


Version 1	Title:	
Date of latest Revision: June 1, 2020 by Anne Atleo	AHOUSAHT COVID-19 SAFETY PLAN	

PURPOSE

This document provides high-level overview of how Ahousaht is addressing the COVID-19 Pandemic in relation to exposure control and business continuity. Managers are expected to apply these guidelines, as applicable, to the best of their abilities. If there is a section that does not apply to your situation, please disregard. This is a fastmoving situation and this document will be revised as the need arises.


Ahousaht is committed to providing a safe and healthy workspace. A combination of measures will be used to minimize worker exposure to COVID-19, including the most effective control technologies available. Our work procedures will protect not only our employees, but others who enter our facilities and sites. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Ahousaht employees are required to follow the guidelines set out by Work safe BC which include:

Social/Physical distancing (stay at least 6 feet or 2 metres away from other people); wash hands frequently or use hand sanitizer that will destroy the virus; do not share tools, eating utensils; sneeze or cough into tissue and or arm. Stay home if you have any symptoms of the COVID-19 virus.


Additions since the last revision will be shown in [blue colour](#).

June 1, 2020
Date


Ahousaht
Rob Bullock
Executive Director

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HEALTH HAZARDS

COVID-19 has been declared a global pandemic and public health emergency in British Columbia. Novel (new) Corona Virus is a virus that can cause respiratory illness and can lead to hospitalization and death. This virus is new to humans and there is no vaccine or anti-serum to fight the virus therefore, we must take all precautions to avoid contracting or spreading the virus. People may have the virus but not show any symptoms (Asymptomatic) but still transmit the virus to others.

SYMPTOMS

Symptoms include fever, fatigue, cough, sneezing, sore throat, and difficulty breathing. In children, the virus has shown to also cause inflammation, sores and swelling on skin, the feet in particular.

ROUTES OF TRANSMISSION

Transmission can occur by:

- Droplet transmission:
Large droplets may be generated by an infected person through coughing or sneezing, and also through medical procedures such as cough induction. Droplets travel through the air and settle on any surfaces, or in the eyes, nose, or mouth.
- Contact Transmission:
 - Direct contact involves direct skin-to-skin contact
 - Indirect contact involves contact with a contaminated object or surface such as a contaminated tabletop, doorknob, or a computer keyboard
 - Virus can persist on a surface for several days
- Some people may be “asymptomatic”, meaning they have the virus but are not showing any symptoms. The virus may be transmitted from those people.


RISK ASSESMENT

Based on WorkSafeBC G6. 34-6 guideline (Appendix A) Ahousaht employees are considered at low risk and at moderate risk for exposure to COVID-19. Ahousaht Worksites/Offices will limit staffing members, maintain social distancing and will take precautionary measures when interacting with the general public.

Ahousaht employees who interact directly with the public are at moderate risk and are instructed to use Personal Protective Equipment and to take measures to minimize transmission of the virus to one’s self and to others.

This Safety plan is based on the recommendations from WorkSafe BC – www.worksafebc.com

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MISSION STATEMENT


To ensure safety of Ahousaht employees while providing excellent service to Ahousaht Membership during the COVID-19 Pandemic – New Normal

Ahousaht adopted the following protocols to ensure safety of Ahousaht employees and the people we serve.

Ahousaht Office Buildings: (Ahousaht Administration, Chachumhiyup tiichmis (CCHY), Ahousaht Fisheries, Ahousaht Housing, Ahousaht Operations & Maintenance (O&M))

- Public access to ALL Ahousaht buildings shall be by appointment only
 - Respectfully, NO visiting, socializing or loitering in any Ahousaht buildings
 - Confirm a time to meet with the employee (via phone call, email or vhf).
 - Each building will have signs and hand sanitizer at each entrance.
 - Please sanitize hands this before proceeding to reception.
 - No more than 2 people in the waiting areas or foyer at any given time,
 - Wait outside
 - Check in with the security or receptionist and let her/him know who you are meeting with
 - Step back from window and wait to be directed to meet with that staff member
 - Physical distancing is required, please do not enter offices and maintain a 6-foot (2 metre) distance between each other.
 - No socializing during time in building, complete business as quickly as possible and exit building again.
 - Let receptionist know you are leaving.
- **No public restrooms, the restrooms are for Ahousaht employees and Council only**
- ***Physical and Social distancing is required when interacting with each other***
 - Where possible, keep a minimum of 6 feet or 2 metres distance between each other
 - Where not possible to maintain that distance, employees are required to use Personal Protective Equipment (PPE), face mask, protective eye wear or full-face shield.
 - Where physical interaction is required
 - Ahousaht employees will be required to assess the situation and determine the level of PPE required
 - Interaction with an individual with no symptoms of COVID-19
 - Mask and gloves
 - Interaction with an individual with some symptoms
 - N49 mask or equivalent, protective eye wear and/or full-face shield
 - Interaction with individual confirmed COVID-19 virus
 - Full PPE
 - N49 mask or equivalent, protective eye wear, gloves, AND full Tyvek suit

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- **Hand Sanitizing Practices**
 - While each office has hand sanitizer, employees are encouraged to wash hands frequently a minimum of 20 seconds (as set out by BCCDC) or use hand sanitizer (minimum of 70% alcohol base)
- **Office and workspace cleaning**
 - Offices and workspaces will be disinfected before the opening of each business day
 - Additional custodial staff hired to disinfect commonly touched surfaces throughout the day
- **Reception and copying/faxing**
 - Only the receptionist is permitted in the reception area
 - Receptionist will copy and fax any documents for you
- Interact machine and any office equipment used by public will be wiped down after each use
 -

DOCUMENTS (Invoices/letters/reports)

- Companies, service providers and membership are encouraged to submit all documents by email or by facsimile. This can be done by taking a picture of or scanning the document (ie. Appointment card) attaching it to an email and sending it to the respective offices general email addresses (see list in Appendix B)


COFFEE ROOMS AND KITCHENS

- All coffee rooms and kitchens are closed except at Ahousaht Administration,
 - Only one person in the small coffee room at any given time, please wipe the surfaces (kettle, coffee maker, etc. after each use)
 - Employees, please take your breaks in your offices or outside the building
 - DO NOT socialize or visit in each others' offices,

WORK SITES

- **Personal Care Workers & Home Makers**
 - To use PPE (mask and gloves), a new set for each home and where requested by client, includes shoe covers
 - Where a client or anyone in the household is exhibiting any symptoms of the COVID-19 virus the employee will
 - Use PPE as set out in the protocol above
 - This will be assessed on a case by case basis.
 - Where client or anyone in the household is confirmed COVID-19 infection
 - Employee will use full PPE equipment and provide essential service to client only
 - This will be assessed, and work will resume according to the work safety plan developed for that client with the Home and Community Care Nurse

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- **Counselling service**
 - Encourage employees to use video conferencing with clients
 - Where face to face interaction is the only option, employee and client to use PPE for each appointment
- **Housing and Operations and Maintenance Worksites**
 - **Housing**
 - Concentrate on outdoor projects
 - When entering a residence, employees must use Full PPE and dispose of once work is completed daily
 - **Operations and Maintenance**
 - Employees will check in daily at their office, no meetings there, only staff permitted in the O&M offices

Ahousaht Owned Vessels and Vehicles

- Only employees or pre-approved assistants permitted aboard vessel
- For use for regular scheduled work or for COVID-19 activities only
- Contractor use of vehicle/heavy duty equipment
 - Occasionally a contractor will use an Ahousaht vehicle and or Heavy-duty equipment
 - During that time only the contractor to be in vehicle
 - Vehicle, equipment or vessel must be sanitized after it is used by contractor

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APPENDIX A


WorkSafe BC G6.34 -6 Guideline

Table 2: Personal protective measures for pandemic influenza

This Table provides basic information for personal protection of workers in some but not all types of work situations.¹ **A risk analysis will need to be done in all cases**, including those covered by this Table, to ensure that control measures properly protect workers. The Table focuses on PPE and personal hygiene, but does not address work procedures or engineering controls, which also need to be considered in the exposure control plan.

	Low risk: Workers who typically have no contact with pandemic influenza-infected persons²	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces³	High risk: Workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces⁴
Hand hygiene	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes in some cases- e.g., when working directly with pandemic influenza patients
Apron, Gown, or similar body protection	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Eye protection - Goggles or Face shield	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Airway Protection - respirators	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)

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APPENDIX B

Employee Protocols

Ahoustaht employee physical, emotional, spiritual and emotional wellbeing and safety is paramount.

The management team is taking measures to ensure we are able to practice social and physical distancing and installing barriers to minimize exposure to the COVID-19 virus as we continue to serve the Ahoustaht membership/residents and conduct business on behalf of Ahoustaht.

If you are not feeling well, have a cough, sore throat, fever, fatigue, nausea, sore muscles, running nose – please do not come to work. Contact your supervisor (as set out in Ahoustaht Human Resource Management Policy) and explain symptoms.

The COVID-19 Pandemic is a highly stressful time that may result in people feeling anxious, fearful and depressed. This may affect your sleep, your appetite and your overall energy level. Employees are encouraged to take care of their personal health and wellness. Please reach out to seek support and communicate your emotional and mental status with your supervisor.

Note: Daye Cooper, Clinical Counsellor at the Nuuchah Nulth Tribal Council is available to talk by phone, email and zoom appointments. Contact her at 250.266.1243 or at daye.cooper@nuuchahnulth.org. We encourage employees to debriefing with co-workers while practicing social and physical distancing.

Further, we each are responsible for our safety and wellbeing and must take all precautions necessary to avoid contracting the COVID-19 virus and potentially spreading it to family, co-workers and others.


If it is determined that an employee put themselves in a compromising situation and knowingly put their own health at risk, potentially the health others, and that employee is required to stay home and self-isolate for fourteen (14) days following this situation, it may be without pay.

Employees should review the Ahoustaht Human Resource Policy, respect and follow the guidelines set out in Section 4, Employee Conduct – s. 4.1 Standard of Conduct as well as the traditional law upheld by the Ahoustaht Hawiuh (Hereditary Chiefs), Elected Chief and Council and implemented by the Ahoustaht Security.

For prolonged periods of absences or fear of returning to work because of the COVID-19 virus a plan may have to be set up between the employee and employer. If employee is unable to return to work options will be explored, for example, Employment Insurance, Leave of Absence.

Non-COVID-19 related absences still require employee to submit Absentee Request Form.

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APPENDIX C

EMPLOYEE CONTACT INFORMATION

Ahousaht Administration:

Phone 250.670.9531 or 250.670.9563 Facsimile: 250.670.9696
Toll-free: 1.800.991.1433
Email: info@ahousaht.ca

Ahousaht Community Health Services – Chachumhiiyup tiichmis – (CHY):

Phone: 250.670.9558 Facsimile: 250.670.9554
Toll-free: 1.855.670.9558
Email: info@ahousaht.ca

Ahousaht Education Authority:

Phone: 250.670.9662 Facsimile: 250.670.9660

Ahousaht Fisheries:

Phone: 250.670.9535 Facimile:250.670.9536
Email: info@ahousaht.ca

Ahousaht Housing:

Phone: 250.670.2452 Facsimile:250.670.
Email: info@ahousaht.ca

Ahousaht Operations and Maintenance:

Phone and Facsimile: 250.670.9585
Email: info@ahousaht.ca