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Westrek COVID-19 Safety Policy

Date: March 25, 2020; Updated - May 13, 2020, Updated May 29, 2020; Updated November 20, 2020, Updated December 3 to add our Daily Health Check procedure.

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 and safe work procedures 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
- Touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

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:

- Wear a mask when in shared workspaces. Masks are **mandatory** when in common areas of the office, including washrooms, kitchen, corridors and the waiting room.
- 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.
- **Until further notice, you MUST fill out the Daily Health Check form and submit through Google Docs. This is required for any staff working, whether they are at home or at the office or out in the field. If you are on vacation, you do not need to complete the form.**
- 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, the following safe work procedures must be adhered to:

- Wear a mask any time that you are unable to keep a distance of 2 metres from others. (this applies to outdoor field work. If you are indoors, masks are **mandatory**, regardless of distance from others.
- Sick employees cannot do fieldwork and 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 office and non-porous tools are sanitized and cleaned regularly.
- 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, 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. Masks are mandatory when sharing vehicles for any work-related activities. Other personal protective equipment, such as disposable gloves, protective eyewear, clothing can also be considered to mitigate the risk of exposure 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.

Helicopter Transport:

If travel by helicopter is necessary for fieldwork or for emergency response, the following safety measures should be observed to protect the pilot and the employee.

- 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

Now that some staff have returned to the office, the following guidelines have been established for when staff and visitors are in the office.

- No staff member or visitor should enter the office 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, Sneezing. If you are sick, you **MUST** stay at home. (**Signage has 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 masks are mandatory, and 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 must be worn, and workers should ensure they are sitting 6 feet (2 m) apart. All meetings of more than 2 people should take place in a space where appropriate distance 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: Defined as #100-1383 McGill Road, Kamloops, BC – 12 people.
- Washrooms: As physical distancing is not possible at shared sinks, the occupancy limit in each of the washrooms will be one (1) person.
- Copy room: to maintain appropriate physical distancing, the occupancy limit has been set at one (1) person.
- Supply/File room: to maintain appropriate physical distancing, the occupancy limit has been set at two (2) people.
- Lunchroom/Boardroom: to maintain appropriate physical distancing, no more than one (1) person should be in the kitchen preparation area at one time. As the room is also used as a conference / meeting area, three (3) people will be allowed at the table when it is being used for this purpose, for a total of four (4) people in the space. When at the lunchroom table, ensure you are sitting at least 6 feet apart (2 m). Whenever possible, lunch should be eaten at your desk or outside.
- Offices: to maintain appropriate physical distancing, the occupancy limit has been set at two (2) people.
- Front office (Viv and Bev): to maintain appropriate physical distancing, the occupancy limit has been set at three (3) people.
- Cubicles in shared workspace: to maintain appropriate physical distancing, the occupancy limit has been set at one (1) person per cubicle and a maximum of five (5) people in the shared workspace area at one time.

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.
- 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 (Beverly).

- The worker will be asked to sanitize hands and will be provided with a mask. They will then leave the worksite immediately and call 811 or their 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 (ie. 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 Beverly, Tim or Kevin.