



TSA-KWA-LUTEN LODGE Covid-19 Safety Plan

Effective: July 1, 2021, until further notice

This policy should be read in conjunction with the Tsa-Kwa-Luten Lodge Policy Manual, and the occupational health and safety standards.

The policy applies to all Tsa-Kwa-Luten Lodge staff. For questions please contact your supervisor or see WorkSafeBC's COVID-19 website.

All Staff – Phase 3

All staff are required to review the [BC Restart Plan](#) Phase 3 protocols

COVID-19 Risks

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface then touching your face. Higher risk situations require adequate protocols to avoid risk of infection.

- The risk of infection increases the closer you are to other people, the amount of time you spend near them, and including how many people come near you. Wearing Masks & Physical distancing helps reduce the risk of infection.
- The risk of surface spreading increases the more people touch the same surface, and when more people touch the same surface in short intervals of time. Effective cleaning and hygiene practices help reduce the risk of infection.

Entry Protocols

- **NO Entry:** No staff member is authorized to enter work if they:
 - have or have had COVID-19 symptoms in the last **10 days**, including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache; or
 - Notify Supervisor if you are unable to work.

- **Staggering Entry and Exit:** If someone is entering or exiting allow them to go ahead of you and maintain physical distancing of 2 metres. Once they are inside the building, then you may enter or exit.
- **Hand Washing/Sanitizing:** Staff must sanitize or wash hands upon entering building, and throughout the day while at work sanitize or wash your hands as frequently as needed is encouraged.
- **Signage:** We will display all signs reminding staff and guests to wash their hands regularly and use hand sanitizers.

Information below provided by Worksafe BC

- Policies to support staff with symptoms
 - Implement a policy for supporting workers who have symptoms consistent with a communicable disease. Workers should not remain, or be permitted to remain, at the workplace if they are experiencing symptoms of a communicable disease.
- Hand-hygiene facilities
 - Ensure basic hand-hygiene facilities are available and provide the necessary supplies.
 - Workers should be reminded to maintain basic levels of hand hygiene.
 - As required by [section 4.85](#) of the *Regulation*, ensure plumbed or portable washroom facilities are readily available and are maintained and kept clean.
- Clean environment
 - Maintain a clean environment through routine cleaning processes that are appropriate for the workplace and industry.
- Building ventilation (HVAC systems)
 - Ensure the building's ventilation system is in good operating condition as designed, and that preventative maintenance is conducted.
 - Employers must comply with [sections 4.70 through 4.80](#) of the *Regulation* related to indoor air quality. These sections of the *Regulation* require ventilation systems to be properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, humidity, and other design parameters
- **Masks:** As of July 1st, masks will be recommended but not enforced for all staff that have their first and second vaccine. All staff that do not have their first and second vaccine will be required to wear a mask until 14 days after they have received their first and second vaccine.
- **Barriers:** Alternative, if workspace is less than 2 meters as required, plexiglass shields can be installed between workstations for all staff's safety. Plexiglass shields will be put up at the Front Office and Dining Room Bar

- **Cleaning: Office staff** must minimize office sharing. If using shared workstations or equipment (printer or photocopier), staff must sanitize before and after each use. Staff must disinfect frequently-touched surfaces, such as computer equipment, telephones, doorknobs, printer buttons, and light switches in their own workspaces as well as the anything you touch in the kitchen or the washrooms. Disinfectant spray and/or wipes will be available for staff use. Staff are discouraged from sharing office equipment as much as possible, such as pens, staplers, and computer equipment. Public bathrooms and staff bathrooms will be cleaned often. All tables used outside will be wiped after each use. The kitchen will be wiped throughout kitchen staff's shift and before they are finished for the day. All glassware and cups will be scrubbed with a brush in a bucket with sanitizer solution and then put through the dishwasher. All cutlery will be soaked in hot water with sanitizer and then put through the dishwasher. Housekeepers will not be offering housekeeping service during a stay. Housekeepers will be using Ecolab Peroxide All Purpose Surface cleaner-99.999% disinfectant. Housekeepers will open windows right away when they enter a room and air the room/cottage out. They will strip the room, bagging the laundry in cloth bags, collect and tie up garbage. They will then clean the entire room. washed through our dishwasher upon check out. All items such as coffee packages etc will be wiped down. Coffee makers, kettles, lamps, pictures etc will all be wiped down after each depart. When guests check all keys will be cleaned using a disinfectant.

Communal Spaces

- **Hallways:** Staff are encouraged to walk on the right-hand side of hallways at all times so the physical distancing is easier to keep at all times.
- **Doors:** Where possible, communal doors are to remain open throughout the workday to reduce touching door handles. This will also allow for ventilation.
- **RV Park guests will check in directly at the RV Park to eliminate large numbers of guests waiting to check in. *If guests checking in to the cottages would like to have a contactless check in we can place their key under the cottage entrance matt.***
- **NO Entry:** No visitors are permitted entry if they:
 - have or have had COVID-19 symptoms in the last 10 days, including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache; or
 - have arrived from outside of Canada or have had contact with a confirmed COVID-19 case in the last 14 days.

- **Hand hygiene:** Visitors must sanitize upon entering the building and are encouraged to sanitize and/or wash their hands as frequently as necessary while in the building.