

COVID-19

INFECTION PREVENTION AND CONTROL PROTOCOL ("IPC")



Client:

Designated IPC Coordinator:

Name:

Phone Number:

Email:

*****IMPORTANT*** COVID-19 is a reportable disease. The local Medical Health Officer must be notified if there is a COVID-19 outbreak or suspicion of an outbreak. To reach your local Medical Health Officer, contact:**

Fraser Health Authority

Phone: (604) 870-7903 Email: HPLand@fraserhealth.ca

Interior Health Authority

Phone: (250) 851-7305 Email: workcamps@interiorhealth.ca

Island Health Authority

Phone: (250) 519-3401 Fax: (250) 519-3402 Email: gateway_office@viha.ca

Northern Health - Communicable Disease Hub

Phone (during business hours): 1-855- 565-2990 On-call Medical Health Officer after hours phone: 1-250-565-2000, press 7 and ask for the Medical Health Officer on call

Vancouver Coastal Health Authority

Phone: (604) 675-3800 Manager on call Fax: (604) 736-8651 Email: EHVC@vch.ca

You must arrange to have an inspection of your IPC protocol by a health officer or Provincial IPC officer.

Date Contacted:

Method of Contact:

Date of Inspection:

Health/IPC Officer Name:

Record where the Protocol has been prominently posted at the work site(s) and the accommodation site(s).

Work Site(s):

Accommodation(s):

The **IPC coordinator** oversees the implementation of the IPC protocol, monitors the health of the workers, acts as a liaison between the employer and the health officer or the Provincial IPC officer, oversees the transportation of workers between their accommodation and worksite to limit the risk of transmission of virus, monitors compliance of workers with their requirements, informs the health officer or the Provincial IPC officer of failures to implement the Protocol, or compliance with the order.

As part of their site orientation, each employee will be made aware of who is acting as the IPC coordinator.

Duties/Responsibilities of the IPC coordinator are detailed in Schedule A.

COVID-19 information and regulations are outlined in Schedule B.

EMPLOYEE EDUCATION

Each employee on the worksite must be trained on hygiene, physical distancing, and how to monitor and report illness. In addition to training during their initial site orientation, morning toolbox meetings and weekly safety meetings will reinforce the following concepts.

- **Signage** detailing proper handwashing techniques will be prominently displayed in all washroom/shower facilities, dining areas, and at portable handwashing stations.
- Employees will be assigned to **Work Pods** of no more than 6 people with whom they will travel, eat, work, and share accommodations whenever possible. One worker in each Work Pod will be responsible for daily verbal reporting on the health of their pod to the designated IPC.
- All personnel will be required to understand and recognize the symptoms of Covid-19 as outlined in Schedule B. **Continuous self-monitoring is mandatory, and any worker who suspects they are ill must self isolate.**

These concepts are discussed in greater detail below.

Enhanced Personal Hygiene

- All personnel and contractors shall receive training with regard to enhanced hygiene practices and cleaning for the prevention of infection and transmission. To this end:
 - Cough or sneeze into shoulder or elbow sleeve
 - Dispose of all tissues in garbage cans
 - After coughing or sneezing, wash hands with plain soap and water for at least 20-30 seconds or use an alcohol-based sanitizer
 - Avoid touching one's face
- All wash stations shall be checked at least twice/shift by camp personnel to ensure adequate cleaning supplies are available.

Travelling To and From the Worksite

- Travel in Work Pods when possible, with no more than 4 personnel per vehicle. Occupants shall clean all high-touch areas (steering wheel, door/grab handles, arm rests, radio button, seat belt buckles and window buttons) with disinfectant wipes or a >70% alcohol solution prior to leaving the vehicle.
- Travel should incorporate as few stops as possible. Occupants shall sanitize their hands with disinfectant wipes or >70% alcohol solution before re-entering the vehicle after any stop.
- If travel must occur outside of an employee's Work Pod, all occupants of the vehicle are required to wear masks. Alternatively, physical barriers capable of restricting airborne droplets may be installed between occupants.

At the Worksite

- All employees are required to attend weekly scheduled safety meetings; individual Work Pods are required to conduct and record daily toolbox meetings addressing both camp safety and Covid-19 safety, plus daily self-reporting health checks that will be conveyed to the designated IPC. These meetings should occur outdoors whenever possible to ensure proper physical distancing is maintained. If this is not possible, weekly safety meetings are to be held in shifts deemed appropriate by the IPC coordinator.

- A minimum of 2 meters shall be maintained between members of separate Work Pods whenever feasible. To this end, shower, break and meal schedules may be implemented, if necessary.
- Masks are not required as long as physical distancing is adhered to.
- No more than four personnel of the same Work Pod shall occupy the same accommodation structure. No more than two personnel of different Work Pods shall be lodged together, and only if necessary. In this case, physical barriers capable of restricting airborne droplets shall be installed between occupants.
- No more than 4 personnel of the same Work Pod in the washroom facilities at any one time, and no more than 2 personnel of different Work Pods at any one time. All employees are required to disinfect their hands prior to exiting the facility.
- Wherever possible, workers shall use their own individual tools, or share them within a Work Pod. If tools are to be used between different Work Pods, they must be completely wiped down with disinfectant wipes or >70% alcohol solution before and after use. **PPE EQUIPMENT MUST NOT BE SHARED**

Self Isolation/Quarantine

IF A WORKER FEELS ILL, THEY MUST BE QUARANTINED

- Isolated accommodation will be set aside on each worksite to act as a quarantine location. If a quarantined worker has to leave the quarantine location for any reason, they must wear a mask, gloves, and maintain a minimum of 2 meters physical distance from any other crew member. All practical scenarios will be employed to ensure the safety of other workers, up to and including a separate laundry/wash facility for use by quarantined individuals.

Kitchen and Dining Facilities

- Buffet-style serving systems shall not be utilized. **Kitchen staff will serve food directly to workers.**
- All small food items and snacks will be individually wrapped whenever possible, or made available with systems to prevent common touching of either food items or utensils.

- Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas.
- A staggered meal schedule may be implemented to support physical distancing and to limit the number of individuals in the dining area at any given time.
- Meals will be delivered to the outside of rooms of any personnel who are in quarantine, by staff appropriately equipped with PPE. Used dishes will be similarly retrieved.
- All workers shall wash their hands immediately prior to entering any dining or food preparation area.

Enhanced Cleaning Protocols

- Cleaning protocols will be clearly posted in both the dining facility and washrooms.
- Daily cleaning and disinfection of all common areas and surfaces will be completed.
- High touch surfaces such as counters, handles and switches shall be cleaned at least twice per day with household cleaning products, disinfectant wipes, or a >70% alcohol solution. A bleach and water solution comprised of 500 parts per million chlorine solution in a ratio of 1:100 may also be used. When using the bleach and water solution, the surface shall be left wet for at least one minute, and preferably air-dry.
- Floors and walls should be kept visibly clean and free of spills, dust and debris.
- Garbage cans in public areas shall be emptied and cleaned regularly.
- Laundry facilities must be provided.
- **Personnel shall endeavor to assist with camp hygiene by practicing good personal hygiene!**

LOCAL COMMUNITIES/FIRST NATIONS

To limit potential transmission of Covid-19 and protect both camp and local citizens, workers shall endeavor to minimize interactions in nearby communities:

- 1) When feasible, only one worker shall be sent to town for supply runs. The worker must maintain a minimum of 2 meters physical distance from any community member.

- 2) Local restrictions must be respected and adhered to.
- 3) It is advisable to wear a mask while indoors.

All personnel must respect any precautions being taken to avoid the spread of COVID-19 into First Nation communities:

- 1) Be aware of regional health precautions applicable to the local area. These will be clearly posted in the camp office.
- 2) **DO NOT seek medical care from a local First Nation health center if you suspect you are ill with COVID-19.**
- 3) If an indigenous worker on site falls ill, their respective First Nation health center must be notified to determine whether or not sufficient resources are available to isolate the patient. Be prepared to assist with alternative arrangements.

SCHEDULE A

DUTIES OF THE IPC COORDINATOR

The IPC coordinator must be instructed on how to help workers complete self assessment tools to monitor for symptoms of COVID-19. The co-ordinator

- Supports worker self monitoring with information, advice and tools if available e.g. access to self assessment app, thermometers etc.
- Facilitates liaison with medical support to help clarify uncertainties with symptoms and support/assist/facilitate testing and self-isolation of workers who may be ill.
- Alerts camp operator and health officer if they notice apparent clusters of people who are ill with similar symptoms.

Daily health checks on individual Work Pods are to be recorded on the attached form. The coordinator will also ensure confidentiality of workers by having sole access to this paperwork, other than when required to share it with the Camp Manager and/or Provincial IPC health authority.

SCHEDULE B

INFORMATION & SIGNS/SYMPTOMS OF COVID-19

For the most up-to-date provincial information and resources, visit the BC Centre for Disease Control (BCCDC)'s webpage on the novel coronavirus at:

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

Additional information may also be obtained from:

HealthLinkBC.ca: <https://www.healthlinkbc.ca/healthfeature/coronavirus>

Government of Canada outbreak update: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Non-medical COVID-19 information: **1-888-COVID19**

Online self-assessment tool at: **<https://covid19.thrive.health/>**

While industrial camps provide an environment that can foster the transmission of infections from person to person, common infection prevention and control measures are effective in reducing the transmission of COVID-19, similar to how more familiar conditions such as influenza are dealt with.

How is COVID-19 spread?

COVID-19 is typically transmitted via liquid droplets when a person coughs or sneezes. The virus can enter through these droplets into the eyes, nose or throat of individuals who are nearby. Though generally not known to be airborne (i.e. transmission through particles that are suspended in the air), evidence suggests that in rare cases that the virus may be transmitted through micro-droplets circulated by air conditioning systems. The virus 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, or shared eating utensils or food touched by shared utensils. For these reasons it is recommended that you avoid sharing utensils, cough or sneeze into your arm, wash your hands regularly, and avoid touching your face.

Symptoms

Many carriers of COVID-19 do not show symptoms. Of those who do, symptoms are commonly similar to those of other respiratory illnesses such as the flu and cold, including cough, fever and lethargy, difficulty breathing and, less commonly, a loss of sense of taste and smell.

Notifying the Provincial Health Authority of an outbreak

The Provincial Health Authority and the local Medical Health Officer must be notified if there is an outbreak or if there is a suspicion of an outbreak. An outbreak is when two or more cases of fever and/or respiratory symptoms (cough, sore throat, runny nose, shortness of breath, gastrointestinal illness) are detected. Sick patients will be moved to a self-isolation facility away from camp, where they will be brought food and drink before being transferred out of camp with the direction of the Provincial Health Authority.

To reach your local Medical Health Officer, contact:

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Email: HPLand@fraserhealth.ca

Interior Health Authority Phone: (250) 851-7305

Email: workcamps@interiorhealth.ca

Island Health Authority Phone: (250) 519-3401

Email: gateway_office@viha.ca

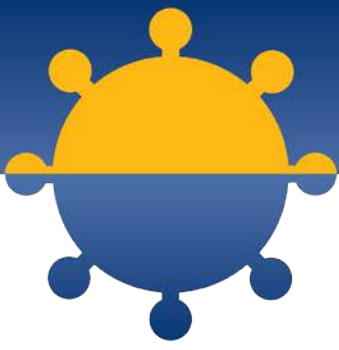
Northern Health - Communicable Disease Hub Phone: 1-855-565-2990

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press 7 and ask for the Medical Health Officer on call

Vancouver Coastal Health Authority Phone: (604) 675-3800 Manager on call

Email: EHVC@vch.ca

**Appendix A – Guidelines for Natrual Resource Sector Worker Camps During the
COVID-19 Pandemic**



Protecting Workers, Contractors, and Employers Working in the Natural Resource Sector During the COVID-19 Pandemic

May 13, 2020



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Introduction

This guidance applies to employers, camp operators, workers, and contractors working in the natural resource sector, and living in employer-provided industrial camps during the COVID-19 pandemic. Guidance pertaining to large work

camps that have on-site medical clinics can be found in [Protecting Workers at Large Industrial Camp During the COVID-19 Pandemic, April 28, 2020](#).

The British Columbia Provincial Health Officer (PHO) has released a new Order for Industrial Camps on April 23, 2020. This document assists employers to develop an operational protocol that helps employers implement this order, and other orders, notices, and guidance issued by the PHO Office.

Workplaces and businesses that implement advice and guidance provided by public health officials significantly contributes to breaking the chain of transmission of COVID-19 amongst employers, workers, contractors, clients and communities.

The advice here complements the guidance prepared by the BC Centre for Disease Control (BCCDC). You are to take practical steps to maintain your operation during the current COVID-19 pandemic. The [BC Centre for Disease Control](#) is the best source for COVID-19 health information.

This guide cannot address all the circumstances that may put an worker, contractor, or client at risk of contracting COVID-19. It provides advice and key resources to help employers prevent the risk and spread of COVID-19 on work sites, as well as into communities. However, employers are encouraged to conduct a workplace risk assessment for COVID-19, as outlined below, that is specific to the business and work camp environment.

You may notice there are two guidance documents for industrial camp operators. One of the guidance documents is for large industrial camps with on-site medical clinics, while this guidance document is for smaller industrial camps without an on-site medical clinic.

SECTION 1: WHAT YOU NEED TO KNOW ABOUT COVID-19

What is COVID-19 and how is it 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.
- 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.
- Coronavirus 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.

How can employers and workers break the chain of transmission of COVID-19?

- Implement the guidance and orders of the Provincial Health Officer.
- **Practice good hygiene and cleaning including frequent handwashing as outlined below.**
- **Practice Physical Distancing:** at least 2 meters (m) distance between people should be maintained. The natural resource sector field operations should take practical steps to ensure physical distancing is maintained or enhancing protection through other means where physical distancing is not practical.
- 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>.
- For non-medical information about COVID-19 you can also call 1-888-COVID19 (1-888-268-4319), 7:30am-8pm, 7 days a week.

Notifying the Health Authority of an outbreak

- You must notify the local Medical Health Officer if there is an outbreak or if there is a suspicion of an outbreak.
- An outbreak is when two or more cases of fever and/or respiratory symptoms (cough, sore throat, runny nose, shortness of breath...etc.) are detected in a work crew, residents or staff, and at least one worker, resident or staff is diagnosed with COVID-19.

- **To reach your local Medical Health Officer, contact:**

Fraser Health Authority

Phone: (604) 870-7903

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Interior Health Authority

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SECTION 2: STEPS FOR EMPLOYERS AND OPERATORS OF NATURAL RESOURCE SECTOR WORK CAMPS

1. Conduct a COVID-19 Workplace Risk Assessment for your Field Operations

Workplaces and businesses that implement advice and guidance provided by public health officials can prevent and reduce the spread of COVID-19 amongst workers, contractors, and clients. Note that all employers and contractors that operate work camps are now required to develop and implement an **Infection Prevention and Control Protocol** (protocol) and appoint an infection prevention and control co-ordinator (co-ordinator) for your operation(s) responsible for oversight for the implementation of the Protocol. It will be important that your co-ordinator contributes to and understands the Protocol that you are required to create and implement to prevent and control the transmission of COVID-19.

Working through all sections of this document, *Protecting Workers, Contractors, and Employers Working in the Natural Resource Sector During the COVID-19 Pandemic*, will help you identify the **risks** in your operation and guide actions to prevent and control the transmission of COVID-19. Addressing the risks through the guidance in this document as well as additional resources on the BC Centre for Disease Control (BCCDC), will assist in developing your protocol for workers and employers.

The protocol should identify the actions that will be taken to reduce the number of social interactions between workers and employers, as well as nearby communities, physical distancing or enhancing protection through other means where physical distancing is not practical, increased hygiene practices (outlined below), and cleaning and disinfecting high touch point areas. In circumstances where interactions are necessary such as for grocery shopping, it will be important to maintain physical distancing and practice good hygiene. Designate workers to the same small working crew or work pod for as long as practical will also reduce social interactions. Like a family unit, this work pod will ensure close contact only occurs within a select small crew.

Additional Resources:

- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>.
- WorkSafeBC provides an exposure control plan guide at: <https://www.worksafebc.com/en/resources/health-safety/exposure-control-plans/exposure-control-plan-for-infectious-disease-for-occupational-first-aid-attendants?lang=en>.

2. Worker Education

On the first day of work and on a regular basis after that, all workers 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.

Training and education must be available in both English and the language best suited for the workers (e.g., French, Punjabi, Spanish). Training can be offered by video or in-person and may include additional written materials. If training

is done in person, ensure that people gather in small groups of 5 to 10, and that physical distancing of 2 metres between members can be maintained.

Additional Resources:

COVID-19 resources translated into various languages are available from:

- HealthLinkBC: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>
- BCCDC website: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/translated-content>

3. Increased Hygiene and Cleaning Practices for Employers, Workers, and Contractors

All workers and contractors must be trained on increased hygiene practices and cleaning. Limiting potential transmission of COVID 19 requires all employers and workers to practice increased hygiene and increased cleaning. Workers must be educated on measures to prevent infection and transmission. Employers must display these good practices while with workers, including diligent hand washing with plain soap and water or use of hand sanitizer with a minimum 60% alcohol.

Employers should support increased hygiene by reminding workers to cough and sneeze into elbows, avoid touching one's face, and dispose of used tissues immediately, and washing hands frequently with plain soap and water or use hand sanitizer with a minimum 60% alcohol.

As part of the daily safety briefing, workers will be reminded of measures to prevent infection and transmission including that frequent handwashing and avoidance of face touching prevents infection transmission.

Additional signage requirements:

- Posters and printed reminders must be displayed in conspicuous places.
- Display posters 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.

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>

Guidance for Handwashing

Employers must provide a suitable number of handwashing stations (see Appendix A: Hand-washing Stations) for the size of the work site and post signage that identifies their location or provide hand sanitizer with a minimum 60% alcohol. Antibacterial soap is not required for COVID-19.

Post signs to instruct workers and other staff and reinforce training on how everyone can protect themselves and others at the camp and common areas. Consider posting signs at entrances and in all types of washrooms (fixed or portable).

- Handwashing stations with soap and water must be made available to workers in the field, as well as immediately outside or inside all buildings that workers are working in or eating food.
- Handwashing stations may be either permanent or portable where there is a lack of pressurized water. Wash stations should be checked, cleaned, and restocked with supplies three times a shift.
- Soap and water hand-washing stations can be supplemented with waterless hand sanitizers with a minimum 60% alcohol where appropriate. For example, where supplies are available, each worker can be provided with hand sanitizer for personal use that is replaced prior to each shift.
- Handwashing periodically throughout the day and especially before and after break times, after using the washroom, or when work stations are changed or tools are switched must be encouraged as much as possible.
- Hand washing instructions and reminders will be posted in both English and the language appropriate for the workers at all handwashing stations.

Guidance for Increased Cleaning

All common areas and surfaces should be cleaned at the start and end of each day and after any potential contamination that may occur throughout the 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 COVID-19, following the instructions on the label.

Cleaning Common Areas

- Common areas and surfaces should 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.
- Workers must not share items such as eating utensils, towels, glasses.
- [BCCDC COVID-19 Prevention poster](#)
- [BCCDC Hand hygiene poster](#)
- [BCCDC Cleaning and Disinfectants for Common Areas](#)

Practice Proper Waste Management

Proper collection and removal of garbage is crucial to reducing the risk of disease transmission. This includes wearing disposable gloves to remove waste from rooms and common areas and using sturdy, leak resistant garbage bags for containing waste.

- Create a waste removal schedule.
- Ensure there are sturdy, leak resistant garbage bags.
- Provide disposable gloves to anyone handling garbage.
- Ensure anyone handling waste removes gloves and performs hand hygiene immediately after handling and disposing of waste.
- If a garbage bag is punctured or contaminated, it should be placed into a second bag.

4. Physical Distancing

Employers, camp operators, workers, and contractors will practice physical distancing and other public health recommendations to prevent the spread of COVID-19. Physical distancing of at least 2 meters (m) should be maintained, at all times.

Employers should 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 workers may gather;
- during off-duty hours, workers 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 2m is difficult, minimize workers' time in that situation and provide a physical barrier and wear masks.

Creating Work Pods or Crews

There will be situations on a day to day basis where physical distancing between workers is not practical for extended periods of time (e.g. travel to site). 'Work pods' can be thought of like a family unit, this work pod will ensure close contact only occurs within a select small group. Designating workers to the same small working group or work pod for as long as practical can help reduce the risk of COVID-19 spreading to workers and others in the operation.

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

Workers must work with the infection prevention and control co-ordinator regarding travel to and from the accommodations or worksite as outlined in the Industrial Camp Order.

In situations where workers are required to travel together in vehicles or helicopters to the work site, workers will travel in a designated vehicle for their work pod. The size of this work pod must not exceed the total number of seats in the crew 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 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, or headsets, and minimizing contact with crowds and public places.

Ensure safety protocols are in place in case workers who typically travel alone have a reporting process so that employers know whether they have made it to and from the site safely.

Cleaning Vehicles

At the start of each working day and throughout the day, drivers 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; and
- radio and communication devices

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

Using Buses & Vans – Physical Distancing

- Load and offload passengers by the rear doors if possible or establish a rule that the driver is last-on, first-off of the bus.
- Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
- Create spacing between riders such as staggering where people sit (e.g. aisle to window, alternating per row).
- Consider installing physical barriers that can minimize spread of droplets.
- Handwashing facilities or sanitizer must be made available before and after the bus ride.

Using Trucks & Cars – Physical Distancing

- 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 should 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 should be washed thoroughly before and after the truck ride and common surfaces should be wiped down before and at the end of each trip.

Using Helicopters – Physical Distancing

- Before any flight, as part of a pre-flight screening and safety instruction, all passengers will be questioned and instructed by the pilot regarding:
 - Recent travel history.
 - Screening for any COVID-19 symptoms or signs (this may include thermal screens, or questionnaires).
 - Instruction on minimizing potential spread of COVID-19 while in flight.
- Where possible limit flights to pilots and one passenger.
- Number of passengers will be limited to two (2) unless a third passenger is deemed necessary, and the pilot will determine the in-flight seating arrangement.
- Passenger headsets will not be used unless absolutely necessary. In flight communication will be via hand signals where possible. If the headsets are used, they will be disinfected immediately after use.
- Personnel protective equipment that must be used in flight, including and not limited to: N95 face mask, single-use nitrile or latex gloves, and eye protection that does not limit visibility.
- If possible, erect a transparent physical barrier (e.g. Plexiglass) to contain the pilot.
- Where possible working groups will be designated and should be transported together throughout the entire duration of their shift/rotation.
- Hand sanitizer with a minimum 60% alcohol will be available in all aircrafts.
- Hands should be washed thoroughly immediately before and after flights, and common surfaces should be wiped down with disinfectant before and after each flight.

6. Guidance for Workers While Working – Physical Distancing and Increased Hygiene

- Where possible, workers should be assigned to individual workstations or an area of the field that provides 2 metres of separation from other individuals.
- Where 2 metres separation is not possible, workers should wear masks, and a physical barrier may be constructed in collaboration with the occupational health and safety committee (where one exists).
- Workers should always ensure that hands are washed with plain soap and water or a hand sanitizer with a minimum 60% alcohol before and after work activity.
- In situations where workers are required to work together in close proximity to complete tasks, the employer will utilize work pods as described previously. These work pods will also include camp and kitchen staff as well as field worker/transport. The number of staff in each work pod should be kept to a minimum and be six or less whenever possible. These pods should stay together for as long as possible during the project.
- The employer must keep a record of which individuals are working in work pods and should be maintained in the same quarters in cases where workers are communally housed in rental accommodations such as motels.
- Workers should NOT be reassigned between work pods. When there is an urgent and unavoidable need to reassign workers to another work pod, the Coordinator should review the risks to determine the impact on the risk of transmission of COVID-19, prior to making the decision.
- A current list of all designated work pods, and their members shall be maintained in the workplace along with a record of any reassignment of members among those work pods.

Additional Resources:

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

7. Guidance for Workers During Breaks or while in Communal Spaces

Consider how to maintain physical distancing, decrease crowding, and reduce social interactions including maintaining small, and consistent groupings of people like work pods.

- Start/stop times, breaks should be staggered where possible to minimize workers congregating.
- Employers should reduce in-person meetings, other gatherings and hold site meetings in open spaces or outside.
- Worker gatherings of any size be structured so that those present can maintain a physical distance of 2 metres from each other.
- Encourage workers and staff to wash hands: before and after breaks, after going to the washroom, and before preparing or eating food.
- If workers or staff are sick, they should be in self isolation and not preparing or handling food for others.
- Encourage workers not to share food or unwashed plates, cups or utensils. Disposable dishware is NOT required for COVID-19.
- Encourage workers to 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.
- Workers must practice [physical distancing as directed by the BC CDC while on breaks](#).

8. Guidance for Situations where Maintaining Physical Distance of 2m is Difficult

There are situations, where it is not possible to maintain production while respecting the 2m separation. Personal protection equipment (PPE) may be needed for the normal, reoccurring hazards associated with the job (e.g., certified pesticide applications). The following guidance provides employers methods to achieve physical distancing when it is difficult to do so:

- An impervious barrier (“Physical barrier”) can be installed in collaboration with the joint health and safety committee between workstations (people). The barrier must be something that prevents one person’s cough or sneeze from contacting another person. The barrier must be made of a non-porous material that can be effectively disinfected. Regular household cleaning products with a Drug Identification Number can be used to clean the physical barrier as they are effective against COVID-19. Follow the instructions on the product label.
- Barriers will be site specific and must 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).

Also see - [Face Masks](#) – additional cautionary information from BCCDC

9. Guidance on Handling Tools and Equipment

- Where possible, each worker 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 workers. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.
- Workers must receive training on cleaning tools and must be offered assistance to ensure compliance and understanding of handwashing and hygiene.
- Workers who use specialized PPE and are properly trained in its use (e.g. workers certified and trained to use PPE because of their normal work role) should not share PPE with other workers. Employers must establish a labeling system to help with organization of this specialized equipment.
- Workers 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 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 worker.
- In situations where workers are required to work together in close proximity to complete tasks, the employer will designate workers into work pods.

10. Guidance on COVID-19 and Worker Accommodation

This guidance also applies to any accommodation that may be housing any worker. Potential accommodation scenarios include tents, 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 COVID-19.

Camp Preparations and Camp Hygiene

Physical distancing general guidance - This will require a variety of actions to decrease crowding and social interactions.

- Gatherings of any size be structured 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, opening additional dining areas, and cancelling group activities.
- Reduce in-person indoor meetings and other gatherings and hold site meetings in open spaces or outside.
- 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.
- None of the residents in a shared accommodation can be ill or meet a criterion that requires isolation requirements. Any workers that are ill or require self-isolation must be immediately moved into separate facilities, otherwise all workers in the residence would have to be placed in self-isolation.
- The employer shall ensure that reusable eating utensils and dishes (cups, plates, bowls, forks, knives, spoons) are provided for all workers.
- All eating utensils and dishes shall be cleaned by designated kitchen or cleaning staff, according to the 4-step process outlined in the BC Guidelines for Industrial Camps Regulation, that includes pre-rinsing, washing, soaking in a bleach solution, and air-drying.

Additional Resources:

[BC Guidelines for Industrial Camps Regulation \(October 1, 2017\)](#)

General Living Space-Cleaning protocols

Cleaning protocols – Common areas

- Health and safety coordinators shall be established in each camp and crew to oversee implementation of [health and safety requirements](#) related to COVID-19.
- Cleaning protocols will be created and posted throughout all facilities. Use links for posters found at the beginning of this document.
- Ensure daily cleaning and disinfection of all common areas and surfaces.
- Cleaning products will be readily available, monitored daily and restocked daily as required.
- High touch surfaces such as tables, counters, handles, control switches will be cleaned a minimum of twice per day with regular household cleaning products, disposable wipes or a diluted bleach solution. This includes food storage and preparation surfaces, serving areas, drinking stations, waste disposal facilities, tables, chairs, work surfaces, desktops and washroom facilities. Follow the directions on the product label.
- Clean visibly dirty surfaces before disinfecting, unless stated otherwise on the product instructions. Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Use a disinfectant that has a Drug Identification Number (DIN) and that it is effective against viruses. Follow the instructions on the product label.

- If commercial or household cleaning products are not readily available, you can prepare a bleach and water solution with 500 parts per million chlorine solution: 1:100 [e.g. mix 10 ml household bleach (5.25%) with 990 ml water]. When using the bleach and water solution, the surface must remain wet for at least one minute. For more information, please see the [BCCDC guidance on cleaning](#).
- Floors and walls should be kept visibly clean and free of spills, dust and debris.
- Empty and clean garbage cans in public areas regularly.
- Items that cannot be easily cleaned and disinfected should be removed.
- Workers are required to disinfect shared areas (kitchen & bathroom counters, handles and control switches) after each use.
- Post signs to encourage hand hygiene among all staff and guests using the [BCCDC's Signage and Posters](#).
- Put up signage in your facility [promoting physical distancing](#).

Living Spaces/Accommodations

- If accommodations are tents, locate camps in locations with adequate drainage.
- Shower facilities and toilets must be provided in numbers meeting or exceeding the numbers stated in Schedule 2 of the [BC Industrial Camps Regulation](#) onsite when overnight camping is provided (see table below).
- These facilities can be rented as 'mobile units', trailers containing shower and washroom facilities, or mobile toilets, and don't need to be permanent facilities.
- One person per tent or accommodation is recommended. If this is not possible, shared accommodations should be arranged so beds are at least 2m apart and arranged head-to-toe.
- If beds cannot be at least 2m apart, use temporary barriers between beds, such as curtains, to prevent droplet spread while sleeping.
- Ill workers or those that meet criteria for isolation must be in a single accommodation. There is no shared accommodation allowed for these workers.
- Additional shower and toilet facilities should be provided to ensure the availability of dedicated facilities for workers in isolation without reducing the minimal number of facilities available to other workers.

Industrial Camp Regulation, Schedule 2

Column 1	Column 2	Column 3	Column 4
No. of persons for whom accommodation is available	Minimum no. of toilets or privy seats	Minimum no. of showers	Minimum no. of wash basins
1-7	1	1	1
8-15	2	1	3
16-30	3	2	6
31-45	4	3	9
46-60	5	4	12
61-75	6	5	15
76-100	7	6	20
Each additional 6 persons over 100			One additional
Each additional 20 persons over 100	One additional	One additional	

Food Service

- Camp food service and preparation practices and procedures must follow [BC Guidelines for Industrial Camps Regulation](#).

- Buffet-style serving systems must not be utilized whenever such systems can practically be replaced with other systems such as kitchen staff serving food to workers.
- All small food items and snacks should be individually wrapped whenever possible or made available with systems to prevent common touching of either food items or utensils.
- Only kitchen workers and supervisory staff shall be permitted to enter food preparation or storage areas.
- Signs shall be posted to limit the number of people permitted in the dining area and any other common areas.
- Use a staggered meal schedule to support physical distancing and to limit the number of individuals in the dining area at any given time.
- Meals should be delivered to the outside of rooms of any workers that are in isolation.
- All workers must wash their hands immediately prior to entering any dining or food preparation area.

11. Important Information Regarding 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 workers 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 employed at field operations and businesses do not seek medical care from a local First Nations health center. There are inadequate resources to sustain an influx of external cases.
- If a worker who is symptomatic wishes to return to their home in a First Nation community, the First Nation health center should be notified to determine that sufficient resources are in place to support isolation of the individual on arrival.

12. Physical Distancing and Local Communities

- Facilities and services (including meals, communication systems, laundry) should be organized on site and provided to enable workers to remain in camps on days off whenever possible, and personal purchases can be arranged without workers visiting nearby communities.
- 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.
- Post signage and reminders for workers and staff to regularly wash hands, practice coughing etiquette, maintain physical distancing in the community and avoid congregating in social settings or community settings.

13. Face Masks – additional cautionary information from BCCDC

The BCCDC states that:

- The use of a homemade mask should only be considered by members of the public who are symptomatic or caring for someone who is symptomatic as an interim measure if commercial masks are not available.
- It may be less effective to wear a mask in the community when a person is not sick themselves.
- 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 and make a mask under these circumstances, here is some information to improve the effectiveness of homemade masks:

- 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.

Also see - [Face Masks](#) – additional cautionary information from BCCDC

SECTION 3: WHAT THE EMPLOYER NEEDS TO PUT IN PLACE TO ASSESS AND MONITOR WORKER HEALTH

1. Employers and Worker's Health

It is important as an employer to have a clear plan that outlines how to monitor workers daily for [COVID-19 like symptoms](#), what to do when your workers are ill, who the workers will report symptoms to, how the Coordinator will monitor workers daily, and the plan to support self isolation of ill workers. The plan should also include how to notify the local medical health officer if there is an outbreak or suspicion of an outbreak, that is, when two workers present with symptoms in a relatively short period of time.

Workers should be made aware of how to seek help and steps to take if they are ill or unwell to support reporting of symptoms and timely access to any required assistance. For more information visit BCCDC's website: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>.

2. Employer Responsibility for Screening of Workers

Workers who have indicated symptoms of COVID-19 before arriving to the work site or accommodation site, will not be able to work according to the Industrial Camp Order.

- Ensure your workers know their obligations to monitor for symptoms and to report symptoms that include common cold, influenza, or gastrointestinal symptoms.
- Advise workers and contractors to report symptoms to the Coordinator and not return to work until they have been reassessed by their medical provider. The illness policy must be up-to-date and communicated to all staff immediately.
- Employers must ensure that all workers and contractors are assessed prior to proceeding to the work site.
- You must have a coordinator who educates workers on how to self-assess their symptoms and ensures they know what to do if they have symptoms.
- If a worker appears to show symptoms, it is important to ask questions of the worker to confirm.

- Workers must pay attention to how they are feeling. If they have cold or flu symptoms in addition to gastrointestinal symptoms, they must seek assessment for testing, self-isolate, and contact the coordinator.
- Workers can use the online [BC COVID-19 Self Assessment Tool](#) to help determine if they need further assessment for testing by a healthcare provider or at a local collection centre. They can complete this assessment themselves, on behalf of someone else, or have the coordinator help them complete it.

3. Worker Self-isolation

Workers who have common cold or influenza like illness or [symptoms compatible with COVID-19](#) are required to remove themselves from the work environment and immediately report symptoms to the Coordinator, while ensuring physical distancing of 2m (e.g., reporting by phone).

- If staff need to be isolated, employers must provide a separate room or tent and washroom facilities wherever possible and they should follow [self-isolation guidance](#).
- If a worker or contractor displays symptoms of COVID-19, they are required to begin self-isolation immediately.
- Self-isolation should continue for a period determined by the self assessment tool or in consultation with their medical provider.
- In all cases, isolation must continue until a fever is gone without the use of fever-reducing medications, for example, Tylenol, Advil, AND symptoms improve – improvement in runny nose, sore throat, nausea, vomiting, diarrhea and fatigue.
- Workers must be informed of personal access to medical support for COVID-19 (i.e. 8-1-1) or their medical provider or a local virtual clinic if available by the employer.
- Any testing for COVID-19 will be done in accordance with the BCCDC's up-to-date guidance on [COVID-19 testing protocols](#).
 - If a worker tests positive for COVID-19, they must self-isolate for a minimum of 10 days from symptom onset AND ensure their symptoms, including fever, have completely resolved.
 - If a worker tests negative for COVID-19, they must self-isolate until their common cold or influenza like symptoms have completely resolved.
- Employers must support workers with symptoms to self-isolate in the camp or a motel room, unless they are within close driving distance to their home and are able to safely travel home.

Self-Isolation Requirements

Employers have a responsibility to provide safe isolation, monitoring and care for the workers that become ill, as well as to protect the staff on site from transmission.

For those workers that are living in accommodations at natural resource sector camps, isolation practices MUST include:

- a room or a tent with a separate entrance;
- a separate shower/toilet only for that worker and cleaned immediately following use;
- workers receiving daily wages and meal support;
- meals provided or delivered to the individual in isolation; and
- workers checked a minimum of twice daily to ascertain if medical assistance is required, particularly at days 5 to 9, as symptoms may worsen during this time and rapid medical response may be required.

Waste Management for Ill Workers

- Designate one person, or small team to handle waste from all self-isolation tents and rooms.
- All waste can go into regular garbage bags; line the container with a plastic bag.
- Take care not to touch the inside of the container, and wash hands well after emptying the waste.

4. Monitoring Close Contacts of COVID-19 Cases

Workers and staff or contractors who are contacts of a confirmed COVID-19 case, meaning they been, or could have been exposed to the virus, but do not have symptoms, need to be monitored for symptoms and immediately self-isolate if symptoms develop. Advise them to call 8-1-1 or their medical provider to determine any necessary next steps. The local Medical Health Officer must be notified if more than one worker shows signs of illness.

Employers must ensure that the following workers do not come to work and begin self isolation. In some cases specific orders may need to be followed. Those orders will be identified through a case-by-case system

- Workers who are ill, whether or not the illness has been confirmed as COVID-19.
- Workers with COVID-19-like symptoms must begin self-isolation and be reassessed for when they can return to work.
- Workers who share a residence with a person who has been exposed to COVID-19.

Additional Information:

- Please keep up-to-date on B.C.'s requirements for who must self-isolate.
- As of March 25, 2020, all persons arriving in Canada must [quarantine for 14 days](#) under the Quarantine Act and monitor for symptoms of COVID-19.
- All international travellers returning to British Columbia are required by law to self-isolate for **14 days upon their arrival** and complete a [self-isolation plan](#).

5. Confidentiality

It will be important that any targeted communicable disease interventions are non-stigmatizing and respect confidentiality. This includes maintaining privacy for those seeking healthcare or who may be part of self isolation, contact tracing or outbreak investigation.

6. Exit protocol

Contractors shall develop appropriate exit plans for workers leaving the worksite.

Additional Resources:

- BC Centre for Disease Control (BCCDC): <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>.
- <http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-guidelines-industrial-camps.pdf>.
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.
- HealthLink BC COVID-19: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>.
- Office of the Provincial Health Officer: <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>.

- BC Government COVID-19 Support website: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>.
- WorkSafeBC, Preventing exposure to COVID-19 in the workplace: A guide for employers: <https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>.
- Health Canada COVID-19 Fact Sheet: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-be-prepared.html>.
- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>.

Employers must continue to check for new information and refer to the following links to public health resources in the event that any embedded link is broken and does not work:

- BC Centre for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>.
- Government of Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-special-measures.html>.

Appendix A

