

Invasive Species Council of BC Operational Safety Manual

July 7, 2021
(Version 19)

TAB 18 - EXPOSURE MANAGEMENT PLAN (EMP)

This section is intended to give ISCBC employees direction to ensure a safe working environment and to minimize the likelihood of transmission of the COVID-19 virus between individuals.

COVID-19 is the novel coronavirus responsible for the current global pandemic and is transmitted from person to person via bodily fluids (generally from saliva resulting from coughing and/or sneezing). Social distancing (maintaining a distance no less than two (2) metres between individuals) has been recommended by health professionals for all members of the public. In this way, infected individuals who may not be aware that they are carrying the virus (either because they are asymptomatic or experiencing very minor symptoms), do not come in close enough contact with non-infected individuals allowing the virus to be transmitted.

The following policies have been created following consultation with the industry, the PHO the BC Centre for Disease Control and WorkSafe BC. Provincial Updates will occur as needed during this rapidly developing crisis. During this pandemic the senior leadership team may develop staff directives that support or are an addition to EMP policies. The Council will be implementing the following policies to ensure that social distancing is maintained:

All Staff at all Locations and Times

1. Staff must self-monitor for symptoms of COVID-19 daily and must self isolate if they have respiratory symptoms (sneezing or coughing), sore throat, and/or fever (body temperature over 37°C).
2. If a staff member is confirmed or presumed to have contracted COVID-19, they are to self-isolate and not return to work until infection is cleared (minimum of fourteen (14) days from onset of symptoms). A Covid test with a negative result is also expected prior to returning to work.
3. Workers who have travelled internationally must remain away from the workplace in self-isolation for at least 14 days.
4. Workers who share a residence or household with a person who has a confirmed exposure or presumed or confirmed infection with COVID-19 will be asked to self-isolate and not report to work for at least 14 days.

Staff Office

1. Staff meetings will occur via remote communication (e.g. Zoom, Teams, telephone etc.) when possible. When necessary to be at the office, or when staff can return to the office, and when staff meet in the office, a minimum distance (at least 2 m) will be maintained between all staff members.
2. Staff should wash their hands frequently throughout the day, especially before eating, after touching any equipment or items that have been touched by others (staplers, tape, pens, door handles, etc.). It is recommended that staff maintain their own office supplies to prevent contamination.

3. Staff should refrain from touching their faces (especially eyes, nose and mouth) as much as possible.
4. ISCBC will provide hand sanitizer for staff use.
5. Retain locked doors. Visitors will have to request entrance.

Field Operations and Equipment

6. Prior to hosting an outdoor event a Safety Plan must be created utilizing the [six-step process](#) as outlined by WorkSafeBC.
7. Employers are not required to submit Safety plans to WorkSafeBC for approval, but in accordance with the [order of the provincial health officer](#), this plan must be posted at the worksite.
8. Each staff member will be issued a soap, paper towel and a blue 25 L water jug for hand washing will be in each truck. Staff should ensure that their washing supplies are with them daily.
9. Staff should wash their hands frequently throughout the day, especially before eating and after touching any equipment or items that have been touched by others (pesticide containers or bags, gas pump handles, door handles in stores, etc.). Staff will wash hands using soap and water, or use hand sanitizer, before entering the truck (soap and water is preferred over sanitizer)
10. Staff should refrain from touching their faces (especially eyes, nose and mouth) as much as possible.
11. When staff reach their destination, they will continue to wear a mask as per their Safety Plan
12. Tools and equipment are marked for each worker and they must continue use of assigned tools.
13. When getting tools out at the site one worker at a time will retrieve their tools out of the truck ensuring social distancing.
14. Field teams will limit worksite visitors, all visitors will be required to social distance from staff.
15. Staff are encouraged to shower upon returning home and ensure that clean clothing is worn each day.
16. Staff will not be transferred to other geographical areas to work alongside other ISCBC staff unless necessary.

Staff Transportation

1. Staff should clean areas of their vehicles that are frequently touched by their hands (door handles, steering wheels, instrument panel etc.) at the beginning and end of each trip, and more frequently if these areas become visibly dirty. A disinfecting solution such as Lysol should be used with paper towels or disinfecting wipes should be used for this task.
2. Each staff member shall wash their hands prior to entering truck and regularly throughout the day with soap, paper towel and water jug provided to team members.

3. Staff will not transfer between vehicles and will keep the same seating arrangements when practical.
4. When there are 2 person per vehicle the passenger will sit in the front seat across from the driver. Both driver and passenger are required to wear masks when in the vehicle.

COVID-19 and other viruses including influenza are a health concern for staff and clients and an Exposure Management Plan (EMP) is in place for ISCBC.

The Council will ensure all staff follow the Council policy for office, travel and field operations work and COVID-19 safety which are applicable to the Councils operations model.

Resources:

Field Operations and Staff Transportation

<https://www.worksafebc.com/en/covid-19/industry-specific-information/forestry>

In the Workplace:

<https://www.worksafebc.com/en/about-us/news-events/announcements/2020/March/covid-19-and-the-workplace>