

Timberline COVID-19 Workplace Policies

Update: October 16, 2020

1. Personal Health Assessment

- Workers should not come to work if they experience any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches
 - Headaches
- Please advise your supervisor as soon as possible or ask them if you are not sure.
- Supervisors must inform the director as soon as possible of the possible case.
- Anyone who arriving from outside of Canada must self-isolate for 14 days prior to coming to work.
- Anyone with COVID-19 symptoms must self-isolate at home for 10 days prior to returning to work.
 - If the person tests negative *and* symptoms resolve, the worker may return to work at that time.
- Anyone developing symptoms while at work should notify their supervisor immediately and then head home. However, a slight cough is insufficient for these measures.
- Full-time employees are allowed up to ten paid sick days per calendar year for true sicknesses.

2. Maintaining Physical Distancing

- Do your best to stay 2 meters from co-workers at all times.
- When this is not possible, you must wear a mask, especially indoors.
- Adhere to signs saying where to enter and exit main buildings.
- Avoid touching shared surfaces as possible, especially door handles that can be pushed instead.
- Do not ride together in vehicles unless both are wearing masks.
- Eat at separate tables where possible, or at most 2 to a large round table.
- Only one person should be in a bathroom at a time.
- The Town Hall bathrooms are to be left for guest use only.
- Any food brought in or shared must be served by people wearing masks and gloves (no buffets).

3. Cleaning Common Areas

- Shared surfaces, such as door handles and tools, should be cleaned regularly with a bleach solution supplied at various points around the Ranch.
- Maintenance staff must keep a written schedule and written record of cleanings.

4. Hand Washing

- Wash hands regularly for 15-20 seconds with soap and water:
 - Upon arrival at work
 - After using washrooms
 - Before and after going on a break
 - Before and after sharing tools and equipment
 - Before and after using masks or other PPE (personal protective equipment)
 - After handling cash or credit cards

5. Visitors & Volunteers

- Visitors are not allowed on the property without prior permission by the Executive Director (or the Assistant Director in his absence).
- Volunteers must be limited to specific needs on the Ranch and must be follow all protocols
- Prior to arrival, all visitors and volunteers must perform a personal health assessment.
- All visitors and volunteers must be recorded on the Google Sheet provided to staff – their name, date of arrival, and a phone number so that they can be contacted in case of an outbreak.
- Guest groups and film crews will have their own protocols for recording who is present, but will also need to provide that to Timberline upon request