

FVISS COVID-19

Protocols for Staff and Contractors



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.

Table of Contents

Risk Assessment.....	2
COVID-19 Information.....	3
General Work Protocols.....	4
Field Work Protocols.....	5
Equipment and Vehicle Cleaning Instructions	6
Additional Information	7

FVISS COVID-19

Protocols for Staff and Contractors

Risk Assessment



Considerations:

- No FVISS staff or contractor staff have been outside of Canada in the last 2 months
- No FVISS staff or contractor staff have been in contact with anyone who have tested positive for COVID-19, or shown any symptoms similar to COVID-19
- No FVISS staff or contractor staff have shown any symptoms similar to COVID-19
- 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 infected people from time to time in outdoor workspaces	May be exposed to infected people in small, poorly ventilated workspaces	
FVISS Staff				
ED (Kathy) – Office work	X			Follow General Work Protocols
ED (Kathy) – Field work (Surveying)		X		Follow Field Work Protocols
ED (Kathy) – Field work (Monitoring)		X		
ED (Kathy) – Field work (Lake Sampling)		X		
Summer Student – Office work	X			Follow General Work Protocols
Summer Student – Field work (Surveying)		X		Follow Field Work Protocols
Summer Student – Field work (Lake Sampling)		X		
Contractors				
Contractors – Field work		X		Follow Field Work Protocols and contractor Health and Safety Plans

FVISS COVID-19

Protocols for Staff and Contractors



COVID-19 Information

The virus and [how it spreads](#):

- is transmitted via liquid droplets when a person coughs or sneezes
- can enter through these droplets through eyes, nose, or throat
- can be spread by touch if a person's hands come in contact with contaminated liquid droplets, then touch their eyes/nose/mouth
- is not known to be airborne, or enters the body through skin

COVID-19 [symptoms](#):

- coughing
- sneezing
- fever
- sore throat
- difficulty breathing

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 are sick:](#)

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

- You must stay home and isolate yourself for at least 10 days from the start of any symptoms
- You may return to your regular activities:
 - after 10 days if you feel better, your symptoms have improved, **AND**
 - you have had no fever for 72 hours (3 full days), whichever is later.
- Your cough may last for several weeks. If you only have a cough, you do not have to keep isolating after 10 days.
- If your illness gets worse, or you require medical care because you have a condition that puts you at greater risk for severe illness, your health care provider may tell you to continue to isolate until tests confirm you have recovered from the virus.

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.

FVISS COVID-19

Protocols for Staff and Contractors

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:

- 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.

FVISS COVID-19

Protocols for Staff and Contractors

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.

- Where not operationally possible limit to two persons per vehicle. This ensures we do not have three people in close contact in a single row seating vehicle
- All staff in vehicles must follow sneezing/cough etiquette and minimize switching seats
- **Note:** Be careful about having windows open which will create turbulence in the airflow in the cab, as droplets may be dispersed rather than settle. Using the vehicle air vents blowing air gently towards the occupants and away from other occupants, is reasonable.
- Vehicles will be cleaned and sanitized every day according to the instructions below

Take precautions to ensure the health and safety of yourself, your coworkers, and your/their family members.

- Everyone's health is of utmost importance. The invasive plants will still be there next year.

FVISS COVID-19

Protocols for Staff and Contractors

Equipment and Vehicle Cleaning Instructions



Ensure that all equipment (ie. backpack sprayers, brush saws, stem injectors, water sampling items) is cleaned and disinfected daily. 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=mUwWo8AqSIQ>

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.



Protect Yourself

...and others from COVID-19

Stop the spread of viruses that make you and others sick!



Clean your hands often with soap and warm water for 20 seconds or use alcohol-based hand cleanser.



Stay home if you are sick.



Throw tissues away immediately.



No tissue? Cough or sneeze into your upper sleeve, not your hands.



Avoid touching your face.



Ministry of Health

For more information on COVID-19, visit:
<http://www.bccdc.ca>



COVID-19

Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands:
use soap and water if hands are visibly soiled.



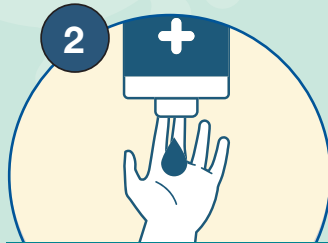
Remove hand and wrist jewellery

HOW TO HAND WASH

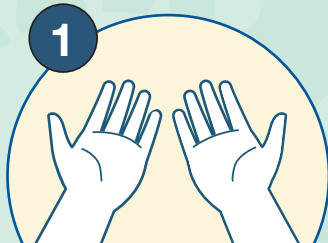
HOW TO USE HAND RUB



1
Wet hands with warm (not hot or cold) running water



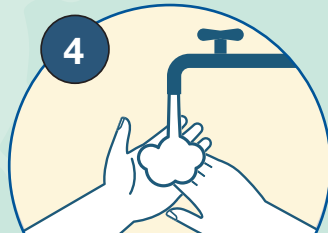
2
Apply liquid or foam soap



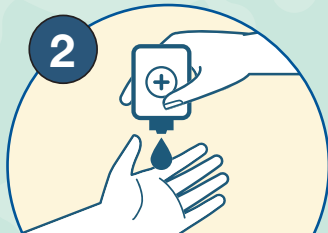
1
Ensure hands are visibly clean (if soiled, follow hand washing steps)



3
Lather soap covering all surfaces of hands for 20-30 seconds



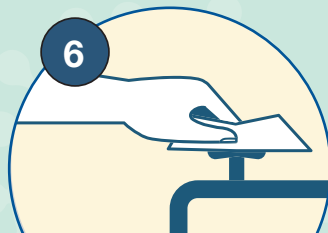
4
Rinse thoroughly under running water



2
Apply about a loonie-sized amount to your hands



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off the tap



3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19_HH_001

KNOW THE FACTS

ABOUT CORONAVIRUS DISEASE (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

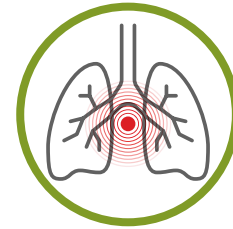
Symptoms of human coronaviruses may be very mild or more serious, such as:



FEVER



COUGH



DIFFICULTY BREATHING

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds;
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands;
- ▶ avoid close contact with people who are sick;
- ▶ cough and sneeze into your sleeve and not your hands; and
- ▶ stay home if you are sick to avoid spreading illness to others.

For more information on coronavirus:

1-833-784-4397

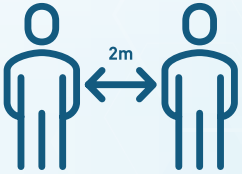
canada.ca/coronavirus

phac.info.aspc@canada.ca



PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
 - cough
 - fever
 - difficulty breathing

If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention



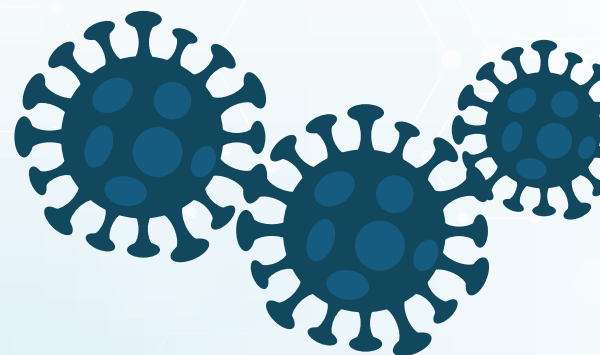
Here's how you can practice physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



NOTE: The Government of Canada has implemented an Emergency Order under the *Quarantine Act*. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- ▶ If you have travelled and have no symptoms, you must [quarantine \(self-isolate\)](#)
- ▶ If you have travelled and have symptoms, you must [isolate](#)

FOR MORE INFORMATION:

@ canada.ca/coronavirus

1-833-784-4397



KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

SYMPTOMS OF COVID-19



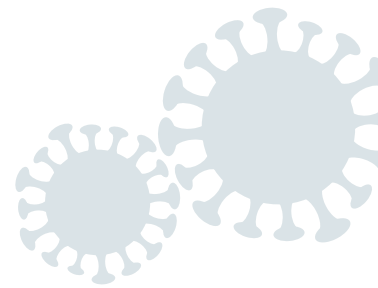
FEVER



COUGH



DIFFICULTY BREATHING



SELF-MONITORING



You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days

SELF-ISOLATION

You have:

- ▶ no symptoms
- AND
- ▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19

ISOLATION

You have:

- ▶ symptoms, even if mild
- AND
- ▶ you have been **diagnosed with COVID-19** or are waiting for the results of a lab test for COVID-19



SELF-MONITOR means to:

- ▶ **monitor yourself** for 14 days for one or more symptoms of COVID-19
- ▶ go about your day but **avoid crowded places** and increase your personal space from others, whenever possible
- ▶ Increase physical distance from others by practicing physical distancing

SELF-ISOLATE means to:

- ▶ **stay at home** and monitor yourself for symptoms, even if mild, for 14 days
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community in the event you become symptomatic
- ▶ Limit contact with others by practicing physical distancing

To be **ISOLATED** means to:

- ▶ **stay at home** until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others
- ▶ **avoid contact with other people** to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people
- ▶ Limit contact with others and **do not leave home** unless absolutely necessary, such as to seek medical care



You need to **self-monitor** if:

- ▶ you have reason to believe you have been **exposed to a person** with COVID-19

OR

- ▶ you are in **close contact** with older adults or medically vulnerable people

OR

- ▶ you have **been advised to self-monitor** for any other reason by your Public Health Authority

Self-isolate if:

- ▶ you have travelled **outside of Canada** within the last 14 days

OR

- ▶ your Public Health Authority has identified you as a **close contact** of someone diagnosed with COVID-19

You need to **isolate** if:

- ▶ you have been **diagnosed** with COVID-19

OR

- ▶ you are **waiting to hear the results** of a laboratory test for COVID-19

OR

- ▶ you have been **advised to isolate at home** for any other reason by your Public Health Authority



If you develop symptoms, **isolate yourself from others immediately** and contact your **Public Health Authority** as soon as possible

If you develop symptoms, even if mild, **stay home, avoid other people** and contact your **Public Health Authority** as soon as possible

If your symptoms get worse, immediately contact your healthcare provider or **Public Health Authority** and **follow their instructions**

WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:

1-833-784-4397

[@canada.ca/coronavirus](https://canada.ca/coronavirus)

CORONAVIRUS DISEASE (COVID-19) VULNERABLE POPULATIONS AND COVID-19



While diseases can make anyone sick, some Canadians are more at risk of getting an infection and developing severe complications due to their health, social and economic circumstances.

Organizations, staff and volunteers play an important role in helping to prevent these populations from getting or spreading the COVID-19 virus. Start by sharing simple things they can do to help keep themselves and others healthy, guide them to help if they develop any signs and symptoms and learn ways help care for sick clients recovering from COVID-19.



Vulnerable populations may include:

Anyone who is:

- ▶ An older adult
- ▶ At risk due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
- ▶ At risk due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

Anyone who has:

- ▶ Difficulty reading, speaking, understanding or communicating
- ▶ Difficulty accessing medical care or health advice
- ▶ Difficulty doing preventive activities, like frequent hand washing and covering coughs and sneezes
- ▶ Ongoing specialized medical care or needs specific medical supplies
- ▶ Ongoing supervision needs or support for maintaining independence
- ▶ Difficulty accessing transportation
- ▶ Economic barriers
- ▶ Unstable employment or inflexible working conditions
- ▶ Social or geographic isolation, like in remote and isolated communities
- ▶ Insecure, inadequate, or nonexistent housing conditions

How organizations can support vulnerable populations during COVID-19 outbreaks

Take the time to learn the facts:

- ▶ Know more about COVID-19 by visiting canada.ca/coronavirus
- ▶ Keep up-to-date about the current situation in your community
- ▶ Contact local, provincial, territorial public health officials to get relevant COVID-19 information, resources and guidance

Take time to get prepared:

- ▶ Review your business continuity plan so you and your staff know what to do
- ▶ Plan ahead for potential disruptions
- ▶ Identify and plan how to continue providing the most critical services
- ▶ Partner with organizations that provide similar services to share resources and strategies
- ▶ Be prepared to answer questions from staff, volunteers, and clients
- ▶ Consider stockpiling general supplies and **cleaning supplies**
- ▶ Prepare for shelters and communal space limitations



Educate staff about ways to prevent the spread of COVID-19:

- ▶ Washing hands often with soap and hot water or use of alcohol based sanitizer
- ▶ Increasing access to hand hygiene and cough etiquette supplies (e.g. alcohol-based hand rub, soap, paper towels, tissues, waste containers)
- ▶ Cleaning frequently used spaces, surfaces and objects (kitchens, common areas, dining areas, desks, shared sleeping spaces, doorknobs, and faucets)
- ▶ Staying home when sick
- ▶ Avoiding the use of shared personal items
- ▶ Sharing information about what to do if staff or a client shows symptoms of becoming sick

Sharing steps about **how to** care for and isolate people living in a crowded facility (including the use of separate washrooms, if available)

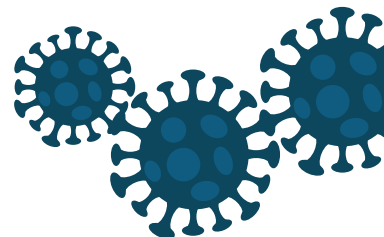


Suggestions for supporting vulnerable populations during COVID-19 outbreaks

- ▶ Provide clear instructions about how to wash hands and cover coughs using:
 - The most commonly used language in the community
 - Short messages that explain simple steps they can take
 - Large font and graphics
 - Accessible instructions (e.g. braille, pictorial); and
 - By posting signs in common areas: near sinks, entrances, intake areas, restrooms, sleeping areas, recreation areas, waiting rooms
- ▶ Consider supporting alternatives such as:
 - Using volunteer drivers and subsidized taxi fares instead of public transportation
 - Putting in place alternative outreach measures or a “buddy” system
 - Including policies to allow sick clients to rest in shelters during the day
 - Providing access to food, drinks and supplies, as possible
 - Reminding clients to fill or refill prescriptions, and necessary medical supplies
- ▶ If you suspect a client is sick from COVID-19, please contact your local **Public Health Authority**

**WE CAN ALL DO OUR
PART IN PREVENTING
THE SPREAD OF
COVID-19. FOR MORE
INFORMATION, VISIT**

Canada.ca/coronavirus
or contact
1-833-784-4397



CORONAVIRUS DISEASE (COVID-19)

TAKING CARE OF YOUR MENTAL HEALTH



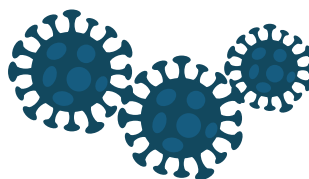
FEELINGS OF FEAR, STRESS AND WORRY ARE NORMAL IN A CRISIS

The COVID-19 pandemic is new and unexpected. This situation can be unsettling and can cause a sense of loss of control. It is normal for people and communities to feel sad, stressed, confused, scared or worried. People may react in different ways. Some common feelings may include:

- ▶ Fear of becoming ill or infected with COVID-19, or infecting others
- ▶ A sense of being socially excluded or judged by others
- ▶ Fear of being separated from loved ones due to isolation or physical distancing
- ▶ Feelings of helplessness, boredom, loneliness and depression as a result of isolation or physical distancing
- ▶ Fear of losing your job or not being able to work and struggling financially
- ▶ Concern about your children's education and wellbeing

CARE FOR YOUR MENTAL AND PHYSICAL WELLBEING

- ▶ Stay informed but take breaks from social media, watching, reading, or listening to news stories
- ▶ Practice **physical distancing**, but stay connected. Talk to friends or family about your feelings and concerns through email, phone calls, video chats and social media platforms
- ▶ Practice mindfulness. Take deep breaths, stretch or meditate
- ▶ Try to eat healthy meals, exercise regularly, and get plenty of sleep
- ▶ Consider how to take advantage of any unexpected flexibility in your daily routine
- ▶ Focus on the positive aspects of your life and things you can control
- ▶ Be kind and compassionate to yourself and others
- ▶ If you can, minimize substance use. If you do use substances, practice safer use and good hygiene



YOU'RE NOT ALONE—ASK FOR HELP IF YOU FEEL OVERWHELMED

If you need additional support, call your primary health provider, a registered psychologist or other mental health provider in your community.

If you are in crisis, please contact:

HOPE FOR WELLNESS HELP LINE

Call the toll-free Help Line at
1-855-242-3310 or connect to [the online chat](#).

Available to all **Indigenous peoples across Canada** who are seeking immediate crisis intervention.

Experienced and culturally competent Help Line counsellors can help if you want to talk or are distressed.

Telephone and **online** counselling are available in English and French. On request, telephone counselling is also available in Cree, Ojibway and Inuktitut.

CRISIS SERVICES CANADA

1-833-456-4566

Available to **all Canadians** seeking support. Visit [Crisis Services Canada](#) for the distress centres and crisis organizations nearest you.



KIDS HELP PHONE

1-800-668-6868 or
Text **CONNECT** to **686868**

Available to **young Canadians between 5–29 years old** who are seeking 24-hour confidential and anonymous care with professional counsellors.

Download the **Always There app** for additional support.

IF YOU THINK YOU MIGHT HAVE SYMPTOMS, USE THE COVID-19 SYMPTOM SELF-ASSESSMENT TOOL

FOR MORE INFORMATION ON CORONAVIRUS:

 **1-833-784-4397**

 canada.ca/coronavirus

