



## RESPONSE MEASURES – COVID-19 (CORONAVIRUS)

INDUSTRIAL FORESTRY SERVICE LTD.

NESS LAKE FOREST NURSERY

April 17 | 2020

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### Introduction

The province of British Columbia has declared a public health emergency in response to the Covid-19 virus. Covid-19 is a virus that can cause severe respiratory illness as most people do not have immunity resulting in hospitalization and in extreme cases death. Individuals with pre-existing health issues, seniors and even young people are at risk. No-one is immune.

The most common **symptoms** include a cough, fever, sore throat and difficulty breathing. (*\*This list is not all inclusive. Please consult a medical provider for any other symptoms that are severe or concerning.*)

**Spread and infection** of this virus can occur through the inhalation of droplets in the air that are produced when someone coughs, sneezes or speaks in close proximity to other people or by touching potentially contaminated surfaces and then touching the face, nose, mouth or food. The virus can also spread when touching contaminated surfaces then touching another surface where the virus can transfer from one surface to the other. Covid-19 can also be **transmitted** by individuals not presenting any symptoms at all.

### Policy

The Ness Lake Forest Nursery is devoted to delivering a **healthy** and **safe** workplace for all, including individuals entering the property be they contractors, delivery drivers or employment applicants. The Ness Lake Forest Nursery will implement specific measures and practices to prevent exposure and spread of Covid-19. These measures are described herein and will be implemented at the following levels including:

- 1) nursery-wide general measures;
- 2) employee and individual measures;
- 3) Self-isolation and return to work measures, and
- 4) specific task related safe work protocols where appropriate.

### General Measures

- Staying up-to-date daily on all health updates via CDC, WHO, local health authorities, federal, provincial and local government briefings and providing relevant information and updates to staff.
- Provide Covid-19 access from official informational resources to employees such as websites, links and the self-assessment tool, also outside mental health sources of support for those experiencing stress/anxiety ([www.crisiscentre.bc.ca](http://www.crisiscentre.bc.ca)).
- Conducting daily health checks of all staff before start of shift and before entering any work areas
- Providing alcohol-based hand sanitizers, facemasks and face shields, disposable gloves, disinfectant wipes, proper hand-washing techniques (with signage at each washing location).
- Providing spray bottles containing a bleach water solution (as recommended by the CDC (Centre for Disease Control and Prevention) within each washroom.

- Management and Supervisors will observe and ensure that all employees are consistently keeping 6 feet (2 meters apart) at all times while carrying out their work and signage is displayed reminding of such.
- Staggering coffee and lunch breaks resulting in smaller break gatherings so that social and physical distancing can be maintained and providing options to employees such as sitting (alone) in their vehicles, sitting outside (appropriately distanced from others) if seating is not available within break rooms.
- Ensure surfaces and common areas are properly sanitized using disinfectant wipes, hot water/bleach/soap solution as well as a bleach/water spray solution before and after breaks and regularly throughout the day (currently averaging nine times daily to account for staggered breaks, location, and worker flow within common areas/office and receipt of outside goods) following government and health organizational protocols.
- Daily sanitization of all common surfaces including:
  - tables and chairs
  - phones, handheld radios, charging stations and electronic devices such as tablets
  - doorknobs (inside/outside)
  - light switches, cupboard/closet knobs, stair railings, bathroom toilet handles, taps, light switches, temperature control knobs, door handles
  - all common handles, including coffee pots, microwaves, fridge,
  - pens used for sign in/out forms
  - all counter and table surfaces.
- Windows and outside doors are regularly opened to provide additional airflow and ventilation.

#### Employee and Individual Measures

- Maintain physical/social distancing of **2 meters** (six feet) from others at all times.
- If an employee begins to feel unwell while at work; immediately separate themselves from other workers, notify and report symptoms to their supervisor or office and go home.
- If an employee feels unwell while at home, do not come to work, notify the office and stay home, they will be contacted by the Covid-19 coordinator on next steps.
- Keep all personal items such as lunch bags off tables, keeping non-essential items in their vehicles, no containers or coffee cups on surfaces unless within personal vehicles. These measures are to prevent surface transmission and possible contamination from outside sources.
- Regularly use provided hand sanitizers, follow regular hand washing practices, and use of provided bleach solution spray bottles on toilet surface for additional sanitary measures after using washroom
- To be mindful and aware of ramifications of social distancing both on the worksite and in their daily interactions away from work.
- To comply with Provincial Health Orders and recommendations and health authority assessment questions to determine fitness for work and the overall safety and well-being for all.
- To comply with governmental direction regarding self-isolation and quarantine (i.e., stay away from work and self-isolate for possibly 10-14 days or as otherwise directed by 811 or a health practitioner if any Covid-19 symptoms are experienced).
- To communicate any safety concerns with supervisors, management, or Covid-19 coordinator.

- To follow all sanitary protocols and personal etiquette and become familiar with procedures in place regarding such.

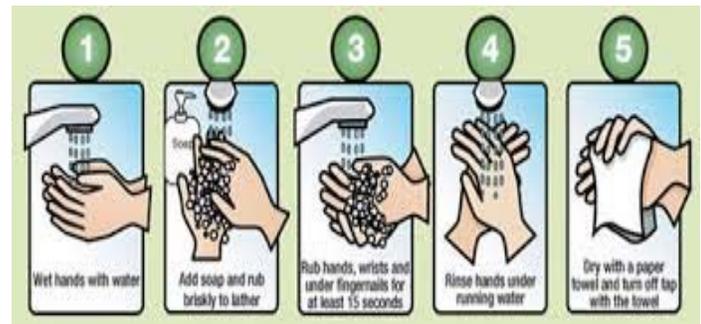
Social or Physical Distancing

**SOCIAL DISTANCING**  
or 'physical distancing' means reducing close contact with other people to slow the spread of the coronavirus.

When you stay at home and avoid contact with other people as much as possible you can prevent other people from becoming sick, and help make sure our hospitals have room and supplies for patients who need care.

<p><b>STOP!</b></p>  <p><b>Stop meeting in groups</b></p> <ul style="list-style-type: none"> <li>House parties</li> <li>Outdoor parties</li> <li>Beach crowds</li> <li>Mingling with friends</li> <li>Public gatherings</li> <li>Playdates</li> <li>Playgrounds</li> <li>Non-essential travel</li> <li>Malls</li> <li>Church Services</li> <li>Sleepovers</li> <li>Group Hangouts</li> <li>Celebrations</li> <li>Bars, Restaurants, Gyms</li> </ul>	<p><b>USE CAUTION / LIMIT</b></p>  <p>If you have no symptoms and need to go out, stay at least 2 meters (about 6.5 feet) apart from other people - about the width of a car. Wash your hands after.</p> <ul style="list-style-type: none"> <li>Grocery shopping</li> <li>Picking up medications</li> <li>Walking in a public area</li> <li>Transportation to a job</li> <li>Take out food / food delivery</li> </ul> <p>Drop off essential supplies for friends or relatives at the door (wash your hands before handling)</p>	<p><b>SAFE TO DO</b></p>  <p>Stay at home. Do these things with your household members or alone.</p> <ul style="list-style-type: none"> <li>Play in your yard</li> <li>Yard work, gardening</li> <li>Meet with friends online</li> <li>Work from home</li> <li>Take classes online</li> <li>Cook</li> <li>Read, TV, movies, music</li> </ul> <p>Keep space between you. Wash your hands frequently. Wipe down packages and surfaces. Clean your space, wash your clothes.</p>
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Hand Washing Procedures



Cough/Sneeze Etiquette

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues and dispose of them properly in a waste container
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

**COUGH INTO YOUR ELBOW**

It's important to cover your cough or sneeze with your elbow or a tissue, then throw the tissue in the trash, to prevent the spread of germs.



Self-Isolation and Return to Work Measures:

**When a worker displays symptoms of Covid-19 at the workplace:**

If any worker reports they feel unwell and displays any symptoms of the virus during work, they will be separated from other workers and sent home. (Health Canada recommends that employees who appear to have acute respiratory illness symptoms (cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately).

### **When a worker calls to inform that they are unwell:**

IFS maintains that when an employee calls in to inform that they are feeling unwell, it is suitable for the Covid coordinator or designated IFS nursery staff to ask about the nature of the workers' illness so that a determination can be made in the capacity of safety to co-workers. (Although information regarding an individuals' health is generally considered to be personal information under BC provincial privacy legislation (FOIPPA) and should not to be shared, during this time of the coronavirus, it is appropriate and allowable to discuss possible symptoms and to share with appropriate individuals in confidence). Exploratory questions also assist in the encouragement to the individual, who may have possible symptoms, to take the self-assessment (<https://www.thrive.health>) and/or call Health Link BC (811) or contact their medical health care provider for further determination and instruction.

The designated IFS nursery Covid coordinator, who is receiving these calls from employees, follows the questions provided through the Covid-19 self-assessment tool and assists in advising the workers' next course of action. All workers must monitor their health, and if they feel sick, they are not to come to work. All workers at IFS are directed to **stay home if they are sick**.

### Protocols for Workers returning to work after 10- or 14-day quarantine:

The British Columbia Centre for Disease Control states ...” With or without a history of travel, if you have respiratory symptoms that can be managed at home, **self-isolate at home for at least 10 days after onset of symptoms**. After 10 days, if your temperature is normal and you feel better, you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 or 14 days. (BCCDC - BC Centre for Disease Control). On return to work, worker will comply with company policies regarding Covid-19.

### Official Informational Sources:

For latest up-to-date Covid-19 (coronavirus) information:

- [B.C. Centre for Disease Control](#)
- [World Health Organization](#)
- [Canadian Public Health Services](#)
- [Health Link BC](#) (811)
- [Northern Health](#)
- [COVID-19 - Government of B.C. - Support and Information](#)

## Safe Work Protocols for Specific Tasks

### Protocols in Place for Workers located in Greenhouses:

- Supervisors are ensuring workers are maintaining a distance of 2 meters (6 feet)
- Efforts are being made to ensure each worker has their own tools needed or wiped with sanitizing wipes or bleach solution between uses.
- Tools are/to be sanitized using 1% bleach spray and paper towel or provided sanitizing wipes
- No more than 4 workers per Greenhouse, each being at least 2 meters apart
- 2 workers in trucks, one in the front and one in the back, masks are mandatory while riding in vehicles and in all common areas. If a worker chooses to wear a face shield, they must wear a mask underneath the shields. A face shield alone does not prevent the spread of droplets.
- Trucks are being sanitized between drivers.
- Hand sanitizer supplied in truck

### Thinning Crew Protocols:

- Breakroom process is same as main office location
- 2 (6 ft.) meter distancing in Greenhouses and walking to Greenhouses
- No more than 4 people in a Greenhouse
- Waiting at door for first person to get down aisle to keep 2 Meter spacing
- Timesheet/log book remaining in top sorting shed to minimize main office visits by supervisors
- Thinners 2 per side starting at opposite ends of Greenhouse and keeping 2 trays between each thinner on each side.

### Shipping/Receiving Products to Nursery - Protocols:

- Trucks entering property are to stop at designated stop sign and call the office to let IFS know of their arrival.
- Drivers are instructed to remain in their trucks and a receiver/spotter will come to meet them, they are also made aware that social distancing policies are in place and what practices and protocols are to be followed.
- The IFS receiver will wear disposable rubber gloves for the interaction and will maintain a 2-meter (6ft) distance from the driver. The receiver will dispose of the used rubber gloves in a designated receptacle.
- If/when any interaction is needed the driver is instructed:
  - Maintain a 2-meter (6 ft.) distance from the receiver, a mask is mandatory.
  - Hand paperwork to IFS receiver who is wearing disposable gloves and a facemask.

- Not to share pens, if a pen is to be shared, they must be disinfected with disinfectant wipes before and after handling.
- After delivery is received the IFS shipper/receiver will bring the paperwork that has been placed into a plastic bag to the main office.
- The paperwork will be placed into a separate bin for a minimum of two days to decrease the chance of contamination.
- After this time period the paperwork can be processed as normal.

#### IFS Spring Plant Shipping Procedures:

- Upon arrival at IFS, proceed through gates and STOP at marked sign posts
- Please call the nursery office at: 250-967-4545 to announce your arrival
- Please stay in your vehicle and an IFS worker will come near your vehicle to verify who you are picking up for and direct where to park your vehicle for loading
- IFS workers will load you, please remain in your vehicle until load is complete or if you do leave your vehicle, you must remain 2 meters (6 feet) from other individuals
- If owner of stock agrees, the option of palletizing the load is available, making for easier and quicker loading times
- Any paperwork that is necessary in picking up your load will be placed within a Ziploc bag in the back of the truck once load is complete, including drivers copy
- If individuals associated with the client truck needs to use IFS washroom facilities, they must notify the IFS office through the above number. An IFS worker will direct you to the appropriate facility to ensure that our stringent cleaning protocols are maintained after use. They will also ensure that you are wearing a mask.

As IFS is maintaining physical social distancing protocols of 2 meters (6 feet) between individuals, loading times may increase significantly, we ask for your patience and cooperation during this time in our efforts to keep everyone safe.

#### Sanitization of Tools, Equipment and Trucks Protocols:

- All trucks and forklifts have sanitizing wipes or spray bottle of 1% bleach and paper towel to sanitize in-between drivers.
- All stations have sanitizing wipes or spray bottles of 1% bleach and paper towel to sanitize between uses.