

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.

Before you leave home to come to work

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough or worsening of a chronic cough
- Shortness of breath
- Sore throat and painful swallowing - Stuffy or runny nose
- Loss of sense of smell or taste
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- Diarrhea
- Nausea and vomiting

If you have any of the above symptoms, have traveled outside of Canada in the last 14 days or have been in contact with anyone who is suspected of having COVID-19 please stay home in self isolation/quarantine.

At the beginning of each workday and before you leave your home every Team Member must do HEALTH CHECK on-line... link is home page of coqsnow.com If you have to answer YES, saying you have some symptoms, you should stay home, self isolate and follow the recommendations. Call the Club Manager and let them know ASAP.

Team Member is Feeling Sick

If a Team Member is at work and is showing even mild symptoms of the previous listed symptoms for COVID-19 they should immediately stop Task/Project they are doing, contact the Club Manager and return home to self isolate. Contact 8-1-1 or a doctor for further guidance to get tested. If sick Team Member was in Collection Hut, or in a Groomer, or a Club building, a thorough cleaning and disinfecting must be done immediately by someone who is not sick.

If being Tested, or Tested Positive, or have Come into Contact

If a Team Member has been tested or is waiting for the results of a COVID-19 test, they will be treated as a confirmed case and removed from the workplace and work schedule. Team Members who may have been exposed to someone with COVID-19 will be removed from the workplace for at least 14 days. If someone was COVID-19 positive, they shall not return to work until COVID-19 is ruled out by health authorities.

OPERATIONS

Physical Distancing

As defined by the BC Centre for Disease Control, physical distancing means limiting close contact with others. The current recommendation is to maintain two meters or six feet between individuals.

All Team Members are to practice physical distancing as follows:

1. Minimize interaction with customers and fellow Team Members whenever possible.
2. Keep at least two meters (six feet) distance between yourself and others.
3. Do not shake hands with customers or Team Members, nod or wave instead.
4. Restrict people from entering the Collection Hut and Groomer Shops to ensure that you can maintain your physical distance.

Hand Washing

Frequent and proper handwashing is encouraged as the best way of preventing all viral respiratory infections and other illnesses. Since soap and water is not available at the Collection Hut or Groomer Shops, use the provided hand sanitizer.

Gloves

If Team Member prefers to use gloves, they should disinfect their hands before putting on the gloves. Wearing gloves does not exclude the need for disinfecting hands. Team members are required to disinfect your hands each time gloves are put on or taken off.

Non-medical (cloth) mask

Any mask or face covering that is made of at least two layers of tightly woven material such as cotton or linen, is large enough to completely and comfortably cover a person's nose and mouth without gaping and can be secured to a person's head with ties or ear loops.

When worn properly, a person wearing a Non-medical mask can reduce the spread of his or her own infectious respiratory droplets.

How to put on a Non-medical mask:

1. Ensure the Non-medical mask is clean and dry
2. Wash your hands with the provided hand sanitizer
3. Ensure your hair is away from your face
4. Place the Non-medical mask over your nose and mouth and secure to your head or ears with its ties or elastics. Adjust if needed to ensure the nose and mouth are fully covered. The mask should fit snugly to the cheeks and there should not be any gaps
5. Repeat Step 2

Non-medical face masks should:

- Allow for easy breathing
- Fit securely to the head with ties or ear loops
- Maintain their shape after washing and drying
- Be changed as soon as possible if damp or dirty
- Be comfortable and not require frequent adjustment
- Be large enough to completely and comfortably cover the nose and mouth without gaping

Non-medical masks should not:

- Be shared with others
- Impair vision or interfere with tasks
- Be made of plastic or other non-breathable materials
- Be secured with tape or other inappropriate materials
- Be made exclusively of materials that easily fall apart, such as tissues
- Be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

Cleaning/Disposing of Non-medical Masks

If you plan to reuse the mask, wash it before wearing it again. Change your cloth mask as soon as it gets damp or soiled by:

- Washing your hands with soap and water before taking off the Non-medical mask
- Putting it directly into the washing machine or in a bag reserved for soiled masks
- Washing following the manufacturer's instructions
- Washing your hands again with soap and water before touching your face or doing anything else
- Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled. After use:
- Dispose of masks properly in a lined garbage bin
- Washing your hands again with soap and water before touching your face or doing anything else
- Do not leave discarded masks on the ground or elsewhere
- Clean your hands with soap and water after emptying the wastebasket

Cash Handling

Even though handling of cash is acceptable, we will encourage sledders to have exact change to reduce the handling of cash. It is important that hut attendant sanitize their hands after handling cash and before they do any other tasks.

We will also encourage sledders to use Credit Cards, especially the TAP feature, to reduce touching of credit card terminal. Terminal should be wiped with sanitize wipes if sledder did touch terminal.

Disciplinary Action(s)

- It is expected that protocols in this document are followed by all Team Members.
- All Team Member must give electronic acknowledgment that they have read this manual and understand the importance of following protocols.
- Standard disciplinary actions will be enforced for failure to observe protocol.
- Team Members have the right to refuse unsafe work. If they have reasonable cause to believe that performing a job or task puts them or someone else at risk, they must not perform that job or task. They must immediately notify the Club Manager, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation. If they still feel the work is unsafe please go to the WorkSafe BC resource on [Refusing Unsafe Work](#) for next steps.

Cleaning, Sanitizing, and Disinfecting Protocols

Facility cleanliness

All doors handles, counters, light switches and other high touch items must be disinfected several times per day depending on the amount of use, with the following suggested at minimum:

- when you arrive first thing in the AM;
- after lunch;
- at the end of each shift.

Electronics and POS Equipment

- For electronics such as POS equipment, keyboards, and computer mice remove visible contamination if present.
- Do not use aerosol cleaning sprays or wipes that contain bleach.
- Clean the keys and the surrounding area by wiping them and keeping them wet for about three minutes if you're looking to disinfect ("wet" doesn't mean soaking)—you want to see moisture on the surface of the keys, but liquids shouldn't be allowed to soak into the keyboard. If you're using a wipe, you may need to squeeze out excess liquid.
- let your keyboard rest for a few minutes while it dries off—and always make sure everything is 100% dry before powering back on.
- Dry surfaces thoroughly after with a clean cloth or paper towel to avoid pooling of liquids
- Credit card terminals if touched by a customer for pin pad entry must be cleaned after every use.