

**BC Trophy  
Mountain Outfitters  
Covid 19 Safety Plan**

**Version: August 2020**

## **SELF-QUARANTINED TRAVEL**

We propose a Self-Quarantined Travel model to our guests and staff. Under this Self-Quarantined Travel model, one or a combination of transportation methods would be acceptable:

- Clients drive their own vehicle
- Clients take our shuttle

## STANDARD EXPOSURE CONTROL PLAN COMMON TO ALL OPERATIONS

### Personal Responsibility

We operate on the principle of personal responsibility in all situations. We can assure you that our team is working consciously to meet the new safety standards to prevent the spread of COVID-19, and we expect the same from our guests and students. Personal hygiene, prevention measures and adequate social distancing are the **responsibilities of each individual, including our guests, students and staff**. Therefore we ask them to bring their own protective equipment like gloves, hand sanitizer and a comfortable face mask. Ensuring that this criteria is met allows everybody to enjoy their journey in our unique wilderness environment.

### Employee Communication

Effective communication with employees is an important element of a good workplace. It assumes even greater significance in times of crisis. The current situation is constantly evolving, and employees must deal with multiple new personal and professional changes as a result. Ensuring employees are kept informed, and fully understand, expectations around hygiene, company policies, safe work practices and protocols will not only ensure better compliance but will also go a long way in obtaining employee commitment. Face-to-face communication can take place if proper physical distancing measures are observed but other options for communications could also be utilized, such as emails, text messages, posters, and signs, etc.

### Creating Employee Working Groups

There are situations on a day-to-day basis where physical distancing between workers is not practical for extended periods of time (e.g. in a vehicle). Working Groups can be thought of like a family unit where close contact only occurs within a clearly defined group. As all staff members (volunteers, interns, employees) from Chilcotin Holidays and Wilderness Stewardship Foundation on the ranch live and work together closely, we define all staff members as a Working Group. Remaining in the same Working Group for as long as practical can help reduce the risk of COVID-19 spreading to other clients. Working Groups will focus on physically distancing from clients.

### Employee Training

On the first day of work and on a regular basis after that, all employees 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 premises. Training includes safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness. Training will be offered in-person and may include additional written materials.

### Employee Responsibilities

Employees without symptoms of COVID-19 are currently free to work if they adhere to the following protocols:

1. PRIORITY 1 – Wash their hands with soap and water for at least 20 seconds before and frequently during their shift, when entering or leaving the ranch house, before eating or drinking, after using the washroom, after touching common items, and at the end of shift. Remove jewelry while washing.
  - a. Always carry at least one pair of gloves with them, especially when working with clients. These are to be available any time in which they need to touch a surface that has not been cleaned, and cleaning is not possible at that time.
2. PRIORITY 2 – Practice physical distancing – keep a minimum distance of at least 2 metres (6 feet) from staff and clients.

- a. Where physical distancing is not practical (i.e. in a vehicle) masks should be worn by all individuals. Always carry a mask.
3. PRIORITY 3 – Inform their supervisor immediately if, during their shift, they feel any symptoms of COVID-19 such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains.
4. Avoid touching eyes, nose, or mouth with unwashed hands or when wearing gloves.
5. Cover mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash hands, or sneeze/cough into elbow.
6. If soap and water are not available, use an approved alcohol-based hand sanitizer.
7. Clean and disinfect frequently-touched objects and workstation surfaces.
8. Stay informed. Information is changing frequently.
9. Disposable gloves will be provided, where appropriate. 10. Client Interactions – If a client has a question or feedback related to COVID-19, please encourage them to speak with the outfitter.

### **Client Communication**

We develop standard communications to share with clients before and during their visit to the premises.

This communication include:

- A prescreening questionnaire to ensure the client is healthy before commencing their travel.
- Client orientation at first point of contact reconfirming their health and welcoming them to the premises.
- Welcome message at first point of contact
- Expectation of client adherence to the Best Management Practices (included in Client orientation)

This communication should be available on the company website and/or via pre-trip communication, as well as readily available on the premises.

Training for clients will take place in a two-step process, including a prescreening questionnaire and an on-site orientation.

#### **Prescreening**

This step will take place before the client commences their travel bound for the outfitting camp and/or retrieval point. Prescreening consists of a single document whereby the client makes a declaration that they are healthy and possess a facemask. This document is to be completed by the client and returned to the outfitter before travel begins. If the client fails the questionnaire, they are to be advised that they will be denied access to camp and alternate expedition arrangements will need to be made with the outfitter.

#### **Orientation**

At the first point of in-person contact with clients, all must again self-declare their health status, and be given a COVID-19 orientation by the outfitter (or designate). The orientation will include an explanation of the safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness while in camp.

## **Physical Distancing**

As defined by the BC Centre for Disease Control, physical distancing means limiting close contact with others. When outside of your home, practicing social distancing by keeping at least 2 metres (6 feet) away from one another. This simple practice is something we can all do to help stop the spread of COVID-19. Remember – no handshaking and no hugging. Nod or wave instead.

## **Guidance for Situations Where Maintaining Physical Distancing of 2 Metres is Not Practical**

- Individuals should wear a mask, or a physical barrier may be constructed.
- In situations where staff and clients are required to work together in proximity, the outfitter utilizes a Working Group as described previously. These Working Group include camp and kitchen staff as well as field worker/transport.

## **Physical Distancing and Local Communities**

Clients typically have very little if any contact with local communities during their expedition. We work together to arrange travel in a way that facilitates little to no contact with the local community. That includes making plans to avoid hotel stays and restaurant visits before and after the expedition.

We endeavor to move their clients into their premises as soon as possible. This may mean earlier/later/more frequent client retrievals. If pickup schedules dictate group retrievals and some clients need to await the arrival of others, we may provide suggestions as to where best to wait.

Staff often have the most interaction with the community, going into town to purchase food and supplies. This is to be kept to a minimum with respect to individual, personal, and frequency of trips and physical distancing should be practised when trips to town cannot be avoided. Traveling to a grocery store or other necessary public establishment should be limited to one person per camp.

Services (including meals, communication systems, laundry) are organized on site to enable workers to remain in camps on days off whenever possible, and personal purchases can be arranged without workers visiting nearby communities.

## **Hand Washing, Respiratory Etiquette, Hygiene and Personal Protective Equipment**

Hand Washing Frequent and proper hand washing helps prevent or reduce the spread of COVID-19 and other illnesses. We ensure that materials for adhering to hand hygiene are available on their premises. We provide conveniently located dispensers of alcohol-based hand sanitizer. Where sinks are available, we ensure that supplies for hand washing (i.e., liquid soap and disposable towels) are consistently available.

Hand wash stations may be created by applying the suggestion provided in Appendix D.

Hands should be cleaned frequently with soap and water, or an alcohol-based hand sanitizer (minimum 60% alcohol) if soap and water are not readily available. Note that if a person's hands are heavily soiled, they should use soap and water because hand sanitizer may not work well in these cases. If running water is not available, it is acceptable to use hand wipes to remove dirt prior to using hand sanitizer.

Hand hygiene is most important at the following times:

- Before eating or preparing food
- After coughing, sneezing, or blowing one's nose
- After going to the bathroom
- After touching potentially contaminated surfaces such as taps and doorknobs
- Before and after contact with an ill person

Hand Washing as set out by Health Canada

- Wash your hands with soap and water, ideally with water warmer than 25° Celsius (77° Fahrenheit), for 20 seconds.
- After washing your hands, use disinfectant spray on sink taps and surfaces.

### Respiratory Etiquette

Respiratory etiquette is also essential in preventing the spread of illness. The key elements of respiratory etiquette are:

1. Covering cough/sneeze into a sleeve or tissue
2. Disposing of used tissues in garbage
3. Cleaning hands after coughing or sneezing

We support respiratory hygiene by training staff and clients on its importance and by providing tissues.

### Personal Protective Equipment for COVID-19 Protection

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by individuals for protection against COVID-19. It should serve as a last resort that should not replace any other risk control and infection control measures. However, sufficient stock of PPE is kept ensuring its provision to protect employees and clients from exposure to COVID-19 in camps and vehicles. PPE commonly includes:

### Hand Protection - Gloves

Staff should wash their hands thoroughly before putting on the gloves. Wearing gloves does not exclude food handlers from washing their hands.

We use nitrile gloves for food service/preparation, cleaning, in the kitchen or other situations where hand dexterity is important. Disposable gloves should also be used when touching blood, body fluids, mucous membranes or contaminated items. Remove gloves promptly after use and perform hand hygiene immediately. We use multiple use gloves around horses and operate tools and equipment. Gloves do not replace hand hygiene.

Glove Type	Definition	Advantage	Protection Level	Usage
Nitrile protective gloves	Made of synthetic material; offers robust protection.	Stretchy, durable	Chemicals, viruses	<ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Food service</li> <li>• Cleaning</li> <li>• Camp Operations</li> <li>• Equipment Maintenance</li> </ul>
Leather gloves, other multiple use gloves			Low level protection appropriate for low traffic high touch areas – where an employee is putting on/taking off a saddle, using a hand tool (axe or saw), or driving an ATV.	<ul style="list-style-type: none"> <li>• Tool and equipment (including vehicles, etc.) handling.</li> </ul>

### When to wear a mask

Wear a mask to protect mucous membranes of the nose and mouth in situations where it is not possible to maintain 2 metres (6 feet) of separation (for example, in case of travelling in a vehicle with a client or other employees.)

### **Cleaning, Disinfecting, and Sanitizing Protocols**

Since viruses can survive on surfaces in the environment for a period of time, it is vital to increase cleaning, disinfecting and sanitizing protocols in high-touch surfaces and high traffic areas.

Please see cleaning methods as outlined. Note that protocols presented have been developed for high touch surfaces and high traffic areas.

Furthermore, the cleaning/disinfecting is only necessary for a particular surface if the user of that surface is changing. If a piece of equipment (Saddle for example) is only being used for one person for the duration of a trip, then it should not require routine cleaning throughout the trip.

In an unplanned situation, where a person must touch a surface that has not been cleaned, and cleaning is not possible at that time, then appropriate PPE (ideally gloves) should be used until cleaning is possible. Therefore, when working with clients, staff should always carry gloves with them.

Additionally, equipment/surfaces should not need to be cleaned/disinfected after every use where the only people using that surface are within the same Working Group.

These points are raised simply because cleaning/disinfecting surfaces in a wilderness setting, where there is no access to the general public, and the only people present are working within small and cohesive groups (Working Group) (with restricted access to cleaning materials – even water in many instances), a routine cleaning of every surface after every use is likely to be of little practical value.

### Know Your Products

Surfaces must be cleaned on a regular basis with an approved detergent. Cleaning removes the physical contaminants that are on a surface. This is followed by rinsing with clean, potable water. Cleaned surfaces must then be sanitized (food contact surfaces) or disinfected (nonfood contact surfaces). We review with staff how to use and verify the concentration of sanitizers and disinfectants used in food premises.

Disinfectants are different from sanitizers in that they have a greater ability to destroy bacteria, viruses and molds. Disinfectants are used at a higher concentration and require a longer contact time than sanitizers. If a food grade disinfectant is used on a food contact surface, it may need to be rinsed off with potable water.

Hard-surface disinfectants must meet Health Canada's requirements for emerging viral pathogens. COVID-19 is one of the easiest viruses to kill with the appropriate disinfectant when used according to the label directions. (See the Product Guide for Disinfectants chart in Table 2)

Bleach is considered a disinfectant when used at 1000 to 5000 ppm with a 10-minute contact time but is considered a sanitizer when used at 100 to 200 ppm with a 2-minute contact time. To prepare a bleach solution consult the FOODSAFE online bleach calculator. We ensure that the disinfectant we use is approved for use in a food processing or food service application. Some disinfectants can be toxic and are unsuitable for food premises or food contact surfaces.

PRODUCT	DEFINITION	APPLICATION	PROTECTION LEVEL
Multi-Surface Cleaner	Use full-strength or dilute 250 mL per 4 Litre of warm water, apply to the surface until thoroughly wet. Wipe with a clean cloth, sponge, or mop. To sanitize/disinfect: Preclean surface. Apply to surface until thoroughly wet. To Sanitize: Leave for 1 minute before wiping. To Disinfect: Leave for 10 minutes before wiping. Rinse all food contact surfaces with water after using the product.	Disinfectant that meets Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2.	Advanced disinfectant and sanitizer for hard surfaces.
Bleach (6%) Solution	100/1 dilution of sodium hypochlorite solution with water used to disinfect surfaces, 10 mL bleach to 1 Litre of water. Minimum contact time of 10 minutes in a single application. Air dry.	Recommended by the BCCDC for disinfecting nonporous surfaces.	General use disinfectant and sanitizer for hard surfaces.
Neutral Disinfectant Cleaner	Use 3.9 mL per litre of water for a minimum contact time of 10 minutes in a single application. Can be applied with a mop, sponge, cloth, coarse spray or by soaking. The recommended use solution is prepared fresh for each use then discarded. Air dry.	Approved for use against COVID-19 disinfecting nonporous surfaces.	Advanced disinfectant and sanitizer for hard surfaces, low acidity.
Disinfecting Wet Wipes 70% Alcohol	To sanitize/disinfect: Pre-clean surface. Use 70% alcohol based fresh wipes to thoroughly wet surface. To sanitize: Allow surface to remain wet for 10 seconds. Air dry.	Single use isopropyl alcohol wet wipes, disposable.	Safe to use on electronics including smartphones, tablets and POS equipment.
Touch Free Hand Sanitizer	Minimum 60% alcohol hand sanitizer solution, rub hands together until dry.	To clean hands if hand washing is not available.	General use to kill bacteria and viruses.

Table 2

## Security and Site Access

### Site Visit Restrictions

Only staff and clients are allowed in the camps and on the ranch. If there is a need for non-essential personnel to be onsite, prior arrangements must be made before visiting and this visitor must disinfect prior to entering any buildings and/or interacting with any personnel.

### **Disciplinary Action(s)**

It is expected that protocols in this document are followed by all personnel. All employees should sign-off on the training that they receive, including an understanding of the importance of following Best Management Practices and this Exposure Control Plan. If not, standard disciplinary actions will apply.



## **Client Adherence**

All policies will be enforced and anyone not in compliance with these policies will be asked to leave the premises. Consider including this in the client orientation conducted at first point of contact.

## **Initiatives and Procedures Documentation**

The company documents the initiatives and procedures that the camp(s) will implement to prevent and manage COVID-19.

## **Communicable Disease Control Plan Guide**

We prepare a summary that can be referenced in the event of an outbreak at the camp/ranch. At a minimum, the plan should include the following:

- Camp/Ranch location
- Description of camp facilities including the number of rooms, room occupancy, number of showers and washrooms, dining and community areas, and recreational facilities
- Staff contact information (names, telephone numbers and email addresses)
- Staff in Working Group
- Which staff interacted with which client(s) – Guide Declaration form

## **Protocols for Preparing and Responding to COVID-19 Cases**

We have an updated staff and client illness policy that is communicated to all staff before reporting for work and to all clients before commencing their travel heading for camp. If they are ill and showing possible COVID-19 symptoms they should stay home and self isolate.

## Assessment

Staff and clients must review the self-assessment information provided. The Outfitter will monitor their staff and clients to assess any early warning signs as to the status of their health. A self assessment tool is provided <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.

If a staff member or client is feeling ill with COVID-19 symptoms while at camp/ranch

- They are to remain at camp/ranch, self-quarantine, and contact Health Link BC at 8-1-1.
- If they live close enough to camp/ranch to reach home safely without stopping, they are to be sent home immediately.
- If they do not live close enough to the camp/ranch to reach home safely without stopping, they are to remain at camp/ranch, self-quarantine and contact 8-1-1 or a doctor for further guidance.
- If they are in medical distress they are to call 9-1-1.
- Exception: If the individual is in a camp that does not have a reliable method to communicate verbally with a health care professional, and/or does not have reasonable access to reliable ground transportation (i.e. a road), they should be moved to a location that does

If a staff member or client tests positive for COVID-19

- They will not be permitted to return to camp/ranch until they have recovered from COVID-19.
- Any staff or clients who have interacted closely with the infected person will self-isolate for 14 days.

- The staff member's work and accommodation area(s) will be closed off, cleaned and disinfected immediately, as well as any surfaces they could have potentially touched.

#### Self-Isolation

- Any staff member or client already on site with any symptoms of COVID-19 is not permitted to enter any common part of the camp/ranch and must self-isolate.
- Any staff member or client who has or is suspected to have COVID-19 will self-isolate for 14 days.
- Persons in self-isolation can place dishes outside of their room or tent for pick-up. Disposable gloves can be used by individuals who are picking-up and handling these dishes. Ordinary cleaning and sanitation procedures for dishes are sufficient for killing viruses.

#### Ensure Laundry is Handled Safely

Use precautions when doing laundry. Contaminated laundry should be placed into a laundry bag or basket with a plastic liner and should not be shaken. Gloves and a mask should be worn when in direct contact with contaminated laundry. Clothing and linens belonging to the ill person can be washed together with other laundry, using regular laundry soap and hot water (60-90°C). Laundry should be thoroughly dried. Hand hygiene should be performed after handling contaminated laundry and after removing gloves. If the laundry container comes in contact with contaminated laundry, it can be disinfected using a diluted bleach solution.

#### Ensure 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.

## **EXPOSURE CONTROL PLAN FOR EXCURSIONS**

The first point of provided transportation for most trips will be upon pickup by truck or car. Excursions may incorporate other modes of transportation such as boats, canoes, horses, bicycle and by foot. In situations where staff and/or clients are required to travel together in vehicles where a distance of 2 metres (6 feet) is impossible to maintain, we recommend all individuals follow the recommendations of the Public Health Agency of Canada, and wear a mask or some form of face covering.

### **Vehicles**

Employees will clean and disinfect frequently touched surfaces in the vehicles using an alcohol based cleaner or disinfecting wipes/spray and paper towels; if these are unavailable, use soap and water.

Key contact points are:

- Door handles (inside and out)
- Window buttons
- Steering wheel and controls
- Wiper and turn signal handle
- Shifter
- Dash controls and buttons
- Ventilation grilles and knobs
- Rear-view mirror
- Armrests
- Grab handles, seat adjusters
- Seat belt buckles

When more than one person is traveling, physical distancing practices apply. Shared travel with more than one person should be minimized wherever possible. Here are some options:

### **Trucks and Cars**

- Where possible limit occupants of a vehicle to a single driver or members of a Working Group in a conventional truck (i.e., single cab).
- If 2 metres (6 feet) separation is not possible, masks should be worn.
- Hand washing facilities or sanitizer must be made available before and after the ride.
- Common surfaces should be wiped down before each trip.

### **Horses**

Each employee and client will be assigned a set of tack for their sole use throughout the duration of their trip. If changes are required, tack will be cleaned between users. As it is common practice for an employee to saddle horses on behalf of clients, and assist with adjustments throughout the day, care should be taken to limit contact (use gloves and wipe down the touch points) between the employee and the client. In between users, all tack will be cleaned.

### Leather

Cleaning with soap and water is the most effective way to kill germs and disinfect leather. Chemical sanitizers such as rubbing alcohol, peroxide, and bleaches are not necessary to disinfect and can damage leather, so it is best avoided.

### **Hiking**

Care should be taken to avoid following too closely behind one another when walking and hiking and keep a distance of 2m. Observe increased physical distancing guidelines to avoid the chance of acquiring droplets that may have become entrained in the wake or slipstream behind a fellow hiker.

## EXPOSURE CONTROL PLAN FOR ACCOMMODATIONS

Potential accommodation scenarios include lodges, cabins or tents. 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 & Ranch Preparations and Hygiene

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

- Gatherings of any size are structured so that those present can maintain a distance of 2 metres (6 feet) from each other.
- Stagger mealtimes where practical and minimize people using the kitchen at one time.
- 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 2 metres (6 feet) apart and head-to-toe where possible.
- None of the residents in a shared accommodation can be ill or meet a criterion that requires self-isolation requirements. Any staff or clients that are ill or require self isolation must be immediately moved into separate facilities.

It is recommended that all camps have a stock of infection control supplies on-site to deal with suspected and/or confirmed cases. This should include:

- Hand washing supplies and hand cleaning gels
- Appropriate cleaning supplies
- Masks
- Disposable gloves

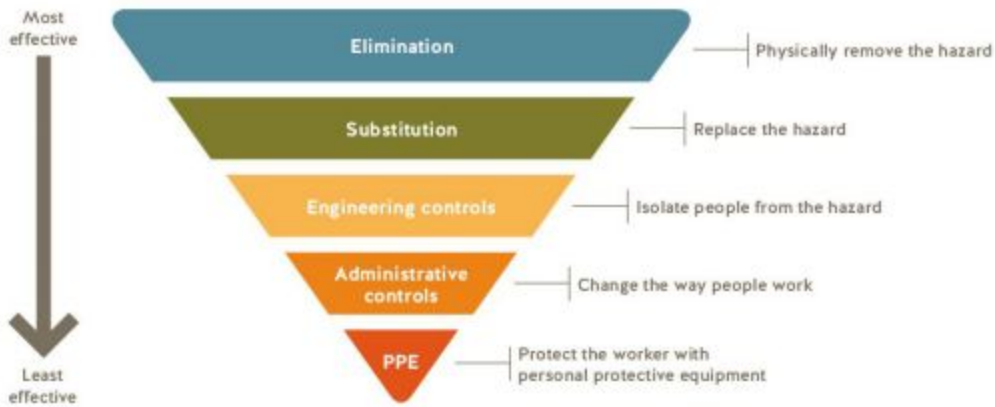
### Sanitation

Review sanitation procedures and increase sanitation frequency as required, especially for high touch surfaces. Surfaces must be cleaned on a regular basis with an approved detergent. Cleaning removes the physical contaminants that are on a surface. Rinsing with clean, potable water will allow this. Cleaned surfaces must then be sanitized (food contact surfaces) or disinfected (nonfood contact surfaces). Review with staff how to use and verify the concentration of sanitizers and disinfectants used in food premises.

### **Lodge**

Review of the lodge and make whatever adjustments are required to the facilities and procedures to meet physical distancing and cleaning requirements. When considering how to reduce the risk, there is a certain order you should follow. WorkSafeBC refers to this as the hierarchy of controls. We follow the hierarchy, rather than start with the easiest control measures. Note that while the controls are listed in order of effectiveness, all four types of controls should be considered. They often work best in combination.

## Hierarchy of controls



### Camp

Erect tents as required to ensure adequate physical distancing. Small cabins that currently share kitchen and sleeping areas and do not allow space for physical distancing should be evaluated to decide which functions would be best suited to the cabin and tents. Clients and employees bring their own bedding (sleeping bag) and personal hygiene products (towels and face clothes, etc.). This significantly reduces any risk of cross contamination during use as well as during laundry. Employees do their own laundry.

## **EXPOSURE CONTROL PLAN FOR FOOD SERVICE**

Display signs in the dining area(s) outlining the special measures being taken. This includes instructions regarding physical distancing, hand hygiene, cough and sneeze etiquette and not entering if feeling ill with possible COVID-19 symptoms. The maximum number of clients permitted inside at any one time may also be stipulated. Multiple signs will help clients remember to maintain physical distancing.

Where possible, implement measures to minimize handling of shared food and items that may touch another person's food, such as:

- Discontinue self-serve buffet lines—have designated staff dispense food.
- Minimize handling of multiple sets of cutlery.
- Guests in their travel group get their own water pitcher, salt and pepper, bowls with food, Ketchup, ....
- Ensure that food-handling staff practice good hand hygiene and wears disposable gloves.
- Ensure that all surfaces of the tables and chairs are cleaned and disinfected before each meal.

Rearrange seating to ensure physical distance guidelines are observed (at least 2 metres/6 feet). Consider using separate entry and exits and use signage and floor markings to ensure physical distancing.

Continue to use approved sanitizers and disinfectants for their designed purposes. Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use.

Ensure staff and customers with COVID-19 symptoms stay away from the food preparation and dining premises.

Communicate your sanitation controls to your staff and monitor them. Enhance your premises' sanitation plan and schedule, review with all employees for input and assign cleaning duties accordingly.

Wear disposable gloves when handling food products and serving.

### Information for clients:

- Please follow signage and collect takeaway meals/snacks from designated collection point.
- Wash your hands or use alcohol-based hand sanitizer before entering any common areas including the area designated for food pick up.
- Do not bring your own food containers or bags. These will be provided to you.

### Dining Area

Monitor the amount of people who enter the dining area. If required, maintain a lineup outside the building with 2 metres (6 feet) spacing if the dining area is unable to hold clients and staff safely with physical distancing practices.

### Kitchen Procedures

- Work with minimal staff to allow sufficient space for physical distancing. Consider rearranging work areas or re-organizing work tasks to allow workers to maintain distance.
- Move activities to another room wherever possible. Separating duties into unused dining areas could be an option for some preparation and packaging.
- Wash equipment and utensils using a dishwasher that can achieve disinfection. The NSF/ANSI Standard 184 says a dishwasher can claim it has a sanitizing cycle if a final extended hot-water rinse reaches 150°F. If washing by hand, use the three-sink process (wash, rinse, sanitize), ensuring that all equipment is disinfected.

## Food Safety

Normal cooking temperatures for foods will kill COVID-19 and other microbes in food.

There is no evidence that COVID-19 is spread through eating or touching raw fruits or vegetables. When preparing fresh fruits and vegetables, wash or scrub them under cold, running, potable tap water prior to consumption. Prevent cross contamination by:

- Keeping fruits and vegetables separate from raw foods.
- Only handle (touch) the fresh fruits and vegetables that will be washed or cooked immediately to limit any hand transfer of germs.

## **Camp**

Adjust practices for field-prepared meals to ensure physical distancing is maintained. For example, in small cabins that currently share kitchen and sleeping areas, operators will need to move one of these activities to another location.

Use protective gloves when preparing food. Remove and discard them once each person's meal has been completed. Use hand gel to clean hands in between meals if soap and water is not available.

Any bags or coolers used to transport food must be cleaned regularly.

In facilities where adequate dish washing protocol cannot be maintained, guides or cooks should consider assigning each client with a dish and cutlery package (one plate, one bowl, one fork, one knife, one spoon, and one cup) that is their responsibility to clean and transport in a sealed container, such as a large Ziplock bag. Once back at the main camp where adequate washing facilities exist, the cutlery and dishes will be thoroughly washed and disinfected.

## **EXPOSURE CONTROL PLAN FOR TOOLS & EQUIPMENT**

Where possible, each employee should utilize only their own tools throughout the duration of their time in camp.

Employees are required to work together in close proximity to complete tasks, this is why we are a designated Working Group. Staff in the Working Group must take care to maintain adequate physical distancing around clients, and ideally not share tools and equipment with clients. If sharing tools or equipment with persons from outside of the Working Group, then equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes and/or a glove protocol is to be implemented.

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 who use specialized PPE should not share PPE with other employees. Employers must establish a labeling system to help with organization of this specialized equipment.

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 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.



## Cleaning Methods

### Basic Cleaning Recommendations

- Wear suitable PPE commensurate to the job at hand. In most cases this will be some or all of the following:
  - Disposable gloves
  - Mask
  - Apron
- Use disposable paper towels or clean damp cloths (microfiber) or a wet mop that can be washed after use.
- Do not dust or sweep surfaces to avoid airborne droplets containing the virus.
- Remove all debris first and then clean surfaces with a good cleaning and disinfecting agent. If the surface is very dirty, clean a second time.
- Start cleaning in the cleaner areas and move to dirtier areas. Be aware that a clean surface can be as contaminated as a heavily soiled surface.
- Apply disinfectant to any clean surface immediately. Allow the disinfectant solution to work for a few minutes (according to the manufacturer's instructions) before wiping off all traces of product with a clean cloth.
- Whenever possible, open outside windows to increase air circulation.

### To Avoid Cross Contamination

- Use only clean rags and mops with a disinfectant solution prepared in a clean container.
- Do not leave any residual solution in the bucket, wash and dry between uses.
- Clean after use and dry soiled rags and mops. Do not soak in dirty water.
  - Reusable cleaning items can be washed with regular laundry soap and hot water (60-90°C).
- Use a trash can and recycling bin without a lid or pedal to prevent hands from touching the trash can.
- Change clothes after finishing cleaning the accommodation units.

## Protocols

### Prepare products for use

- Where possible, use a pre-mixed solution.
- Read and follow manufacturer's instructions to:
  - properly prepare solution
  - allow adequate contact time for disinfectant to kill germs (see product label)
  - wear gloves when handling cleaning products
  - wear any other PPE recommended by the manufacturer

Check the label to ensure the bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on coloured clothing or for whitening, may not be suitable for disinfection. **Follow the manufacturer's instruction and/or use 5 tbs (1/3 cup) bleach per gallon (3.78 l) of water to make a disinfecting solution.** \*Never mix bleach with ammonia or any other cleanser.

Special attention should be given to the disinfection of toilets, kitchens and objects that are frequently touched such as light switches, doorknobs and handrails.

### Cleaning surfaces, linens, or clothing to reduce risk

All food contact surfaces, such as food prep tables, kitchen, and packaging areas are to be cleaned and sanitized on a regular frequency. They do not need to be disinfected.

Locations that are exposed frequently to clients should also be regularly cleaned and sanitized. Areas that do not have direct contact with food could also be disinfected. This is important for surfaces that are touched frequently, for example dining room tables, chairs, or doorknobs. It would be appropriate to disinfect any area that could be frequently touched or exposed to coughing or sneezing, for example bathroom areas.

- For porous surfaces such as carpeted floor, rugs, and drapes, remove visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning:

- o If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- o Otherwise, use products suitable for porous surfaces.

### Hard (Non-porous) Surfaces

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to Disinfection.

### Electronics

For electronics such as tablets, touch screens, remote controls, keyboards, and telephones remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider the use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids.

### Vehicles

Field equipment used by staff and/or clients should/must be cleaned and/or disinfected as required.

- The 'hard surfaces' guidelines, as above, will generally be appropriate for much of the field equipment/vehicles used by outfitters.
- Disinfect the following areas with a hand sprayer to be able to liberally spray the touch surfaces:
  - o Steering wheel
  - o Arm rests
  - o Seats
  - o Safety handles
- Provide sealed single sanitizer wipes for use by the client and allow them to wipe again the high touch point areas.

### Cleaning and Disinfecting Areas

#### 1. Dining Area / Lounge Area(s)

- Door Knobs / door push bar / door handles
- Counter tops / service tops / bar tops
- Handheld devices
- Handrails / light switches
- Chairs / guest seating areas / tabletops

#### 2. Bathrooms / Kitchens

- Door Knobs / door push bar / door handles
- Counter tops / sinks / basins
- Toilets / paper dispensers / hand wash areas
- Prep areas / kitchen line / service pass

### 3. Staff Room / Offices

- Door Knobs / door push bar / door handles
- Counter tops / workstations / desktops / phones
- Everyone is encouraged to use their own mouse, keyboard, computer, chair