

	Accountable Lead: BRPPS Board of Directors Responsible Lead: Andy Boughton, General Manager	COVID-19 SAFETY PLAN
		Date Created: Nov 2020 Review Date: as needed

BACKGROUND

The Blue River Powder Packers Society (BRPPS) is responsible for the general operations of public recreational snowmobiling in the Blue River area. We have 3 trail head locations that are maintained and staffed by employees of BRPPS. We do not have safety cabins or warming huts in any of our zones.

OBJECTIVES

This document will:

- Define the general safety procedures for operations during the COVID 19 pandemic
- Outline the responsibility of BRPPS staff as they pertain to COVID-19
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- Protect the safety of all employee's and volunteers working with BRPPS
- Protect the safety of all visitors to our zones

These guidelines reflect the information and safety recommendations from WorkBC, and the British Columbia Snowmobile Federation (BCSF). As it pertains to COVID-19 this document will be updated as new information is made available by WorkBC, BCSF, the provide of British Columbia or the Government of Canada.

TRAINING

BRPPS COVID-19 Safety Plan is to be shared with all staff prior to their first day working. If there are changes to the Safety Plan throughout the season the General Manager/Booth Supervisor will be responsible to ensure all staff understand and adhere to the most current Safety Plan.

Prior to their first day the Booth Supervisor will orient all staff on COVID-19 including a review of the risks, the protocols put in place, what the symptoms of COVID-19 are, and the club's current plan to minimize the risks. All staff must be fully trained on how to complete proper disinfection, limit occupancy, cleaning frequencies, and the use of PPE.

BASIC PREVENTION INFECTION MEASURES

As appropriate, all staff must implement good personal hygiene and infection control practices. These include but are not limited to the COVID-19 General Guidelines outlined by the Government of Canada. Staff acknowledge that these guidelines are subject to change.

Hand Hygiene

- Frequent and proper handwashing is encouraged as the best way of preventing all viral respiratory infections and other illnesses
- As soap and water is not available hand sanitizer will be provided at each booth
- If an employee chooses to provide their own hand sanitizer it must contain a minimum of 60% alcohol

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- Staff are to wash hands with the provided hand sanitizer for at least 20 seconds once they arrive at work, every time they enter and leave the Booth and every hour through their shift

Physical Distancing

As defined by the BC Centre for Disease Control, physical distancing means limiting close contact with others. The current recommendation is to maintain two meters or six feet between individuals.

All team members will practice physical distancing as follows:

- Maintain a distance of 2 meters (6 feet) between yourself and others when possible
- Avoid direct contact with team members or customers (e.g. no handshakes)
- Restrict people from entering the booth
- When possible interact with customers and team members outside
- Cover your mouth and nose with a mask when you cannot maintain physical distancing of at least 2 meters (6 feet)

General Infection Control

- Cover your mouth and nose during a cough or a sneeze with a tissue or use the inside of your elbow (immediately wash your hands)
- Do not touch your face unless you just washed your hands
- Clean and disinfect frequently touched surfaces daily
- Monitor your health and be alert for the symptoms of COVID-19
 - Fever
 - Chills
 - Cough or Worsening of a chronic cough
 - Shortness of breath
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of a sense of smell or taste
 - Headache
 - Muscle aches
 - Fatigue
 - Loss of appetite
 - Diarrhea
 - Nausea/vomiting

SUPPLIES

BRPPS will be responsible to ensure each booth has an adequate supply of equipment cleaning products, hand sanitizer, gloves, and masks on hand. If this supply is running low, please contact the General Manager/Booth Manager to replenish the stock.

PERSONAL PROTECT EQUIPMENT

Gloves

- Gloves will be made available at each workstation

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- Team members should sanitize their hands thoroughly before putting on the gloves
- Wearing gloves does not exclude the need for sanitizing hands, team members are required to sanitize their hands each time gloves are taken on and off
- Gloves should be changed after you handle money, credit card machines, cleaners and other containments

Masks

Medical grade masks will be provided at each workstation. However, staff may choose to provide their own non-medical mask. Any mask or face covering that is made of at least two layers of tightly woven material such as cotton or linen, is large enough to completely and comfortably cover a person's nose and mouth without gaping and can be secured to a person's head with ties or ear loops.

How to put on a Medical Mask:

1. Perform hand hygiene.
2. When using a face mask with ear loops, secure an ear loop over an ear.
3. Then place the other ear loop over the other ear.
4. Then grasp the nose piece of the mask and bring it to cover the bridge of the nose.
5. Mold the nose piece of the face mask with the fingertips of both hands by starting at the bridge of the nose and work outward toward the cheekbones.
6. Then grasp the nose piece of the face mask
7. Then pull the bottom of the mask under chin

How to remove a Medical Mask:

1. Take the index finger of each hand and grasp the ear loops from behind the ears
2. Pull the face mask forward off the face to remove the mask
3. Dispose the face mask in the garbage bin
4. Perform hand hygiene

How to put on a Non-medical mask:

1. Ensure the Non-medical mask is clean and dry
2. Wash your hands with the provided hand sanitizer
3. Ensure your hair is away from your face
4. Place the Non-medical mask over your nose and mouth and secure to your head or ears with its ties or elastics. Adjust if needed to ensure the nose and mouth are fully covered. The mask should fit snugly to the cheeks and there should not be any gaps
5. Repeat Step 2

How to remove a Non-medical mask:

1. Take the index finger of each hand and grasp the ear loops from behind the ears
2. Pull the face mask forward off the face to remove the mask
3. Place in a bag reserved for solid materials
4. Wash according to manufactures direction

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5. **Mask will need to be changed if it is soiled over the course of the day

Non-medical face masks should:

- Allow for easy breathing
- Fit securely to the head with ties or ear loops
- Maintain their shape after washing and drying
- Be changed as soon as possible if damp or dirty
- Be comfortable and not require frequent adjustment
- Be large enough to completely and comfortably cover the nose and mouth without gaping

Non-medical masks should not:

- Be shared with others
- Impair vision or interfere with tasks
- Be made of plastic or other non-breathable materials
- Be secured with tape or other inappropriate materials
- Be made exclusively of materials that easily fall apart, such as tissues
- Be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

SHIFT PREPARATION – Before starting each shift

- Staff members are to complete a COVID Health assessment before each shift
 - Per the PHO Order issued on November 19th, 2020 at the beginning of each work day and every Team Member must self assess their fitness to perform work. This can be done using the [COVID Health Self Assessment](#) which will create documentation that this has been done and provide an email to the General Manager each morning. If a team member answered yes to any of the questions included in the BCSF COVID-19 Employee Health Check they are advised to stay home, contact the Booth Supervisor/General Manager and call the BC Health Link BC at 811
 - Team Member is to follow the recommendations provided by the tool and inform the General Manager/Booth Supervisor if they are not able to attend their shift ASAP

POTENTIAL/ACTUAL COVID-19 EXPOSURE

If during a shift, a staff member develops any one of the known COVID-19 symptoms AND the symptom is not considered normal for the staff member (e.g. staff member has chronic stuffy nose) they are to:

- Immediately close the booth
- Contact the General Manager/Booth Supervisor
- Return home to self isolate and call 8-1-1 or a doctor for further guidance

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- The General Manager/Booth Supervisor will arrange to have the booth cleaned and disinfected immediately

If a team member has been tested or is waiting for the results of a COVID-19 test they will be treated as a confirmed case and the employee will be removed from the workplace and work schedule:

- Other team members who may have been exposed will be informed and removed from the workplace for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities
- The General Manager/Booth Supervisor will arrange to have the booth cleaned and disinfected immediately

If a team member tests positive for COVID-19:

- The team member will not be permitted to return to the workplace until they are free of the COVID-19 virus
- Any team members who work closely with the infected team member will also be removed from the workplace for at least 14 days to ensure the infection does not spread further into the workplace
- The General Manager/Booth Supervisor will arrange to have the booth cleaned and disinfected immediately
- The General Manager will be in close and immediate communication to provide guidance and support throughout the leave

PAY SAFE

Due to a lack of adequate cell coverage at our trailheads BRPPS will continue to accept all forms of payment.

- Using social media/website/verbal instruction at the trailheads riders will be encouraged to have just 1 rider per vehicle approach the booth and pay for all party members
- When paying with card the Square Tap Device is to be used
- When paying cash exact change is preferred
- BRPPS staff will use gloves when handling cash or plastic payment cards
- After each transaction, the disinfection protocols outlined below are to be followed

CLEANING, SANITIZING AND DISINFECTION PROTOCOLS

Facility cleanliness

- Door handles, counters, light switches, fuel handles and other high touch items must be disinfected several times per day with the appropriate disinfecting agent (BRPPS to provide)
- Cleaning should always start from the least soiled (cleanest) area to the most soiled (dirtiest) area in order to not spread the dirty to areas that are less soiled

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- In indoor spaces, routine application of disinfectants to surfaces via spraying is not recommended for COVID-19
 - When disinfectants are to be applied, it should be done so by a cloth or wipe which is soaked in the disinfectant

Electronics and POS Equipment

- For electronics such as Square card swipers, remove visible contamination if present
- Do not use aerosol cleaning sprays or wipes that contain bleach
- Use only 70% isopropyl alcohol wipes provided by BRPPS
- Magstripe reader will be disinfected after each use
- Contactless chip reader will be cleaned when visible soiled or frequently throughout the day

Outhouse

- One outhouse per site will be designated for booth staff only
- The staff outhouse will be cleaned after each use
 - Door handles
 - Counter tops/sink/basin
 - Toilet/paper dispensers/handwash areas
- Outhouses for riders will be designated “use at your own risk”