

Assessing the Risks

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.

We Have Consulted Our Staff In Our Risk Assessment

In the creation of new COVID 19 Safety Protocols, we have involved frontline workers, supervisors, and will continue to be advised by our Joint Health and Safety Committee. We have identified areas where people gather, and we have identified job tasks and processes where workers are close to one and other and/or to members of the public. We have identified the tools, workstations and other equipment that workers share while performing job tasks. In Addition, we have identified surfaces that people touch often and have introduced a number of controls specific to each task including Maximum Occupancy Limits and Enhanced Cleaning Schedules for each location of concern.

The Areas of Concern Identified By Our Staff Are:

- The Marina Office & Office Equipment
- Washroom, Shower & Laundry Facilities
- Garbage & Recycle Containers
- Dock Carts
- Entry Door To The Docks
- Staff Boat & Staff Van
- The Gangway
- Workshops & Storage Facilities
- Tools & Equipment
- Gas Dock Office & Fuel Pumps
- Fish Cleaning Tables

New Risk Management Procedures

In the development of our COVID 19 Site Plan, we have reviewed the industry-specific protocols on worksafebc.com for the work sectors: Construction, Retail, Office, Rental Facilities, Fuel Distribution, and Marine Operations. Additionally, we continue to follow the advice of Transportation Canada, in collaboration with the Canadian Coast Guard, to determine if there are any newly adopted operational protocols with regards to travel between boarders, ports and marinas. It is our aim to promote safe boating practices which adhere to the expectations of governing agencies for Recreational Boaters.

We Have Consulted Marina Staff In The Creation of Our New Procedures

In the review of the marina's Standard Operation Procedures, we involved frontline workers, supervisors, and members of our joint health and safety committee to determine new safety protocols and business practices to be adopted by marina staff. We have worked within the orders, guidance, and notices issued by the provincial health officials.

We Have Reduced Person-to-Person Transmission Potential

In order to reduce the risk of the virus, we have implemented protocols to protect staff and members of the public from unnecessary risk. Wherever possible, we have eliminated unnecessary and high-risk activities performed by our staff. The remaining staff activities and customer services have been reviewed whereby each area prone to the gathering of people has seen engineered controls introduced to allow for physical distancing between staff and members of the public during the time that staff will be performing newly adopted disinfecting duties. The Enhanced Cleaning Schedules introduced for each area of concern, concentration, or high user frequency, will help to ensure the safety of our staff and our customers.

Staff must follow specific protocols created for performing the duties as outlined in the documents created for each high-touch work area. As outlined in cleaning schedules, staff members must wear adequate PPE while conducting cleaning duties. Protective masks, gloves and eyewear has been made available to each of the marina staff members.

List of Risks That Have Been Eliminated (First Level Protections)

- Our Marina Office & Public Laundry/ Shower Facilities will remain closed to the public.
- Marina Patrons are now served through our office window allowing appropriate physical distancing.
- Person-To-Person exchanges are accomplished using PPE, disinfectants and a mechanical arm.
- We are not accepting cash or cheques, all Point-of-Sale transactions are via entering in card info.
- Fueling procedures have been adjusted to allow for a contactless delivery of service and invoicing.
- All contracts and insurance documents are being submitted electronically through DocuSign.
- We have established occupancy limits for: The Marina Office, Washrooms, The Gas Dock & Cleaning Tables.
- Staff have been scheduled to monitor different locations and to allow sufficient distance between workers.
- Redundant garbage and recycling containers have been removed to minimize the exposure to COVID related risks.
- All doors will remain open during business hours to remove the need to touch door handles.

Engineered Controls: (Second Level Protection)

- Developed for each high-risk area identified.

Administrative Controls: (Third Level Protection)

- Developed for each high-risk area identified.

Personal Protective Equipment: (Fourth Level Protection)

- Specific to each high-risk area identified.

We have created operational protocols, engineered controls, supporting administrative documents, company policies and PPE requirements for each area of high-risk, high user frequency and areas prone to gathering. The area specific directive may be found in the following list of documents:

- Word Document: COVID 19 – *MARINA OFFICE & WASHROOMS*
- Word Document: COVID 19 – *GAS DOCK & FUEL HOSES*
- Word Document: COVID 19 – *TOOLS & EQUIPMENT*
- Word Document: COVID 19 – *PARKING LOT & GARBAGES*
- Word Document: COVID 19 – *DOCK CARTS & GANWAY*
- Word Document: COVID 19 – *STAFF VEHICLES*

Staff Protective Equipment & Training: Hand Sanitization, Facemasks, Gloves and Eye Protection

Fairwinds Marina staff have reviewed the information on cleaning and disinfecting surfaces. Our workplace has enough handwashing stations available to our workers. Handwashing locations are visible and easily accessed. We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. We have implemented enhanced cleaning protocols and are documenting the cleaning

schedule for all common areas and high-touch surfaces. Workers who are cleaning have adequate training and PPE to conduct these newly adopted protocols. Lastly, we have removed unnecessary tools and equipment.

Cleaning Protocols

Each of the areas identified by our staff as being high-risk of COVID 19 transmission have had a “Enhanced Cleaning Schedule” created for the purposes of training, enabling, and documenting the newly adopted cleaning processes. The document identifies times and intervals to which Marina Staff are responsible to disinfect surfaces in each workstation. We have divided the additional cleaning tasks amongst all staff members, and we will identify who is responsible for each interval of cleaning based on scheduled start times of each employee.

Company Policies Developed to Help Stop COVID 19

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Anyone who has had symptoms of COVID-19 in the last 14 days, including (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) are asked to stay home. Anyone directed by Public Health to self-isolate and anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms before returning to our facility.

Additionally, we have prohibited and/or limited in the ability for the public to enter our offices. First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic. We have a work from home policy in place (if needed). We have ensured workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.

Our Policy Addresses Workers Who May Start To Feel Ill While At Work.

Sick workers should report to first aid, even with mild symptoms. The worker will be asked to go straight home and will be encouraged to consult the BC COVID-19 Self-Assessment Tool, Staff are expected to follow the guidance of Health Care Providers related to further testing and/or self-isolation. If the worker is severely ill (e.g., difficulty breathing, chest pain), staff have been instructed to call 911. Areas where the sick staff member had contacted will have engineered barriers introduced before additional disinfecting efforts can be accomplished.

Our Communication Plan

Customer Communications

In addition to the on-site signage posted at each area prone to gathering, and/or areas requiring newly adopted protocols for the delivery of service, we will be sending information directly to our Marina Customers so that they may review the information in advance of their arrival to our facility. Customers will be encouraged to read the on-site signage thoroughly and they will be expected to adapt to the new protocols and policies in place.

Staff Training

We will continue to immerse our department in a daily review of newly adopted protocols and policies. Our morning Safety Meetings will include an opportunity for our staff to review or gain additional training as required. All workers will receive copies the policies and have signed-off to acknowledge they understand to stay home when feeling ill.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices and have restricted the public from entering the locations where our workers frequent. All staff members continue to be trained on how we may best monitor our staff and the workplace, to ensure policies and procedures are being followed, and to ensure that we are not contributing to the spread of this public health concern.

Revision of Procedures & Policies

We plan to review our protocols and procedures in our daily safety meetings. As revisions are put forward, we will work with our staff to adopt new procedures. We will introduce the revisions and monitor their effectiveness before we write policy to support the revisions worth introducing as protocol. Supporting documents will be reviewed bi-weekly whereby newly adopted protocols will be added as policy. All new policies will be communicated to our members via on-site signage and email notifications.

All Marina Staff have been instructed to bring safety concerns to the Marina Manager, all unresolved issues may involve joint health and Safety Committee Members.

Assess Risks from Resuming Operations

We have a training plan in place for new staff and have included COVID-19 specific training to be acknowledged within our *New Worker Orientation Checklist* document. We have clearly communicated best operational practices and safety protocols for the new roles and responsibilities surrounding enhanced cleaning efforts. We continue to train our staff to adopt changes to our business and have provided direct access to management on days-off to help find resolve to immediate concerns.

As we begin to re-open the facility to the broader public, we will require additional signage, protocols and policies to screen those coming to our community from afar. In specific, US registered vessels will require us to adopt additional screening efforts aimed at confirming mandatory 14-day quarantine orders as put forward by the Province of British Columbia. As we look to welcome non-moorage customers back to our Gas Dock, we will be required to adopt pre-purchased fuel amounts and likely a daily limit which is equal to the dollar value in which we may perform "Tap" on our point-of-sale systems. We have increased the daily tap limit to allow for larger fuel sales which should help mitigate some risk by lowering the frequency of visits. Additionally, we have introduced a minimum purchase amount of \$25 in order to access these services. Further Revisions Will Be Made Available As They Are Introduced Into Our Operations.

Staff Acknowledgement

Staff are required to read and sign this document to ensure they understand the policies, that they have asked for clarification if needed and that they will follow the rules and policies to help keep them and their co-workers safe. In addition to reading the document, they understand/know too:

- Sanitize hands upon arrival
- Wear gloves while disinfecting
- Disinfect workspace before & after shift
- Have received training on wearing a mask properly
- Let Management know if they are concerned about safety issues
- Know where the hand washing stations/hand sanitizers are
- Has read and signed the WHIMIS sheet for the disinfectant

I, _____ have read and understand the WCB Safety Plan _____
(EMPLOYEE NAME) (EMPLOYEE SIGNATURE)

Date: _____ Signed by Department Manager _____