

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

This COVID-19 safety plan template has been created by Eagle River Golf & Country Club to outline the policies and procedures that have been put in place to protect Eagle River Golf & Country Club 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**

*Eagle River Golf & Country Club* 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 Eagle River Golf & Country Club 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.

*Rick Jager and/or Denise Jager* 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 *Rick Jager and/or Denise Jager*

## **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:

- *Clubhouse, lounge area, patio deck, kitchen, washrooms, work shops*

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

- *Receiving guests, bartending, providing table service, working in kitchen, course & equipment maintenance*

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

- *Computers, printer, telephone, debit machine, adding machine, tee time book, coffee machine, cash register, pens, pencils, desk, desk chair, cooler doors in club house area, bar area & kitchen area, microwave in clubhouse & kitchen, kitchen utensils, spice jars, kitchen equipment, bar equipment & bottles, tables & chairs inside lounge & outside patio area, bar stools & bar top armrest in lounge, patio railing, entry/exit doors glass & handles, sanitizing bottles*
- *Pull carts, power carts, keys, shoe cleaner, rental clubs, garbage can lids, hose & hose nozzle (cart cleaning), rental clubs w/bag, hose w/hose nozzle*
- Course equipment, assorted maintenance tools, work carts

The following items have been identified as high touch items:

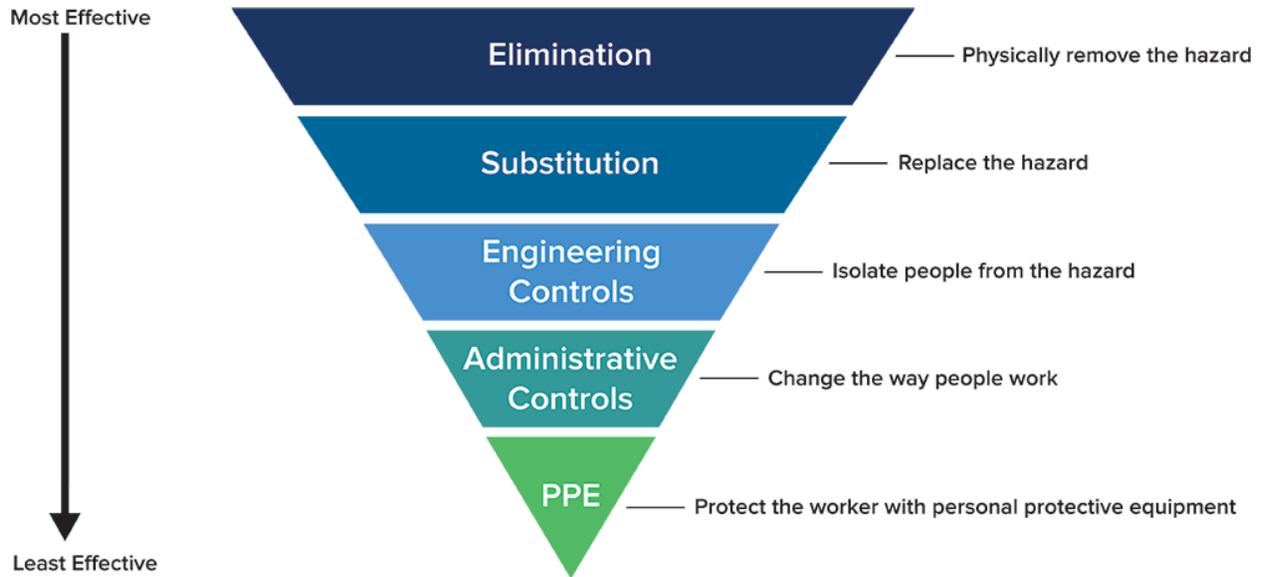
- Computers, telephone, debit machine, adding machine, tee time book, cash register, pens, pencils, desk chair, all cooler doors, coffee pot, microwave, bar equipment and bottles, tables & chairs inside and out, bar stools & bar top armrest, entry/exit doors glass & handles, sanitizing bottles,
- Pull carts, power carts, keys, shoe cleaner, garbage can lids, hose & hose nozzle, rental clubs w/bag,
- Course equipment, assorted maintenance tools, work carts

## **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

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

- *Maximum 3 customers at a time in clubhouse, placed tables 6ft apart, “when permitted” maximum 43 customers in restaurant/lounge & maximum 24 customers on patio area*
- *1 person in kitchen*
- *1 person behind bar*
- *2 people max behind counter in clubhouse*

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

We have installed barriers in the following areas:

*Glass barrier @ front counter area, tables 6ft apart*

**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:

- *Directional signage*
- *Information posters*

**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.
- *Restaurant/Lounge, club house, washrooms, kitchen, shops*

### **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.

#### **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.

##### *Sani/Cide-RTU*

*Ready to Use Cleaner, Detergent, Deodorizer & Sanitizer*

*This product provides an effective cleaning, deodorizing, and sanitizing. Contains Quaternary Ammonium Chloride 9a very effective biocide). For use in settings where control of cross contamination is important.*

*Spray on pre-cleaned, hard, inanimate surfaces, wait for a minimum of 60 seconds, allow to air dry. Apply as required. WARNING: May cause eye or skin irritation.*

*SAMSON Cleaning Supply 250-832-4020 [samsonsoap@shaw.ca](mailto:samsonsoap@shaw.ca)*

##### *Hand Sanitizer - Apply as needed*

*Contains: Ethanol >=70%, Hydrogen Peroxide >=0.125% Vegetable Glycerin, H2O*

*Manufactured in partnership Forager Distilling and After Dark Distillery*

#### **Hand washing**

Regular hand washing is an important step in controlling the spread of COVID-19 in the workplace. Eagle River Golf & Country Club employees must wash their hands when they arrive at the workplace, before and after breaks, after coughing, sneezing or touching the face, after using the washroom and before leaving work. Soap and water are preferred but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable, or as an additional control.

#### **Daily Health Screening**

All Eagle River Golf & Country Club employees must complete a daily health declaration before entering the workplace. Daily health declarations will be tracked. Each employee must text Rick Jager *upon arrival for work*. Employees must review the below information every day, before entering the workplace. Worker and visitor entry check posters are displayed at *Entry doors*.

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 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 not be allowed to return to the workplace until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.

If any worker becomes ill at the worksite, they are to don a mask and report to Rick Jager or Denise Jager. The employee will be isolated from the other employees on the worksite and arrangements will be made for them to go home.

### **First Aid**

All Eagle River Golf & Country Club first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace.

### **Workplace Violence**

The potential for violence exists whenever there is direct interaction between workers and non-workers. Employers must provide a workplace as safe from the threat of violence as possible. If there is a risk of violence in a workplace, the employer must set up and instruct workers on procedures to eliminate or minimize the risks. Some of these tendencies may be more likely to manifest when individuals are dealing with elevated levels of stress and uncertainty, consistent with a pandemic situation.

### **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. Supervisors should be trained on how to monitor workers to ensure that policies and procedures are being adhered to.

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

*Rick Jager and/or Denise Jager* is responsible for implementing this COVID-19 safety plan throughout the workplace.

*Rick Jager and/or Denise Jager* is responsible for reviewing and updating this COVID-19 safety plan on a quarterly basis and following a workplace case of COVID-19.

### **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,
- Health and safety concerns raised through a worker representative or joint health and safety committee,
- Changes to Provincial Health Officer orders or other government and industry requirements that affect the plan.

Please read the COVID-19 safety plan and sign the acknowledgement below. A hard copy of each signed document will be kept in the WCB File.

I have received, read and understand the Eagle River Golf & Country Club COVID-19 safety plan. I will follow all aspects of the plan, including the daily health declaration. If I have any concerns regarding the plan or suggestions for improving it, I will raise them with *Rick Jager*