



# Snuneymuxw

First Nation

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## Snuneymuxw First Nation Covid-19 Safety Plan

### Purpose

The Snuneymuxw First Nation Covid-19 Safety Plan (the “Policy”) will serve as a policy for Snuneymuxw First Nation (“SFN”) that outline procedures, guidelines and measures that reduce the risk for transmission of the coronavirus in the workplace and enhance the protection of occupational health and safety for all employees. These procedures, guidelines and measures are subject to change pending further orders and/or instructions issued by the provincial Public Health Officer.

### Scope

The Policy applies to all SFN employees, contractors and visitors to ensure collective and uniform response and action for workplace safety. All operations within SFN reserves fall within the scope of this Policy including the following: administration office, petroglyph development group, daycare, Recreation and Wellness Centre (gym), longhouse kitchen, longhouse, Qwum Qwum Stuwixwulh Community School, Woodbank Wellness Centre, youth centre, and Teytexen General Store (the “Workplace”).

### Principles

The following principles will guide the implementation of this Policy in order to sustain a healthy and safe Workplace environment:

- ✓ Diligence: all SFN employees will always be alert to this Policy, thoroughly follow the safety rules and procedures, and systemically apply them in the Workplace.
- ✓ Trust: the employer – employee relationship will nurture confidence and reliability during the collective implementation of this policy including personal and professional health is upheld.
- ✓ Responsible: it is within the control of SFN Chief and Council and SFN employees to implement safety procedures inside the SFN Workplace implementing the safety procedures in this Policy inside the SFN workplace is within the control of SFN and SFN employees and are capable
- ✓ Accountability: SFN Chief and Council and SFN employees have an obligation to protect SFN people by institutionalizing safe procedures that promote safe operations and transparency.
- ✓ Hygiene: heeding the advice of the B.C. public health officer to enhance the preservation of health through enhanced personal and professional cleanliness is important.

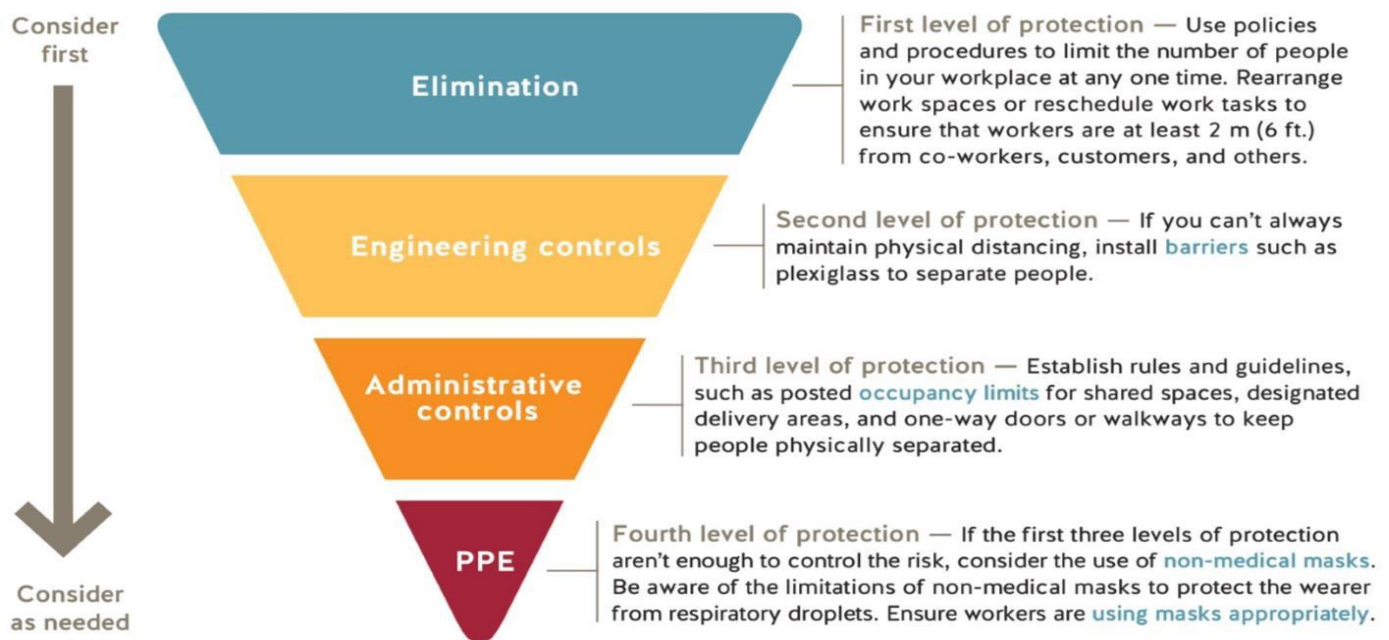


## Policy

Outlined in this section of the Policy are required actions SFN employees must consider at the time of drafting safe operations plans and apply diligently when conducting work duties in the Workplace to reduce the risk for COVID-19 transmission.

### A. Levels of protections

The levels of protection include:



**First level protection (elimination and substitution):** SFN Senior Management Team in collaboration with Directors, Managers and frontline staff will create return to work schedules for SFN employees, and develop departmental safe operation plans that limit the number of contacts, density of people and control social distancing in the workplace. Employees, visitors, clients and contractors must adhere to social distancing and ensure at least 2 meters distance between each another.

**Second level protection (engineering controls):** The Workplace will install physical barriers to distance the worker and the client, visitor and/or contractors. Placing barriers between the worker and the hazard. SFN employees are encouraged to use telephone communication and deliver services to clients / customers via appointment only.

**Third level protection (administrative controls):** SFN Directors, Managers and frontline employees will implement occupancy rules in SFN public facilities and service



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buildings, one-way doors or walkways, activate an enhanced cleaning schedule, post signage in the Workplace about protocols and procedures.

**Fourth level protection (PPE):** In addition to the first three levels of protection to control the risks, workers will also have access to personal protective equipment (PPE), such as non-medical masks while in the Workplace. PPE should not be used as the only control measure, but rather used in combination with the other measures described within this document.

## B. General Hygiene Rules

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands. Frequent use of sanitizers is required and must be placed in the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows in your workspace regularly to ensure open ventilation when possible.
- Avoid touching your face, particularly eyes, nose and mouth with your hands to prevent infection.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with coworkers and take extra precautionary measures.
- Follow these general hygiene rules while away from the Workplace.

## C. Safe Operations in the Workplace

SFN employees have been permitted to work from home since mid-March until May 29, 2020 and continue to receive bi-weekly pay uninterrupted. Phase two (2) of return to work will commence on June 1, 2020, at which time SFN administrators, managers and supervisors are required and expected to return to work inside the Workplace during regular working hours. Immediately upon returning to work, SFN department administrators, managers and supervisors will create staggering return to work schedules for their staff. The Provincial Health Officer advises that social interaction may increase up to 60% and staggering work schedules are appropriate. Phase three (3) for return to work will be reviewed between June – September only if transmission rates remain low or in decline.

All SFN offices, facilities, service buildings, and recreation centers will be thoroughly cleaned and disinfected daily. Common areas in the Workplace including frequent and high-touch areas will be cleaned and disinfected twice daily until the Provincial Public Health Officers advises the pandemic is no longer in effect.

SFN employees, contractors, visitors and clients must be mindful at all times of the number of contacts and touch areas, and will:



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1. Comply with SFN instructions, including those written instructions of the SFN Senior Management Team, for Workplace directives and other measures to minimize exposure to COVID-19.
2. Social distance from others in the office and Workplace by remaining two meters or six feet apart. Control the number of people in a room by reconfiguring the Workplace or create an access route using one-way doors or require clients to wait outside until asked to enter.
3. Minimize office-sharing but if employees must office-share the shared office must be cleaned and disinfected twice a day, as well as clean touch surfaces before the employee's leave and return the next day.
4. Clean twice a day:
  - a. desks, keyboards, telephone, office printer and mouse in office space;
  - b. common printers (keypad and area where the paper dispenses) and kitchen areas (fridge handles, coffee stations, door knobs);
5. Wash hands a couple times a day and/or use hand sanitizer.
6. Diligently and responsibly follow posted signage through the Workplace.
7. Limit in-person meetings and conduct majority of meetings by teleconference, video conference or email instead.
8. Minimize client interaction.
9. Be mindful that there is a one-person limit in common areas and exercise caution regarding high-touch surfaces.
10. One-way hallways and doors are required, in addition to directional signs on flooring as well as WorkSafe signage posted in the Workplace.
11. All pedestrian traffic in and out of the Workplace will be recorded. People are encouraged to use their own pen and avoid touching the sign-in sheet.
12. Employees are encouraged to use gloves as needed.

For a copy of specific departmental safe operations procedures and plans please see Schedule 1.

#### D. Amendments

As the Policy becomes operational, Workplace safety procedures will be reviewed and amended from time to time.



## Schedule 1

i. Administration Building – 668 centre street

Pending.

ii. AIDP Safe Program Re-start - Woodbank

As per WorkSafe BC In Person Counselling Guidelines:

- AIDP office will have hand sanitizing stations at the entrance while closing/locking all other access to the office.
- Posters displayed outlining adequate handwashing by hand washing areas.
- Regular weekly meetings with AIDP staff to ensure up to date information relating to changes of the provincial guidelines and WorkSafe BC recommendations are being communicated.

As per WorkSafe BC In Person Counselling guidelines:

- Maintain virtual services, if in-person informed consent is not agreed upon by client.
- Refrain from home visits and transportation of clients to minimize physical contact.
- Communicate illness policy and safety protocols with clients through email or website before entry into the workplace
- If masks will be used at the workplace, post signage about the correct use of masks
- Ensure used tissues, disinfectant wipes, and safety equipment are properly disposed of in a lined waste receptacle that is emptied at least daily. Waste receptacles should not require physical contact (e.g., removal of lid) to discard items.
- Staff are required to sanitize all high touch services (e.g., door handles, light switches) before and after a client attends an in-person appointment.
- Staff ensure that they are sanitizing all high touch services (e.g., door handles, light switches) before and after a client attends an in-person appointment.
- Establish hygiene practices that address the needs of the workplace and that includes the requirement to wash or sanitize hands after coming into contact with public items.

### Phase II for the return to work for AIDP

AIDP staff will return to work on June 1, 2020 and the number of staff in the AIDP office located at woodbank at one time is limited to four (4) to follow physical distancing measures. If there are more than four (4) staff in the AIDP office, then other staff members will relocate to a different space at woodbank to conduct work duties.

AIDP will continue to connect with families through phone calls, virtual calls through Facetime, Skype, and Zoom, text messages, Messenger Live, as the feedback from families has been they do not want home visits at this time. We will explore the possibility of doing outdoor visits as summer approaches while maintaining physical distancing and handwashing protocols.

AIDP will continue to schedule meetings with other service providers through phone calls and Zoom meetings.



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## iii. Daycare

SFN Daycare Re-open Schedule (Dependent on final health and safety inspection by Community Care Facilities Licensing)

### Phase 1:

**May 19-23** Construction Under Way, Policies and Procedures in draft form to go to Senior Team, Purchase health, wellness and safety supplies (list attached, many items sold out or on back order and may take time to purchase/receive), Cleaning checklists, Update staff and Parents, staff to connect with families this week.

**May 25-29** Continue to work on Health and Safety Measures for staff, children, and families. Clean Daycare and organize for individual play and social distancing measures, staff meetings to discuss health measures and procedures, discuss concerns, plan activities for the children and a welcome back package, staff to connect with families.

**June 1-5:** Staff return to work on a rotating basis

**June 1:** Staff training via zoom to discuss health policies and procedures.

**June 2:** 3-5-year-old staff return (this is 3 staff) to daycare to set up social distancing measures and activities for the children

**June 3:** Infant and Toddler Staff (this is 3 staff) return to daycare to set up social distancing measures and activities for the children

**June 4:** 3-5-year-old staff return (this is 3 staff) to daycare to set up social distancing measures and activities for the children

**June 5:** Infant and Toddler Staff (this is 3 staff) return to daycare to set up social distancing measures and activities for the children

**June 4/5** Individual Outdoor Parent meetings to discuss new health and wellness procedures, discuss any concerns, show children drop off and pick up procedures, discuss age appropriate social distancing with the children. 45 mins per family, 8 families per day, this will take Thursday and Friday to complete. We want to ensure the children and families are well prepared for their return to daycare. Returning to daycare will be difficult as it will not be how it was when they left in mid-March. We want to ensure they feel safe, supported, and loved. Patience and Kindness is needed during this uncertain time. The children, staff and families health and well-being are our priority.

**Phase 2 Child Return:** June 8, 2020 Children whose parents/caregivers are both working are welcomed back to daycare. 60% of clients and 60% of work force.

**Phase 3 Child Return:** July 15<sup>th</sup>, 2020 Children and families whose parents/caregivers have been working from home and require care. 75% of clients and 75% of childcare work force. Food Services will be

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on hold until the foreseeable future, based on BC Public Health Recommendations on food safety and handling.

**Phase 4 All Child Return:** This Phase will be based on BC Public Health recommendations and when the Pandemic has ended. 100% staff and children returned.

**SFN Daycare Covid19 Health and Wellness Policy and Daily Check In:**

The children, staff and our families health and well-being will always be our top priority. During this time of uncertainty, we ask for your patience, kindness and understanding, none of us have had to live our lives during a Pandemic, compassion goes a long way.

Please remember that the Covid19 public health emergency is rapidly changing, and our ability to re-open may change without notice; or we may be ordered closed in the upcoming weeks by BC’s provincial health officer, Dr. Bonnie Henry, and/or our licensing officer. Additionally, due to the need for staff to also stay home when symptomatic, we may have temporary interruptions to service delivery due to staffing shortages.

Dr. Henry maintains that, as of May 15, 2020, childcare centres can safely care for children if they are following the prescribed health protocols.

*Parents with children with any underlying health concerns need to evaluate if their children should attend childcare programs during the Covid19 pandemic, please consult with your family physician/pediatrician if you have concerns.*

Accordingly, please note the following Covid19 Health and Wellness policy, which applies to all staff and children within this facility.

On arrival, staff will review the health of the child with the parent **before** the child enters the facility. If the child has any symptoms, they must return home as per the health policy.

Parents will additionally be asked to sign a statement each morning, confirming that their child is symptom free and that their child has not been given acetaminophen or ibuprofen in the last 12 hours.

Symptom	May return when
Temperature of 100 F / 37.8 C or higher (orally) or 99 F / 37.2 C or higher (under the arm)	May return to childcare after a doctor’s note or negative COVID-19 test is provided AND or when symptom free
Runny nose	May return to childcare after a doctor’s note or negative COVID-19 test is provided AND or when symptom free

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Cough	May return to childcare after a doctor's note or negative COVID-19 test is provided AND or when symptom free
Sore throat	May return to childcare after a doctor's note or negative COVID-19 test is provided AND or when symptom free
Difficulty breathing or wheezing	May return to childcare after a doctor's note or negative COVID-19 test is provided AND or when symptom free
Unexplained fatigue, aches, or cold/flu-like symptoms	May return to childcare after a doctor's note or negative COVID-19 test is provided AND or when symptom free
Sinus congestion	May return to childcare after a doctor's note or negative COVID-19 test is provided AND or when symptom free
Children who have, or children with others living in the same home who have just returned from international travel	May return after self-isolating for 14 days <b>and</b> being symptom free
Children who have, or children with others living in the same home who have been identified as at-risk of potential Covid19 exposure	May return after self-isolating for 14 days <b>and</b> being symptom free

(Reference: BC Centre of Disease Control May 2020)

## Protocol for child or staff with symptoms of COVID-19 in a Child Care Setting:

IF CHILD DEVELOPS SYMPTOMS AT HOME: Parents or caregivers must keep their child at home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.

IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE: Staff must take the following steps:

- Identify a staff member to supervise the child.
- Identified staff member should immediately separate the symptomatic child from others in our designated sick area until they can go home.
- Contact the child's parent or caregiver to pick them up right away.
- Where possible, maintain 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated or use a tissue to cover their nose and mouth.
- Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.
- Open outside doors and windows to increase air circulation in the area.

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- Avoid touching the child's body fluids. If you do, wash your hands.
- Once the child is picked up, wash your hands.
- Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).
- If concerned, contact 8-1-1 or the local public health unit to seek further advice.

*\*\* Parents or caregivers must pick up their child promptly once notified that their child is ill\*\*.*

**IF STAFF DEVELOPS SYMPTOMS AT HOME:** Staff must be excluded from work, stay home and self-isolate for a minimum of 10 days from the onset of symptoms AND until all symptoms resolve, whichever is longer.

**IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:** Staff should go home right away where possible. If unable to leave immediately, the symptomatic staff person should:

- Separate themselves into an area away from others.
- Maintain 2 metres from others.
- Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
- Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).
- If concerned, contact 8-1-1 or the local public health unit to seek further advice.

If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to childcare once symptoms resolve (Reference: COVID-19 Public Health Guidance for Child Care Settings May 15, 2020).

**When to Perform Hand Hygiene:** regularly every day.

**Children should perform hand hygiene:**

- ✓ When they arrive at the childcare centre and before they go home
- ✓ Before and after eating and drinking
- ✓ After a diaper change
- ✓ After using the toilet
- ✓ After playing outside
- ✓ After handling pets and animals
- ✓ After sneezing or coughing
- ✓ Whenever hands are visibly dirty

**Staff should perform hand hygiene:**

- ✓ When they arrive at the childcare centre and before they go home
- ✓ Before and after handling food (raw, cooked, or prepackaged), preparing bottles or feeding children
- ✓ Before and after giving or applying medication or ointment to a child or self
- ✓ After changing diapers

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- ✓ After assisting a child to use the toilet
- ✓ After using the toilet
- ✓ After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- ✓ After cleaning tasks
- ✓ After removing gloves
- ✓ After handling garbage
- ✓ Whenever hands are visibly dirty

(Reference: COVID-19 Public Health Guidance for Child Care Settings May 15, 2020)

**Additionally, our regular health and wellness policy stands:**

Children may not attend childcare programs while they have any of the following symptoms:

- unusual, unexplained loss of appetite, fatigue, irritability, or headache
- eye infections
- unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious
- known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc.)
- ear infection
- nausea, vomiting and/or diarrhea in the last 48 hours

**Daily Parent Confirmation of Child Wellness**

I \_\_\_\_\_ confirm that my child \_\_\_\_\_

(please check all that apply):

\_\_ has had their temperature taken and is currently fever free

\_\_ has no been given any fever reducing medications in the past 12 hours

\_\_ does not have a runny nose OR has a runny nose, but has received a recent negative Covid test and is well enough to participate in daily childcare activities

\_\_ does not have a cough OR has a cough, but has received a recent negative Covid test and is well enough to participate in daily childcare activities

\_\_ does not have sinus congestion OR has sinus congestion, but has received a recent negative Covid test and is well enough to participate in daily childcare activities

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\_\_does not have difficult breathing or wheezy breathing

\_\_does not have unexplained fatigue, aches, or cold/flu-like symptoms

\_\_has not been in contact with anyone that may have been exposed to Covid19 in the last 14 days to the best of my knowledge

\_\_has not left the country in the last 14 days

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Temp check on arrival: \_\_\_\_\_

#### iv. Hulit Lelum

##### **Phase 1**

- State of Emergency declared April 2020
- Essential services offered
- Health office closed to community

##### **Phase 2**

- Staff notified of COVID Orientation back to work
- Zoom meeting and some in-person orientation; expectations and work safe measures put into place
- 1451 McMillan Road resume work on June 1, 2020 at Snuneymuxw health office
- Each Administration staff member does have their own office door with a door in place
- All Admin staff will return to work
- Daycare staff – have specific return to work for staff/children
- AIDP Woodbank staff have specific return to work for children/families
- Safety measures will be in place at Snuneymuxw hulit lelum, SFN Daycare, AIDP Woodbank facilities will be equipped with hand washing stations, PPE and ALL staff have clear instructions of not to enter facilities if they are sick; as well as Snuneymuxw community members, clients, children
- Patient transportation will provide rides

##### **Building precautions:**

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- Locked entrance
- Signage on door for anyone entering health building; if you have symptoms to not enter building for ALL staff/community/visitors
- Appointments made with community members and health staff
- Members and/or visitors will intercom
- Hand sanitizer station with masks in first entry door
- One way to enter health facility
- One way to exit – there will be signage and this is for everyone entering the building; including all staff
- Social distancing of 2 meters in affect
- Staff member will be in front foyer with receptionist
- Surface areas will be wiped down with disinfectant as community members/visitors and staff enter the building
- Face to face meetings will only be conducted with social distancing requirements
- Zoom meetings, tele conference meetings, Go to meetings and/or telephone are encouraged with partner meetings

#### **Patient transportation:**

- Clients will sit in back sit of 7 passenger van
- Clients with wheelchair and/or walkers; there is safety measures for handling of equipment
- Driver will be wearing appropriate PPE
- After each trip there will be thorough disinfectant process
- Granny Go Go will be utilized for some members
- AC Taxi will be utilized for members who may have early/late appointments to alleviate staffing coverage

#### v. [Planning, Housing & Infrastructure Department](#)

- **The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.**
- **The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.**
- **The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.**

#### **Work Safe BC Industry Specific Protocols**

##### **Office Area**

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

##### **Return to Work Safe Operation – Phase 2:**



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<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

Which continuing or resuming services require contact?	Which duties require contact	Other areas for possible contact?	Types of PPE required:	Protective Measure Procedures
<p><b>Community Planning/Housing/Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> <li>• Washrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> <li>• Plexi-glass for reception areas (not band office or wood bank)</li> <li>• And/ Or boundary markers respecting social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits (note which entrances are for exit/entrance)</li> <li>• COVID-19 info. Links above</li> <li>• PPE Evaluation</li> <li>• Max Occupancy 6 (Reception Area, Hallways)</li> <li>• COVID-19 Orientation</li> <li>• Reporting COVID-19 Exposure - Training</li> <li>• COVID-19 Return to work questionnaire</li> <li>• Zoom demos for staff using Zoom</li> <li>• Hand sanitizer stations</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> </ul>



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				<ul style="list-style-type: none"> <li>• Post Occupancy Limits</li> </ul>
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\*All contractors will be asked to review policy before doing any work or meetings (if needed) prior to entering office or accessing Reserve lands\*

### Out of Office Job Duties

All employees will maintain Phase 2 safe operating protocols according to WorkSafe BC for any fieldwork, site visits, internal and external meetings, waste removal, house visits, etc

### Budget

There is no additional budget required to return to full-time regular operations, other than has already been provided during the State of Emergency.

vi. Lands and Resources / Fisheries and Wildlife Department – at Woodbank

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- **The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.**
- **The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.**

### Work Safe BC Industry Specific Protocols

#### Health Professional Services:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/health-professionals>

#### Office Area

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

#### K-12 education

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

#### Gym/Rec Centre

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

For a complete list of departments (scroll down left side of page):

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>



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Which continuing or resuming services require contact?	Which duties require contact	Other areas for possible contact?	Types of PPE required:	Protective Measure Procedures
<p><b>Lands and Resources/ Fisheries &amp; Wildlife</b></p>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> <li>• Washrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> <li>• Plexi-glass for reception areas (not band office or wood bank)</li> <li>• And/ Or boundary markers respecting social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits (note which entrances are for exit/entrance)</li> <li>• COVID-19 info. Links above</li> <li>• PPE Evaluation</li> <li>• Max Occupancy 6 (Reception Area, Hallways)</li> <li>• COVID-19 Orientation</li> <li>• Reporting COVID-19 Exposure - Training</li> <li>• COVID-19 Return to work questionnaire</li> <li>• Zoom demos for staff using Zoom</li> <li>• Hand sanitizer stations</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> </ul>





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**\*All contractors will be asked to review policy before doing any work or meetings (if needed) prior to entering office or accessing Reserve lands\***

vii. Recreation and Wellness Centre (the Gym)  
Pending.

viii. Longhouse Kitchen  
Pending.

ix. Teytexun General Store  
Pending.

x. Qwum Qwum Stuwixwulh Community School  
Pending.

xi. Wellness Department

- **The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.**
- **The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.**
- **The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.**

### Work Safe BC Industry Specific Protocols

#### Health Professional Services:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/health-professionals>

#### Office Area

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

#### K-12 education

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>



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Which continuing or resuming services require contact?	Which duties require contact	Other areas for possible contact?	Types of PPE required:	Protective Measure Procedures
<p><b>Nursing/Health Centre</b></p>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> <li>• Plexi-glass for reception areas (not band office or wood bank)</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits</li> <li>• Max Occupancy 4 (Reception Area, Hallways)</li> <li>• Establish COVID-19 Orientation</li> <li>• Reporting COVID-19 Exposure - Training</li> <li>• COVID-19 Questionnaire</li> <li>• Demos w/ Connie for staff transporting patients</li> <li>• Zoom demos for staff using Zoom</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> <li>• Post Occupancy Limits</li> <li>• Implement a cleaning protocol</li> <li>• 3 phase plan</li> <li>• Homecare workers</li> </ul>



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				<ul style="list-style-type: none"> <li>• Nurses           <ul style="list-style-type: none"> <li>• Need to discuss patient travel- Escorts are not allowed in hospital</li> <li>• No magazines</li> <li>• Mon-Fri</li> <li>• 100% not 100% workload</li> <li>• Home-support workers</li> <li>• All staff work from home</li> <li>•</li> </ul> </li> </ul>
<b>Social Development</b>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits</li> <li>• Establish COVID-19 Orientation Facilitator</li> <li>• Implement a cleaning protocol</li> <li>• COVID-19 Questionnaire</li> <li>• Zoom demos for staff using Zoom</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> <li>• Post Occupancy Limits</li> </ul>



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<b>Elders Care</b>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> <li>• PPE- masks, sanitizer</li> <li>• Budget 1500/month</li> <li>• Phase 3; may require plexi-glass</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits</li> <li>• COVID-19 Questionnaire</li> <li>• Implement a cleaning protocol</li> <li>• Demos w/ Connie for staff transporting patients</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> <li>• Post Occupancy Limits</li> <li>• Mon, Weds, Fri in office</li> <li>• Tues/ Thurs work from home</li> <li>• Baseball cap face shield for Chenoa and Cheryl (Canada Tire)</li> <li>• Rotate elders for 5</li> </ul>



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				<ul style="list-style-type: none"> <li>• No elders congregating indoors</li> <li>• Outside programming only</li> <li>• No groups greater than 6</li> <li>• 60 elders total</li> <li>• One-to-one (outside meetings only)</li> <li>• Woodbank to be locked at all times</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> <li>• Hand Soap</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits</li> <li>• Establish COVID-19 Orientation Facilitator</li> <li>• COVID-19 Questionnaire</li> <li>• Implement a cleaning protocol</li> <li>• Demos w/ Connie for staff transporting patients</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> <li>• Zoom demos for staff using Zoom</li> </ul>



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				<ul style="list-style-type: none"> <li>• Post Occupancy Limits</li> <li>• 4 staff + supports</li> <li>• Mon, Weds, Fri in office</li> <li>• Tues/ Thurs work from home</li> <li>• Baseball cap face shield for Chenoa and Cheryl (Canada Tire)</li> <li>•</li> </ul>
<b>Mental Health</b>	<ul style="list-style-type: none"> <li>• Signing paperwork</li> <li>• Opening mail</li> <li>• In person meetings</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee areas</li> <li>• Individual offices / Reception Areas (Phones, desks, chairs)</li> <li>• Door handles</li> <li>• Chairs</li> <li>• Kitchen Areas (fridge handles, coffee pots)</li> <li>• Meeting areas</li> <li>• Elevator buttons</li> <li>• Light switches</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizer</li> <li>• Disinfectant (solution &amp; wipes)</li> <li>• Paper Towel for cleaning</li> <li>• Gloves</li> <li>• Masks</li> </ul>	<ul style="list-style-type: none"> <li>• Establish designated entrances and exits</li> <li>• Establish COVID-19 Orientation Facilitator</li> <li>• COVID-19 Questionnaire</li> <li>• Implement a cleaning protocol</li> <li>• Demos w/ Connie for staff transporting patients</li> <li>• Zoom demos for staff using Zoom</li> <li>• Ensure COVID-19 Safety Plan is posted visibly at worksite</li> </ul>



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				<ul style="list-style-type: none"><li>• Post Occupancy Limits</li><li>• Two staggered teams</li><li>• Ana/Chris</li><li>• Sam/Brett</li><li>• No home visits</li><li>• In clinic visits only</li><li>• 5<sup>th</sup> day of the week; use bank time</li><li>• No more than max of 2 weeks</li><li>• 4 days on 10 days off (work from home)</li></ul>
<b>Daycare</b>	<ul style="list-style-type: none"><li>• See plan</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Locked at all times</li><li>• Entrances marked off</li><li>• Phase 1 staff coming back (first week)</li><li>• Weds/fri</li><li>• 3-5 staff tues/Thursday (first week)</li><li>• *to cover policies and procedures</li><li>• 15 infants</li><li>• 9 infant toddler</li><li>• Phase 2 (children return)</li><li>• Essential care only; parents</li></ul>





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				who cannot work from home
<b>Things that need to be initiated:</b>				
Online Youth groups / activities (Consult w/ Darren Good)				
COVID-19 Orientation				