



EMPLOYMENT POLICY AND PROCEDURES

Topic: COVID-19 Safety Plan/Policy

This Policy's Effective date: August 6, 2020

Approved by Squamish Nation Council: July 23, 2020

Previous Policy Dates: None as this is new policy

**`Wa chexw yuustenamut
Safety is Everyone's Responsibility
Squamish Nation COVID-19 Safety Plan/Policy**

Purpose

Squamish Nation ("Squamish Nation") has implemented this COVID-19 Safety Plan ("Safety Plan") in compliance with the orders and guidelines published by the Provincial Health Officer ("PHO"), BC Centre for Disease Control ("BCCDC"), the Public Health Agency of Canada ("PHAC"), applicable occupational health and safety statutory obligations (Canada Labour Code (Part II) and the BC Workers Compensation Act) and the safety protocols introduced by WorkSafeBC to minimize the risk of exposure to COVID-19 in the workplace.

The following general safety protocols are to be implemented by all Squamish Nation departments and programs. Each employee must be aware of and adhere to the general protocols for the protection of all employees, members and visitors who access our services and buildings. If necessary, these general safety protocols are to be supplemented by each Squamish Nation department and program developing their own workplace-specific and/or program-specific safety plans and protocols.

WorkSafeBC's COVID-19 Safety Plan template provides step-by-step instructions that Squamish Nation departments are required to use to develop their own individualized safety plans to supplement the general safety protocols described below. The template is available as a fillable PDF form on WorkSafeBC's website at:

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

Directors must submit their safety plan(s) to both Managing Directors and the Senior Health & Safety Officer for approval. For additional guidance, departments should refer to Appendix B: Squamish Nation COVID-19: Safety Plan for your Workplace.

Scope

Squamish Nation employees are expected to limit their exposure to COVID-19 by following the latest updated guidelines and safety protocols published by the PHO, BCCDC, PHAC and WorkSafeBC, by following Squamish Nation's general safety protocols set out below and by following any additional workplace-specific and/or program-specific safety plans and protocols that may be developed for their workplace or program.



This policy applies to employees, council and clients/visitors. This is a living document and will be reviewed and revised as needed.

Health Hazards of COVID-19

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

What are the Symptoms of COVID-19?

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite. Other symptoms have been reported such as skin rash and gastrointestinal symptoms.

How is COVID-19 Transmitted?

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

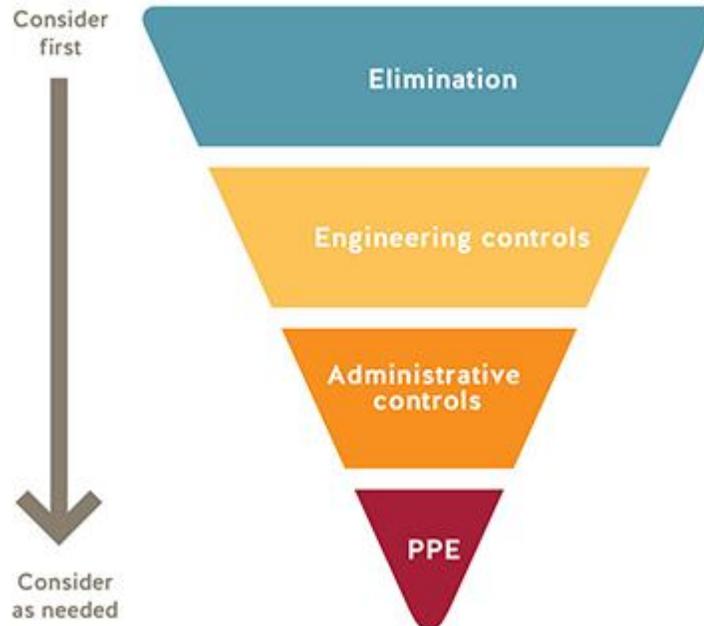
The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Reducing the Risk of Person-to-Person Transmission

To reduce the risk of COVID-19 transmission in the workplace Squamish Nation departments and programs need to implement protocols to protect against identified risks. Different protocols offer different levels of protection or hazard "control". Wherever possible the protocol offering the highest level of protection should be considered first. Second, third or fourth level protocols should be considered if the first level of protection is not practicable or does not completely control the risk. In some cases more than one level of protection may be needed to deal with a risk – for example, physical distancing and masks. Departments and programs are required to monitor their COVID-19 Safety Plans and make appropriate adjustments to safety control measures as necessary.

WorkSafeBC has provided the following examples of the hierarchy of "controls" that may be considered in addressing the risk of COVID-19 transmission in the workplace:



- **First level protection** (elimination): Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.
- **Second level protection** (engineering controls): If you can't always maintain physical distancing, install barriers such as Plexiglas to separate people, increase ventilation.
- **Third level protection** (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
- **Fourth level protection** (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

The following Squamish Nation safety protocols are organized into:

- A. General Safety Protocols; and
- B. Squamish Nation workplace and work-related safety protocols that are specific to all Squamish Nation workplaces and work activities and are intended to ensure the safety of all Squamish Nation employees, members and visitors who access our services and buildings.



A. General Safety Protocols

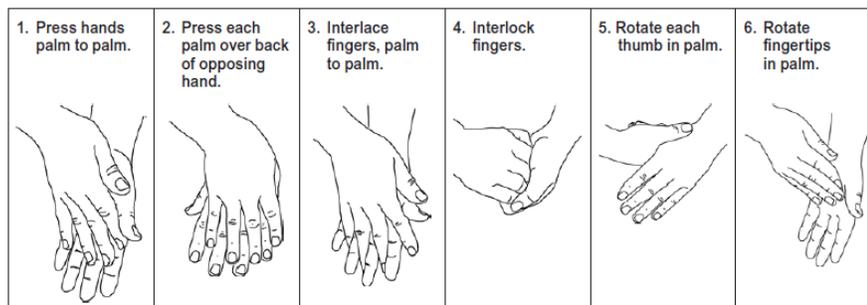
1. Hand washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body — particularly the eyes, nose, and mouth — or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area
- After handling materials or using shared items that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup

Hand washing procedure:



Use soap and warm running water (it doesn't have to be hot to do the job). If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Alcohol-based hand cleanser dispensers and wipes will be made available to all Squamish Nation departments and programs.

All Squamish Nation buildings must have adequate hand washing or hand sanitizing stations. Hand sanitizer stations will be plentifully and strategically placed throughout the office for staff and visitor use:

- At reception
- In meeting rooms
- In frequently travelled areas
- In multiple places convenient to offices
- If possible, at each desk

Hand soap will be placed at every location where employees and visitors are able to wash hands with soap and water.

Signs must be posted identifying the location of the hand washing or hand sanitizing stations and providing reminders of the hand washing/hygiene protocols.



2. Cough/sneeze etiquette

Squamish Nation employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

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

3. Physical or "social" distancing

Together we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical or "social" distancing is proven to be one of the most effective ways of reducing the spread of illness during an outbreak.

To meet physical distancing requirements Squamish Nation employees, members and visitors should keep a distance of at least 2 arms lengths (approximately 6 feet or two metres) from others as much as possible.

Other physical distancing measures that should be followed include:

- Avoiding crowded places and gatherings (i.e., in-person meetings, assemblies, sports events, etc.).
- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk (i.e., older adults and those in poor health).
- Not sharing food or drinks.

Additional physical distancing protocols are outlined below under Section B "Squamish Nation Workplace and Work-related Safety Protocols".

4. Use of paper or cloth masks

A mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask. Masks help to minimize the spread of potentially infected material from the wearer to other people.

Squamish Nation employees may choose to wear a paper or cloth mask while performing routine activities but must understand that masks have limitations. The most important mechanisms at this time for protection from COVID-19 is physical distancing, frequent handwashing, avoiding touching one's face and cough etiquette. Where minimum physical distancing requirements cannot be maintained, employees must wear a mask.

All clients/visitors to Squamish Nation buildings, moving beyond the entry/reception area, must wear a mask for the duration of their visit. If clients/visitors do not have a mask; a mask will be provided. If clients/visitors refuse to wear a mask, they will not be permitted access to the facility. Employees will be provided a mask by their department, or can choose to wear their own.



5. What to do if you have COVID-19 symptoms

a. Developing symptoms

If an employee develops symptoms of COVID-19 recognized by the BC Centre of Disease Control (described above) they should notify their Supervisor/Director right away and must not come to work. Such employees must self-isolate at home following the procedure described below, see item (c).

b. Developing symptoms while at work or after having been at work

If an employee develops symptoms of COVID-19 **while at work**, they should wash or sanitize their hands and must immediately put on a mask, notify their Supervisor/Director and return home. Such employees must self-isolate at home following the procedure described below, see item (c).

If an employee develops symptoms **after having been at work**, they must immediately notify their Supervisor/Director and remain at home following the procedure as described below, see item (c).

The Supervisor/Director will ensure that the reporting employee's workspace, other places in the workplace they may have attended, and any other workplace items, tools or equipment they used or had contact with when at work are promptly cleaned and disinfected.

c. Healthlink BC 8-1-1

An employee who develops symptoms of COVID-19 recognized by the BC Center for Disease Control (described above) must immediately contact 8-1-1 or Yuustway Health Services for further guidance related to symptoms, testing and self-isolation. Such employees are expected to follow the advice of the medical professionals and may not return to work until given approval by the public health authorities.

Employees are encouraged to utilize the BC Government's self-assessment tool at: <https://bc.thrive.health/>

If an employee is advised through self-assessment or by a medical professional to submit to a COVID-19 test, they must do so and provide an update to their Supervisor/Director.

d. Self-isolation at home

If the employee is tested, they must self-isolate at home and in order to return to work, must follow the procedure as described below, see item (f) *Returning to work after self-isolation*.

If the employee tests positive for COVID-19 or a test is either not available or not recommended, the employee must self-isolate at home for a minimum of 10 days from the onset of symptoms, and until their symptoms are completely resolved (i.e. it may be longer than the minimum 10 days). Self-isolating employees should call 8-1-1 or



Yuustway Health Services for medical advice and for advice on when they are fit to safely return to work.

An employee who lives in the same household or who has had close contact with a person with confirmed or clinical COVID-19 symptoms who is self-isolating, must self-isolate and contact 8-1-1 and follow medical professionals' guidance related to symptoms, testing and self-isolation. In order to return to work, the employee must follow the procedure as described below, see item (f) *Returning to work after self-isolation*.

Close contact is defined as a person who provided care for an individual including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR who lived with or otherwise had close prolonged contact (within two metres) with the person while they were infectious OR had direct contact with infectious bodily fluids of the person (i.e. was coughed or sneezed on) while not wearing recommended personal protective equipment.

An employee returning to British Columbia from outside Canada must self-isolate and monitor for symptoms for 14 days after their return. Returning travelers who develop COVID-19 symptoms during the period of self-isolation are required to self-isolate for a further period of 10 days after the onset of symptoms, or until symptoms resolve, whichever is later.

Areas in the workplace potentially infected by an individual with a confirmed case of COVID-19 or clinical COVID-19 symptoms who is self-isolating, shall be promptly cleaned and disinfected.

e. Sick leave

Time off for sick leave will follow the Leavebank policy. Employees with any health concerns or questions regarding sick leave, should discuss with their Supervisor/Director and can also email the HRhelpdesk@squamish.net.

f. Returning to work after self-isolation

An employee who is self-isolating is not to return to work until:

- They are cleared to do so by public health officials, and
- They have notified their Supervisor/Director that they have received the required clearance to return to work, and
- Their Supervisor/Director has approved their return to work.

g. Additional Supports

Employees on benefits can access FEAP (Family Employee Assistance Program). Please email HRhelpdesk@squamish.net.



B. Squamish Nation Workplace and Work-related Safety Protocols

1. Responsibilities, Communication and Awareness

Directors must submit their safety plan(s) to both Managing Directors and the Senior Health & Safety Officer for approval.

Directors must communicate to employees in advance of their return to their workplace, information which addresses the safety measures that have been implemented to reduce the risk of COVID-19 transmission.

Directors must ensure that workers receive on their return to the workplace an appropriate on-site orientation where COVID-19 related policies and safe work protocols are reviewed.

All workplaces must post in a conspicuous location their COVID-19 Pandemic Workplace Safety Plan and a copy of this Policy. The Nation must post this policy on the website and also inform Nation members.

Supervisors are required to routinely check-in with employees regarding any safety concerns they might have. Employees will be immediately advised of any changes to their workplace COVID-19 Pandemic: Safety Plan.

2. Maximum occupancy – buildings/offices/meeting spaces

The number of employees, clients and other visitors allowed in any Squamish Nation building or shared space within any building (i.e. meeting rooms, break rooms, washrooms, etc.) at one time is to be limited in accordance with public health guidance so as to ensure that physical distancing may take place.

Each Supervisor/Director must establish maximum occupancy for each room in their building/workplace.

Signs must be posted communicating the maximum occupancy for each room and shared space within each building. Employees are required to follow maximum occupancy signage for a room they may want to enter.

Once the maximum occupancy is determined for a meeting room excess chairs are to be removed from the meeting room where possible and the remaining chairs are to be positioned to maintain physical distancing requirements.

In the absence of signage, employees must only enter a room that allows physical distancing of six feet/two-metre distance. If the room can accommodate a larger density of people, physical distancing guidelines must be followed. Where physical distancing cannot be maintained, employees, clients and visitors must wear a mask.

3. Working from home

Please see Work from Home policy.



4. Providing services remotely

Until further notice Squamish Nation will, where practicable, restrict in-person client services and instead will provide client services remotely using video conferencing (i.e. Zoom, Skype, etc.) and telephone.

Services that cannot be provided remotely will continue to be provided but will be subject to the other general control measures outlined later in this Safety Plan and any additional workplace-specific and/or program-specific safety plans and protocols that may be prepared by individual Squamish Nation departments.

5. Controlling access to buildings/offices

Until further notice all publicly accessible entrances to Squamish Nation buildings/offices must have signage that includes the following:

- Provides contact information for the office;
- Notifies clients/visitors that when possible, all office visits are by appointment only;
- Politely requests that clients/visitors make contact by telephone or email to receive service;
- Politely requests that clients/visitors not enter the building, even if they have an appointment, if they are ill or are exhibiting symptoms of COVID-19, cold or flu;
- Advises clients/visitors to call 8-1-1 for medical advice if they are concerned that they may have been exposed to, or are experiencing symptoms of COVID-19.
- Indicates the office is open but that public entry is limited as a result of the COVID-19 Pandemic.
- Provides hours of operation and whether there is someone currently present in reception to receive a delivery; directions on how to make a delivery and whether the deliverer should knock, wear a mask, phone the office, etc.
- Instructs that upon entry into Squamish Nation facilities, any visitors will be required to complete a screening questionnaire. If visitors refuse to complete the screening questionnaire, they will not be permitted access to the facility.
- Advises that upon entry into Squamish Nation facilities, any clients/visitors to the workplace that need to enter beyond the front reception area, will be required to wear a mask. If clients/visitors do not have a mask; a mask will be provided. If clients/visitors refuse to wear a mask, they will not be permitted access to the facility.

Employees working in reception or their designate, shall ensure that the information posted on the entrance office doors is up to date at all times and that there is someone attending to the door and phone line to ensure all deliveries and messages are received.

Where possible, buildings should have separate designated entry and exit doors with directional signage indicating where/which way authorized clients/visitors and employees should walk to enter and exit the building. If line-ups form for entry into any Squamish Nation facility, ensure that people are observing safe physical distancing practices while in line.



6. Working from the office

a. Scheduling employee attendance at the office

Squamish Nation department and/or program Supervisors/Directors must develop a schedule for their employees who will be working from the office. The schedule must be designed to ensure that any maximum occupancy for their building or shared spaces within their building is not exceeded and to facilitate physical distancing in the workplace.

Flexible scheduling (i.e. different days or different shifts) may be required in the case of employees working in cubicles that are close together and don't allow for required physical distancing.

Squamish Nation department and/or program Supervisors/Directors are responsible for ensuring that the maximum occupancy (by employees and clients/visitors) for their building or shared spaces within their building is not exceeded. The maximum occupancy for each shared space must be posted in each space.

b. Office access

Employees are to wash or sanitize their hands before entering the office. Hand sanitizer will be provided at all office entrances.

c. Symptom-free confirmation upon attending office

As noted above under the General Safety Protocols, employees who are pre-scheduled to attend at the office are not to attend at the office if they are exhibiting any COVID-19 symptoms.

Employees who are pre-scheduled to attend at the office and who do not have COVID-19 symptoms are required, on each day of attendance at the office, to complete and sign a form confirming that they are symptom free. The forms, a sample of which is attached as Appendix "A" to this Safety Plan, are available in reception. Appendix "A"2 is to to be completed by visitors. Completed forms will be retained by the department and/or program Supervisor/Director.

d. Office reception

Occupancy of the reception area is to be limited to maintain physical distancing requirements.

The receptionist area is to be equipped with:

- Adequate hand sanitizers and signs to use sanitizer prior to entry;
- Tissue;
- Paper or cloth masks;
- Disposable gloves if physical contact is required and for receptionist to use to disinfect office surfaces.

All unneeded equipment (brochures, water containers, coffee machines) are to be removed from reception areas as potential sources of transmission.



In addition to their regular responsibilities, the receptionist or other designated employee, is responsible for:

- Maintaining a sign in sheet, to track employee office attendance and office attendance by clients and visitors (name, date, and time, purpose of visit and contact information (i.e. phone number and email).
- The sign in sheet will be used to monitor occupancy levels in the premises and to facilitate contact tracing in the event of a possible COVID-19 exposure. Completed records will be reviewed regularly and retained by the department and/or program Supervisor/Director;
- Ensuring employees attending at work complete their symptom-free confirmation form for each day of attendance;
- Maintaining an inventory of hand soap, sanitizers, disinfectants, paper or cloth masks, gloves, etc.;
- Periodically (i.e. at least once in the morning and once in the afternoon) sanitizing high touch surfaces in the office, such as door handles, fridge door, light switches, telephones in meeting rooms, dishwasher door handle, water faucet taps in kitchen and bathroom, toilet flush handles, printers, etc. Where possible, a cleaning confirmation list should be used and retained by the department and/or program Supervisor/Director.

e. Maintaining physical distancing in the office

Signs must be posted conspicuously throughout all Squamish Nation workplaces reminding employees, members and clients/visitors of the physical distancing requirements.

Floor markers should be installed to indicate 2 metre distance. Where possible hallways and stairwells (i.e. where there are 2 stairwells) should be one-directional with signage posted to indicate the designated direction of travel.

When in the office employees should work in their own office space as much as possible and when they enter a common area, they should avoid any unnecessary touching of counters, tables, etc.

Each office or meeting space will have a brightly marked line, or other visual floor marker, at the door to remind other employees that they are not to enter unless necessary.

Employees should reduce in-person meetings and other gatherings at work. Employees who need to talk to someone should consider using their phone, email, or Zoom (virtual meeting), and sending documents electronically.

Employees are discouraged from "visiting around" the office and if employee consultation is needed they are to remain outside the brightly marked line, or other visual floor marker, line at the door of the person they want to consult with.



Employees who need to work in an actual group or meet with others, must ensure that the meeting location has sufficient space to meet the physical distancing requirement and all maximum occupancy limits must be adhered to. Meeting spaces should be open or outside.

Every effort should be made to provide client services by telephone or virtually. Where an in-person client appointment is necessary, clients entering Squamish Nation premises must be required to follow the office safe distancing guidelines, hygiene guidelines (i.e. hand-washing, cleaning and disinfecting and not touching their face, eyes, nose or mouth with unwashed hands and wear a mask).

Employees, clients and visitors are required to wear masks if physical distancing (approximately 6 feet or two metres) cannot be maintained. Masks should only be used as last level of protection. Employees will be provided a mask by their department, or can choose to wear their own.

Employees arranging in-person client services should notify their receptionist and others as appropriate, i.e. Supervisor/Director, in advance so that compliance with office occupancy limits are adhered to.

Employees should avoid common greetings such as handshakes and should not share food or drinks.

7. Plexiglass and other barriers

Plexiglass/other barriers are used to provide protection to employees whose job requires close interaction with clients and the public (i.e. reception counters). Plexiglass and other barriers will be installed at the following locations:

- At reception counters in all Squamish Nation buildings; and
- Anywhere else where physical distancing requirements cannot be adhered to.

Cleaning of plexiglass/other barriers must be included in each department's or program's workplace-specific or program-specific cleaning protocols.

8. Shared spaces and equipment

Non-essential equipment and supplies (i.e. pens, staplers, hole punches, brochures, etc.) are to be removed from communal work spaces.

Shared space (i.e. photocopy room, meeting rooms) must follow posted the maximum occupancy limit. Shared equipment such as printers, copiers, fax machines must be disinfected after every use. Cleaning supplies and wipes are provided at all shared equipment.

Signs will be posted reminding employees of the requirement to clean and sanitize shared equipment, supplies and common areas after use.

Employees should wash their hands after using any shared equipment.



9. Daily sanitizing routines

All Squamish Nation departments and programs must establish strict workplace-specific or program-specific cleaning protocols requiring regular cleaning and sanitizing of common areas (i.e. meeting rooms, lunch rooms, washrooms, etc.) and high touch surfaces (i.e. doorknobs, computer keyboards, printers, copiers, other shared equipment, etc.).

10. Deliveries

Deliveries from and to outside agencies, including mail delivery, should be conducted in a manner so as to minimize contact. Employees should make it their normal practice to wash or sanitize their hands after accepting deliveries and handling mail.

11. Staff room or lunch area

Staff rooms or lunch rooms will be available for use of the microwave, coffee maker, refrigerator, etc.

A maximum occupancy allowed at any one time, must be posted in the staff room or lunch room. Employees are asked to wash (or sanitize) their hands upon entering the staff room or lunch room.

After they have finished preparing their lunch employees should wipe down surfaces they touched with disinfectant or soapy water using a disposable paper towel and then wash their hands again before leaving the area.

Employees are encouraged to take their personal lunch break at their desk, or outside of the office area. The seating area in lunchrooms will be closed until further notice.

Employees who bring their own lunch are encouraged to bring food in their own containers that does not require extensive preparation in the staff room or lunch room.

Employees should not mingle in the staff room or lunch area, so that others can use the area during the break period.

Signs will be posted reminding employees of the requirement to clean and sanitize equipment, supplies and any surfaces touched in staff rooms or lunch rooms after use.

12. Washroom Use

Where possible, separate washrooms for employee and public use should be established and identified with clear signage.

Each department is to establish maximum occupancy limits for their washrooms. A maximum occupancy allowed at any one time, must be posted, in multi-person washrooms.

Employees must use common courtesy and maintain physical distancing when they need to use the washroom. Employees will have to determine their ability to maintain



physical distancing and their comfort level if they enter and there is another person in the area.

Signs will be posted reminding employees of the requirement to maintain physical distancing while in the washroom and to follow the general handwashing guidelines after using the washroom.

13. Provision of in-person client services

a. In-person client services to be limited

In-person client services will be provided where the services cannot be provided remotely.

b. Procedure for in-person client services

Clients who contact a Squamish Nation department or program to arrange for an in-person appointment must complete the screening questionnaire to ensure they are not currently exhibiting COVID-19 symptoms. If the client does not agree to complete the screening questionnaire or confirms that they are exhibiting COVID-19 symptoms the in-person meeting must not occur.

Clients who walk up to a Squamish Nation office seeking services without first having been pre-screened (i.e. clients that do not have a phone or who just show up at the door) must be pre-screened by the department or program Supervisor/Director at the door (i.e. before the client is allowed to enter the premises) to ensure that the client is not currently exhibiting COVID-19 symptoms. If the client does not agree to be pre-screened at the door or is exhibiting COVID-19 symptoms the in-person meeting must not be approved or scheduled.

In cases where an in-person client appointment is approved by the department or program Supervisor/Director, workplace COVID-19 exposure will be controlled through the implementation of the following measures:

- The number of clients allowed into the office for an in-person appointment at any one time will be monitored to ensure the ability to maintain physical distancing in the office;
- Signage will be placed at the entrance to the facility reminding clients that they are not to attend for their appointment if they are exhibiting COVID-19 or other cold or flu-like symptoms (as described earlier) and asking the client to self-identify if they are experiencing COVID-19 symptoms. The questions that need to be asked are:
 - Do you have any cold or flu-like symptoms? (i.e. cough, fever, sore throat, sneezing or difficulty breathing)
 - Have you returned from travel (including travel within Canada) in the last 14 days or had exposure to a person exhibiting COVID-19 or other cold or flu-like symptoms (as described earlier) or with a confirmed positive case of COVID-19?



If the answer is "yes" to either of these questions or if the client is exhibiting COVID-19 symptoms instruct the client to seek medical attention (i.e. call 8-1-1) and do not allow the in-person appointment to proceed.

- Alcohol based hand rub, masks, hand washing station and tissues will be available by the signage so that a client who self-identifies or is exhibiting symptoms of COVID-19 can help stop the spread of COVID-19 by performing hand hygiene and putting a mask on to prevent the spread and contamination of the workplace environment. After that, the client with symptoms must be asked to leave and the appointment rescheduled once they are symptom free (at least 10 days).
- Where a client passes the screening process and the in-person appointment proceeds, the employee that will be providing the in-person services (the "Meeting Organizer") will be responsible for the arrival and departure of the client.
- The meeting must be held in a room with good ventilation that is large enough to practice physical distancing or in a room where physical barriers are in place to protect the participants from COVID-19 exposure.
- The Meeting Organizer will require the client to wear a face mask during the appointment. The client will also be required to follow the hygiene guidelines (i.e. hand-washing, cleaning and disinfecting, not touching their face, eyes, nose or mouth with unwashed hands) and physical distancing requirements during their time in the office. If the client does not have a mask; a mask will be provided. If the client refuses to wear a mask, they will not be permitted access to the facility.
- The Meeting Organizer must exercise physical distancing during the appointment and must follow the hygiene guidelines (i.e. hand-washing, cleaning and disinfecting, not touching their face, eyes, nose or mouth with unwashed hands) both before and after the appointment.
- After the client has left the appointment the Meeting Organizer is responsible for cleaning and disinfecting all touch points (i.e. doorknob, chair handles, phone buttons, table, etc.) where the meeting occurred at the Squamish Nation premises.

14. Provision of services in the community

Each department or program must establish clear procedures in their workplace-specific or program-specific safety plans to minimize the risk of employee exposure to COVID-19.

15. Travel

Employees who utilize vehicles should travel alone where possible.



If travelling alone is not practicable the number of people in the vehicle must be limited where possible, i.e. the driver and one passenger who should be seated in the back seat, both wearing masks. The driver should follow established safety protocol, i.e. disinfect the backseat area and any other surfaces touched by the passenger immediately after the trip.

Each department or program must prepare a transportation safety plan and submit to their Supervisor/Director, to minimize the risk of employee and client exposure to COVID-19.

Any work or program required travelling, must have prior approval from department or program Supervisor/Director to ensure proper procedures on return are followed.

16. Personal Protective Equipment (PPE)

When hazards cannot be eliminated or controlled by engineering or administrative controls, the Squamish Nation will provide employees with appropriate PPE including, but not limited to masks. Supervisor/Director shall provide employees with appropriate instruction on the safe use of their PPE.

Employees are required to wear masks if physical distancing (approximately 6 feet or two metres) cannot be maintained. Masks should only be used as last step of protection measures, when the first three measures cannot be adhered to. Employees will be provided a mask by their department, or can choose to wear their own.

17. First Aid Attendants

First aid attendants are required to wear a mask and gloves; maintain physical distancing as much as possible when providing the necessary treatment and avoid touching the patients' bodily fluids. The patient is asked to cover their nose and mouth with a tissue or wear a mask. Following the necessary first aid treatment, the attendant will wash their hands thoroughly, discard any used item, prepare the required report and request a cleaning and disinfection of the first aid room.

18. Emergency Evacuations

In the event of a fire alarm or evacuation, physical distancing is secondary to the immediate life safety of the occupants. Evacuate to the nearest exit and proceed to the designated gathering area. Maintain physical distancing and confirm your head count. When given the "all-clear" proceed as directed. In the event of an earthquake proceed with drop, cover and hold procedures.

19. Reporting and Work Refusals

All employees are required to report observations related to:

- a.** COVID-19 symptoms; and
- b.** Failure to observe safe work protocols



Where an employee has reason to believe that there is a dangerous condition in their workplace, or that their duties present a danger to their health and safety, they may be able to refuse to attend work or perform certain duties. If an employee has concerns about the health and safety of working conditions at a Squamish Nation workplace, employees are encouraged to speak with their Supervisor and/or Director immediately to quickly resolve the matter.

20. Training

All Squamish Nation employees will receive training on the requirements of this COVID19 Safety Plan and any applicable supplemental workplace-specific and program specific safety plans.

21. Record Keeping

Squamish Nation will keep relevant records such as records of attendance at the office, remote work, symptom-free confirmations, reported symptoms, self-isolation, sick leave etc. Privacy obligations will be respected concerning this information.

22. Review of Safety Plan

This COVID-19 Safety Plan and any supplemental workplace-specific and program specific safety plans will be reviewed regularly, at least annually, and will be updated as necessary.



Appendix A1 - EMPLOYEES - COVID-19
OFFICE ATTENDANCE AND SYMPTOM-FREE CONFIRMATION

To minimize exposure of Squamish Nation staff to COVID-19, we will screen staff for COVID-19 symptoms and/or risk for admittance at the Facility at the start of shift.

I am completing this as I'm attending the office today as pre-scheduled by my Supervisor/Director.

1. Do you have any of the following symptoms fever, cough, chills, shortness of breath, difficulty breathing, sore throat and painful swallowing, stuffy or runny nose, loss of smell, headache, fatigue, loss of appetite which are either new **OR** have worsened if associated with allergies, chronic or pre-existing conditions.

Yes **No**

2. I have returned from travel outside Canada within the last fourteen days.

Yes **No**

3. I have been directed to quarantine or self-isolate by a public health official.

Yes **No**

Print Name: _____ Signature: _____

Date: _____

If you answered **Yes** to any of the above, you **are not permitted access** to Squamish Nation Administration or Facility at this time. You will be advised to:

- a) Immediately put on a mask,
- b) Call 8-1-1 from outside the building and/or
- c) Complete the COVID-19 Self-Assessment Tool <https://bc.thrive.health/> to determine if you are experiencing symptoms and whether further assessment, testing is needed.

If you answer **No** to **all the above**, you may be permitted access to the Squamish Nation Administration or Facility at this time.

Your completed Questionnaire must be submitted to the receptionist or delegate, or you can complete via your department's sign-in / Covid-19 Symptom Free Confirmation sheet.



Appendix A-2 for Visitors
SCREENING QUESTIONNAIRE FOR SQUAMISH NATION

To minimize exposure of Squamish Nation community members or visitors to COVID-19, we will screen all visitors for COVID-19 symptoms and/or risk for admittance at the Facility on an as needed basis.

1. Do you have any of the following symptoms fever, cough, chills, shortness of breath, difficulty breathing, sore throat and painful swallowing, stuffy or runny nose, loss of smell, headache, fatigue, loss of appetite which are either new **OR** have worsened if associated with allergies, chronic or pre-existing conditions.

Yes **No**

2. I have returned from travel outside Canada within the last fourteen days.

Yes **No**

3. I have been directed to quarantine or self-isolate by a public health official.

Yes **No**

Print Name: _____ Signature: _____
Date: _____

If you answered **Yes** to any of the above, you **are not permitted access** to Squamish Nation Administration or Facility at this time. Complete the COVID-19 Self-Assessment Tool to determine if you are experiencing symptoms and whether further assessment is needed: <https://bc.thrive.health/>.

If you answer **No to all the above**, you may be permitted access to the Squamish Nation Administration or Facility at this time.



Appendix B: Squamish Nation COVID-19: Safety Plan for your Workplace

Squamish Nation COVID-19 Safety Plan: Reducing the Risk of Person-to-Person Transmission

Assessing Workplace Risk:

- Are your employees involved to identify areas of congestion in your office?
- Does your office have blind spots i.e. corners?
- What were your employees' safety concerns and recommendations?

First Level Protection – Elimination

Control Measures in place:

- Do you have measures in place to ensure 2 metres physical distancing?
- Have you installed floor markers to indicate 2 metre distance and the direction of travel?
- Have you staggered work schedules?
- Can workers continue to work from home?
- Have all employees completed their screening questionnaire at start of shift?

Second Level Protection – Engineering Controls

Controls Measures in place:

- Have you installed physical barriers in the office to separate employees from each other and members of the public?
- Is your office well ventilated?

Third Level Protection – Administrative Controls

Controls Measures in place:

- Is there appropriate COVID-19 signage posted at the main entrance door?
- Do you have a daily sign-in sheet for employees and visitors?
- Do you have hand sanitizer at reception and throughout the office?
- Is there a screening questionnaire for employees and visitors at reception?
- Do you have appropriate COVID-19 signage/instructions posted in your office?
 - *Capacity signs* in the kitchen, washroom, photocopy area, etc.
 - *Frequent disinfecting signs* posted in the washroom, microwave, etc.
 - *washroom in-use sign*
- Do you have an adequate supply of cleaning & disinfection supplies?
- First day back: Did the Supervisor/Director give employees(s) an on-site safety orientation?
- How many employees are permitted in the kitchen area at one time?

Third Level Protection – Administrative Controls

Controls Measures in place:

- Are employees disinfecting equipment after they use it, i.e. kitchen area, kettle, microwave, photocopier, toilet handle, etc?



- Are employees frequently disinfecting hi-touch items in their workspace, i.e. telephone, cellphone, computer keyboard, door handle, light switch, etc.?
- If employees are sharing offices; are they disinfected before and after use?
- Are employees sharing office supplies i.e. pens, staplers?
- Are employees abiding with social distancing measures?
- Does the Supervisor and/or Director routinely monitor compliance with the workplace control measures?
 - Are employees following the office traffic direction signs, etc.?
 - Where are your employees eating lunch i.e. in their office, away?
 - Are employees frequently disinfecting high-touch items in their workspace?
 - How often are Supervisors/Directors touching base with employees re: any concerns?

Fourth Level Protection – Personal Protective Equipment

Control Measures in place:

- Do you have an adequate supply of masks, gloves for use as required by employees and visitors?
- Have employees received instruction how to safely use their PPE?
- Do you have signs posted to inform visitors that masks are required to be worn when entering the workplace?