



Camp Squeah

In response to God who loves and calls us, Camp Squeah provides a place of refuge in a natural setting where people of all ages can build relationships, grow and be nurtured.

COVID-19 SAFETY PLAN per WorkSafeBC

UPDATED: 30 June 2020

Camp Squeah COVID-19 Safety Plan

Step 1: Risks at Workplace

- We have involved
 - Supervisors and Full-time staff members
- Areas where people gather (* indicates areas not currently in use)
 - Main Office
 - Ravens Nest
 - Lower Pines Office
 - Summer Office
 - Lodge Kitchen*
 - Lodge Dining Area*
 - Edelweiss Kitchen*
 - Meeting Spaces
 - Lodge Main Floor*
 - L2 (second floor lodge)*
 - Games Loft (third floor lodge)*
 - Fraser Lounge*
 - Emory Lounge*
 - Emory Meeting Room*
 - Edelweiss Hall*
 - Outtrip meeting room*
 - Prayer Chapel*
 - Activity Areas*
 - Archery*
 - Gym
 - Bouldering Room*
 - Ropes Room*
 - Crafts Room*
 - Swimming Pool*
- Tasks and processes where workers are in close contact with one another or the public
 - Members of the public
 - Main Office – Reception services and deliveries
 - One another
 - Main Office – Administration and meetings
 - Work vehicles – Travelling to work location(s)
 - Heavy/Team lifting – Trail and maintenance work
- Shared tools and equipment while working
 - Tools
 - Maintenance tools (hand and power)
 - Trail work tools (hand and power)
 - Vehicles (including UTV)
 - Office Equipment
 - Computers
 - Photocopier
- Surfaces that people touch often
 - Office
 - Washroom facilities
 - Doorknobs, light switches, etc

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- Accommodations
 - Ravens Nest
 - Food prep and eating area
 - Washroom facilities
 - Doorknobs, light switches, etc
 - Remote controls, etc
 - Shared bedrooms
 - En-suite washroom facilities
 - Doorknobs, light switches, etc

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Step 2: Protocols to reduce the risks

- Work Safe BC Industry Specific protocols
 - Child Care and Day Camps:
<https://www.worksafebc.com/-/media/WorksafeBC/Resources/about-us/covid-19/child-care-protocols-pdf-en.ashx?la=en&hash=749E3EBE7E6D6024DF3A60D98266ABDFC19E9353>
 - Accommodations:
<https://www.worksafebc.com/-/media/WorksafeBC/Resources/about-us/covid-19/accomodations-protocols-pdf-en.ashx?la=en&hash=E9D21794A13F98C62E32EDA458DC47EC69E7C3BA>
 - Offices:
<https://www.worksafebc.com/-/media/WorksafeBC/Resources/about-us/covid-19/offices-protocols-pdf-en.ashx?la=en&hash=7037E55606949CF7D9D16A54293D759921AA30E1>
 - Sports and Recreation:
<https://www.worksafebc.com/-/media/WorksafeBC/Resources/about-us/covid-19/sports-and-recreation-protocols-pdf-en.ashx?la=en&hash=9CF2CCF10F54AAD3A233177DC5DDCDA9A5D8316>
 - Hospitality:
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/hospitality>
- Employees
 - Frontline workers
 - Office Staff
 - Seasonal Workers
 - Supervisors
 - Outdoor Education Director
 - Summer Program Director
 - Executive Director
- PHO Orders, Guidance, and Notices
 - Employee Work Groups, Travel, and Accommodations
 - PHO Guidance – Farms and Farm Workers:
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-farms-farm-workers.pdf> (Attached)
 - PHO Guidance – Silviculture Sector:
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-work-camps-silviculture.pdf>
 - Guest Group and Activity Facilitation
 - PHO Guidance – Child Care Settings:
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>
 - Guest Group Care and Cleaning
 - PHO Guidance – Hotel Sector:
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care->

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[system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf](https://www.health.gov.bc.ca/system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf)

- Professional And Industry Associations
 - BC Camps Association
 - BCCA COVID-19 Health & Safety Guidelines – Day Camps:
[http://bccamps.org/resources/Documents/BCCA%20Covid19%20Day%20Camp%20Guideline%20\(2\).pdf](http://bccamps.org/resources/Documents/BCCA%20Covid19%20Day%20Camp%20Guideline%20(2).pdf)
 - Association for Challenge Course Technology
 - Resident Camp Challenge Course Use in Time of COVID-19:
https://cdn.ymaws.com/www.acctinfo.org/resource/resmgr/files/2020-05-14_camp_courses_guid.pdf

- **First Level Protection (Elimination)**
 - We have posted an occupancy limit for our premises
 - We have considered alternative work arrangements to reduce the number of people at the worksite
 - We have posted an occupancy limit for common areas
 - Measures in place, limiting numbers and ensuring physical distance:
 - Working offsite or remotely
 - Occupancy limit for premises is 150 people
 - Occupancy limits for workers and for meeting areas
 - Main Office – 9
 - Ravens Nest – 10
 - Lower Pines Office – 5
 - Summer Office – 2
 - Lodge Kitchen* -
 - Lodge Dining Area* - 45
 - Edelweiss Kitchen* - 3
 - Meeting Spaces
 - Lodge Main Floor* - 40 (85 including dining area)
 - L2 (second floor lodge)* - 35
 - Games Loft (third floor lodge)* - 30
 - Fraser Lounge* - 10
 - Emory Lounge* - 10
 - Emory Meeting Room* - 12
 - Edelweiss Hall* - 25
 - Outtrip meeting room* - 7
 - Prayer Chapel* - 2
 - Activity Areas*
 - Archery
 - Gym – 65
 - Bouldering Room*
 - Ropes Room*
 - Crafts Room* - 9
 - Swimming Pool*
 - Limited or prohibited visitors
 - Signage and online notices

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- Limited access to office for guests and visitors
 - Signage and visual indicators restricting access to work area.
- Reduced the number of guests/customers
 - Accepting guests on case by case basis
 - Leaving extended time between overnight guests for dormancy and extra cleaning
 - Limiting size of guest groups to under 50
 - Limiting group facility use, assigning separate facilities for any guests on site concurrently
- **Second Level Protection (Engineering)**
 - We have **NOT** installed barriers where workers can't keep physically distant from co-workers, customers, or others.
 - We have **NOT** included barrier cleaning in our cleaning protocols
 - We have **NOT** installed barriers, so they introduce other risks to workers
 - Measures in place, barriers and partitions
 - Office barriers in place to prevent guests/visitors from entering work area
 - Plexiglass or similar barrier between office staff and guests
- **Third Level Protection (Administrative)**
 - We have identified rules and guidelines for how workers should conduct themselves
 - Seasonal workers based on guidelines for Farm Workers
 - We have communicated these rules and guidelines to workers through a combination of training and signage
 - Measures in place, rules and guidelines
 - Record the name, agency, and contact information for anyone entering the office building
 - Restrict access to office work space to employees only
 - Employees must participate in training for COVID-19 measures and will be provided with a relevant seasonal policy manual
 - Employees will be assigned to an exclusive work pod
 - Work Crew
 - Office
 - Vehicle sharing will occur only with members of the same work pod
 - Drivers will conduct a thorough clean of vehicle at conclusion of trip/or shift.
 - Sharing of tools will occur only with members of the same work pod
 - Work Crew members will select and label hand tools for exclusive individual (or work pod) use
 - Cleaning of guest rooms will include:
 - Following PHO recommendations for Hotel sector
 - Waiting minimum 3 hours after guest leaves (48 hours if possible)
 - Wearing PPE (mask and gloves)
 - Employees will document and adhere to increased cleaning schedule for shared spaces, washrooms, break areas, and common touch points.
 - Employees working at off-site locations will bring and utilize portable hand washing stations and/or hand sanitizer regularly

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- Workers must monitor their own health and abide by staff policies regarding self-isolation and/or staying home from work when sick
 - This includes a daily screening available online
 - <http://squeah.com/camps/employee-covid-19-daily-screening/>
- **Fourth Level Protection (Using Masks)**
 - We have reviewed the information on selecting and using masks and instruction on how to use a mask.
 - We understand the limitations of masks to protect the wearer from respiratory droplets.
 - We have trained workers in the proper use of masks
 - Measures in place, wearing masks:
 - Following PHO recommendations for Farm Workers
 - Employees cleaning guest rooms and disposing of waste will wear a mask
 - All employees will be trained on the use of masks
 - Signage/Instructions on wearing masks will also be located at all cleaning supplies locations
- **Effective cleaning and hygiene practices**
 - We have reviewed the information on cleaning and disinfecting surfaces
 - Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed
 - We have policies that specify when workers must wash their hands and communicated good hygiene practices (training, manual, and signage)
 - Workers have received training and materials for cleaning
 - We have removed unnecessary tools and equipment to simplify the cleaning process
 - Updated cleaning protocols have been established that include
 - Increased frequency of cleaning and sanitizing of common areas with special attention to common touch points.
 - **Cleaning document attached:**

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Step 3: Develop Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Prohibited from the workplace:
 - Anyone who has had symptoms of COVID-19 in the last 10 days
 - Anyone directed by Public Health to self-isolate
 - Anyone who has arrived from outside of Canada or has had contact with a confirmed COVID-19 case must self-isolate and monitor for symptoms
- Visitors are prohibited or limited in the workplace
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place
- We have a working from home policy in place
- We have a violence prevention program in place

Our workplace addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- If the worker is severely ill, call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop Communication Plans and Training

You must ensure that everyone entering the workplace, including the workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures
- All workers have received the policies for staying home when sick
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor Your Workplace and Update Plans as Necessary

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve workers

Step 6: Assess and Address Risks from Resuming Operations

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.

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- We have identified a safe process for clearing systems and lines of product that have been out of use.

Contacting the Medical Health Officer

If there is an outbreak or a suspicion of an outbreak, that is, when two workers present with symptoms in a relatively short period of time, the supervisor will notify the local Public Health Unit and/or the regional Medical Health Officer.

Camp Squeah is part of the Fraser East Health Services Delivery Area of the Fraser Health Authority.

Hope Public Health Unit:

444 Park St, Hope BC

604-860-7630

Fraser Health Authority

604-870-7903

Fraser East (HSDA) Medical Health Officer:

Dr. Alex Choi

alex.choi@fraserhealth.ca

604-587-7892

The latest up to date HSDA contact information can be found online:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/bc-medical-health-officers.pdf>