

## Covid 19 Safety Plan

### Hotel General

#### **Involve workers when assessing your workplace**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
  
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

#### **First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

- ✓ We have established and posted an occupancy limit for our premises.
  - ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
  - ✓ We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

#### **Working offsite or remotely**

Where possible staff will work from home, following the Worksafe BC work from home guidelines.

#### **Changes to work schedules**

- Scheduled staff are also kept to a minimum based on the hotel's occupancy.
- Staff work the same schedule as much as possible, so staff remain in bubbles.

#### **Occupancy limits for workers**

- While we are reducing staff hours, it is not always going to be possible to have an occupancy limit for workers due to the demand in the hotel. Please see 2,3,4 level protection.
- The staff room has occupancy limit of 6, and tables and chairs spaced apart. Staff have to sanitise where they sit once they leave. Shared plates/cutlery/glasses etc. will be removed.

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Shared equipment such as the coffee machine will also be removed. Staff will be advised to bring their own cutlery & plates.

- There is a sanitizing station in the staff room.

### **Office Space**

- Staff that work in the main admin office area have one person per office to work in. (front desk office, sales office, GM office, accounting office, marketing office)
- Maintenance has one person working in their office
- F&B have one person working in their office
- Housekeeping have two people working in their office and tables have been distanced apart.
- Staff have been made aware to not share items (staplers, pens, whole punch etc.)
- Staff meetings happen in our banquet room so we can social distance.

### **Elevator**

- Elevator Etiquette signs have been posted at all floors
- Maximum of 3 guests or 1 family group

### **Second level protection (engineering): Barriers and partitions**

✓ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

✓ We have included barrier cleaning in our cleaning protocols.

✓ We have installed the barriers, so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

- Plexi Glass has been added to each front desk booth.
- Partitions have also been added between each booth so guests cannot come in between them.
- There are STAND HERE stickers on the floor 2 meters apart for when guests start to queue. The card reader has been moved to the front of the booth so guests can scan their own card.
- If the lobby starts to get crowded at busy periods of the day, guests will be asked to remain outside until it is safe to queue inside.
- On check out guests can place their key card in a basket at the front desk. These are then sanitized before they are put back into rotation.
- Guests will receive their breakdown of their stay by email. A printed copy is available upon request.
- We recommend credit card payments or post to room where possible, however debit card and cash is available. (post to room is not available if you only provide a debit card or pay by cash).
- Physical Distance signs are placed around the hotel.

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#### **Vehicles:**

- There is no vehicle availability for guests.
- The Toro used to transport garbage (used 3-5 times a day) has high touch surfaces sanitized after each use.
- Maximum two workers in Toro
- Work trucks are used by one person at a time, and to be sanitized after each use.
- If more than one staff member is travelling in a work vehicle then masks must be worn.

#### **Third level protection (administrative): Rules and guidelines**

✓We have identified rules and guidelines for how workers should conduct themselves.  
✓We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

- Before staff return to work they are required to attend a staff orientation. This includes all company rules, guidelines & protocols. It also includes health & safety training along with a separate COVID 19 training session.
- Staff are regularly updated with updates on protocols through staff stand ups, staff notice boards and our staff social app.
- Staff will have completed their screening questionnaire and asked whether they have any symptoms at the start of their shift.
- The above is applicable to old and new staff.

#### **Guests:**

- Hand sanitization station is at the entrance of the hotel, parkade and in the lobby. Also at every front desk booth.
- Signs are at the front doors/parkade telling guests not to enter if they have any symptoms.
- There is also a sanitization station for luggage carts using paper towels.
- Our company statement is posted in the hotel entrance and on our website.
- Elevator etiquette signs have been posted for guests to keep maximum of 3 people or one family group.
- Social distancing posters have been posted around the hotels and in elevators.
- Signs are placed at the entrance of the hotel for guests to DO NOT ENTER if you answer yes to any of the following questions:
  - Do you have a fever, cough, sneezing, sore throat and/or difficulty breathing, and these conditions are new or worsening?
  - Have you travelled outside of Canada in the last 14 days?
  - Do you believe you have been exposed to COVID-19?

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#### **Staff:**

- Staff are to sanitize their hands as they enter the building. Sanitizing stations are set up at the staff entrance along with signs telling staff to not enter if they show any symptoms.
- Staff are kept to the same schedule as much possible to limit the amount of contact with other people.
- Staff are to sanitize hands after interacting with each guest especially after handling key cards/debit cards.
- Staff sanitize their workstation before their shift change over. (Front Desk)
- If more than one person works, those staff members are to work at separate pods and not swap over unless sanitize the pod before and after they finish their shift.
- Employees are reminded to not come to work while sick. If they have symptoms of COVID-19, they are expected utilize the online self-assessment tool, contact their health care provider, or call 811.
- If someone experiences symptoms at work, notify their manager immediately, go home immediately, and contact their health care provider or call 811.
- Staff with symptoms are asked to remain at home for 10 days and until their symptoms have cleared.
- **Rapid Testing: We ask staff to Rapid Test weekly.**

#### **Public Spaces (Lobby, public washrooms):**

- Washrooms are sanitized minimum twice per day.
- The lobby high touch surfaces are sanitized 3 times per day as per cleaning schedule.
- High touch surfaces in the hotel are sanitized (stair rails, door handles, elevator buttons) as per cleaning schedule.

#### **Cleaning Schedule (see attachment):**

- Sanitization of high touch surfaces done throughout the day in the lobby by Front desk agents
- New rags are to be used every time you sanitize and put in the dirty rag bins. Paper towel is to be used if rags run out.
- There will be a clean rag bin and a dirty rag bin in the back office.
- **Peroxide Multi Surface Cleaner** is the chemical to be used. Gloves are to be worn while cleaning to protect from chemical.

#### **Deliveries:**

We do not sign for deliveries. Staff are to sanitize/wash hands after handling a delivery.

**Fourth level protection: Using masks (optional measure in addition to other control measures)**

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- ✓ We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.
- ✓ We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.
- ✓ We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.
  - Gloves are to be used as stated previously above, and available for staff as they require.
  - Staff have been trained for appropriate usage of mask and gloves.

### **Mandatory Mask Order**

- Masks are mandatory for all staff and guests. Masks are required in all public indoor settings for all people born in 2016 or earlier (5+).
- Guests who refuse to wear one will be refused entry. Masks must be worn in the following areas:
  - All hotel common areas and hallways
  - Restaurant when not seated at a table
  - Fitness centre if more than 1 person
  - Elevators
  - Pool area when not in the pool

Face coverings must be worn in all public spaces at all times, this includes but is not limited to the lobby, Elements restaurant, Gemstone Spa, walking to and from the pools and hot tubs, in elevators, through the corridors and in the parkade.

### **Proof of Vaccine (PoV)**

- By order of the PHO, you will need to verify your proof of COVID 19 Vaccine for entry to our **Elements Restaurant and Event Spaces**. Businesses must scan proof of vaccination QR codes for entry.

### **Enforcement**

- During a public health emergency under the Public Health Act, the PHO can make orders as needed. You must follow the orders. Some orders can be enforced by police or other compliance and enforcement officials. People who don't follow these orders could be fined.

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### Communicable Disease Prevention plan Copper Point Resort/Invermere Inn & Suites/Copper City Liquor Store

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person or another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

#### Step 1: Understand the Risk

##### **Person Responsible for reviewing and monitoring information:**

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Communicable diseases including COVID 19 are monitored weekly through governmental updates, local updates and current PHO orders and local health authority.

As this situation is ever evolving, we update our plans as required. It is reviewed weekly or monthly depending on the severity of the situation. For example, if we have a local outbreak the situation would be monitored daily. Any updates are communicated to staff through notice boards and communication devices.

#### Step 2: Implement Measures, Practices and Policies to Reduce the Risk:

Employees are reminded to not come to work while sick. If they have symptoms of COVID-19, they are expected utilize the online self-assessment tool, contact their health care provider, or call 811.

Hand Hygiene Facilities are provided with appropriate supplies, with signage reminding employees to wash hands regularly, and to cover coughs and sneezes. It is also made available in all public areas: Hotel Lobby, Front Desk, Restaurant, and banquet Spaces.

A clean environment is maintained with regular scheduled disinfecting of public spaces and employee areas.

We strongly recommend appropriate vaccinations for our employees and implement rapid testing in the workplace asking employees to be tested once a week to help reduce the spread of COVID 19 in the workplace.

Masks are to be worn as per the PHO. Occupancy Limits are based on the Local Health Authority order.

We provide employees with masks as required, hand sanitizer and appropriate PPE depending on tasks.

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### Step 3: Communicate Measures, Practices, And Polices

All employees are trained of our measures we have in the workplace through onboarding, online employee information, meetings and check ins.

Employees are made aware that if they have communicable disease symptoms to stay at home from work and book a PCR Test. Rapid Testing is available onsite for employees NOT showing symptoms. Employees can monitor their symptoms through the online self assessment tool.

When employees have to travel for work, they make sure they do not have any symptoms or been exposed to Communicable Disease.

**Rapid Testing: Rapid Testing is available for all staff to test weekly.**

### Step 4: Monitor your Workplace and Update Your Plan as Necessary:

Communicable Disease updates are discussed weekly in management meetings, which minutes of the meeting is displayed for all employees to see. The JOH&S Committee meet once a month to discuss any changes that may need to be made to policies.

Employees are trained to report any health and safety concerns where they can remain in a confidential manner if required.

Any immediate changes to policies and procedures are communicated through team meetings, online apps and signage throughout the workplace.