



CAMP ARTABAN SOCIETY

1058 Ridgewood Drive, North Vancouver, BC V7R 1H8

Phone: 604-980-0391 e-mail: office@campartaban.com Web: www.campartaban.com

2020 Camp Artaban COVID-19 Safety Plan

Overview:

Camp Artaban is committed to health and safety, taking actions to keep our employees and visitors safe and preventing the spread of COVID-19. We have developed this Safety Plan to supplement our ongoing procedures and standards. All visitors, volunteers, Board members, renters and school groups are required to follow the Safety Plan to enhance the safety for everyone. We ask that employees speak up if they identify deficiencies or observe that the procedures and protocols are not being implemented consistently so that we can all meet our responsibilities in creating a safe and healthy work environment.

Purpose:

The purpose of the COVID-19 Safety Plan is to:

- Create a clear plan to ensure the safety of our Camp Artaban community for staff, volunteers and visitors;
- Provide enhanced protocols for all work sites, including our office and Gambier Island camp site;
- Satisfy our requirements under WorkSafeBC to develop a COVID-19 Safety Plan and post it at the worksite(s);
- Plan for returning to safe operations;
- Implement risk mitigation strategies;
- Ensure all operations know, understand and adhere to the Safety Plan and any operation specific addendums.

Fundamentals of WorkSafeBC Health and Safety:

- Employer has the responsibility to provide a safe work environment;
- Employees, including volunteers, are responsible to act in a safe manner and must follow safe work procedures and act safely in the workplace at all times;
- Supervisors must monitor and report any safety concerns;
- Employees can refuse unsafe work. Employees must immediately report this to their supervisor;
- Employer must investigate, remedy any unsafe condition, or advise employee if not valid;
- If an investigation is needed, the Occupational Health & Safety Committee has a role and WorkSafeBC has a role if not resolved.

Camp Artaban COVID – 19 Safety Plan

Risk Assessment:

Areas within our workplace may be at risk of the spread of COVID–19. Risks are low to moderate, primarily related to risk of indirect contact. Areas of particular interest:

- North Vancouver Office - the exclusive leased office space and the communal space within St. Catherine's (entry, lobby, washrooms, kitchen, hallway, stairs);
- Camp Site - all facilities on site including lodging facilities, dining hall, kitchen, recreation hall, caretaker house, maintenance facilities, washrooms, shower and laundry facilities;
- Our expansive outdoor spaces and remote location at the camp site provide lower risk opportunities for work activities and physical distancing outdoors;
- Transportation for Camp Artaban including private vehicles used for work purposes (expediting materials & supplies) and private water taxi to camp site;
- Sharing of indoor work spaces, tools and equipment, communal accommodation, washrooms, eating areas, shower and laundry present risk;
- Risks of supply chain disruption;
- Remote location of camp site and limited services.

Stages of 2020 Safety Plan Implementation:

Stage 1: Spring – Plan

- Cancel Summer Residential Camps, cancellation of rentals;
- Reduce office occupancy to 50%, staff working remotely;
- Virtual meetings for the Board of Directors;
- Communicate broadly;
- Prepare for Stages 2 and 3.

Stage 2: Summer - Transition & Testing

- Office occupancy increased with .5FTE summer staff;
- Small staff group on camp site;
- Small Work Party groups rotating on site;
- Targeted communication to work groups;
- Document Safety Plan and Protocols;
- Explore late summer/fall rental potential.

Stage 3: Fall - Refine

- Ongoing evaluation and refinement of plan in relation to BC Recovery Plan;
- Virtual AGM.

Stage 4: Winter - Plan

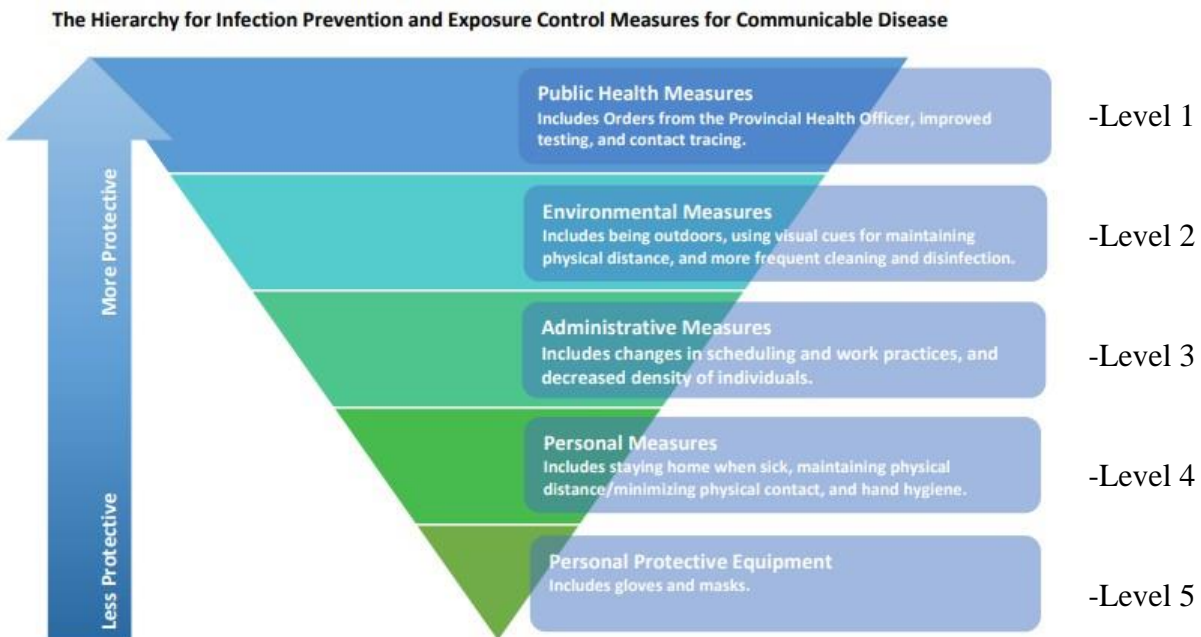
- Plan 2021 Camp, Rentals and Outdoor Education;
- Plan 2021 Capital Maintenance Program.

Camp Artaban COVID – 19 Safety Plan

Control Measures:

Different control measures offer different levels of protection. Our Safety Plan is organized using the public health hierarchy which identifies control measures listed by their effectiveness. The graphic below shows a 5 level scale where Level 1 is most protective and levels 2-5 have declining effectiveness. When possible, we will use the protocol that offers the highest level of protection. If the highest level of protection is not practicable, we will practice additional levels.

The majority of our control measures and protocols apply to all places of work – at the camp site, at the office and travelling for work purposes. The section about **Control Measures Common to all Camp Artaban Workplaces** identifies these protocols and is required reading for all staff and volunteers attending a Camp Artaban workplace. Specific protocols and additional guidance relevant for specific places or functions are addressed next in the **Appendix** and are relevant to individuals involved in these specific places or functions and are additional required reading for these individuals. Supervisors (as defined by OH&S) are responsible for training and supporting staff and volunteers in the COVID-19 Safety Plan.



Camp Artaban COVID – 19 Safety Plan

Control Measures Common to all Camp Artaban Workplaces

Level 1 - Public Health Measures

- Camp Artaban complies with all BC Public Health Orders and Guidelines;
- We keep a log of attendees coming into Camp Artaban workplace environment(s). This includes Artaban staff, volunteers, board members, visitors, renters, neighbours, church personnel, contractors, suppliers. This log will be provided to Public Health in the event that they require it for contact tracing.

Level 2 - Environmental

- Physical Distancing – 2 m between individuals & family units;
- Use visual cues to identify physical distance of 2 m;
- Reorganize furniture to satisfy physical distancing;
- Use outdoor spaces rather than indoor spaces when possible;
- Enhance ventilation and air exchange by opening windows and doors;
- Lock or erect physical barriers to restrict facility access;
- Enhance cleaning and sanitation as guided by WorkSafeBC, BC Centre for Disease Control, Health Canada and Vancouver Coastal Health guide for Washrooms and Showers;
- Assigned seating, equipment and work stations;
- Washrooms are always stocked with liquid soap, running water and paper towels where touchless dryers are not provided;
- Hand sanitizing options are available where soap and water is not available;
- Proper disposal of used gloves/masks (PPE);
- Separate entrance & exits where possible;
- Directional traffic flow;
- Sharing of equipment restricted and, when shared, it is cleaned before and after each use.

Level 3 - Administrative

- Do not attend the workplace if you are ill;
- Do not attend the workplace if:
 - You have tested positive for COVID-19;
 - You live with someone who has any symptoms;
 - You are awaiting a COVID-19 test result;
 - You have been exposed to someone who has tested positive;
 - You have had symptoms of COVID-19 in the last 10 days (fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headache);
 - You are under the direction of the provincial health officer to self-isolate;
 - You have arrived from outside of Canada within 14 days.

Camp Artaban COVID – 19 Safety Plan

- Limit the number of workers at any one time and place;
- Work Remotely when possible;
- Divide workers into separate groups which do not cross-over;
- Enhance cleaning and sanitization of high touch surfaces and items;
- Display educational posters on physical distancing and hand hygiene;
- “No touch” social interactions;
- Health screening prior to entrance;
- Sign-in register/log for all workers, contractors, delivery personnel, visitors, etc.;
- Encourage and reinforce personal compliance with all measures through educational signage about COVID-19 and Prevention Measures;
- 50% of fire code occupancy for indoor spaces to maximum of 50 individuals;
- Posted new occupancy limits;
- 5 sq. m per person of unencumbered floor space for indoor spaces;
- Small groups have 2 m separation with maximum group size of 6;
- Implement changes as advised by certifying and industry organizations – eg. BC Camps, Lifesaving Society, WorkSafeBC, Hospitality and Hotel sector;
- Cancel large group activities (camps, rentals, outdoor education);
- Enhanced waste management procedures:
 - PPE (eg. masks and gloves) are to be removed after use and put into an individual plastic bag (eg. Dog waste bag, sandwich bag, recycled plastic grocery bag), sealed and placed into a general waste bin;
 - Waste bins to be handled minimally with the least disturbance as possible;
 - Workers removing waste for disposal are to wear PPE and follow standard OH&S procedures for safe removal and disposal.

Level 4 - Personal Measures

- Monitor your own health. Visit the BC Ministry of Health Self-Assessment Tool for guidance;
- Stay home when sick. Report respiratory illness to employer;
- Minimize physical contact;
- Wash hands frequently;
- Carry personal supply of hand sanitizer/wipes, tissues, gloves, masks;
- Cough into your elbow;
- Refrain from touching your face, eyes, mouth and nose;
- Be responsible for personal belongings and do not leave personal items in common areas or where others may come into contact with them;
- Maintain physical distancing and consider using a face mask in circumstances when physical distancing is not possible;
- Commuting - TransLink has worked with BC public health to make its vehicles and facilities safe:
 - Reduced seating capacity;
 - Enhanced cleaning and disinfecting;
 - Recommend wearing a mask.

Some employees may still have concerns with using transit during peak times.

Camp Artaban COVID – 19 Safety Plan

- Approval may be granted to adjust schedules to avoid commuting at peak times;
- Car – maintain cleanliness and wash or sanitize hands after using personal vehicle.

Level 5 – PPE

- Gloves and face masks are mandatory when physical distancing cannot be ensured such as in an emergency situation;
- Use of PPE is in combination with all other measures outlined above;
- Have non-medical PPE available for employees if possible;
- Dispose of PPE as outlined in Level 3 Waste Management above.

Suspected COVID-19 Case or Outbreak:

- If a case or outbreak is suspected, follow Camp Artaban emergency procedures, and call 811 for health advice;
- Have the person sanitize their hands, put on a mask and self-isolate;
- Sanitize any areas that the person came in contact with;
- Report any suspected case(s) of COVID-19 like illness to the local Health Authority Medical Health Officer;
- If a case or outbreak is confirmed, follow the orders of the local Health Authority;
- Enhance cleaning and infection control measures to reduce risk of transmission;
- Ensure self-isolation for employees who have symptoms of COVID-19 for a minimum of 14 days;
- Isolation space available on site until safe transport to their home or medical facility is arranged. Transportation is at the individuals expense.

Communication:

- The Safety Plan is available on the website and a hardcopy is available at the North Vancouver Office and the Camp Site;
- Prior to attendance at a Camp Artaban workplace, individuals are required to review and acknowledge understanding of the Safety Plan, including any specific protocols related to their activities listed in the Appendix;
- COVID-19 notices are posted on our website;
- COVID-19 education posters are displayed within our workplaces. The posters are produced by WorkSafeBC or the BC Centre for Disease Control, or other reliable authorities, and are listed as resources available for download with a link from our website. Work teams can print copies for posting and distribution as required and request copies be produced and laminated at the Office.

Updates:

Things may change during operations with new advisories and guidelines emerging as conditions and experiences develop during the recovery process. We will be monitoring risks and strategies and will make changes as needed.

Camp Artaban COVID – 19 Safety Plan

APPENDIX 1 Specific Operational Control Measures

On Site Protocols During COVID–19

These procedures have been tailored to accommodate work parties, tour groups, rentals and any temporary visitors on the camp site property. These protocols provide more information and direction specific to this workplace and are in addition to the control measures outlined in our Safety Plan.

Before boarding the boat in town

- Work party participants must sign a one-time contract stating they will follow all Work Party expectations;
- The contract for rental bookings will include notice that new procedures are in place to prevent the spread of the COVID-19 virus and will reinforce the group's responsibility to follow all Camp Artaban rules and procedures;
- Before attending individual work parties, participants must sign a contract stating they are in good health and do not have any symptoms of COVID-19;
- Participants are expected to provide their own personal supplies if possible (face masks, facial tissues, work gloves, tools, eye safety etc.);
- Physical distancing is expected on board the water taxi and face masks are required;
- Participants are expected to load their own luggage.

Upon arrival at camp

- Physical distancing is required at all times while onsite;
- The use of personal protective equipment (face masks or shields) is recommended when safe physical distancing is not an option;
- Frequent hand washing is required at all times while onsite;
- Participants are expected to unload their own luggage off the boat and load it into the truck. When luggage is unloaded and moved into sleeping quarters, participants must wash their hands;
- All visitors will be logged into the log book.

Accommodations – General

- Sleeping quarters are for the use of each individual for sleeping and are not areas for socializing with others.

Accommodations for 12 participants max. per work party session

- Somerville – 6 resident maximum, one person per room, excluding family groupings;

Camp Artaban COVID – 19 Safety Plan

- Director hut – 3 family groupings to a maximum of 6 people in total;
- Hospital – 2 family groupings to a maximum of 4 people;
- Stumps – one person per room.

Accommodations for rental groups

Maximum group size will be tailored individually with each group request using the same procedures for accommodations for work parties for maximum numbers in each lodging, plus:

- Cabins – one person per side with a maximum of 2 per cabin (unless family grouping from same household);
- Group Washrooms and Showers – Procedures will be tailored to meet the needs of the different rental groups and may include:
 - A maximum of 2 people at a time may occupy each side of the showers and washroom facility (unless family members). Signage on the door will indicate if the shower room or washroom is occupied;
 - Specific cubicles, stalls and/or sinks may be assigned to families;
 - Small groups may be assigned one accessible washroom and restricted to one user at a time (unless family member).

Accommodations for Paid & Recurring Staff

- Paid and recurring staff accommodations are separate from other accommodations for transient work parties and rentals and are assigned and dedicated to specific individuals. There is no sharing of these accommodations for anyone outside of the "bubble" of these cohorts.

At Camp

- Tools that are borrowed from the workshop must be signed out and sanitized upon return at the end of the work session;
- Meals will be served cafeteria style and participants will follow physical distancing expectations during meal times;
- Kitchen staff must maintain physical distancing;
- Kitchen workers must not wear aprons outside of the kitchen/courtyard/veg hut;
- Workers must wash hands upon re-entry to kitchen;
- Two people may occupy the dishwashing pit at a time. One person may occupy the back-sink area at a time and maintain physical distance;
- Two people may work in the main kitchen at a time;
- Proper food safe practices must be followed at all times;
- The front bedroom in the hospital and the second bathroom will be reserved for medical isolation. If someone develops symptoms while on site, transportation

Camp Artaban COVID – 19 Safety Plan

back to the city will be arranged as soon as possible, at the participants' expense;

- The coffee station and snack table are closed. All food and beverages are served by the kitchen staff;
- Physical distancing applies in vehicles on-site. One driver and one passenger in the rear seat opposite side may be accommodated if this meets the 2 m separation for the specific vehicle. In an emergency transport situation, when additional people may need to be in the vehicle and physical distancing cannot be maintained, PPE is to be worn by everyone.

Signs to be put up in camp:

Remember to wash your hands frequently – dining hall both ends, lounge, director's hut, craft hut, hospital, Somerville, rec hall, laundry room, Caretaker's house, work shop, flush toilet building, kitchen.

Sign out tool then sanitize after use – work shop, J-room.

Maintain physical distancing – dock, campfire site, chapel, dining hall both ends, kitchen, lounge, rec hall, Somerville, Director's hut, Craft hut, flush toilet building, truck, hospital, showers.

After washing your hands, sanitize any surface you have touched– bathrooms in director's hut, staff bathroom, craft hut, Somerville x 2, hospital x 2, flush toilet building.

To Sanitize: Spray surface with Q-128 and wipe with damp cloth. Return cloth to bucket. All bathrooms, dining hall, water tap/drinking fountain.

Kitchen doors – One person only on this side of the metal counter.

On the Dock Sign that reads:

WHILE ON CAMP ARTABAN PROPERTY

Prevent the spread of COVID-19.

Maintain physical distancing.

Wash hands frequently.

Sanitize any surfaces you have used.

Limit gatherings in facilities and rooms to maximum occupancy as posted.

Follow all Public Health orders and advisories.

ENJOY YOUR VISIT!

APPENDIX 2

Specific Operational Control Measures

North Vancouver Office Protocols During COVID–19

These procedures are tailored to accommodate anyone working or visiting the office. These protocols provide more information and direction specific to this workplace and are in addition to the control measures outlined in our Safety Plan.

Protocols:

These are actions our office are taking to reduce the spread of COVID-19:

- Surfaces and supplies will be sanitized a minimum of twice daily;
- When possible, employees will be working remotely and on staggered schedules;
- Educational posters on physical distancing and hand hygiene are displayed;
- Office staff will be cleaning and sanitizing equipment before and after use;
- There is no sharing of office supplies. Staff will be issued their own dedicated supply of pens, pencils, paperclips etc.;
- The office door will be locked to restrict entry only to pre-arranged visits;
- Incoming mail and deliveries will be segregated and held for 1 day prior to opening. Gloves will be worn for opening.

Before Entering the Building:

- Before visiting the office, all visitors must get in touch with the Office Administrator to arrange a day and time to visit;
- Before entering the building please sanitize your hands and wear any PPE if necessary;
- St. Catherine’s Church has their own safety plan and procedures to be followed;
- Participants are expected to provide their own personal supplies if possible (face masks, facial tissues, work gloves, tools, eye safety etc.). If you are unable to provide your own supplies, there will be a limited supply of masks and sanitizer, if available;
- Visitors will need to bring supplies needed for their visit (eg. Pen, paper, laptop).
- Do not enter the office if:
 - You have tested positive for COVID-19;
 - You live with someone who has any symptoms;
 - You are awaiting a COVID-19 test result;
 - You have been exposed to someone who has tested positive;

Camp Artaban COVID – 19 Safety Plan

- You have had symptoms of COVID-19 in the last 10 days (fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headache);
- You are under the direction of the provincial health officer to self-isolate;
- You have arrived from outside of Canada within 14 days.

While in the office:

- Physical Distancing – 2 m between individuals;
- PPE need to be worn at all times if necessary;
- There are “no touch” social interactions;
- Every visitor must fill out the log sheet on the front door.

When leaving the office:

- Clean and sanitize any surfaces and equipment that you touched and dispose of any PPE correctly.