

## TUMBLER RIDGE COMMUNITY FOREST COVID-19 EXPOSURE CONTROL PLAN

Occupational Health and Safety Regulation – Section 6.34 requires an employer to develop and implement an exposure control plan if a worker has or may have occupational exposure to a biological agent. Occupational Health and Safety Regulation section 5.54 and Guideline 6.34-6 also apply to this document.

### **Policy and Scope:**

Tumbler Ridge Community Forest policy is to ensure that all employees, contractors and visitors at a worksite are protected from occupational exposure to biological agents in a manner that complies with the BC Workers Compensation Act and Occupational Health and Safety Regulation.

The purpose of the Exposure Control Plan is to eliminate or minimize potential exposures to biological agents (i.e. COVID-19), as well as to reduce the risk of infection should exposure occur. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to biological agents.

### **Responsibilities:**

#### **Tumbler Ridge Community Forest Worksite/Office:**

- Reduce in-person meetings and other gatherings and hold meetings in open spaces or outside when possible.
- Ensure that there are no more than 10 people in the same space under any circumstances.
- Ensure that workers are able to maintain physical distancing (2 meters/ 6 feet apart) while completing their work safely.
- All common areas and surfaces should be cleaned often by staff. (Washrooms, shared offices, light switches, door handles etc.
- Anyone who is feeling unwell and is exhibiting COVID-19 like symptoms, such as sore throat, fever, sneezing or coughing, must self-isolate at home for a minimum of 10 days from onset of symptoms, or until their symptoms have completely resolved.
- Ensure materials (i.e. gloves, soap, alcohol-based hand rubs and washing facilities) and other resources (i.e. worker training materials) required to implement that plan are readily available.
- Develop, implement and document the appropriate site-specific control measures. (Office/Field)
- Ensure supervisors, workers, contractors and visitors are educated and trained to acceptable level of competency.
- Ensure staff follow all site-specific housekeeping and sanitizing procedures. (Office/Field)
- Ensure that staff use appropriate and/or required personal protective equipment (PPE) when required or when physical distancing cannot be maintained.
- Review of the plan and incorporate any new technologies and scientific information.
- Maintain all Tumbler Ridge Community Forest (TRCF) training, competency assessments, work activity monitoring and inspection records.
- Ensure that the most recent copy of the Exposure Control Plan is available to employees, contractors, and visitors.

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### Contract Managers at Active Worksites:

- Ensure contactors are adequately instructed on mitigation controls for the exposure hazards at the worksite.
- Ensure physical distancing (2 meters/6 feet) is maintained.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Monitor all work activity, document the observations and immediately report non-conformance to the contractor. All non-conformance events will be documented as an incident report.

### Tumbler Ridge Community Forest, Contractors and Visitors at all locations:

- Maintain social distancing (2 meters/6 feet) at all times.
- Know the exposure hazards of the workplace.
- Follow established standard operating procedures as directed by the employer or supervisor.
- Ask for assistance whenever they are unsure of safe practice.
- Use any required PPE as instructed.
- Know how and when to report any possible COVID-19 exposures (at work or at home) to your supervisor. \*Note: possible exposures occurring off-site need to be reported before coming to the worksite.
- Report any unsafe conditions or acts to the supervisor.

### Guideline for Risk Assessment for COVID-19 (Adapted from OHSRG 6.34-6:)

Risk assessment for COVID-19	LOW RISK	MODERATE RISK	HIGH RISK
	Workers who typically have no contact with other people	Workers who may be exposed to people from time to time in relatively large, well ventilated workplaces	Workers who may have contact with infected patients, or with infected people in small poorly ventilated workplaces
Hand Hygiene	Yes- washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes	Yes- washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes	Yes- washing with soap and water, using an alcohol-based rub or using disinfecting hand wipes
Disposable Gloves	Not Required	Not Required (unless handling contaminated objects on a regular basis)	Yes – in some cases (i.e. when working directly with COVID-19 patients)
Aprons, Gowns or similar body protection	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
Eye Protection – Goggles or Face Shield	Not Required	Not Required	Yes – in some cases (i.e. when working directly with COVID-19 patients)
Airway Protection - Respirators	Not Required	Not Required	Yes – minimum N95 respirator or equivalent

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		(unless likely to be exposed to coughing and sneezing)	
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Based on adherence to the Exposure Control Plan risk of exposure to TRCF staff is low to moderate.

### Site Risk Assessment by Location:

Area Assessed	Main Office and Washroom
External Exposure Potential	Visitors, Delivery Drivers, Contractors
Internal Exposure Potential	Staff members
Risk of Exposure	Low to Moderate
Recommendations	<ul style="list-style-type: none"> <li>-Physical distancing (2 meters/6 feet)</li> <li>-Sanitize high touch areas (door handles, main desk, light switches etc.)</li> <li>-Limit access to office (required staff only)</li> <li>-Have staff members sanitize work station areas and common touch areas more frequently (recommended start and end of day and when used i.e. Coffee maker, printer, door handles etc.)</li> </ul>

Area Assessed	Work Vehicle(s)
External Exposure Potential	Passengers, Gas Stations
Internal Exposure Potential	Owner/Operator
Risk of Exposure	Low to Moderate
Recommendations	<ul style="list-style-type: none"> <li>-Sanitize high touch areas (door handles, steering wheel, dash controls, etc.) more frequently if more than 1 person in the vehicle (recommended start and end of day)</li> <li>-Have one designated driver to minimize the amount of people touching driving controls</li> <li>-Limit the number of people in each vehicle to maximize social distancing (if unable to maintain minimum distance use PPE appropriately)</li> </ul>

Area Assessed	Field locations (Layout/Planting/Logging)
External Exposure Potential	Recreationalist, Government Representatives, Mechanic Repair Crew, Industry Representatives
Internal Exposure Potential	Staff members/workers
Risk of Exposure	Low to Moderate
Recommendations	<ul style="list-style-type: none"> <li>-Sanitize high touch/common areas (door handles, safety equipment, shared equipment etc.) more frequently (recommended at start and end of day)</li> </ul>

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	<p>-Avoid sharing equipment when possible, designate one person to handle each piece of equipment as necessary</p> <p>-Maintain social distancing 2 meters/6 feet (if unable to maintain minimum distance use PPE appropriately)</p>
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<b>Job Classification Risk Assessment</b>			
Job Classification	Potential Exposures	Contact/Frequency	Risk of Exposure
Forest Manager	Contractors Visitors Industry Representatives Community Members Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low
Bookkeeper	Contractors Visitors Manager	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low
Forestry Contractors	Other contractors Visitors Workers (Staff) Community Members	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low
Harvest Contractors	Other contractors Visitors Community Members Workers (Staff)	Low (practicing social distancing, e-mail, phone calls, text messaging)	Low to Moderate

Guidance information for this plan was gathered from multiple sources and websites. This includes:

-BC Forest Safety Council (COVID-19 Exposure Control Plan Sample Template):

<http://www.bcforestsafe.org/node/3460>

-BC Forest Safety Council – COVID-19 Enhanced Surface Cleaning and Disinfecting

<http://www.bcforestsafe.org/files/BCFSCSurfaceCleaningAndDisinfecting.pdf>

-Government of Canada Health Services website (Coronavirus disease (COVID-19): Prevention and risks

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink#p>

The information on COVID-19 is constantly being updated as more information is being gathered.

Additional websites to visit with updated information include:

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

Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink#p>

<b>Site Exposure Control Plan</b>	
Activity/Area/Job Group	Safe Practice
PPE – Personal Protective Equipment	-Current Safe Work Practices/Job safety Analysis will define minimum PPE required for job or task.
Site Visits and Visitors	-All visitor access to the operations (Office /Field) will be limited to critical tasks or inspections only.
Office/ Washroom facilities	-All common areas of the operation will be sanitized following a schedule located in Appendix B (Work Area Sanitization Checklist).
Personal Hygiene	<p>Proper Hygiene can help reduce the risk of infection or spreading infection to others, therefore:</p> <ul style="list-style-type: none"> <li>-Each person is encouraged to wash their hands with disinfecting soap and hot water and/or use alcohol-based hand sanitizer.</li> <li>-All employees are encouraged to wash their hands with disinfecting soap and water for at least 20 seconds, or using effective alcohol-based hand sanitizer.</li> <li>-When coughing or sneezing all employees must:               <ul style="list-style-type: none"> <li>*cough or sneeze into a tissue or the bend in their arm</li> <li>*dispose of any used tissue as soon as possible in an appropriate waste basket and wash hands immediately afterwards</li> </ul> </li> <li>-All employees are encouraged to avoid touching their eyes, nose or mouth</li> <li>-All employees are encouraged to not share equipment, and to sanitize commonly used surfaces (i.e. coffee maker, microwave, printer etc.) Sanitizer wipes will be available in an easily accessible place.</li> </ul>
Field worksites	Workers will maintain social distancing of 2 meters/6 feet. If workers are unable to maintain social distancing appropriate PPE will be used and cleaned/disposed of properly.
Physical Distancing (At work and home)	<p>It is imperative that everyone practice the social distancing recommendations of the provincial and federal governments including:</p> <ul style="list-style-type: none"> <li>-avoiding non-essential gatherings</li> </ul>

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	<ul style="list-style-type: none"> <li>-avoiding touch-based greetings (handshakes, hugs etc.)</li> <li>-avoid crowded places such as conferences, festivals, concerts</li> <li>-limiting contact with high-risk people like seniors and those with compromised immune systems</li> <li>-maintain social distancing of at least 2 meters/6 feet from others</li> </ul>
Working Remotely	<ul style="list-style-type: none"> <li>-Management will direct all contractors who have the ability to work from home to do so until further notice</li> <li>-Worksite access will be scheduled to support the workflow and minimize the number of individuals in the workplace</li> </ul>
Records	<ul style="list-style-type: none"> <li>-Records will be maintained for all worksite cleaning, sanitizing activities, inspections, employee training</li> <li>-Checklist for common work areas that are to be cleaned and sanitized are located in Appendix B (Work Area Sanitization Checklist)</li> </ul>
Training and Monitoring	<ul style="list-style-type: none"> <li>-Contractor supervisors will monitor all work activities to ensure compliance and social distancing and sanitizing activities are taking place. Records of documented observations and employee contact for COVID-19 mitigation and control will be recorded.</li> </ul>

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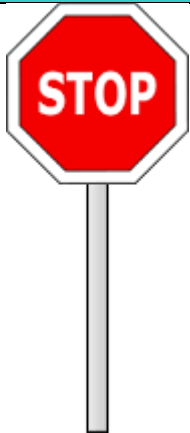
**Standard Operating Procedure:** Field Work (Inspections/Layout and Development/Supervision)

**A) Prior to start of field work, the worker(s) must:**

- 1) Have a meeting to discuss:
  - COVID-19 Exposure Control Plan.
  - Identify sections that apply to field work being completed.
  - Identify reporting procedure for any incidents that occur on the worksite.
  - Procedures when encountering others (Visitors/Recreationalist/etc.) on the worksite.
- 2) Have a copy of the COVID-19 Exposure Control Plan, and this Standard Operating Procedure.
- 3) Each member of the crew may carry a personal first aid kit, however there will be a level 1 first aid kit in the pickup for emergency use. PPE: Hi-Vis Hard Hat, appropriate footwear, and Hi-Vis clothing. Additional PPE such as gloves and mask may be necessary if physical distancing of at least 2m/6 feet cannot be maintained by the workers.

**B) During field work, workers must:**

- 1) Follow the Workers Compensation Act and Regulations.
- 2) Follow guidelines indicated in COVID-19 Exposure Control Plan.
- 3) Report any activities that are unsafe and may cause exposure or increase the risk of exposure to COVID-19.

STOP WORK IF:	
	<p>Stop work and notify your supervisor if you are encounter any of the following conditions:</p> <ol style="list-style-type: none"> <li>1. If you believe that you have been exposed to COVID-19 or have encountered someone that is displaying symptoms of COVID-19</li> <li>2. Safety issues related to completing your task</li> <li>3. If you are feeling un-well and believe that you are displaying COVID-19 symptoms immediately report to your supervisor. Contact your doctor/healthcare provider and call the HealthLinkBC number 8-1-1.</li> </ol> <hr style="border: 0.5px solid black;"/> <p>If you are uncertain about your task – stop work and ask your supervisor for clarification.</p>

Additional Notes:

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# TUMBLER RIDGE COMMUNITY FOREST COVID-19 EXPOSURE CONTROL PLAN

## APPENDIX: A

Symptoms of COVID-19 (Information from BC Centre for Disease Control Website Apr. 6<sup>th</sup> 2020)

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











Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Cough
- Fever\*
- Sneezing
- Sore Throat
- Difficulty Breathing

\*Average normal body temperature taken orally is between 36.3°C (97.4°F) to 37.6°C (99.6°F). Common thresholds for COVID-19 screening at this time specify 37.5°C is an indicator of potential infection and 38.°C or higher is a sign of fever.

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

**SYMPTOM CHART: WHAT TO WATCH FOR**

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention





