

# Timberline COVID-19 Workplace Policies

Update: November 18, 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

- Please stay 2 meters or more from co-workers at all times; wear a mask when this is not possible.
- Masks must also be worn at all times indoors, except when eating or alone in a room.
- Only one person per table when eating, and distance as much as practical; wear a mask when done.
- Avoid riding in vehicles together; if necessary for a short time, masks must be worn.
- 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.
- 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.
- A written schedule and record of cleanings must be kept.

## 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, and they will need to provide that to Timberline upon request.