

Timberline COVID-19 Workplace Policies

Update: October 4, 2021

1. Personal Health Assessment

- Employees 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
- If you experience these symptoms, please advise your supervisor as soon as possible; supervisors must also inform the Executive Director right away.
- Anyone with COVID-19 symptoms must self-isolate at home for 10 days prior to returning to work; however, the employee may return sooner upon a negative COVID test *and* resolution of all symptoms.
- Anyone developing symptoms while at work should notify their supervisor immediately and then go home. Note: a slight cough by itself does not necessitate leaving work.
- Full-time employees are allowed up to ten paid sick days per calendar year for actual sicknesses.
- Anyone who arriving from outside of Canada must follow current restrictions prior to coming to work.

2. Maintaining Physical Distancing

- Please stay at least two meters from co-workers when possible; wear a mask when this is not possible.
- Masks must be worn at all times indoors, except while eating or when alone in a room. Wear a mask while getting food and as soon as done eating.
- All food must be served, not taken buffet-style; servers must wash and sanitize their hands, wear masks, and, when possible, serve from behind a clear barrier.
- When eating indoors, spread out as much as possible, keeping to one per table, as available.
- Avoid touching shared surfaces, especially door handles that can be pushed instead.
- One person per washroom when possible.

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. Guest Groups, Visitors, and Volunteers

- Guest groups (including film crews) must follow current provincial guidelines and restrictions (see BC Camps Association, BCCDC, and PHO for up-to-date specifics).
- Guest groups (including film crews) must have their own protocols for recording who is present on any given day, and they will need to provide that to Timberline upon request.
- Volunteers must be made aware of and follow all COVID work protocols.
- Visitors are currently not allowed on the property without permission by the Executive Director (or the Assistant Director in his absence).
- Prior to arrival, all visitors and volunteers must complete Timberline's online personal health assessment. Delivery drivers are exempt from this unless they need to use a washroom.