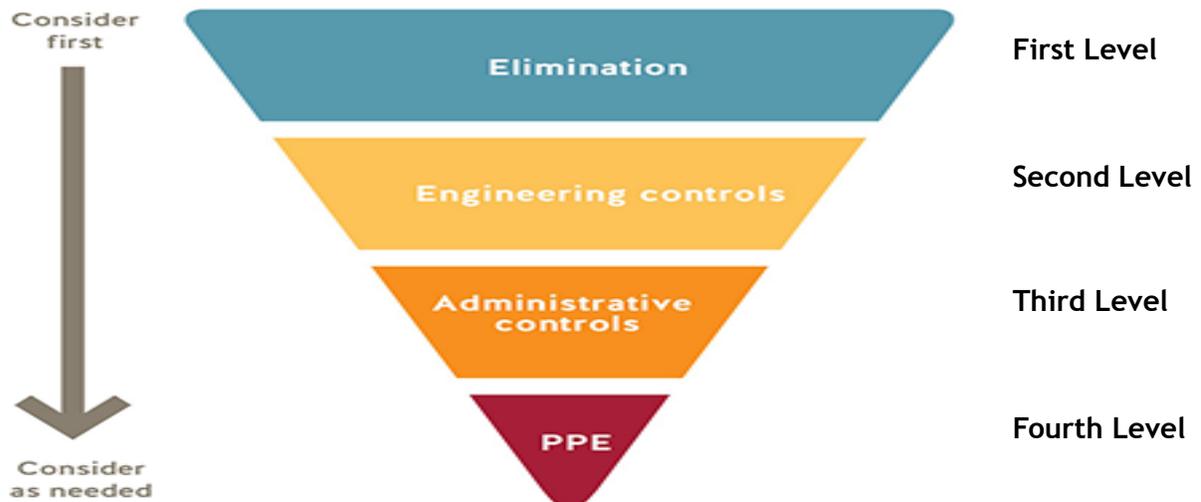


### Introduction:

Parksville Qualicum Beach Tourism Association (PQBTA) has created a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures in place to reduce the risk of COVID-19 transmission. This plan follows the guidelines, recommendations and protocols administered by the BC Government, Provincial Health Officer, BC Centre for Disease Control, World Health Organization and WorkSafe BC on returning to safe operation.

Information provided by the BC Centre for Disease Control shares that, the virus that causes COVID-19 spreads through droplet transmission when a person coughs or sneezes, and from touching a contaminated surface before touching the face (eyes/nose/mouth). PQBTA staff have reviewed our workplace environment and assessed risks for person-to-person transmission and surface transmission and have developed procedures to reduce risks, considering the four levels of protection (see below). Our COVID-19 Safety Plan identifies procedures that everyone at the workplace must follow to keep staff and clients safe.

At any time we may need to identify and implement additional procedures if this plan does not sufficiently address the risk to staff and clients. PQBTA staff will monitor this plan, make appropriate, timely changes and ensure changes are communicated and understood.



\*Provided by [www.worksafebc.com](http://www.worksafebc.com)

### **First level protection (elimination):**

PQBTA has established policies and procedures to keep people at a safe physical distance from one another. We have limited the number of people in our workplace at any one time, and implemented protocols to keep individuals at least 2 metres from each other.

#### Specifics:

- ✓ Until further notice, only one staff member will be onsite at a given time. Staff will utilize their own office spaces with the ability to distance themselves at least 2 metres/6 feet away from others if the situation arises.
- ✓ Office visitors will be discouraged, but if essential, booked in advance.
- ✓ Employee lunch breaks are to be had either in their offices or offsite.
- ✓ Appointments are made to work with stakeholders, suppliers, and partner organizations virtually through use of telephone and videoconferencing.
- ✓ We aim for one person travelling through our hallways at one time, unless travelling in the same direction and physically distancing 2 metres apart.

#### Occupancy Limits

- Front Entrance Area: 1
- Meeting Room: 3
- Kitchen: 1
- Washrooms: 1

### **Second level protection (engineering controls):**

There are locations that create challenges for physical distancing however they cannot be addressed effectively with barriers such as plexiglass.

**Third level protection (administrative controls):**

Operational Procedures are established to reduce the risk of airborne and surface transmission. These documents are digitally saved in secure servers and accessible by all staff.

Relevant Documents:

**Procedures:**

1 COVID-19 PQBTA Workplace Plan

2 COVID-19 General Operational Procedures

4 COVID-19 Cleaning & Sanitizing Procedures

**Signage/Posters:**

- Read Prior to Entering
- Coughing Sneezing Etiquette
- Handwashing
- Wearing a Mask
- Social Distancing
- Occupancy Limitations
- Washroom Information re Limited Usage

**Fourth level protection (PPE):**

At PQBTA, we require staff and visitors to wear masks when they are not able to distance themselves from others 2 meters/6 feet apart within our facilities, **and** there is no barrier in place.

Visitors and staff can choose to provide their own mask or they can use a clean, disposable mask provided.

Signage with information on the proper use of masks is posted at the entrance and shared with staff via email and at staff meetings.

**Poster:** Wearing a Mask

**Procedures** involving the use of masks are included in this document:

COVID-19 General Operational Procedures

## **Policies and Training**

PQBTA policies to which this COVID-19 Safety Plan relates:

- Emergency Operations Plan
- Employee Policy Manual

We have a staff orientation checklist in place for existing staff as well as new staff for ensuring that this plan and related documents have been read and are understood.