

Timberline COVID-19 Workplace Policies

Update: March 28, 2022

1. Personal Health Assessment

- We no longer require a daily internet check-in from staff or volunteers.
- 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.
- According to the BCCDC (March 22, 2022 update), the current standards for isolation are as follows:
 - If you test positive for COVID-19 and are fully vaccinated, you need to self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever. You do not need to be re-tested for COVID-19 to end your self-isolation period and return to your normal activities.
 - If you ... test positive for COVID-19, and are not fully vaccinated, you need to self-isolate at home for 10 days AND until you no longer have a fever AND your symptoms improve. You do not need to be re-tested for COVID-19 after your self-isolation period ends to return to normal activities; you can remain test positive for many weeks, even after you are no longer infectious.
- Anyone developing COVID symptoms while at work should notify their supervisor immediately, get an antigen test, and then go home.
- Full-time employees are allowed up to ten paid sick days per calendar year for sicknesses.

2. Physical Distancing & Masking

- As a rule of thumb and out of respect for one another, if a guest or staff member is wearing a mask, we will also wear one when entering their space or meeting with them. This is especially important in enclosed, indoor areas.
- Masks should be worn indoors when serving or preparing food. This may change when cases drop.
- We will continue to serve food instead of offering it buffet style; servers must wash and sanitize their hands, wear masks, and, when possible, serve from behind a clear barrier.

3. Cleaning Common Areas

- Shared surfaces, such as door handles and tools, must be cleaned and sanitized regularly.

4. Hand Washing

- Wash hands regularly for 15-20 seconds with soap and water:
 - After using washrooms
 - 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 must follow current provincial guidelines. We will inform them as to their responsibilities and ours, prior to their arrival.
- As of April 8, we will no longer check vaccine passports for any type of guest group.

6. Camp Standards

- We will continue to follow COVID and infectious disease standards for camps put out by the BCCDC, PHO, and BC Camps Association. As these change, we will ensure our staff is informed.