

Kawkawa Camp & Retreat

6 Step Guide to reducing the risk of COVID-19

Version #1 May 27, 2020

COVID-19 Returning to Safe Operation.

Step # 1 Assess Risks in workplace

Involvement of frontline workers in identifying areas where people gather to work, socialize and generally meet together.

Identify areas where people are share tools, equipment and space and develop safety protocols for sanitization of all equipment.

Identify surfaces of high touch such as doorknobs, light switches and handrails.

Measures In Place

Reducing Transmission – Managing Social Interaction in Organizational Settings, Core Social Interaction Measures for the “New Normal”:

Staff Housing

Each staff member will be assigned their own accommodation room in Dogwood Lodge. Dogwood washrooms will be equipped with hand sanitizers and hand soap and disposable towels. Washrooms will be cleaned and sanitized by cleaning staff on a daily routine basis

GOAL

- Ensure all social settings (kitchens, staff rooms, canteens) in the organization maintain best practice in terms of social distance of 2m.
- Ensure increased cleaning routines throughout the day.
- Require and sustain higher levels of frequent cleaning of “high touch” areas in workplaces throughout the day and availability of hand sanitizer stands at entrances or around work areas.
- Use temporary physical barriers (plexiglass at food service counter).
- Routine daily symptom screening (**Temperature Checks after each meal**) for all staff and participants.
- Explicit policy for staff or participants who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing to be isolated and monitored.

Step # 2 Implement protocols to reduce risk

We have established an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people. Tables will be spaced 2 meters apart in dining room with a maximum of 6 people from the same household at one table.

Kitchen staff only in the food preparation area, dishwashing staff only in the dishwashing area. The use of non-medical masks will be required while workers perform their duties in these areas.

Staffing are to respect the 2 meter distance rule whenever possible while performing their duties. The staff room will be limited to 2 people per couch. The Cedar Room will allow for adequate physical distancing through the reduction of available chairs and 6 foot distancing between chairs.

Routine handwashing cleaning and disinfecting of all work areas and frequently touched surfaces and equipment.

All staff are responsible for their own personal; self-care, which includes frequent hand washing and staying home when they are sick.

All staff including kitchen and dishwashers must wash their hands upon arrival to work, before and after breaks and after handling common tools or equipment.

Kitchen and dishwashing staff will use nitrile gloves at all times when performing related tasks and will remove and dispose of them in garbage after they are done.

Patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, if there are tables and chairs on your premises, patrons must be seated in such a way that there are two metres between the patrons seated at the same table, unless they are in the same party, there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party; there must be no more than six patrons seated at a table; there must be no more than 50% of the usual capacity of patrons present at one time; g. there must be no events held at the establishment that include more than 50 people; you must collect the first and last name and telephone number or email address of one member of every party of patrons and retain this information for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer.

Measures In Place

- No hand shaking as the new normal.
- Household groups will stay in their own accommodation or housing that is assigned to them.
- Recorded routine daily temperature checks for all staff & participants after every meal.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; respiratory etiquette; disinfect frequently touched surfaces).
- Maintain reasonable physical distancing (sensible social distancing 2m / 3-6 feet) as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained.
- If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home.
- Frequent cleaning of "high touch" areas throughout the day and availability of hand sanitizer stands at entrances of all buildings.

Step # 3 Development of Policies

Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.

Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

Anyone having symptoms of a cold, flu, fever, chills, or COVID-19, with any coughing or sneezing, shortness of breath, runny nose, sore throat, new muscle aches, headaches, or fatigue must reduce the risk of transmission by notify the director immediately and isolate themselves and make arrangements to travels from the camp to their home so they can isolate themselves.

Visitors to camp are prohibited

Measures In Place

- All individuals engaged in cleaning routines must wear gloves and masks and are responsible to clean all common and high touch areas and surfaces including washrooms, equipment, tools, common tables, light switches, and door handles and railings with appropriate cleaning solution.
- Keep physical distancing 2m between people, as much as possible when in the community and where not possible, consider using a non-medical mask or face covering and in personal settings when you're seeing friends and family who don't live with you
- Practice good hygiene, including:
 - Regular hand washing
 - Avoiding touching your face
 - Covering coughs and sneezes
 - Disinfect frequently touched surfaces
- Only get together in small groups of around 2 to 6 people and keep a physical distance

Step # 4 Develop communication plans and training.

Signage for Covid-19 will be placed at building entranceways regarding physical distancing of 2m while at the facility. Signage for 50 person occupancy and hand washing practices will be posted at entrances to all buildings

Each individual will be screened upon arrival at camp with the following questions related to Covid-19

Questions:

Have you been in self-isolation for 14 days after any international Travel?

Have you been exposed to anyone with Covid-19 symptoms?

Have you any symptoms of a cold, flu, fever, chills, or COVID-19, with any coughing or sneezing, shortness of breath, runny nose, sore throat, new muscle aches, headaches, or fatigue?

Any positive answer will result in this person being asked to leave and self isolate at home.

Measures In Place

Kitchen workers

- Limit the number of staff in a food preparation area at any one time. Working with minimal staff will allow sufficient space for physical distancing. Consider re-arranging work areas or re-organizing work tasks to allow workers to maintain distance. Restrict access into the food preparation area by delivery agents and members of the public and other staff.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, doorknobs and equipment. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
- Consider wearing nitrile gloves, depending on the task and where appropriate, when loading or unloading. Remove and dispose of them in a garbage bag immediately after you are done.
- Post signage for customers on hygiene practices and physical distancing measures in place to ensure everyone's safety.

General Workers

- Any staff member feeling ill must reduce the risk of transmission by notify the director immediately and isolate themselves and make arrangements to travels from the camp to their home so they can isolate themselves.
- All new staff arriving will be debriefed and instructed on the protocols of the workplace and review the Safety Plan prior to starting work.
- The Safety Plan will be updated and monitored for effectiveness and new policies and procedures will be implemented as required. Staff are responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with Covid-19.
- An evening staff meeting after the dinner meal will allow for feedback from staff and the time and place to raise any safety concerns. Any issue or concern not dealt with can be given to the Executive Director for immediate consideration.
- Visitors to camp are prohibited

Cleaning and hygiene

- Enhance cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones; incorporating regular and end-of-shift cleaning and disinfection for all shared spaces; and ensuring workers are provided with appropriate supplies, such as soap and water, hand sanitizer, and disinfectant wipes.
- As much as possible, cooks and chefs should use their own high-use tools such as knives.
- Establish a system to eliminate or minimize sharing of communal equipment and small tools (implements). Any shared equipment such as small appliances, mixers, etc. should be cleaned between use and workers should wash their hands.
- Ingredients and containers that are often shared should be included in your cleaning protocol.
- High touch equipment (freezer doors, oven handles, knobs) should be included in your cleaning protocol.
- Develop and establish additional hand washing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.

Step # 5 Monitor workplace & update plans as necessary

As we monitor our work place for risks it is up to all employees to alert the staff to any changes needed to policies or procedures. Any concerns may be made to the Executive Director in strict confidence.

All workers and staff will be updated to changes in policy and procedures at evening staff meetings.

Measures In Place

- Routine daily temperature checks for all staff & participants after every meal.
- No hand shaking as the new normal.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one's face; respiratory etiquette; disinfect frequently touched surfaces).
- Maintain reasonable physical distancing (sensible social distancing 3-6 feet) as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained.
- If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home.
- Keep a safe distance from others in your family until those symptoms have completely disappeared.
- Frequent cleaning of "high touch" areas in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.

Step # 6 Assess and address risks from resuming operations

All staff will be required to be at staff training the week of June 22-26, 2020 to orientate and acquaint themselves with new procedures and protocols for Covid-19.

Measures In Place

Staff Housing

- Each staff member will be assigned their own accommodation room in Dogwood Lodge.
- Dogwood washrooms will be equipped with hand sanitizers and hand soap and disposable towels.
- Washrooms will be cleaned and sanitized by cleaning staff on a daily routine basis
-
- **Specific Guidelines:**
- Support low contact sports (especially outdoor). Identify high contact sports that should not take place during the pandemic.