

### **Purpose of COVID-19 safety plan**

This COVID-19 safety plan template has been created by *Okanagan Foodie Tours* to outline the policies and procedures that have been put in place to protect *Okanagan Foodie Tours* employees, guests and others entering the business from the potential transmission of COVID-19. This plan follows the WorkSafeBC six step process for developing a COVID-19 safety plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

### **Responsibilities**

*Okanagan Foodie Tours* ownership and management are responsible for the development of this plan including ensuring that adequate resources are made available to implement and sustain the plan.

All *Okanagan Foodie Tours* employees and contractors will follow this safety plan as a condition of employment. All guests must follow this safety plan as a condition of visiting our property.

*Nancy Quinton* is responsible for implementing this safety plan throughout the workplace.

Employees are responsible for participating in the development, implementation and ongoing sustainment of the COVID-19 safety plan. If employees have any concerns regarding this plan they are to bring them to the attention of *Nancy Quinton, Owner*.

### **STEP 1 – Identify the risks**

COVID-19 is an illness (disease) caused by a coronavirus. This particular coronavirus is a new virus that was first recognized in December 2019, originating in Wuhan, China. Coronaviruses are a large family of viruses, some of which infect animals and others that can infect humans. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020.

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and 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
- Loss of appetite

The virus that causes COVID-19 spreads from person to person in several ways, including through droplets when a person speaks, coughs or sneezes, or from touching a contaminated surface before touching the face. The risk of transmission increases the closer you come to other people, the more people you come into contact with and the length of time you spend with other people. This is why it is critical to control these interactions in the workplace, to help reduce the transmission of COVID-19.

The following areas have been identified as areas where employees and/or guests may gather:

- outside meeting locations; inside restaurants and cafes.

The following tasks bring our employees close to one another or to guests:

- guiding tours.

The following tools, machinery and equipment have been identified as items that employees and/or guests share:

- food service trays; credit card machines (employees only).

The following items have been identified as high touch items:

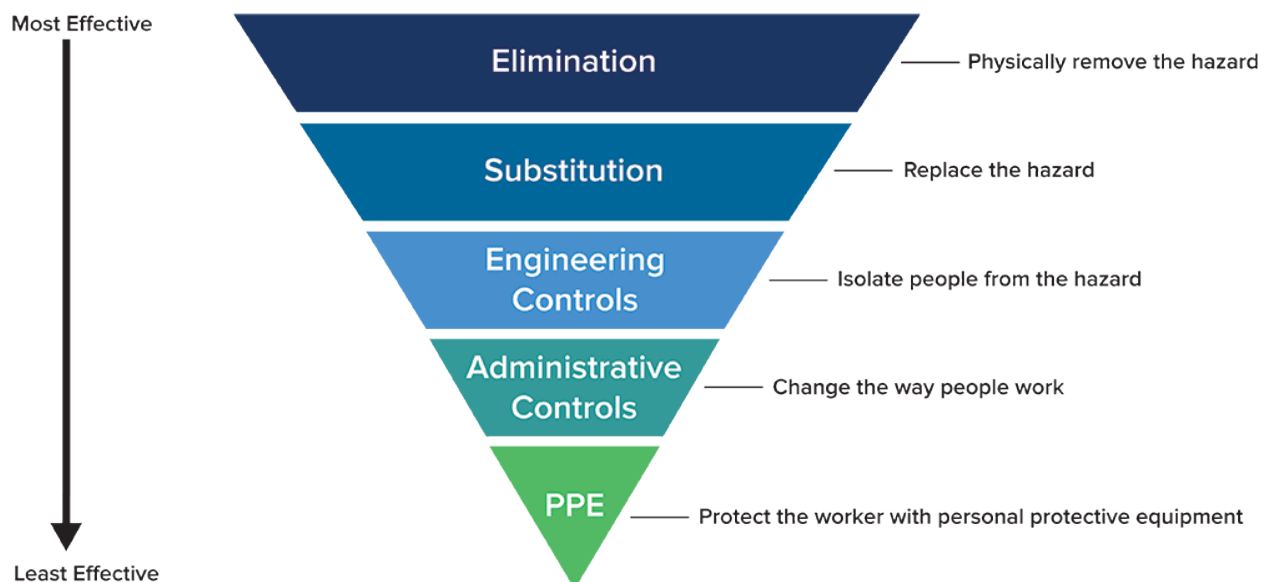
- doorknobs; brochures; credit card machines; POS key pads.

## **STEP 2 – Control the risks**

The overarching aim is to reduce the risk of the virus spreading through droplets in the air and from touching a contaminated surface and then touching the face. Therefore, any controls that are adopted within the workplace should always reflect that. Different controls will offer varying levels of protection and the preferred option is always the control that offers the highest level of protection. This approach to controlling risks is referred to as the “hierarchy of controls”. This process involves assessing the risk (likelihood of harm or injury) associated with different hazards (something with the potential to cause harm or injury).

In some cases, it may be necessary to combine different levels of protection in order to control one particular risk. An example of this, in relation to managing the risk of COVID-19 transmission, is to install barriers to separate people (engineering control) and to wear a mask (personal protective equipment).

## **Types of risk controls**



**Elimination or Substitution** are the highest, most effective levels of control and involve removing the risk of exposure to a given hazard entirely, or substituting a hazard for something that is less harmful.

We have implemented the following controls to limit the number of people in our workplace and to ensure physical distancing.

- We have reduced the number of guests per tour to a maximum of 6 guests. Social distancing will be observed on all tours.
- Proof of Vaccination will be required to enter restaurants and eateries.
- Tours will take place outside whenever possible with only the guide entering the restaurants.

*Useful resources:*

- [Provincial Health Officer \(PHO\) province-wide restrictions](#)
- [Latest Provincial Health Officer \(PHO\) orders](#)

**Engineering controls** include placing physical barriers between people when physical distancing cannot be maintained.

**NOTE:**

Due to the nature of *Okanagan Foodie Tours* business (home-run business; employees are the owner and her partner), some safety plan template information does not truly apply. No controls have been included for these items.

**Administrative controls** include the rules, training, guidelines and signage you have put in place to educate people on how to control the spread of COVID-19 in the workplace.

We have put the following administrative controls in place:

- A copy of the Covid-19 Safety Plan will be maintained at the home office of *Okanagan Foodie Tours* and shared with any contracted guides.
- The website will be updated with protocols for employees and guests to follow.
- All guests will be briefed on the Covid-19 Safety protocols at the beginning of each tour.

*Useful resources:*

- <https://www.go2hr.ca/covid-19-health-and-safety-resources>

**Personal Protective Equipment (PPE):** This is the least effective option in terms of protection and should be considered if the higher levels of protection don't allow you to adequately control the risk. PPE should be used in addition to other control measures and not in isolation.

We have put the following PPE controls in place:

- Masks are mandatory for everyone in many public indoor settings.
- Masks must be worn by employees and guests - only removed once guests are seated in restaurants or while eating.
- Employees will carry hand sanitizer which is available for guests and guides to use.

*Useful resources:*

- [Emergency Program Act mask mandate order](#)

### **STEP 3 – Develop Policies and Procedures**

Clear policies and procedures help to ensure that the identified controls are being followed within the workplace and establish the minimum requirements. They may include arrangements for who can and cannot be at the workplace, how to deal with illness in the workplace, cleaning and personal hygiene protocols, first aid provision and managing violence in the workplace.

#### **Workplace Vaccination Policy**

All employees of *Okanagan Foodie Tours* will need to be fully vaccinated. This is necessary to complete guiding duties as all restaurants require proof of vaccination before entering. This policy is also in place as an effort to keep tour guests and employees healthy and safe.

Employees will be given time off to receive vaccinations if their appointment time is during work hours.

#### **Cleaning and Disinfection**

The cleaning and disinfection of surfaces, especially high-contact surfaces, forms an important part of safe work practices for controlling COVID-19 in the workplace. Cleaning and disinfection are often referred to as a “two-stage” process. Cleaning removes visible surface dirt and debris, whereas disinfection destroys bacteria and viruses.

We have put the following controls into place:

- Uniform shirts will be washed after each tour.
- All other contact points will be the responsibility of the restaurants.

#### **Hand Washing**

We have put the following controls into place:

- Employees will thoroughly wash their hands at the end of each tour using soap and water.

**Daily Health Screening** (to be reviewed by guides and with tour guests at the beginning of each tour).

1. Have you travelled outside Canada within the last 14 days?
2. Have you been identified by Public Health as a close contact of someone with COVID-19?
3. Have you been told to isolate by Public Health?
4. Are you displaying any of the following new or worsening symptoms?
  - Fever or chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Anyone, employees or guests, answering yes to questions 1-3 must follow the advice of Public Health and not attend the workplace. Anyone displaying any of the symptoms listed above must not attend the workplace and should call HealthLinkBC at 811 for further direction from Public Health.

Any worker that receives a positive COVID-19 test result will need to self-isolate. They are advised to review the attached resource to find the best course of action for their situation.

*Useful resources:*

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

**First Aid** NA

**Workplace Violence** NA

#### **STEP 4 – Communication and Training**

Everyone within the workplace must understand how to keep themselves and others safe. Training should include the need to stay at home when sick, understanding occupancy limits, hand washing procedures and who is permitted to enter the workplace.

Any required training for guides will be provided by management ie. masks. A good how-to video for masks is [linked here](#).

#### **STEP 5 – Updating the COVID-19 Safety Plan and Monitoring the Workplace**

*Nancy Quinton* is responsible for implementing this COVID-19 safety plan throughout the workplace.

*Nancy Quinton* is responsible for reviewing and updating this COVID-19 safety plan following Provincial Health Officer, government, or WorkSafeBC protocol changes.

#### **STEP 6 – Ensuring Ongoing Training and Monitoring**

Training on this COVID-19 safety plan will be included in all new hire orientations, or when bringing back employees following a period of absence.

This safety plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan,

- New areas of concern or the identification of something that isn't working,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.
- Employees and contractors can speak with Nancy Quinton (*Okanagan Foodie Tours* owner) to submit feedback on the Covid-19 Safety plan.