

ARCHER CRM Partnership Pandemic Response Procedure

NOTE: Where safety plans are dictated by the special needs of a particular project the pandemic procedures outlined in that safety plan prevail over this document and all applicable office and field crews will be debriefed/educated regarding the project specific safety plan

Date	Description of Changes	Revised by
May 8, 2020	Initial Version	LE, IT, JL, EG, RF, FC, MH
June 18, 2020	Page 5, additional guidance regarding ARCHER-FRM-209 Questionnaire & Compliance Form, & updates to associated form. Page 3, Eligibility to Work section added.	MH, JL review
July 20, 2020	Reviewed, no revisions proposed	HS Committee
July 22, 2020	Page 8, guidance for distancing measures and PPE in vehicles and aircraft where crews >2 people are approved	RF, JL, MH, FC
August 24, 2020	Page 10, Additional guidance for Archer Offices	RF, FC, MH
September 10, 2020	Preamble added regarding other safety plans Document rewording and reorganization to reflect generic “Pandemic Plan” Page 2: Added Communication Page 3: Updated Eligibility to work section, added self-isolation guidelines/link, updated pod composition wording Page 3-4: Added immunizations, non-compliance and reporting and business continuity Page 7: Additional guidance for completion of risk assessment of ARCHER-FRM-209 Page 8-9: updated wording regarding work pod reassignments Page 13-15: updated links for additional resources, COVID-19 specific information moved to appendices	MH, RF, FC, JL
October 13, 2020	Page 11-12: Added Guidance for choosing lodging and reviewing pandemic plans	MH, RF, FC
November 9, 2020	Page 3: Updated Section 2.2 Page 3-4: Updated wording in Section 2.3 to clarify stay at home when sick policy and instructions for exposed individuals Page 7: Daily health screening given own heading: Section 4 , and instructions updated re: ARCHER-FRM-209 General – formatted document headings for easier navigation	MH, RF

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NOTE: This guideline has been modified from “Protecting Industrial Camp Workers, Contractors, and Employers Working in the Agricultural, Forestry, and Natural Resource Sectors During the COVID-19 Pandemic”: http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/All-sector-work-camps-guidance.pdf

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1. Communication

This procedure is to be reviewed, evaluated, and distributed to workers monthly during a pandemic situation by members of ARCHER’s Health & Safety (HS) Committee (in consultation with provincial health office guidelines). This document is subject to change as a pandemic situation evolves and as updates become available from the provincial health office and the BC CDC. The pandemic plan will also be reviewed upon the provincial health office’s determination that a pandemic situation has concluded in order to evaluate the effectiveness of the plan and implement corrective actions to improve strategies to address future events.

Questions and/or concerns regarding this procedure can be sent to: HScommittee@archercrm.ca

Internal Communication:

ARCHER Directors will maintain up to date emergency contact information for workers and will be their main point of contact.

External Communication:

Project Leads (or their designate) will be responsible for contacting their own clients regarding status updates/changes to their projects due to a pandemic situation.

2. Conduct a Pandemic Workplace Risk Assessment

Developing a day-to-day plan for workers that follows the guidance in this document to stop the spread of infection will result in an Infection Prevention and Control Protocol (Protocol) that will protect people working at ARCHER. This includes reducing the number of social interactions amongst workers and employers and nearby communities, recommendations for immunization where available, physical distancing or enhancing protection via masks where physical distancing is not practical, good hygiene practices, and cleaning and disinfecting high touch point areas at the start and end of each day, or more often as use frequency increases.

Project Leads, Field Directors, and Supervisors are aware of Pandemic protocols and will be responsible for implementing these rules within individual crews and while on site.



It is important that the social interactions while in a camp or motel setting as well as in private accommodation, minimize interactions and maintain physical distancing when social interactions are necessary (i.e., grocery shopping, using laundromats). Designating employees to the same small working crew or “work pod” for as long as practical during the work shift will reduce social interactions. Like a family unit, this work pod will ensure close contact only occurs within a select small crew.

Pod composition should be designed so as to avoid compromising capacity redundancy (i.e. individuals with the same job description/qualifications should not be on the same crew).

2.1 Employee Education

Prior to any fieldwork occurring, crew leads will discuss Pandemic safety awareness with their crew and how the field procedures will occur. All participants, contractors, service providers, or other parties that enter the worksite must also be included in this discussion. No visitors are allowed on our job sites at this time, unless client approved on a project and a risk mitigation plan developed. **The safety awareness discussion MUST include safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.**

2.2 Immunization

Where available, workers are encouraged to obtain appropriate immunizations, and time off from work may be granted where deemed necessary and as vaccines become available within a community.

Per WorkSafe BC OHS Regulations 6.39 Vaccination and 5.1.1 Designation as hazardous substances, ARCHER will offer and maintain records of vaccinations for employees for infections where occupational exposure is a risk.

See also:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements#SectionNumber:6.39>

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-05-chemical-and-biological-substances#SectionNumber:5.1.1>

<http://www.bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual>

2.3 Eligibility to Work

Anyone who feels ill for any reason, should stay at home, and notify their supervisor until they can seek medical advice and their symptoms resolve.

Workers who have travelled outside of Canada must self-isolate upon return prior to being deployed on an ARCHER crew, as per BC government and provincial health office guidelines which are subject to change as a pandemic situation evolves.

Workers who have traveled for non-work reasons within Canada but outside of BC are subject to the rules within those provinces.

Inter-provincial work-related travel will be evaluated and structured according to the destination province’s regulations as applicable.



Self-isolation timeframes may be reduced based on the availability for testing. For more information regarding self-isolation see: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

Where practical, and subject to the worker's job description, workers may be encouraged to work from home temporarily and/or as workload allows. The worker will be subject to regular status check ins with their supervisor(s) as set out during the development of a work relocation agreement.

If you have been, or may have been, exposed to :

1. someone who is symptomatic, pre-symptomatic, or asymptomatic,
2. or a location subject to a public advisory
3. someone who is ill (regardless of reason)

You must:

- Immediately contact the relevant health authority and follow their recommendations.
- Thereafter, immediately contact an ARCHER Director and advise them of the recommendations provided to you. The Director will establish the subsequent internal steps, if necessary.

Anyone declaring symptoms of infection during work hours must:

- Report to the designated First Aid attendant. Identify & isolate the work area(s) for disinfection.
- Report their declaration to an ARCHER Director immediately thereafter.
- Leave the workplace, immediately contact the relevant health authority and follow their recommendations.
- Report the recommendations back to the ARCHER Director, in writing (text or email)
- Arrange to have a test taken immediately, if that is the recommendation.
- Self-isolate for the time it takes to return a test result.
- If the test is negative and symptoms are resolved, immediately declare themselves to an ARCHER Director that they are fit to return to work immediately.
- If the test is positive, immediately declare themselves to an ARCHER Director that they are unfit for work until deemed able to return to work by their doctor. A doctor's note to this effect will be required.

Anyone declaring symptoms of infection outside of work hours must:

- Immediately contact the relevant health authority and follow their recommendations.
- Thereafter, immediately contact an ARCHER Director and advise them of the recommendations provided to you. The Director will establish the subsequent internal steps, if necessary.
- Arrange to have a test taken immediately, if that is the recommendation.
- Self-isolate for the time it takes to return a test result.
- If the test is negative and symptoms are resolved, immediately declare themselves to an ARCHER Director that they are fit to return to work immediately.
- If the test is positive, immediately declare themselves to an ARCHER Director that they are unfit for work until deemed able to return to work by their doctor. A doctor's note to this effect will be required

An employee's leave for pandemic-related matters will be "approved" by ARCHER if they are experiencing symptoms of infection, clearly fall within a group that should be temporarily self-isolating, and/or otherwise have express direction to self-isolate (from their doctor or our government health professionals). It is encouraged that testing be undertaken promptly to inform the company of any further action it should take to protect employees not reporting symptoms.



If an employee's leave is not "approved" then the employee will be made clearly aware that they are taking a finite unapproved and unpaid leave of absence.

If an employee's leave is not "approved", ARCHER will convey to the employee that the leave time will be counted as vacation time.

2.4 Non-compliance

Non-compliance with procedures outlined here and/or specific project safety plans will be addressed via incident reporting submitted by the observer or supervisor and supplied to the HS Committee for review and recommended corrective action.

2.5 Business continuity

In the event that a significant number of employees are unable to work due to a pandemic, ARCHER's existing **ARCHER-PRD-002 Contingency Plan** will be implemented in consultation with the Directors and members of the HS Committee to develop a plan for continuing services on a reduced scale while adhering to provincial guidelines and health orders. Strategies may include working from home/telecommuting, etc.

3. All Employees and Employers Must Practice Good Hygiene and Cleaning

Limiting potential transmission of infection requires all employers and employees to practice increased hygiene and increased cleaning. Additional information for employees to implement include:

- Employees must be educated on measures to prevent infection and transmission.
- Post signs in frequently used spaces that illustrate to:
 - cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough;
 - dispose of used tissues immediately;
 - wash your hands; and,
 - avoid touching your face, eyes, nose or mouth with unwashed hands.
- part of the daily safety briefing, employees will be reminded of measures to prevent infection and transmission.

Sign posters can be found here: [hand washing poster](#)

3.1 Guidance for Increased Hygiene

Frequent handwashing and avoidance of face touching can prevent infection transmission.

Workers will be reminded to cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, to avoid contaminating their hands. Wash hands with plain soap and warm running water or use hand sanitizer with a minimum 60% alcohol. A handwashing station will be provided at each job site, as well as hand sanitizer with a minimum 60% alcohol. Handwashing is the primary measure to be undertaken while in the field and office. Hand sanitizer is to be used as a secondary option when handwashing is not feasible.

Handwashing

- Handwashing stations with soap and water are available to employees in the field, as well as immediately outside or inside all buildings that employees are working in or eating food.



- Handwashing stations will be either permanent or portable where there is a lack of pressurized water. Wash stations will be checked, cleaned, and restocked with supplies as needed throughout the shift.
- Soap and water hand-washing stations can be supplemented with waterless hand sanitizers with a minimum 60% alcohol where appropriate.
- Handwashing periodically throughout the day and especially before and after break times or when workstations are changed is required as much as possible.
- All equipment will be assigned to limit sharing and potential cross-contamination. Everyone will have their own shovel and screen that has been labeled with flagging with their name on it. Each employee will be responsible for maintaining their assigned tools.
- Hand washing instructions and reminders will be posted at all handwashing stations.
- See **Guidance for Employees While Working – Physical Distancing and Hygiene** below for additional details.

3.2 Guidance for increased Cleaning

All common areas and surfaces must be cleaned at the start and end of each day. Examples of common areas and surfaces include washrooms, shared offices, common tables, desks, light switches, handrails, tent flaps in common areas, and door handles. Regular household cleaners are effective against infection, following the instructions on the label.

Clean Common Areas

- Common areas and surfaces must be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches, handrails, tent flaps in common areas and door handles.
- Employees must not share items such as eating utensils, towels, glasses, or writing utensils.

3.3 Physical Distancing

Employees will practice physical distancing and other public health recommendations to prevent the spread of infection. Physical distancing of at least 5 meters in the field (m) should be maintained at all times, unless determined otherwise by the field supervisor based on the work requirements of the day. The determination of lesser distancing cannot be less than the govt standard of 2 meters.

Employees must take practical steps to ensure physical distancing is maintained in the following areas:

- while being transported from home to the workplace or between work locations;
- while working;
- during breaks or while in communal spaces, or at any other time where employees may gather;
- during off-duty hours, employees must continue to practice physical distancing; and
- during all group activities including site meetings shall be held in open spaces or outside.

In situations where maintaining physical distance of 5 m is difficult, workers' time will be minimized in that situation. A physical barrier will be installed and/or wear masks as necessary, suitable and safe to do so.



3.4 Creating Work Pods or Crews

Despite best efforts there will be situations on a day to day basis where physical distancing between workers is not practical or safe for periods of time (e.g. travel to site). Work pods can be thought of like a family unit, this pod will ensure close contact only occurs within a select small group. Designating employees to the same small working group or 'work pod' for as long as practical during the field season can help reduce the risk of spreading infection to employees and others in the operation.

4. Daily Health Screening

All staff are required to review and complete ARCHER-FRM-209 at the start of their work-day.

Subcontractors working and visitors visiting an ARCHER field jobsite must complete ARCHER-FRM-209 prior to entering the jobsite.

The form is accessed and completed via any QR smartphone camera application:



Also accessible via: <https://www.surveymonkey.com/r/5TY98MJ>

A "yes" response by Staff to any of questions 1-4 must be reported to your Supervisor immediately.

A "yes" response by a subcontractor or visitor to any of questions 1-4 must be reported to the Site Supervisor immediately.

A 'Yes' response may preclude the individual's eligibility to work / be on a jobsite until they have satisfied the requirements outlined in in Section 2.3.

The details related to a "yes" response to Q.3 will be discussed with the crew and management to determine the individual's eligibility to remain on the crew based on level of assessed risk (i.e.; low risk = eligible to work; high risk = precludes eligibility to work until further information supplied). Risk assessment levels correspond to the following:

- **Level 1** – 'Normal' operation (i.e. Remote worker not in physical contact with anyone)
- **Level 2** – Current pod member. Operating with staff working and living in one location. **Switching pods is not preferred, but possible** (i.e. All the members of a crew who drives daily to work and to the jobsite).
- **Level 3** – individuals that may pose a higher risk than others because of recent travel, or proximity to a known outbreak. **Switching Pods is not possible**. (i.e. someone who comes back from camp, a hotel, or from out of province would be a level 3 for the 14 days after they leave a hotel, camp, or come from out of town. Switching pods would not be possible, for 14 days).



5. Transportation for Employees – Hygiene, Physical Distancing, Reducing Social Interactions

In situations where employees are required to travel together in vehicles to the work site, employees will travel in a designated vehicle for their work “pod” or crew. Field crews will not exceed 4 people in two vehicles (2 people per vehicle). Please read the section on Guidance for Situations where Maintaining Physical Distance is Difficult to protect workers when they cannot maintain physical distancing.

Proper precautions must be exercised when travelling to and from accommodation and work sites, including frequent handwashing and avoiding touching one’s own face, maintaining physical distancing, cleaning and disinfecting high touch points like door handles, and minimizing contact with crowds and public places.

Ensure safety protocols are being practiced for employees who typically travel alone. Refer to Section 3.2.9 of the **ARCHER-POL-201 ARCHER Safety Management System** regarding ARCHER’s Working Alone policy, located here: *J:\Templates\Policies_Manuals\SAFETY*.

5.1 Cleaning Vehicles

At the start of each working day and throughout the day, drivers must clean and disinfect frequently touched surfaces in the vehicles using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

High touch or key contact points include:

- door handles (inside and out)
- window buttons
- steering wheel and controls
- wiper and turn signal handle
- shifter
- dash controls + buttons
- ventilation grilles and knobs
- rear-view mirror
- armrests
- grab handles, seat adjusters
- seat belt buckles
- radio and communication devices
- tailgate latches
- gas doors and caps

When more than one worker is traveling, physical distancing practices apply. Shared travel with more than one person should be minimized. Employers can use the following options:

Truck & Car

- Where possible limit a single driver in a conventional truck (i.e., single cab).
- A driver and one passenger may travel together in vehicles with two rows of seating. The passenger must sit in the back seat on the opposite side as the driver.
- The only exception to this is the work “pod” as described above



- Hands must be washed thoroughly before and after the truck ride and common surfaces must be wiped down before and at the end of each trip.
- Do not use the recirculation setting for the A/C or fan – keep air flow coming into the vehicle (make sure to check every time the vehicle is turned on as some vehicles automatically revert back to recycled air).

Fueling of vehicles

- Wear disposable gloves while handling fuel nozzles and keypads. Properly dispose of the gloves (carefully) before re-entering the truck.
- Alternatively, use supplied paper towel from local dispenser to act as a barrier and use hand sanitizer or wash hands thoroughly before re-entering; or use proper disinfectants, to wipe down all surfaces before contact.

6. Guidance for Employees While Working – Physical Distancing and Hygiene

- Where possible, employees will be assigned to individual workstations or an area of the field that provides 5 m of separation from other individuals. However in some field situations, where acceptable, the supervisor and crew can agree to modify social distancing measures down to no less than 2 m.
- Where a minimum of 2 m separation is not possible, workers must wear masks, and a physical barrier will be constructed in collaboration with the Directors and the Health and Safety Committee.
- Workers must always ensure that hands are washed with soap and running water or a hand sanitizer with a minimum 60% alcohol before and after work activity.
 - *When in the field, each truck will be equipped with a 5-gallon water jug with a hand pump and hand soap. Use elbows to pump water and soap or wipe down pumps after each use.*
 - *At the beginning of the shift, one person will be assigned the responsibility of managing the water jug and soap re-fills. This person will also be the only person to touch the garbage bag for used paper towels etc.*
- In situations where employees are required to work together in close proximity to complete tasks, ARCHER will utilize work pods as described previously. The number of staff in each work pod will be kept to a minimum and be six or less whenever possible. These pods will stay together for as long as possible during the project.
- Workers will NOT be reassigned between work pods without approval of the Director and/or Project Lead. A risk analysis to determine the impact of pod reassignment on the risk of spreading infection, will be undertaken prior to making the decision.
- A current list of all designated work pods, and their members shall be maintained in individual offices along with a record of any reassignment of members among those work pods.



7. Guidance for Employees During Breaks or while in Communal Spaces – Physical Distancing and Hygiene

Consider how to maintain physical distancing, decrease crowding, and reduce social interactions; maintaining small, and consistent groupings of people will help prevent and control the potential transmission of infection.

- Start/stop times, breaks must be staggered where possible to minimize employees congregating.
- ARCHER will reduce in-person meetings, other gatherings and hold site meetings in open spaces or outside.
- It is recommended that worker gatherings of any size be structured so that those present can maintain a minimum physical distance of 2 m from each other.
- Wash your hands: before and after breaks, after going to the washroom, and before preparing or eating food.
- Do not share food.
- Do not share unwashed plates, cups or utensils. Wash your own dishes after use.
- Employees MUST practise respiratory etiquette:
 - Cough or sneeze into elbow sleeve.
 - Dispose tissues in garbage cans.
 - Wash hands with plain soap and water for at least 20-30 seconds or use an alcohol-based sanitizer with at least 60% alcohol content.
 - Avoid touching one's face.

8. Guidance for Situations where Maintaining Physical Distance of 5 m is Difficult – Physical Distancing and Hygiene

There are situations where it is not possible to maintain production while respecting the 5 m separation. Use personal protection equipment if it is needed for the normal, reoccurring hazards associated with the job. The following guidance provides employees methods to achieve physical distancing when it is difficult to do so:

- An impervious barrier (“Physical barrier”) may be installed in between workstations (people). The barrier will be something that prevents one person’s cough or sneeze from contacting another person. The barrier will be made of a non-porous material that can be effectively disinfected. Regular household cleaning products are effective against viruses. Follow the instructions on the product label.
- Barriers will be site specific and will be installed in such a way as to minimize risk of cross contamination (an example of this are the Plexiglass barriers that some retailers have installed to protect cashiers in retail stores).
- If physical barriers cannot be erected on a work site, workers should wear a clean cloth mask or covering across the nose and mouth (e.g. a bandana) to minimize spread of droplets onto



common work surfaces especially in instances where there is continuous close quarter work tasks (e.g., two or more people in an indoor or confined space).

- In approved circumstances, where two or more people cannot socially distance when in vehicles and aircraft:
 - In those instances, where two or more individuals share the same space, all individuals will wear a mask and gloves.
 - Masks may be those provided by the company, gloves (non-allergenic) must be those provided by the company.
 - Employees must ensure proper disposal of masks and gloves immediately following their use.

9. Guidance on Handling Tools and Equipment – Physical Distancing and Hygiene

- Where possible, each employee will utilize only their own tools throughout the duration of their employment to minimize contact and spread of infection.
- Where it is not possible to use individual tools, the shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution (1 tsp bleach:1L water or 2 Tbsp bleach:1 Gallon water) between uses by different employees. Rubber gloves must be worn while handling bleach solutions and the area should be well ventilated.
- Employees will not share PPE with other employees.
- In situations where employees are required to work together in close proximity to complete tasks, ARCHER will designate employees into work pods.

10. Guidance on Worker Accommodation

This guidance also applies to any accommodation that may be housing any employee. Potential accommodation scenarios include tents, cabins, motels/hotels, and private accommodation.

Consider how to maintain physical distancing, decrease crowding, and reduce social interactions; maintaining small, and consistent groupings of people will help prevent and control the potential transmission of infection.

In the evenings and during personal time, employees must follow the provincial health guidelines.

General guidelines include, but are not limited to:

- Gatherings of any size will be limited so that those present can maintain a distance of 2 metres from each other.
- Stagger mealtimes where practical and minimize people using the kitchen at one time. In accommodations where physical distancing is a challenge, it is recommended that masks are used in common areas like the kitchen.
- Reduce in-person indoor meetings and other gatherings and hold site meetings in open spaces or outside.



Employees will be lodged individually, precluding availability of single-person lodging. Alternatively, employees will be lodged in separate rooms within a suite or similar, with the space to practice social distancing.

If a worker develops symptoms of infection (i.e. as outlined by the provincial health office, such as fever, sore throat, coughing, sneezing, or difficulty breathing), the worker will be evacuated from the job site and sent home or back to their accommodations to self-isolate. Other employees in close contact with the worker may be required to quarantine as well.

- *If only minor symptoms appear (such as coughing and sneezing), the worker must stay home or in their accommodations for the day to see if symptoms persist.*
- *If more serious symptoms appear (such as fever, difficulty breathing, headaches, and loss of sense of taste and smell), then the shift will end (if working remotely) and the crew sent home. While traveling, each person is to wear a mask, and non-symptomatic workers must wear gloves. Contact with the sick worker must be extremely limited. The sick worker must then self-isolate for 14 days past the last occurrence of symptoms. Other workers in contact with the sick worker will also self-isolate for 14 days.*
- *The client and all other individuals involved in the project (i.e., participants) will be notified that a worker is showing symptoms of infection.*

10.1 Guidance for choosing lodging and reviewing pandemic plans

When choosing where to lodge a crew:

- Hotels/motels:
 - *Consider booking at hotels where room doors have direct outdoor access and not ones with elevators. This limits the time spent in indoor public spaces.*
 - *Review the hotel's pandemic guidelines (i.e., via website, booking agent etc.) to ensure crew is made aware of all hotel policies regarding public spaces, housekeeping, food handling, etc.*
- Camps:
 - *Prior to lodging a crew, ensure the camp's pandemic plan has been received and reviewed.*
 - *Consider asking camp about their expected capacity while our crew is on site and if at capacity, what measures are being employed to ensure physical distancing, management of shared facilities (i.e. bathrooms, kitchen), etc.*
 - *Consider bringing your own towels, bedding, disinfecting wipes, etc. if the camp has not already required this as part of their pandemic policy.*

Always re-request updated pandemic procedures in between stays at same lodgings and re-review for updated policies.

Ensure the crew is aware of and prepared to comply with all policies at their lodged location. These may include mandatory practices above and beyond what is recommended by public health.

Unsafe practices noted by the crew at the hotel/camp must be immediately reported to their Project Lead and the HS Committee.



10.2 An important note about First Nations and First Nations Health Centres

- Indigenous populations face heightened health risks due to lower health outcomes compared with non-Indigenous Canadians. First Nations, Métis, and Inuit populations disproportionately face health disparities linked to the social determinants of health (i.e. social, economic, cultural, political inequities). As such, all employees must respect any precautions being taken to avoid carrying this virus into First Nations communities.
- It is recommended that employees do not seek medical care from a local First Nations health center. There are inadequate resources to sustain an influx of external cases.

10.3 Physical Distancing and local Communities

- Traveling to a grocery store or other necessary public establishment must be limited to one person per group who will also buy food and essentials for others.
- Reminders to regularly wash hands, practice coughing etiquette, maintain physical distancing in the community and avoid congregating in social settings or community settings will be posted in the living space.

11. Additional Guidance for ARCHER offices

As ARCHER welcomes employees back to the offices, the following policies will be implemented:

- Individuals will wear masks in communal spaces and shared offices where physical distancing is not possible
- There will be no storage of food or drink overnight
- Employees are responsible for washing their own dishes daily (or use their own dishes and take home nightly, not to be stored in communal spaces)
- Appropriate signage will be posted with instructions in each office for visitor information
- No unscheduled visitors without approval of office manager (with the exception of essential services like mail, telecom, power, etc.)
- Use of hand sanitizer stations before opening doors, touching light switches, shared facilities etc.
- Additional protocols specific to individual office locations above and beyond these above measures will have signage with clear instructions where necessary and appropriate, which may include additional protocols for:
 - cleaning behind visitors
 - the storage location and handling of physical data and samples returning from field for 'decontamination' period before handling, or use of gloves if handled by someone other than the original collector



Appendix A COVID-19 and how it is spread

- Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).
- The disease caused by the new coronavirus has been named COVID-19.
- COVID-19 has been declared a global pandemic as of issuance of this document.
- COVID-19 is a reportable disease and the local Medical Health Officer must be notified if there is an outbreak or suspicion of an outbreak.
- COVID-19 is transmitted via liquid droplets when a person talks, 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 it is recommended to cough or sneeze into your elbow and wash your hands regularly.

What are the symptoms of COVID-19?

- The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and the common cold. These symptoms include cough, sneezing, fever, sore throat and difficulty breathing. Additional symptoms may include muscle aches, fatigue, headache, loss of appetite, chills, runny nose, nausea and vomiting, diarrhea, loss of sense of smell or taste.
- People infected with COVID-19 may experience little or no symptoms, with illness ranging from mild to severe.
- Some people are more vulnerable to developing severe illness or complications from COVID-19, including older people and those with chronic health conditions.
- Self Assessment Tool: <https://bc.thrive.health/>

For additional information about COVID-19 refer to the BC Centre for Disease Control at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>



Appendix B Face Masks – additional cautionary information from BCCDC

If barriers have been installed in the work vehicles, masks are not required to be worn, and are only implemented as a secondary measure. However, should a worker begin to cough and/or sneeze (regardless of reason), the worker must wear a mask while in the vehicle to minimize the spread of airborne particles.

Employees should be aware the BCCDC states that:

- 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).
- Any mask, no matter how efficient at filtration or how good the seal, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing.

If you decide to use a mask under these circumstances, here is some information to improve the effectiveness of masks:

- ensure the mask fits tightly around the nose and mouth;
- the mask should be comfortable, or you won't want to wear it consistently;
- if the mask makes it a lot harder to breathe, then the seal will not be as good, and the mask will be less effective; and
- you should clean or change the masks often depending on if homemade or disposable.

More information on masks is available here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>



Appendix C Additional Resources:

For Updated Orders, Notices & Guidance, please visit the link below:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

Industrial Camps released April 23, 2020:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-industrial-camps.pdf>

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/All-sector-work-camps-guidance.pdf

Hand hygiene poster:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-handwashing-poster.pdf>

HealthlinkBC website:

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

BC CDC website:

<http://covid-19.bccdc.ca/>

BC Pandemic Preparedness:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/pandemic-influenza>

BC CDC Posters:

<http://www.bccdc.ca/Health-Info-Site/Documents/Coronavirus-FAQ-English.pdf>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/resources-at-a-glance>

Travel Advice:

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/traveller-information/travel-affected-by-covid-19>

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

WorkSafeBC, COVID-19, What workers should do:

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-workers-should-do>

Employees must practice physical distancing as directed by the BC CDC while on breaks:

<http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Physical-distancing.pdf>

Other Signage and Posters:

<http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters>