staff are unable to fully dry their hands using the towel. Paper towel are also available if preferred.

² Kalenna to be notified if supplies will run out within a week.

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Vehicle Sanitization Protocol

Safety and Sanitizing Supplies for Vehicles

1. Ziplock bag of gloves
2. Ziplock bag of masks
3. Disinfecting spray
4. Hand sanitizer
5. Fleet vehicle cleaning protocols/sanitized tag
6. Water jug
7. Soap
8. Paper towels
9. Garbage bags

Procedure for Sanitizing Vehicles

After each use, all CKISS vehicles will be sanitized and left with the “SANITIZED” tag face up on the dashboard. While in use, the “SANITIZED” tag will be moved off the dash.

CKISS staff will also utilize Kootenay Carshare Coop vehicles. These vehicles need to be sanitized before and after use. As the availability of cleaning supplies in Carshare vehicles has been inconsistent in the past, be sure to bring some along when picking up a car.

When cleaning a vehicle please follow the checklist below:

Task	✓
Wash/Sanitize your hands	
Wipe car seats and armrests	
Wipe steering wheel and controls	
Wipe transmission shifter, blinkers and wiper controls	
Wipe radio and climate controls	
Wipe ventilation grilles and knobs	
Wipe mirror controls and rearview mirror sides	
Wipe window buttons	
Wipe grab handles	
Wipe seat belts and buttons	
Wipe door handles (inside and out)	
Wipe shifter and emergency brake handle	
Wipe any other surfaces touched (eg totes, piss tank, cones, etc.)	
Refill blue water jug if necessary	
Restock cleaning supplies, masks, and gloves if needed	
Remove all garbage and personal items	
Place “SANITIZED” tag on the dash (CKISS vehicles only)	

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CKISS staff are required to confirm that they have completed the above checklist when filling out the 'mileage app' in Fulcrum.

Equipment Sanitization Protocol

Field work equipment such as shovels, axes, clippers, loppers, etc. should be cleaned daily after use with close attention paid to handles and other frequently touched areas. Equipment should be cleaned with approved disinfecting spray and a clean cloth or disinfecting wipes.

Use the following checklist:

Task	✓
Wash your hands	
Wipe down all equipment used	
Leave equipment where it can easily air dry	
Dispose of used wipes	
Place used cloths in laundry bucket	
Wash your hands	

Field staff should not share work gloves as these will be harder to sanitize on a daily basis.