

# FVISS COVID-19

## Protocols for Staff and Contractors

Updated: April 18, 2021



The Fraser Valley Invasive Species Society (FVISS) requires that all staff and contractors that work under FVISS agreements with land manager partners must follow the COVID-19 protocols as FVISS staff (see below).

This includes social distancing and proper sanitation when performing work, as well as following the self isolation guidelines on the BCCDC website - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>.

As this is a changing situation, this document will be updated as more information is provided.

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## Protocols for Staff and Contractors

### Risk Assessment



#### Considerations:

- No FVISS staff or contractor staff have been outside of Canada since before March 2020
- All office tasks can be done by working from home or virtually
- All field work tasks can be done while following social distancing guidelines
- FVISS will provide these protocol guidelines below to help supplement contractor health and safety plans already in place
- As there is no FVISS office space and no shared field work vehicles, all cleaning supplies and wash areas are the responsibility of the staff members and contractor. However FVISS can help give suggestions if needed

Role/Task	Low Risk	Moderate Risk	High Risk	Mitigation
	No contact with infected persons	May have contact with potentially infected people from time to time in outdoor workspaces	May be exposed to potentially infected people in small, poorly ventilated workspaces	
<b>FVISS Staff</b>				
ED (Kathy) – Office work	X			Follow <b>General Work Protocols</b>
ED (Kathy) – Field work (Surveying)		X		Follow <b>Field Work Protocols</b>
ED (Kathy) – Field work (Monitoring)		X		
ED (Kathy) – Field work (Lake Sampling)		X		
Summer Student – Office work	X			Follow <b>General Work Protocols</b>
Summer Student – Field work (Surveying)		X		Follow <b>Field Work Protocols</b>
Summer Student – Field work (Lake Sampling)		X		
<b>Contractors</b>				
Contractors – Field work		X		Follow <b>Field Work Protocols</b> and contractor Health and Safety Plans

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### COVID-19 Information



#### How the virus spreads:

1. More commonly through droplets when a person speaks, coughs, sneezes, etc.
  - The risk of person-to-person transmission is increased when:
    - The closer people are together,
    - The higher the amount of time people are near each other, and
    - The higher the number of people that come near to each other.
  - Physical distancing measures and wearing a mask can help mitigate this risk.
2. Less commonly, but still can occur with less strict hand hygiene from touching a contaminated surface before touching the face
  - The risk of surface transmission is increased when:
    - Many people contact same surface, and
    - Many contacts happen in short intervals of time.
  - Effective cleaning and hygiene practices can help mitigate this risk.

#### COVID-19 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

Use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment or testing for COVID-19, or call your health care provider or 8-1-1 to discuss any need for testing and follow up.

FVISS staff and contractors - Notify Kathy (ED) immediately if you have symptoms and/or test positive, or if anyone you live with, or have recently been in personal contact with, tests positive for COVID-19.

#### If you show symptoms:

#### [BC CDC Guidelines – If you are sick](#)

- You must get tested at a COVID testing facility and self-isolate until you get your test results. Follow Health Officials recommendations once you receive your COVID test results
- You may return to your regular activities once the Health Official indicates that you may return to work
- Stay in contact with your supervisor and update Kathy (ED) on any status changes

Take action immediately if you, someone you live with, or someone you were recently in contact with, contracts the virus, and follow BC-CDC guidelines for self-quarantine and follow medical advice.

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### General Work Protocols

All staff and contractors must work to minimize risk of infection or transmission as much as possible.

Follow BC-CDC guidelines for handwashing/disinfection at home and social/physical distancing:

- Wear a mask
- Wash your hands often with soap and water or hand sanitizer
- When possible maintain a distance of 2 m distance from others
- Follow same procedures that are recommended during cold and flu season
- Covering your mouth and nose when coughing or sneezing
- Do not touch your face with your hands if you have touched any surface
- Reduce in-person meetings and gatherings and hold site meetings in open spaces or outside

Ensure you have back-up and communication plans in case you fall ill with the virus, and know Kathy's (ED) plan in case she cannot work due to the virus.

### Field Work Protocols

Anyone with symptoms or feeling ill should not work.

- Contractors must ensure there is a plan for sick personnel coverage, or contact Kathy (ED) if work completion will be impacted and we will work towards a solution that will not compromise anyone's health and safety (ie. defer treatment sites to next season)

Ensure that there is water and soap for hand-washing in field

- As rest stops and restaurants cannot be relied upon to provide washroom spaces, each vehicle should have an adequate supply of water and soap for crew members to wash up

Consider how to put 2 m distance between crew members

- Some work (ie. stem injections) where workers may need to be in close proximity will need to be amended
- If the site cannot be treated without breaking social distancing guidelines, and no other methods are possible, contact Kathy (ED) and we will work towards postponing treatments at that site until when we can do the work safely

Limit to one person per vehicle wherever operationally possible.

- Whenever possible, workers should travel alone in vehicles to maximize physical distancing.
- When that is not possible, work "crews" of workers designated to work and travel together should be used - the size of a crew must not exceed the total number of seats in the crew vehicle and should be kept to a maximum of six or fewer whenever possible.
- Wear a mask
- Contractor should keep track of work crew assignments, and should stay with the same vehicle and occupants. The vehicle and seating arrangements should not change unless the vehicle has been thoroughly cleaned in between.

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### Equipment and Vehicle Cleaning Instructions



Ensure that all equipment (ie. backpack sprayers, brush saws, stem injectors, water sampling items) is cleaned and disinfected regularly, especially if there has been contact with people outside of your “bubble”. Focus on parts of the equipment that are frequently touched, such as handles and control switches. Make sure to also clean around parts of the handles that have hidden nooks and crannies.

Use an isopropyl alcohol-based cleaner (at least 70%) or disinfecting wipes/spray; if unavailable, use soap and water.

#### Vehicle cleaning check-list:

Clean and disinfect frequently touched surfaces in the vehicles - Focus on disinfecting hot spots in the vehicles:

Check list	✓
Steering wheel and controls	
Wiper and turn signal switches	
Shifter and emergency brake handle	
Dash controls and buttons	
Rear-view mirror	
Radio control buttons	
Door handles (inside and out)	
Window buttons	
Seatbelt buckles	
Arm rests	
Grab handles, seat adjusters	
Ventilation grilles and knobs	

Helpful and informative video: <https://www.youtube.com/watch?v=mUwWo8AqSIO>

Do not use any type of bleach, hydrogen peroxide or ammonia-based (found in most ‘blue glass cleaners’) products on the vehicle’s interior, as they can cause damage to the vinyl on the dashboard and seat coverings, and damages anti-glare coatings on touch display screens.

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### Daily Health Checklist

Contractors must ensure that every worker performs a [daily health check](#) before entering the workplace or beginning the work day. Health checks are mandatory self-assessments conducted by workers and includes confirming that they do not exhibit COVID symptoms and have not come into contact with any persons who have tested positive for COVID, and are able to begin work for the day without a known risk of spreading COVID to colleagues.

Please use the example Daily Health Checklist below, or ensure that there is a system in place for all personnel to check-in regarding symptoms daily.

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

1. Have you travelled outside of Canada in the last 14 days?	YES	NO
2. Have you been identified by Public Health as a <b>close contact</b> of someone with COVID-19? <ul style="list-style-type: none"> <li>A close contact is someone confirmed to have COVID-19 who you live with or otherwise had close face to face contact (within 2 metres) while they had symptoms or in the 48 hours before their symptoms started.</li> <li>Note: This means you would have been contacted by your health authority's public health team.</li> </ul>	YES	NO
3. Have you been told to isolate by Public Health?	YES	NO
4. Are you displaying any of the following new, or worsening symptoms? <ul style="list-style-type: none"> <li>Fever or chills</li> <li>Cough</li> <li>Loss of sense of smell or taste</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>Loss of appetite</li> <li>Extreme fatigue or tiredness</li> <li>Body aches or headache</li> <li>Nausea, vomiting or diarrhea</li> </ul>	YES	NO

If you have answered YES to any of the above questions, you have not passed the health check and must not enter the workplace. Please return home and use the BC COVID-19 Self-Assessment Tool and/or follow any public health advice you have been given.