



# COVID-19 Safety Plan

## MONITORING PUBLIC HEALTH GUIDANCE AND ORDERS

- The Caperwray Harbour Compliance Officer will regularly monitor communicable disease-related information, guidance and orders issued by the federal government (Public Health Agency of Canada), the BC government (Ministry of Health, Ministry of Education, etc.), the BC Public Health Officer and our local Medical Health Officers, at minimum weekly
- Online sources include: Government of Canada, Government of BC, Vancouver Island Health Authority, BC Centre for Disease Control, WorkSafe BC and local and national media

## ILLNESS MANAGEMENT

- Staff are asked to perform a daily self-administered health check and report illness to their supervisor or the Main Office and must not come to work or participate in community activities if sick, unless given permission; symptoms will be evaluated and next steps determined by management staff
- Staff who are sick will be given the time to rest as needed or to work from home as possible
- Students and guests are asked to perform a daily self-administered health check and immediately report illness to a staff member; symptoms will be evaluated and next steps determined by the appropriate staff member
- Students and guests whose symptoms indicate a potential case of COVID-19 will be quarantined until further directives are obtained from medical professionals and test results are received
- In a confirmed case of COVID-19 instructions provided by public health authorities will be followed; the student, staff or guest will be quarantined (or asked to return home) for at least 10 days or until symptoms subside and close contacts will be required to self-isolate and monitor for symptoms
- The BC Government strongly recommends all persons to get vaccinated against COVID-19

## HAND HYGIENE

- In addition to sinks and washrooms in various locations, hand sanitization stations are set up at the entrance to every public building and common area
- Signage is in place reminding all staff, students and guests to wash or sanitize their hands frequently and upon entry to any building or common area
- Disinfectant wipes are available in all indoor common areas; signage is in place encouraging the disinfecting of chairs, desks or tables before use
- Supplies are monitored and replaced regularly by the Housekeeping department

## ROUTINE CLEANING

- *"High Touch Surfaces"* include: doorknobs/handles, light switches, soap dispensers, taps, toilet flushers, etc.
- **High traffic common areas** (Lecture Hall foyer and classroom, Sunroom): cleaned and disinfected (hard surfaces including high touch surfaces) each morning and afternoon, overseen by Housekeeping staff
- **Other common areas** (Dining Rooms, Orchard Room, Study Loft, Gym, Laundry Room): cleaned and disinfected each morning with high touch surfaces being disinfected again each afternoon, overseen by Housekeeping staff
- **Kitchen:** food contact surfaces are cleaned and sanitized each afternoon and end of day, as well as between tasks as needed; high touch surfaces are disinfected each morning and each afternoon or evening; cleaning is overseen by Food Services staff
- **Dining room tables:** cleaned after each use and sanitized prior to each table setting, overseen by Housekeeping staff
- **Patio tables:** cleaned and sanitized each morning, overseen by Janitorial staff
- **Fitness room:** cleaned and disinfected each morning with high touch surfaces being disinfected again each afternoon, overseen by IT Administrator
- **Snack shop** (Pump House): cleaned and disinfected after each closing, overseen by Pump House Manager
- **Other work areas** (Offices, Shops, Greenhouse, etc.): high touch surfaces are disinfected once per day overseen by staff in the respective department/location; full cleaning of Offices are provided daily to weekly, overseen by Housekeeping staff
- **Student accommodations:** cleaned and disinfected daily by a designated student in each accommodation, overseen by Housekeeping staff
- **Guest accommodations:** thoroughly cleaned and disinfected between each guest stay, overseen by Housekeeping staff
- High touch surfaces of indoor areas are to be disinfected as needed before and after student/guest events
- Cleaning supplies and inventory are maintained by the Housekeeping Coordinator
- See departmental manuals for specific details, schedules and standards for regular cleaning

## VENTILATION

- Classrooms, meeting rooms and dining rooms are well ventilated by internal heat exchange units and by keeping windows open when and where possible
- Staff, students and guests are recommended to give extra space between themselves and others as much as possible during indoor classes, meetings and group activities; where possible chairs/desks and tables are set up to provide extra space between individuals

## TEMPORARY ENHANCED MEASURES

- In the event enhanced protocols are required or recommended by public health authorities, the following additional measures could be implemented: physical distancing and household “bubbles”, barriers, reduced maximum occupancy limits, remote teaching alternatives, directional traffic controls, enhanced sanitization protocols, mandatory face masks, mandatory daily health checks, regular rapid testing, etc.
- **Face masks:** currently, non-medical face masks are required to be worn at all times while inside public buildings and indoor common areas, specifically:
  - Lecture Hall classroom and foyer, Orchard Room, Study Loft, Main Hall Sunroom and Dining Rooms (except while eating)
  - Under tents at the Main Hall while gathering for meals
  - Inside the Kitchen, except during class times
  - Inside the Laundry Room, Main Office and Pump House when open to students
  - Inside the Wood Shop, Mechanics Shop and student accommodations during Workday
  - Face masks do not need to be worn by staff while in their own private work areas
- **Reducing contact and crowding:** currently, various limits are in place to help prevent close contact and overcrowding:
  - Maximum occupancy limits are in place in the Lecture Hall, Study Loft, Orchard Room, Main Dining Room, Dining Lounge, Pump House, Gym, and Fitness Room
  - The Gym and Fitness Room are currently closed to all staff and students, except for those who have special permission for health reasons
  - The Wood Shop and Mechanics Shop are closed to students except during Workday
  - Students will sit exclusively with their roommates at designated tables for all meals; this is in order to reduce the number of contacts when students are gathered indoors with face masks removed
  - Dining rooms will be dismissed in a systematic manner and students asked to exit the Main Hall immediately
  - Students will be divided into two classrooms (Lecture Hall and Study Loft) to reduce occupancy and increase spacing between individuals
  - The Lecture Hall will have a designated entrance and exit
  - Visits to the Main Office are by appointment only
  - Students are not allowed to enter any student accommodation that is not their own
  - No storing or hanging of personal items is allowed in foyers or other common areas
  - Planned student activities and sports events are temporarily cancelled
  - Staff will not attend Sunday morning or evening services, Bible School classes or host student group activities in their homes, except as required for work
  - Staff who have their own cooking facilities at home will not attend meals in the Main Hall, except as required for work
  - Staff meetings will take place online
  - Capernwray Harbour is currently closed to the public, drop-in visitors and short-term guests

## COMMUNICATING AND UPDATING

- This Plan is distributed to all staff in writing and a summary version distributed to students and guests in writing, as well as reviewed verbally by the Executive Director and/or Compliance Officer with all staff and/or students
- Whenever amended, protocol details will be communicated verbally or in writing as soon as possible with the relevant staff or students/guests as necessary
- Effectiveness of and compliance with these protocols are monitored on an ongoing basis by the Executive Director
- Any health and safety concerns can be directed to the Executive Director, Student/Guest Wellness Coordinator or Personnel Manager; any questions regarding these protocols can be directed to the Executive Director or Compliance Officer
- *These protocols will be modified as public health orders and guidelines evolve*