

# COQUIHALLA SUMMIT SNOWMOBILE CLUB

## Operation Manual during COVID-19 (updated Nov 18/20)

### Introduction

This document is a listing of specific procedures for Coquihalla Summit Snowmobile Club (CoqSnow). This document is also a working document, and subject to change at any time. CoqSnow is run by one Club Manager and many Volunteers (Team Members)

### BASIC INFECTION PREVENTION MEASURES

As appropriate, all staff must implement good personal hygiene and infection control practices. These include but are not limited to the [COVID-19 General Guidelines](#) from the Government of Canada.

1. [Wash your hands](#) often with soap and water or use a hand sanitizer that contains at least 60% alcohol.
2. Avoid close contact and practice physical distancing of at least 6'.
3. Cover coughs and sneezes with a tissue or use the inside of your elbow. Immediately wash your hands.
4. Do not touch your face unless you just washed your hands.
5. Cover your mouth and nose with a cloth face cover when you cannot maintain physical distancing of at least 6'.
6. Clean and disinfect frequently touched surfaces daily.
7. Monitor Your Health and be alert for symptoms. Follow [CDC guidance](#) if symptoms develop.

### Supplies

There should always be an adequate supply of hand sanitizer, gloves, and masks on hand at Collection Hut and Groomer Shop. If this supply is running low, please contact the Club Manager ASAP to get stock replenished. Groomer Shop has been supplied with a spray-on sanitizer... this should be done to all switches, joysticks, handles (etc) after Grooming. This special spray-on sanitizer does not require to be wiped off, but does take 10 minutes to be effective, that's why it should be done after grooming, so machine is ready for next day's use.

### Training

CoqSnow COVID-19 Safety Plan is to be shared with all Team Members before they return to work so that they understand the steps taken to protect them and the public. The Team Members will be required to acknowledge that they understand these policies and that they themselves are ok to work.

