



## COVID-19 Response Policy

<b>Subject:</b> COVID-19	<b>Revision Date:</b> May 5, 2020
<b>Application:</b> All SDC Employees	<b>Revision Number:</b> 2

**Scope:** Applies to all employees. This policy is regarding SDC's response to the COVID-19 virus and ensuring we are providing a safe and healthy workplace for all of SDC's employees, contractors and visitors.

### **What is Coronavirus?**

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS-Cov and SARS (Cov). The official name for this new disease, not previously seen in humans, is COVID-19. It was first identified in Wuhan City, in Hubei province, China.

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness. Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for this disease.

Symptoms have included: Fever, cough, difficulty breathing, pneumonia in both lungs. In severe cases, infection can lead to death.

### **Information updates:**

Public health risk is continually reassessed as new information becomes available. BC's Office of Provincial Health Officer and the BC Centre for Disease Control are coordinating to produce regular updates as is the Northern Health Authority in Prince George. SDC will continue to stay informed and will be monitoring its response as a result.

### **Government of Canada website:**

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

### **BC Centre for Disease Control Website:**

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



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### The best way to prevent the spread of infections is to:

- Wash your hands often with soap and water for at least 20 seconds. Using an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoiding touching your eyes, nose or mouth, especially with unwashed hands.
- Avoiding close contact with people who are sick.
- Covering a cough or sneeze with a tissue, then throwing the tissue in the trash.
- Cough and sneeze into your sleeve or elbow and not your hands.
- Cleaning and disinfecting frequently touched objects and surfaces.
- Social Distance – maintain 2m(6ft) distance from each other
- Staying home if you are sick (low-grade fever 37.3 C or more) to avoid spreading the illness to others.

### Office Hygiene Update:

SDC has updated and implemented higher office hygiene protocols at its office as a preventative measure.

- **Offices will remain open for business, through with limited access from visitors**
- All workplace surfaces such as desks and tables and objects such as telephones, photocopier and doorknobs will be wiped with disinfectant with increased regularity.
- More in depth cleaning of office during weekend cleanings
- Through weekly cleaning of accommodations, (housekeeping increased to weekly)
- Hand washing bulletins have been posted, as well as information bulletins.
- Additional hand sanitizer and antiseptic wipes located throughout the office and at computer stations.
- In situations where employees are required to work together in close proximity to complete tasks, the employer will designate employees into work pods.
- Maintain static crew – keep crews together to limit contact and spread.
- Social distancing measures have been enacted.
- Antiseptic wipes have been provided for the trucks and accommodations.
  - Trucks and sleds/quads will be wiped down daily every morning before use.
- Eliminate in-person meetings while increasing communications via phone and email. Utilize video conferencing as needed.
- All management staff have the ability to work remotely, if required, with full access to files and data to maintain projects.

### What employees can do to help:

- Wash hands frequently with soap and water.
- Avoid touching your face
- Follow proper coughing and sneezing etiquette.
- Maintain social distancing measures at all times(home, office and all accommodations)
- Wipe keyboards with antiseptic wipes before you use them.
- Daily wipe down of personal items,(phones, laptops, hand held devices, bank cards, water bottles)
- Use antiseptic wipes and wipe down trucks – steering wheel, door handles, radio, Bush radio./mike.(absolutely everything)



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- FSJ accommodations wipe down, kitchen, bathroom, remotes, phones before you use them., follow Daily COVID procedures
- While at work if you are displaying symptoms of acute respiratory illness (fever, cough difficulty breathing) notify your supervisor immediately, follow all reporting procedures and seek medical support.
- While away from work, if you display symptoms of acute respiratory illness (fever, cough difficulty breathing) follow the current BC Centre for Disease Control procedures for reporting, then notify your supervisor at SDC.
- If you (or someone in your household or someone you have been in contact with) are diagnosed with COVID-19, contact your supervisor. SDC will update others with whom you may have come into contact within the company, so they can take the required precautions.
- Immediately report to your supervisor if you or someone in the crew is displaying symptoms and seek medical support.
- Seek medical support by contacting 8-1-1, the direct phone line to BC HealthLink or 9-1-1 depending on the severity.
- Follow Canadian Governments travel advisories for COVID-19

### Self Isolate:

**If you feel sick or signs of COVID-19, please stay home and self-isolate for 10 days.**

**Contact Supervisor,**

**Signs: sore throat, fever, sneezing or coughing,**

### First Nation Communities:

- 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.
- Employers who are travelling to or established near a First Nations community, must connect with regional health authorities to be advised of any current precautions being taken in the region.
- It is recommended that individuals do not seek medical care from a local First Nations health center. There are inadequate resources to sustain an influx of external cases.

### Takla Landing:

As directed by **Sasuchan Development Corporation**, the community is restricting access to protect the health and well-being of elders and members with health issues.

**Takla Landing is off-limits during this time.**



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## Exposure Control Plan:

## Emergency Response Plan – COVID:

### COVID-19 Training:

On the first day of work and on a regular basis after that, all employees must participate in a COVID-19 training and education session provided by the employer. Training and education must also be provided to all contractors, service providers, visitors, or other parties that enter the worksite.

Training should include safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.

SDC will provide training in the following:

- Online COVID-19 awareness (Fire Safe Training website)
- Self-assessment
- Social Distancing [https://youtu.be/aMyx1uC\\_cuQ](https://youtu.be/aMyx1uC_cuQ)
- Cough and Sneezing Etiquette <https://youtu.be/3-IUA5wuhBA>
- Proper Handwashing <https://youtu.be/3-IUA5wuhBA>
- Proper glove removal techniques [https://www.youtube.com/watch?v=kesQF\\_G3pQ8](https://www.youtube.com/watch?v=kesQF_G3pQ8)
- Surgical Mask – apply and removal <https://www.youtube.com/watch?v=OABvzu9e-hw>
- Reporting procedures

Post signs to instruct employee and other staff and reinforce training on how everyone can protect themselves and others at camp, in vehicles and common areas. Consider posting signs at entrances and in bathrooms.

### Poster, Signage, Handouts:

- Hand washing
- Social Distance
- Clean and disinfect regularly



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### Homemade Masks:

- 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.
- some materials are better than others. Use clean and stretchy 100% cotton t-shirts or pillowcases;
- ensure the mask fits tightly around the nose and mouth; material that allows droplets to pass through will not work;
- 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 mask often.

### Field Procedures:

Designating employees to the same small working crew or "work pod" for as long as practical during the season will reduce social interactions. Like a family unit, this work pod will ensure close contact only occurs within a select small crew.

Limiting numbers of employees/ workers at the office at any one time

- Limit number of people in office at any given time to 6 field staff
- Supervisors will pick employees up at their house, to limit vehicles and employees at the office and people having to ride share.
- Stagger start day or time
- Morning Safety Meeting will be sent via text to Supervisors(Mon-Fri)
- Preworks will be completed by the Supervisor, either during the drive or as a tailgate meeting
- General meeting will be conducted remotely (Zoom)
- If social distancing can't be maintained than masks need to be worn
- Employees must complete a self-assessment tool at the start of each day.
- In situations where employees are required to work together in close proximity to complete tasks, the employer will designate employees into work pods.
- Where possible, each employee should utilize only their own tools throughout the duration of their employment to minimize contact spread of COVID-19.
- Where it is not possible to provide personal 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 between uses by different employees. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.
- Employees must receive training on cleaning tools and must be offered assistance to ensure compliance and understanding of handwashing and hygiene.
- Employees who wear leather gloves or other impermeable gloves as hand protection during work may share tools and equipment without disinfecting the tools between each user and must continue to clean and wash hands to break the chain of infection. Leather



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gloves may have droplets on them and could transmit infection to another worker. Assign and label leather gloves to ensure each pair remains with one employee.

- Employees will be familiar with the **Emergency Response Plan: Covid-19 Field Work** for their work area. it will be completed and available at the worksite.

### Vehicles – Transportation:

Based on available information, it is estimated that COVID-19 can survive on hard surfaces from 24 hours to several days. It can be spread by touching an contaminated area, then touching the mouth, nose or eyes before washing hands.

When possible SDC will limit the number of employees to two per vehicle, when this is not possible, and social distancing can't be maintained, PPE(masks) will be worn, and strict cleaning rules will be followed. Masks(homemade) must be worn when social distancing cannot be maintained. Signage will be posted in the trucks as a reminder.

Proper precautions should 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.

- Vehicles(Trucks, quads, sleds) will be thoroughly whipped down, prior to and after use.
- Use latex gloves when cleaning, dispose of soiled cloth into waste bag, store in truck box(outside of cab)
- Employees will wash their hands before entering vehicle, and upon exit.
- Maintain sitting arrangements throughout shift (sit in the same place)
- Avoid touching face, eyes, nose or mouth
- Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough, Do not sneeze into your hands, dispose of tissue and sanitize your hands ASAP.
- Quads/ Sleds - wipe vehicle, wash hands, put on all PPE mask, helmet, gloves.
- Do not share food, clothing or drinks with anyone.
- Maintain good ventilation inside the cab. Have windows cracked open. Refrain from using the recirculated air option.
- Follow the **COVID-19 Safe Vehicle Sharing handout**

Cleaning will be supervised by the supervisor/crew leader, and recorded on the **Daily Covid Procedures form**

The company will supply:

- Hand sanitizer for inside the vehicles.
- Spray bottle and disposable clothes, paper towel, latex gloves for cleaning.



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- Waste bags

### **Accommodations:**

Work accommodations provide an environment that can foster the transmission of infections, so it is important to implement effective infection prevention and control measures that can reduce the risk of COVID-19 transmission. Employers must ensure that everyone is trained in these measures and that they are communicated to everyone at the camp and posted in a prominent place at the accommodation and the worksite.

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

This includes, FSJ house, Hotels, Motels, and camp trailers or other accommodations supplied by SDC Forestry Inc.

- Supervisors will pick employees up at their house, to limit vehicles and employees at the office and people having to ride share.
- Signage will be posted in all accommodations (Hotel, FSJ House, Trailers, etc)
  - Social Distancing / Hand Washing / Clean and Disinfect Regularly
- Set up hand washing stations – to be used before entering camp accommodations
- Clean and disinfect common areas before and after every use
- Not share cutlery, utensils, pots, pans, without washing first.
- Traveling to a grocery store or other necessary public establishment should be limited to one person per group who will also buy food and essentials for others.
- 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.
- Shared accommodations should be arranged in such a fashion that beds are at least 2m apart and head-to-toe where possible.
- If beds cannot be at least 2m apart, use temporary barriers between beds, such as curtains, to prevent droplet spread while sleeping, and sleep head-to-toe.
- Employees need to bring their own bedsheet(cover mattress), pillow, sleeping bag or blankets
- Locate remote camps in locations with adequate drainage.

**While in smaller communities we will limit our exposure by remaining in the accommodations.**

- Fuel up at card locks
- Avoid stores by bring own groceries
- No socializing with people of the community.
- Mask and gloves should be worn at all times if we are outside the accommodations





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Full PPE must be worn if COVID-19 symptoms have been identified  
(gloves, surgical masks, eye protection)

### COVI-19 – Coordinator:

**Jessica Wiens** will be designated the Coordinator.

### SDC is committed to providing a safe and healthy workplace:

Our commitment at SDC is always focused on providing a safe and healthy workplace for all of SDC's employees, contractors and visitors. We will remain diligent in our efforts to stay informed and keeping you all informed. We know the COVID-19 situation will continue to evolve, and we will remain in dialogue with future updates in response to those changes.

## COVID-19 RESPONSE POLICY – EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_ acknowledge that I understand  
this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date