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## **Westrek COVID-19 Safety Policy**

Date: Revised, June 1, 2020

By order of the Provincial Health Officer, employers are required to establish a COVID-19 Safety Plan for all workplaces. We have amended Westrek's COVID-19 Safety Policy to include safety measures for in-office workers, in addition to the fieldwork plan already in place.

This policy is based on the current directives from the BC Public Health Officer and WorkSafe BC; the policy could be amended if these directives change.

### **What is Coronavirus (COVID-19)?**

The corona viruses are a family of viruses transmitted between humans and animals. COVID-19 can cause illness ranging from a very mild, cold-like illness to a severe lung infection. Symptoms can include fever, cough, sore throat, runny nose, muscle aches, headache, and difficulty breathing (shortness of breath). Symptoms may appear in as few as 2 days or as many as 10 to 14 days after being exposed.

### **How is COVID-19 transmitted?**

If a person carrying the virus sneezes, coughs or exhales, respiratory droplets are released into the atmosphere and they may quickly land on nearby surfaces and/or another person. A person may then touch contaminated surfaces or objects and then rub their eyes, nose, or mouth before washing.

The virus can be transmitted by:

- breathing in droplets in the air that are generated when people cough or sneeze;
- close contact with other people (e.g. shaking hands or hugging);
- touching contaminated surfaces and then touching the face, mouth, or food; or
- touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

Currently, the virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.

**What can we do?**

The most important thing you can do to prevent infection is to wash your hands regularly and avoid touching your face.

To help reduce your risk of infection:

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection. If soap and water are not available, use an alcohol-based hand sanitizer.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with the crease of your elbow or a tissue when you sneeze or cough.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.
- Stay home if you feel you are sick and follow the direction of the BC Public Health Officer.

**How to stop the spread of viruses during fieldwork:**

While we recognize that our fieldwork is usually undertaken with no more than three (3) people present, under the current COVID-19 crisis, we have developed the following guidance for employees to use when conducting this activity. This policy applies to day trips and overnight fieldwork.

To prevent the virus from spreading during fieldwork, take the following steps:

- Wear a facemask if you are working within 2 m of other people. Westrek has distributed facemasks to all staff and have ordered a supply of disposal ones, but if you need additional ones let the safety officer know immediately.
- Sick employees must stay home.
- Follow social distancing procedures with all colleagues and workers in the area throughout the fieldwork.
- Emphasize hand hygiene etiquette by everyone at toolbox talks.
- Ensure that hand washing stations and/or alcohol-based hand sanitizers are on site and available for all workers.
- Ensure all tools are cleaned after use.
- Do not permit anyone to enter a work area if (1) they or a member of their household have travelled outside the country within the past 14 days, or (2) they or a member of their household have exhibited symptoms of COVID-19 in the last 14 days. Symptoms include: fever, cough, difficulty breathing, sore throat, and sneezing.
- Perform routine environmental cleanings.
- Do not allow members of the public to enter a work area.
- Avoid touching your eyes, nose or mouth.

- Do not share food, cups, glasses, dishes or cutlery.

**Transportation and Vehicle Use During Fieldwork:**

- Whenever possible, employees should not share vehicles. If it is necessary to travel to a work site together, such as during an emergency response situation, appropriate physical distancing measures should be employed if possible. Other personal protective equipment, such as disposable gloves or face masks, should also be considered to mitigate the risk of exposure or exposing others to the virus.
- Employees should use hand sanitizer upon entering vehicles, after contact with gas pumps, ATMs, door handles, counters or any other potentially contaminated surface.
- Regularly clean and disinfect all frequently touched surfaces in vehicles, including those assigned to you and those that are shared. Regular points of contact include steering wheel, gear shift, emergency brake, all handles and controls, window switches, seatbelt fasteners, rearview mirrors, seat adjusters, arm rests and all dashboard dials. These surfaces should be wiped down regularly using disinfecting wipes/spray or an isopropyl alcohol-based cleaner. If neither is available, soap and water will suffice. Do not use bleach or ammonia-based cleaning products to clean vehicle surfaces (ammonia-based glass cleaning products may be used for windows).
- When fieldwork or emergency response requires travel with more than one person in a vehicle, employees should do a self-assessment before entering the vehicle to ensure they are not exhibiting any of the symptoms listed above.
- Please note that all measures taken to maintain health and safety while doing fieldwork are billable to the project.

**Overnight Stays – Hotels and Restaurants**

Employees staying overnight during fieldwork must ensure the hotel they are staying at has an accessible COVID-19 safety policy. (The policy should be posted on their website and available when booking and/or provided when requested).

When traveling for fieldwork, you must either bring your own food with you or eat only in restaurants that have an accessible COVID-19 policy. (The policy should be communicated on the website, if there is one, or available when requested). If you are unsure if you will be able to eat at restaurants with a valid COVID-19 safety policy, you must arrange to bring food with you or ensure you can access food safely at a grocery store etc. Drive thru and take-out are other options.

Please ensure you plan ahead to make sure all travel arrangements are made with your safety in mind.

**Helicopter Transport:**

If travel by helicopter is necessary for fieldwork or for emergency response, the following should be observed to protect the pilot and employee. Carriers should have protocols in place, and you

should request and review these in advance of flying, so that you show up at the hanger prepared. As a minimum this should include:

- The use of a face mask is mandatory when boarding a helicopter.
- Whenever possible, only one passenger should be on board to ensure appropriate physical distancing is possible.
- Follow all standard precautions as above to prevent the spread of viruses and avoid touching surfaces inside the aircraft as much as possible.
- Check with the pilot regarding sanitization of the aircraft prior to boarding or during the pre-flight inspection. Ensure seatbelts, handles etc. have been sanitized.
- Consider the use of other personal protective equipment such as gloves, eye wear (glasses or goggles), and/or clothing.
- Employees exhibiting any symptoms or who have been in contact with anyone exhibiting symptoms, such as fever, cough, sore throat or sneezing, will not be allowed to board.

### Office Safety Procedures

The following guidelines have been established for staff and visitors.

- No staff member or visitor should enter the office if:
  - (i) they or a member of their household have travelled outside the country within the past 14 days, or
  - (ii) they or a member of their household have exhibited symptoms of COVID-19 in the last 14 days. Symptoms include; fever, cough, difficulty breathing, sore throat, and sneezing. If you are sick, you **MUST** stay at home (**Signs have been posted on front and rear entrance doors**).

### Kamloops office

Our workspaces are already set up in a manner that allows for physical distancing. It is common areas and during in-person meetings where we need to be cautious about proximity to others.

- For any meeting involving more than 2 people, consider holding the meeting remotely or outdoors. If this is not possible and an in-person meeting is necessary, masks should be worn, and workers should ensure they are sitting 2 m apart. All meetings of more than 2 people should take place in a space where appropriate social distancing is possible.
- Frequently touched surfaces, such as lunchroom counters, cupboards, all door handles to common areas including the front and rear entry handles, light switches, taps in washrooms and washroom door handles, microwave, kettle, coffee maker, refrigerator, and kitchen sink tap handles will be cleaned once per day. A daily checklist has been created to ensure this is done daily.
- Shared dishes and cutlery must not be left in the sink but should be placed directly into the dishwasher for washing and sanitizing.

- Whenever possible, deliveries to our workplace must be left at the front reception area so contact is not required. This option becomes limited if the package requires a signature. If a signature is necessary, have the delivery person place the signing device on a surface so you can access it while maintaining physical distancing.

### **Occupancy Limits**

WorkSafe BC requires occupancy limits to be set and posted for the entire workplace, as well as all shared spaces. The limits have been set as follows:

- Workplace: #100-1383 McGill Road, Kamloops, BC – 12 people.
- Washrooms: As physical distancing may not possible in the office washrooms, the occupancy limit will be two (2) person. It is expected that social distancing will be maintained around the sink.
- Copy room: The occupancy limit is one (1) person.
- Equipment / File room: The occupancy limit is one (1) person.
- Lunchroom / Boardroom:
  - (i) When the room is being used as a break area, maintain social distancing. Consideration should be given to eating lunch at your desk or outside.
  - (ii) If social distancing cannot be maintained during a meeting, this room should not be used for this purpose.
- Offices: The occupancy limit for all offices is two (2) people. If more than two people are required, facemasks must be worn during the meeting.
- For the front office and Kevin's office: The occupancy limit is three (3) people provided social distancing can be maintained. If not, facemasks must be worn.
- Cubicles in shared workspace: The occupancy limit has been set at one (1) person per cubicle and a maximum of five (5) people in the shared workspace area, respecting social distancing requirements. When two people are in a cubicle, facemasks must be worn.

### **Cleaning / Handwashing**

- Frequently touched surfaces, such as lunchroom counters, cupboards, all door handles to common areas including the front and rear entry handles, light switches, taps in washrooms and washroom door handles, microwave, kettle, coffee maker, refrigerator, and kitchen sink tap handles will be cleaned once per day. A daily checklist has been created to ensure this is done daily.
- Staff should not share workstations (desks, computers etc.), unless necessary. If you use a workstation in a shared workspace, please clean the following when you are finished; desk, mouse, keyboard, power buttons on monitor, and any other surfaces that may have been touched.
- Shared dishes and cutlery must not be left in the sink but should be placed directly into the dishwasher for washing and sanitizing.

- Proper handwashing and hygiene practices must be used regularly. There are handwashing stations with soap and water in both washrooms as well as at the kitchen sink. There are waterless washing/hand sanitization stations located throughout the office, including in the reception area and the kitchen. We will have alcohol based hand sanitizer available for each vehicle and occupied offices.

### **If a Worker Becomes Ill on the Job**

If a worker displays symptoms or becomes ill while at work, even if the symptoms are mild, they must immediately report to the Safety Officer (Bev Grey).

- The worker will be asked to sanitize hands and will be provided with a mask. They will then leave the worksite immediately. When the worker arrives at home, they should consult the BC COVID-19 Self-Assessment Tool (<https://bc.thrive.health/covid19/en>) and/or call HealthLink BC (Dial 811) or their family doctor for advice and guidance related to testing and self-isolation.
- Once the worker leaves the office, any surface they came in contact with must be cleaned and disinfected.
- If a worker is severely ill (i.e., chest pain or difficulty breathing), call 911.

### **When should you seek medical advice?**

- If you have any symptoms, isolate yourself from others as quickly as possible. Immediately call a health care professional or Public Health Authority. Describe your symptoms and travel history, if applicable. Protect others from infection by washing your hands often and covering your mouth and nose with your elbow when coughing or sneezing.
- You must stay home and self-isolate if your health care provider and/or a test has confirmed that you have COVID-19 and follow their instructions.
- For more information, contact the BC Centre for Disease Control (BCCDC), which has a toll-free phone line for up-to-date information about COVID-19, including travel advice, social distancing recommendations and access to federal and provincial support and services. It is open 7:30 am to 8 pm, 7 days a week. The number is 1-888-268-4319 (1-888-COVID19).

### **Risk Monitoring**

As COVID-19 risk is still an evolving situation, we will be monitoring our policy and will make changes as required to keep our staff, visitors, clients, and others we work with safe. If you have any questions or concerns about any of the guidelines or you feel you are being asked to perform unsafe work, please contact either Tim or Kevin.