

COVID – 19

Health and Safety

Manual

Salmon Lodge

Blue Lake Forest Education Society
Columbia Outdoor School
Blue Lake Camp
June 2020



Table of Contents

Introduction	3
What is COVID-19?.....	3
What is the current situation?	3
Symptoms of COVID-19	3
What to do if you have symptoms of COVID-19.....	4
Can you become sick from someone before they show symptoms?	4
How it Spreads	5
Droplet contact versus airborne transmission.....	5
Stay at Home Policy	6
9.6 Stay at Home Sick Policy	6
Salmon Lodge Protocols and Guidelines.....	7
Appendix 1: Check in/out cleaning schedule.....	8

Acknowledgements

This document includes information from guidelines, procedures and protocols presented by WorkSafeBC, BC Center for Disease Control, BC Camping Association, BC Recreation and Parks Association, Dr. Bonnie Henry, American Camping Association, and Canadian Camping Association.

Introduction

On March 11th, 2020, the World Health Organization declared COVID-19 a worldwide pandemic, a global outbreak of a disease. In a very short period life changed for Canadians, physical distancing, stay at home orders, business closures and activities all curtailed.

These Health and Safety procedures were produced to provide guidance to the operations of Columbia Outdoor School and will be reviewed monthly during the pandemic and updated with current information from WorkSafeBC and the Provincial Health Officer, etc.

What is COVID-19?

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.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

The [BC COVID-19 Self-Assessment Tool](#) is available for anyone that develops [symptoms](#) and can be used to help determine if you need further assessment or testing for COVID-19.

What is the current situation?

BC has declared a [state of emergency](#) to support the province-wide response to the COVID-19 outbreak.

BC, Canada, and many other countries continue to be in active containment mode through a series of public health measures including physical distancing, travel restrictions, and business and school closures to prevent the virus from spreading.

Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold and can appear up to 14 days after being exposed to the virus.

They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

*Average normal body temperature taken orally is about 37°C.

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

What to do if you have symptoms of COVID-19

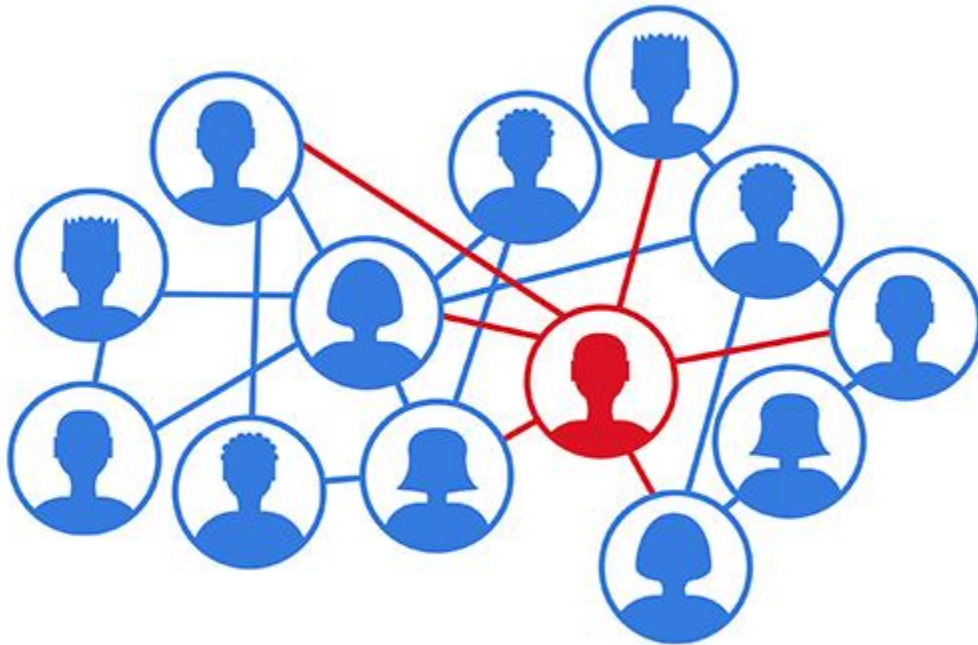
The [BC COVID-19 Self-Assessment Tool](#) is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, visit the BCCDC [Testing page](#). If you develop symptoms, you will need to [self-isolate](#) for a minimum of 10 days so you do not potentially spread the disease to others. [Self-monitor](#) for new symptoms during this period. For more information on what to do if you have COVID-19, if you think you may have it, or believe you may require medical care, visit the BCCDC [If you are Sick](#) page.

Older people and people with a weakened immune system or underlying medical conditions are considered at higher risk of severe disease. For more, see information for [Priority populations](#).

Can you become sick from someone before they show symptoms?

There have been instances of transmissions before the person became sick or the symptoms were so mild that the person did not know they were sick. However, it is unclear if this contributes to significant spread of the virus in the population. Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. We continuously review the evidence and update information regularly.

How it Spreads



Coronavirus is transmitted via liquid droplets when a person 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 is why we recommend you cough or sneeze into your arm and wash your hands regularly.

Droplet contact versus airborne transmission

Droplet Contact: Some diseases can be transferred by infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that coronavirus can also be transmitted in this way.**

Airborne transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox and tuberculosis. **Currently, health experts believe that coronavirus cannot be transmitted through airborne transmission.**

Stay at Home Policy

In May of 2020, a policy was developed and approved by the Board of Directors providing guidance for staff and volunteers of Columbia Outdoor School to stay at home if they are feeling sick. This policy will help to reduce the transmission of illness and COVID-19. All staff have reviewed and been trained on the specifics of this policy. Staff have been informed they must report to their immediate supervisor should they not feel well and are unable to attend work for that day. The following policy is included in the Columbia Outdoor School Policy and Procedures Manual.

9.6 Stay at Home Sick Policy

Columbia Outdoor School promotes and is committed to providing a safe and healthy work environment. With the discovery and spread of the infectious disease COVID-19 in the winter/spring of 2020, we have incorporated new rules and procedures to reduce the spread of infectious diseases (colds, influenza, COVID-19, etc.) in the workplace. It is important that all staff and clients are diligent in being aware of their actions regarding distance, personal health, and hygiene. It is important that we all respond responsibly and transparently to these health emergencies and take the necessary precautions.

From time to time specific infectious disease rules and procedures will be developed in consultation with Federal and Provincial Health Officers. These rules and procedures may govern physical distancing measures, cleaning protocols, personal hygiene procedures and other site-specific measures to ensure a safe and healthy workplace. These rules and procedures must be reviewed with employees during their initial workplace orientation.

COVID-19 Rules & Procedures:

All individuals working at Columbia Outdoor School - including volunteers and contractors - are expected to immediately report to their supervisor the following with respect to COVID-19;

- if they are not feeling well and if they have any COVID-19 symptoms, including a fever, cough, and/or shortness of breath, or other symptoms,
- If anyone in their immediate circle of personal contacts has been diagnosed and/or tested positive for COVID-19, and they have come into contact with them recently.

Any individual who is feeling ill will be required to stay at home until such time they are symptom free for at least 3 days and/or have a doctor's note indicating they can return to work. Any individual with fever, chills, cough, shortness of breath, sore throat and painful swallowing symptoms must self-isolate at home for a minimum of 10 days and must be symptom free for at least 3 days prior to returning to work. If the individual is currently at Blue Lake Camp, they will be immediately isolated from others and arrangements will be made for them to return to their home as soon as possible.

In situations where they have come into contact with someone who has signs and symptoms of COVID-19, that individual must contact 811 (Public Health) to receive advice on next steps and possible self-isolation for 14 days.

It is expected full time employees will use any sick leave available to them and then additional time off will be discussed with the Executive Director. At no time will an employee that is required to be off from work due to COVID-19 risk termination. If possible, the employee can work from home during this time.

Seasonal workers will receive a maximum of 2 days of regular pay if they are required to take time off due to sickness.

Salmon Lodge Protocols and Guidelines

Rentals of the fully self-contained Salmon Lodge can commence on June 1, 2020. In addition to the normal booking documentation sent to the client, the Salmon Lodge COVID Guidelines and Protocols document will also be forwarded. Please see appendix 1.

Clients will be emailed prior to their stay and be requested to limit contact outside their personal bubbles for the 7 days prior to their stay. Anyone who has travelled internationally within the previous 15 days of their stay or who has been diagnosed with COVID-19 or is showing the symptoms of COVID-19 as listed above or generally not feeling well will be asked to not attend the lodge.

Check In:

When clients arrive at the Lodge staff will verbally review the check in sheet with the lead client, a copy of the check in package will have been placed on the front counter of the lodge prior to their arrival.

At all times at least 2 meters distance must be maintained. Client will then be requested to inspect the lodge and complete the check in sheet. Clients will then be able to move into the lodge.

Clients will be asked to use the provided cleaning and disinfection products to clean all high touch areas, counter tops, bathrooms etc. daily. 2 drops of bleach must also be added to all rinse water for dishes, dishes air dried and then put away in enclosed cupboards. A detailed cleaning schedule will be e-mailed to the clients before they arrive on site, and a paper copy will be printed and given to them on site for them to reference. See Appendix 2 for specific details.

Physical Distancing and Hand Washing posters have been posted in the Lodge to remind clients to ensure they are following protocols.

Clients will be requested to complete the cleaning requirements as outlined in the check out list. The use of the provided cleaning product will ensure all areas are properly disinfected. Clients must bag all garbage and recycling in separate bags in the Lodge, seal the top and place on the front porch of the Lodge. Laundry must be removed from beds, put into garbage bags, tied shut and placed in the shower in the upstairs bathroom. Clients will be requested to open all windows in the building prior to departure. Client must then complete the check out sheet and leave it on the front counter.

Once the client has departed, staff will not enter the Lodge for a minimum of 2 hours. Staff must use face coverings and gloves while cleaning the Lodge. Garbage is to be placed in the garbage bin and recycling in the recycle bin. Laundry should be carefully removed from the bag and placed into the washer for cleaning. Staff will then begin on the top floor and work down, all high touch locations will be cleaned and disinfected, see COVID Cleaning Check List in Appendix 2. New bags will be placed in garbage and recycle. Windows will be left open during the clean cycle. Windows should only be partially closed if weather is inclement otherwise, they can be left open.

Appendix 1: Check in/out cleaning schedule

Welcome!

We want you to know that we're doing our part to help our guests stay safe by cleaning and disinfecting frequently touched surfaces (light switches, doorknobs, cabinet handles, remotes, etc.) before you check in.

Did you know..?

Blue Lake Camp generates its own electricity through a Micro Hydro System invented by Thompson and Howe Energy Systems from Kimberley, BC. This system generates a limited amount of power and is used by the entire camp facility.

Our power limitation restricts the items that can be used in the Lodge. High power users run the risk of overloading the power system and shutting the system down. Restarting the system will take upwards of an hour to complete by the camp staff.

High power appliances that are PROHIBITED at camp include:

- Crockpots
- Electric Grill
- Electric Deep Fryer
- Toaster Oven
- Iron
- Hair straightener/ curler
- Hair Dryer
- Latte/Cappuccino Maker

Please contact the camp staff before plugging in any high-power appliance. Campers, trailers are not allowed to plug into our system.

Phone, camera, laptops are all low consumers of power and are fine to plug in.

Thank you for your compliance and we hope you enjoy your stay!

Lodge Check In and Out Form:

Arrival

Date: _____
 Group Name: _____
 Number of Guests: _____

Parking

Around Camp

Garbage/ Recycling
 Fishing
 Fire Starting Materials
 Canoes
 Waterfront/ Ice
 Camp Computer
 Emergency Sat. Phone

Check In/Out
Counters
Floors
Linen
Garbage
Recycle, Compost
Wood and Fire Place
Hydro Electric
Dishes
Bathrooms
Dogs/ Pet Policy
Cleaning Supplies

Please initial to acknowledge all information has been reviewed.

Client: In Out
 _____ _____

Staff: _____ _____

Number of guests each night if it varies day to day: _____

Cleaning guidelines to prevent the spread of COVID-19

We've created the following cleaning checklist based on recommendations from the BC Centers for Disease Control and Prevention (BCCDC). Please refer to this document as well as regular cleaning requirements for our user-maintained facility. Please keep a copy to refer to while cleaning. For disinfecting, use cleaning products provided and to the manufacturer's direction. Never mix household bleach with ammonia or other cleaning solutions—doing so can release toxic gases.

Your Cleaning Checklist:

- Open all windows before you clean, leave open upon checkout.
- Wash your hands thoroughly before and after each cleaning. Use soap and water, and scrub for at least 20 seconds.
- Focus on frequently touched surfaces. Light switches, doorknobs, and faucet handles are just a few of the areas you'll need to disinfect.
- Place all bedding in Garbage bags, tie up and leave in the shower after it is cleaned.
- Disinfect the cleaning appliances like brooms, bucket handles, etc.

General:

- Doorknobs
- Garbage and recycling bins
- Light switches
- Railings
- Tabletops
- Thermostats
- Fireplace damper
- Windowsills and window handles

Kitchen:

- Appliances: coffee maker, oven, microwave, toaster, etc.
- Cabinet handles and pulls
- Add 2 drops of bleach to rinse sink for dishes, dishes air dried and then put away in cupboards.
- Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.
- Hard-backed chairs
- Kitchenware that you are unable to wash in the sink

Bathrooms:

- | | |
|--|---|
| <ul style="list-style-type: none">• Faucet handles• Soap dispensers• Shower curtains• Showers• Sinks | <ul style="list-style-type: none">• toilets |
|--|---|
- Bathrooms:
- Hangers
 - Night stand

*This content is based on publicly available information from the BCCDC and does not guarantee a COVID – 19 free facility.