



COVID-19 BEST PRACTICES
and
SAFETY PLAN
for
COASTAL BLISS ADVENTURES Ltd.

Initial: 28.05.20

Last Updated: 06 December 2020

Coastal Bliss Adventures Ltd. COVID 19 Best Practices - May 2020

"The Provincial Health Officer has ordered some types of businesses to close. Any business or service that has not been ordered to close and is also not identified on the essential service list may stay open if they can adapt their services and workplaces to the orders and recommendations of the PHO."

It is critical that Coastal Bliss Adventures Ltd. (CBA) immediately align with COVID-19 orders, direction and safety protocols mandated by the Provincial Health Office (PHO) and regional health authorities.

Where governments have not mandated the temporary closure of Adventure Tourism Companies, such as CBA in BC, those companies that choose to open should take every health and safety precaution for their employees and customers. It is imperative that CBA implement the COVID-19 physical distancing, disinfection and other procedures outlined in the following best management practices document.

Please note this is not a legal document. It will be updated as new information becomes available; however, every program CBA operates must follow all PHO orders.

Please visit our website for industry updates from organizations we work with: National Parks, PRNPR, Gulf Islands National Park, BC Provincial Parks, SKGABC, Paddle Canada, ACMG, CHGA (Coastal Hiking Guides Alliance)

Coastal Bliss Adventures Company Mandate

Coastal Bliss Adventures Ltd. is registered in the Province of British Columbia. We are a for profit adventure tourism outfitter with programs ranging from short hourly tours; rentals and instructional programs to multi – day remote camping (backpacking; kayaking and canoeing) programs.

The mandate of CBA is:

1. To provide safe, high quality, programs for our guests for financial compensation that is competitive and provides a fair profit margin.
2. To promote a high standard of safety and operations in and for our staff through staff training and clear expectations; and pays a wage at or above minimum BC wage (exact rate is task and experience related)
3. To initiate, organize and manage programs to create 'Best Practices' together with and in cooperation with other adventure tourism companies, industry governing bodies and permit issuing agencies.

CBA will employ only qualified staff members that agree to operate at the CBA standard.

I STANDARD PROTOCOLS COMMON TO ALL DEPARTMENTS

During the COVID-19 pandemic, CBA is advocating all BC Ecotourism Companies follow mandates/orders from the Provincial Health Office (PHO) and regional health authorities, along with other authorities such as WorkSafeBC and Health Canada. In order to comply with federal, provincial and regional recommendations, CBA is advocating the following protocols to support its staff, guests; local community and the tourism industry understanding that each of our work locations and its resources are different.

A. EMPLOYEE ILLNESS POLICY

CBA has an updated employee illness policy that is communicated to all employees immediately before returning to work.

1. Employee Self-Assessment
 - Employees must review the self-assessment signage located throughout the facility each

morning before their shift to attest that they are not feeling any of the COVID 19 symptoms.

- Managers and / or Co-workers will visually monitor and or check-in with employees and each other at least twice a day to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday.
- If employees are unsure, have them use the self-assessment tool provided free online through <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.

2. If an Employee is feeling sick with COVID-19 symptoms

- Employees who feel sick with COVID-19 symptoms, such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains, are to remain at home and contact Health Link BC at 8 -1- 1.
- If an employee at work is showing even mild symptoms of the previously listed symptoms for COVID- 19:
Send them home immediately, remove them from the schedule and have them contact 8-1-1 or a doctor for further guidance.
If working remotely on a multi-day tour: isolate employee from rest of group, contact 811 to complete an online assessment, and evacuated in accordance with Park or other partner protocols, and/or if the assessment indicates this to be deemed the appropriate action.

3. If an employee tests positive for COVID-19

- The employee will not be permitted to return to the workplace until they are free of the COVID-19 virus.
- Any employee who works closely with the infected Employee will also be removed from the workplace for at least 14 days to ensure the infection does not spread further into the workplace.
- Close off, clean and disinfect their work area immediately and any surfaces that could have potentially been infected/touched.

4. If an employee has been tested and is waiting for the results of a COVID-19 Test

- As with the confirmed case, the employee will be removed from the workplace.
- The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of BC.
- Other employees who may have been exposed will be informed and removed from the workplace for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
- The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

5. If an employee has come into contact with someone who has COVID-19

- Once contact is confirmed, the Employee will be removed from the workplace for at least 14 days or as otherwise directed by public health authorities. Co-workers who may have come into close contact with the Employee will also be removed from the workplace for at least 14 days.
- The workspace will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.

6. Employee Support

- If you are directed to stay home or are sick with COVID-19, Human Resources and your General Manager will be in touch with you immediately to provide you with guidance and support to assist you throughout your leave process.

7. Quarantine or Self-Isolate if:

- Any Employee who has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Employee with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Employee from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
- Any Employee who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating is not permitted to enter any part of the CBA facilities.

8. Employee Responsibilities

Employees without symptoms of COVID-19 are currently free to work if they adhere to the following protocols:

- PRIORITY 1 - Wash your hands with soap and water for at least 20 seconds before your shift and as frequently as possible during your shift.
- PRIORITY 2 – Practice physical distancing – keep a minimum distance of at least 2M/6ft from fellow employees and customers unless you are in a shuttle vehicle and wearing a mask, or tending to an emergency situation (such as first aid, capsized etc.) and wearing PPE appropriate to the situation (mask; gloves).
- PRIORITY 3 - Inform your manager immediately if, during your shift, you feel any symptoms of COVID-19 such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains.
- Avoid touching your eyes, nose, or mouth with unwashed hands or when wearing gloves.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands, or sneeze/cough into your elbow.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Clean and disinfect frequently touched objects and workstation surfaces as per directions in the Cleaning, Sanitizing and Disinfecting Protocols section.
- Stay informed. Information is changing frequently.

B. MEDIA INTERACTIONS

Please do not speak with the media (radio, television stations, newspapers etc.). If you are approached by the media regarding COVID-19, be polite but do not comment. The news media will try to engage with you

— sometimes aggressively to get information, but do not get angry or careless. Refer them to Gary Ward or Georgia Newsome. Use the following recommended sentence to reply to media: “I want to make sure you have accurate, up-to-date information — so please contact our managers: Gary Ward or Georgia Newsome at 250 715 0034.

C. CUSTOMER INTERACTIONS

If a customer in the facility has a question or feedback related to the COVID-19 pandemic, please

have them email the Company Directors. Listen to them and give them the Company Directors' contact information including our email address. Do not go into specifics or make comments related to their feedback.

D. PHYSICAL DISTANCING

As defined by the BC Centre for Disease Control, physical distancing means limiting close contact with others. When outside of your home, practicing physical distancing by keeping two meters (six feet) away from one another is something we can all do to help stop the spread of COVID-19. All Employees are to practice physical distancing as follows:

1. Minimize interaction with customers and fellow employees whenever possible.
2. Keep at least two meters (six feet) distance between yourself and others, whenever possible.
3. Do not shake hands with customers or employees. Nod or wave instead.
4. Follow protocol for shifts, breaks and staff meetings as outlined in Section 5.

E. HAND WASHING

Frequent and proper handwashing, as set out by Health Canada, is encouraged as the best way of preventing all viral respiratory infections and other illnesses. After washing your hands, use a disinfectant spray on sink taps and surfaces. If soap and water are not available, alcohol-based hand rubs (ABHR) / hand sanitizer can be used to clean your hands provided they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.

“Reduce the spread of COVID-19: Wash your hands”: <https://www.youtube.com/watch?v=o0P-0d1mJfA>

Hand Washing should be completed for the following reasons but are not limited to:

- Entering or leaving any structure at the kayaking or company facility, including transport.
- When taking Personal Protective Equipment (PPE) on or off.
- Before and after breaks and when using washroom facilities.
- Before and after handling customer gear and equipment.

F. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The majority of work and activities take place in an outdoor environment, where physical distancing is easily achieved. As of **Nov 19, 2020** **Masks are currently required by all persons when they are indoors in public spaces.**

1. Personal Protective Equipment should be broken down into the following 3 categories based on the risk of exposure levels:
 - **LOW RISK:** tasks where an individual is isolated, e.g. working at Bench Road facility on tasks such as: food dehydrating; trip prepping / tidy up, boat / equipment cleaning and repair.
 - Regular handwashing must be observed.
 - Areas and equipment touched to be cleaned and disinfected before and after use using the appropriate PPE recommended by the product manufacturer and relative to the task.
 - **MEDIUM RISK:** where employees have interactions with customers and/or other employees but can be physically distanced, e.g. check-in, briefings
 - Regular handwashing must be observed.

- Areas and equipment touched to be cleaned and disinfected before and after use using the appropriate PPE recommended by the product manufacturer.
- **Employees** and **customers must have** a face mask on their person in case physical distancing becomes impractical or impossible, in which case the face mask can easily be put on.
- **HIGH RISK:** tasks where employees and/or customers cannot maintain physical distancing, e.g. in a shuttle vehicle.
 - Regular handwashing must be observed.
 - Areas and equipment touched to be cleaned and disinfected before and after use using the appropriate PPE recommended by the product manufacturer.
 - **Employees** and **customers** in high risk situations **MUST WEAR** a face mask or appropriate alternative at all times.
- Any employees cleaning customer equipment must be given Protective Personal Equipment; gloves and face mask and wash them regularly.

a. GLOVES

Gloves are not deemed necessary except when recommended by the cleaning or disinfectant product manufacturer. Wearing gloves does not exclude an individual from regular hand washing; thorough hand washing should take place before and after wearing the gloves.

| RECOMMENDED CHOICE FOR GLOVES: | | |
|--------------------------------|---|---------------------------------------|
| GLOVE TYPE | Nitrile Protective Gloves | |
| DEFINITION | Made of synthetic materials and offers robust protection. | |
| ADVANTAGE | Stretchy, durable | |
| PROTECTION LEVEL | Chemicals, viruses | |
| USAGE | Kitchen Food service Cleaning | Maintenance Kayaking operations |

b. FACE MASKS AND SHIELDS

Face masks are protective layers of absorbent fabric (such as cotton) that snugly fit over the nose and mouth and are secured to the face with ties or ear loops.

| Face Masks SHOULD: | |
|-------------------------------|--|
| | Be made of multiple layers of absorbent fabric (such as cotton) |
| | Cover the mouth and nose without gaps |
| | Fit securely to the head with ties or ear loops |
| | Allow for easy breathing |
| F | Be changed as soon as possible if damp or dirty |
| a | Stay the same shape after machine washing and edrying |
| Face Masks SHOULD NOT: | |
| e | Be placed on children under the age of 2 |
| d | Be placed on anyone unable to remove them without assistance or anyone who has trouble breathing |
| d | Be made exclusively of plastic sheeting or materials that easily fall apart (e.g. tissues) |
| n | Impair vision or interfere with tasks |
| o | |
| t | Be shared with others |
| m | |
| e | Passenger/driver is continuously adjusting the eface covering |
| t | |



these requirements on their own. Face shields may be worn by employees in addition to a face mask for further protection, but not on their own, unless they cover the mouth and nose without gaps and allow for easy breathing and visibility.

I. SHIFT PREPARATION, TASKING, TRAINING & GENERAL EMPLOYEE PROCEDURES

A. SHIFT PREPARATION

- All employees must wash hands with soap for at least 20 seconds once they arrive at work, every time they enter and leave the facility, and every hour through their shift.
- Personal Protective Equipment (PPE) is to be provided for all operational duties as per risk categories.
- Stagger shifts and breaks, for example, create two crews with alternating shifts.
- Minimize job mixing and keep the same employees on the same tasks for the day where practical.
- Eliminate physical timesheets. Have employees complete hours electronically and submit them by email.

B. REDUCE IN-PERSON STAFF MEETINGS

- Communicate task assignments via email, text, phone, zoom and/or radio.

C. TRAINING

- When possible, minimize training by keeping employees on tasks they have already been trained on.
- If it becomes necessary for training on a specific task, have employees review standard operation procedures and watch training videos prior to any hands-on training.
- For hands-on training, employees must wash their hands and wear PPE.
- Procedures for guide specific training are in the PROTOCOLS FOR **GUIDING OPERATIONS** section of this document.

D. EMPLOYEE PERSONAL EFFECTS & COMPANY EQUIPMENT USED BY EMPLOYEES

- Bring only essentials personal items to work. Store items in YOUR personal storage box and stow it out of the way of other equipment (In the kayak hut up on top shelf) Disinfect hands before and after accessing your storage box.
- Only one person allowed in the kayak hut at a time unless physical distancing can be guaranteed or unless PPE is worn.
- Where possible, employees will be assigned specific pfd's, paddles and other equipment to be kept in their own labelled storage box or shelf for the season. Equipment will be disinfected or otherwise deemed clear of contamination (eg. PFD left untouched for 3 days) prior to distributing to employees.
- Shared use equipment such as vehicles, radios, kayaks, dry suits must be disinfected immediately after each use, using methods indicated below.

E. GENERAL GUIDELINES

- Maintain social distancing during all breaks. Encourage employees to have meal breaks outside or away from others, if possible. Where meals are taken communally (multi- day tours)
 - Guest touch of kitchen kit items should be minimized (pots, stoves, serving spoons, water filters).
 - after any use, all touchpoints must be washed with soap and water or disinfected.
 - all dishes must be personally washed immediately after use.
- Each employee is to disinfect any surfaces they have come in contact with after each use.
- Employees should carry their own personal hand sanitizer and have self-serve hand sanitizer at each workstation and area.
- Employees are reminded to keep their hands away from their face.
- Employees are reminded to practice and enforce physical distancing at all times. We will work with you to ensure a process to maintain that distance with the positioning of workstations.
- If more than one employee is working in a facility, then one person is to be assigned to a workstation (In Hut, on dock, at guest arrival area). Point of Sale system and phone for use during that shift, at the end of the shift the workstation is to be cleaned prior to the next shift.
- Where employees need to work together for example lifting /moving kayaks they are to do so in a manner that allows them to physically distance. If this is not possible then they MUST wear

PPE (mask).

F. DISCIPLINARY ACTION(S)

It is expected that protocols within the entirety of this document are followed by all CBA employees. CBA requests that you sign the attestation at the end of this document to confirm that you have read this manual and understand the importance of following the protocols. CBA will document this training as received by employees once we receive the signed copy from you. YOU will only be able to begin regular work shifts after this is complete. If you have any questions, comments, or concerns regarding anything within or missing from the document please communicate this with us as soon as possible prior to signing. If needed, we can add protocols to our company Health & Safety orientation and procedures document and training. CBA must and will enforce Standard disciplinary actions, should a staff member blatantly and repeatedly fail to observe protocol.

III. CLEANING, SANITIZING AND DISINFECTING PROTOCOLS

COVID-19 is susceptible to disinfectants and sanitizers.

- Increase cleaning and disinfection frequency of high-touch surfaces and high traffic areas to reduce the risk of spreading COVID-19.
- A sign off process for all required cleaning should be implemented that indicates the frequency that it has been done.

A. DEFINITIONS

- Cleaning: refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Sanitizing: Food grade sanitizers are used after cleaning to reduce the level of bacteria to a safe level when following the manufacturer's instruction for concentration and contact time. Sanitizers are used on food contact surfaces. When sanitizers are used at the no-rinse concentration level it does not need to be rinsed off with clean potable water. Disinfectants are different from sanitizers in that they have a greater ability to destroy bacteria, viruses and molds. Disinfectants are used at a higher concentration and require a longer contact time than sanitizers. If a food grade disinfectant is used on a food contact surface, it may need to be rinsed off with potable water.
- Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill bacteria and viruses on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

B. HARD (NON-POROUS) SURFACES

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands

immediately after gloves are removed.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective. Use products that are EPA-approved for use against the virus that causes COVID-19. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time).
- Additionally, diluted bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 10 minutes for disinfecting, 1 minute for sanitizing, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix bleach with ammonia or any other cleanser. Unexpired bleach will be effective against coronaviruses when properly diluted.

C. ELECTRONICS AND POS EQUIPMENT

- For electronics such as POS equipment, tablets, touch screens, remote controls, and keyboards, and telephones remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids
- Credit card terminals if touched by a customer for pin pad entry must be cleaned after every use.

D. SHUTTLE VEHICLES

- PPE equipment must always be worn when disinfecting vehicles.
- Do an initial spray down with water to remove any loose dirt
- DISINFECT the following areas with a hand sprayer to be able to liberally spray the surfaces: Steering wheel, Arm rests, Seats, Safety handles, Lower console (cubbies and cup holders), Reverse switch, Keys, Cup holders (straps, clips, etc.), Inside of Windows and Windshield, Floors
- Discard cleaning gloves prior to touching the steering wheel again, apply new gloves, and park the shuttle vehicle in a storage area.
- **Provide a sealed single sanitizer** wipe on the **driver's seat** for use by the driver to allow them to wipe again the high touch point areas.
- Add a **sign on steering wheel** "This vehicle has been disinfected. A sanitary wipe is provided for your additional safety."

E. KAYAKING EQUIPMENT

- Hard or non-porous surfaces can be cleaned and disinfected in accordance to the protocol outlined above (B. Hard non-porous surface). This includes paddles, hard first aid cases, some rescue gear.
- **Fabric or porous items such as PFDs**, wetsuits, boots, splash tops, helmets, rescue webbing and materials will be cleaned and disinfected using the **manufacturer recommended detergent** and cleaning products in **water, water rinsed and air dried**. DO NOT USE bleach as this and some other disinfectants can chemically attack and damage the fabrics and are not recommended to be used.

- Kayaks will be cleaned and disinfected using the manufacturer recommended detergent and cleaning products relative to their construction material.
- **Customer gear** must be placed at the back of the equipment rotation to allow for maximum time before it is used again.

F. OTHER SUGGESTED CLEANING AND DISINFECTING AREAS

- Cleaning of surfaces after each customer exchange must be done.
- Do not use re-useable cloths, rather, disposable cloths. Surfaces include counters, door handles, transaction machines, phones, tv chargers, anything that either or both customer and employee touch (keyboards, debit/credit machines, door handles, counters, washrooms, etc.) Disposable items must be placed in a lined garbage container.
- Office / Change Rooms / Public Areas
 - Doorknobs / door push bar / door handles
 - Counter tops / service tops
 - POS terminals / merchant terminals / handheld devices
 - Handrails / light switches / thermostat controls
 - Sound system and TV channel remote controls
 - Chairs / guest seating areas / tabletops
- Bathrooms / Kitchens
 - Doorknobs / door push bar / door handles
 - Counter tops / sinks / basins
 - Toilets / paper dispensers / handwash areas
 - Prep areas / kitchen line / service pass
- Staff Room / Offices
 - Doorknobs / door push bar / door handles
 - Counter tops / workstations / desktops
 - Time clocks / staff kitchen area
 - Chairs / staff seating / staff break area

Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloths.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

| Agent and concentration | Uses |
|---|---|
| 1. 1:100 dilution Chlorine household bleach – sodium hypochlorite (5.25%) ¹ 10 ml bleach to 990 ml water | Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally. |
| 2. 1:50 dilution Chlorine household bleach – sodium hypochlorite (5.25%) ¹ 20 ml bleach to 980 ml water | Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally. |
| 3. Hydrogen Peroxide 0.5% | Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs). |
| 4. Quaternary Ammonium Compounds (QUATS) ² noted as 'alkyl dimethyl ammonium chlorides' on the product label | Used for disinfecting surfaces (e.g., floors, walls, furnishings). |

¹ Decontam, Oxone, Quat, and Clorox-Bleach. ² The active agent of common household disinfectants and antiseptics against most hepatitis virus, a common example is Dettol. ³ American Chemical Society. ⁴ American Society of Microbiology. ⁵ EPA (2008) 644-0101.

¹ Personal Protective Equipment Canada website of BCSC. ² BCSC Website and Center-Response for Planning Response to Cases Living in the Community (2014). ³ Health Canada website. ⁴ Health Canada website. ⁵ Health Canada website.

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. IPC v2.0

British Columbia Ministry of Health
BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
Non-medical inquiries: 1-888-COVID-19 (1-888-264-4319)
See travel, physical distancing: or text 604-635-0200

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G. PRODUCT GUIDE FOR DISINFECTANTS

| PRODUCT | APPLICATION | DEFINITION | PROTECTION LEVEL |
|--|--|--|---|
| <p>Multi-Surface Cleaner</p> | <p>Use full-strength or dilute 250 mL per 4L of warm water. Pre- clean surface. Apply to surface until thoroughly wet. Wipe with a clean cloth, sponge, or mop.</p> <p>To Sanitize: Leave for 1 minute before wiping. To Disinfect: Leave for 10 minutes before wiping. Rinse all food contact surfaces with water after using the product.</p> | <p>Disinfectant that meets Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2.</p> | <p>Advanced disinfectant and sanitizer for Hard Surfaces</p> |
| <p>Bleach (6%) Solution</p> | <p>100/1 dilution of sodium hypochlorite solution with water used to disinfect surfaces, 10mL bleach to 1 Litre of water. Minimum contact time of 10 minutes in a single application. Air dry.</p> | <p>General use disinfectant and sanitizer for hard surfaces</p> | <p>Recommended by the BCCDC for disinfecting Non-porous Surfaces.</p> |
| <p>Neutral Disinfectant Cleaner</p> | <p>Use 3.9 mL per liter of water for a minimum contact time of 10 minutes in a single application. Can be applied with a mop, sponge, cloth, coarse spray or by soaking. The recommended use solution is prepared fresh for each use then discarded. Air Dry.</p> | <p>Advanced disinfectant and sanitizer for hard surfaces, low acidity.</p> | <p>Approved for use against the coronavirus disinfecting Non-porous Surfaces</p> |
| <p>Disinfecting Wet Wipes 70% Alcohol</p> | <p>Pre-clean surface. Use 70% alcohol based fresh wipes to thoroughly wet surface. To sanitize: Allow surface to remain wet for 10 seconds. Air Dry.</p> | <p>Single use isopropyl alcohol wet wipes, disposable.</p> | <p>Safe to use on electronics including Smartphones, Tablets and POS equipment</p> |
| <p>Touch Free Hand Sanitizer</p> | <p>Minimum 70% alcohol hand sanitizer solution, rub hands together until dry.</p> | <p>General use to kill bacteria and viruses.</p> | <p>To clean hands if handwashing is not available</p> |

Click on the link below to find out which disinfectant meets Health Canada's requirements for COVID-19:

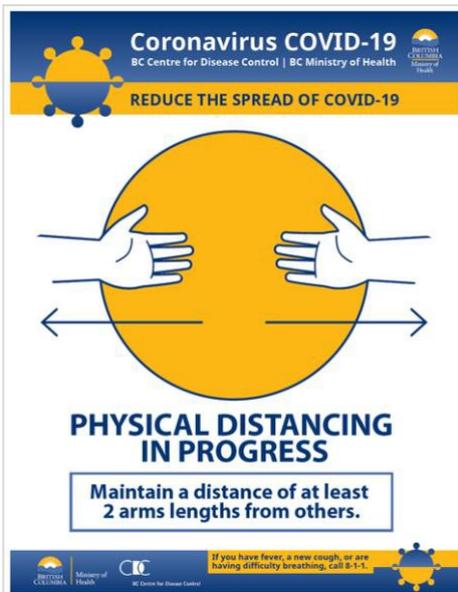
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Locate the Drug Identification Number (DIN) on the disinfectant product label and enter into the blank field.

M. SIGNAGE AND WAIVERS

Clear, concise communication of the policies and protocols will be made easily available to guests and employees:

- Place entrance policies and/or code of conduct at the entrance to facilities (On deck above dock / on gate, side of hut etc.).
- Place appropriate signage outside buildings and structures outlining the physical distancing guidelines in place.
 - Downloadable free physical distancing poster from the [BCCDC](https://www.bccdc.ca).
- COVID-19 posters for the general public and employees encouraging good handwashing are to be posted in appropriate locations, where they will be most noticed, including washrooms.
 - Downloadable free handwashing poster from the [BCCDC](https://www.bccdc.ca).
- Self-assessment signage for employees including how to access the Self-Assessment Tool online must be made accessible:
 - <https://bc.thrive.health>
- Signage that is posted in English may also be posted in other languages if useful for customers and can be found [here](#), along with other useful posters.
- Legal waivers and participation agreements may also be considered.



V. SECURITY AND SITE ACCESS

A. ESSENTIAL SITE VISITS

- Only for operations personnel including Kayaking, food prep, maintenance and administration.
- Shipping/receiving/deliveries
- Customers

B. NON-ESSENTIAL SITE VISITS

- Anyone not carrying out facility operations, e.g. vendors, family/friends,
- Non-activity visitors must not be permitted onsite.

- If there is need for non-essential personnel to be onsite, prior arrangements must be made before visiting and this visitor must disinfect prior to entering any buildings and/or interacting with any staff or customer.

VI. CUSTOMER MESSAGING

A. SUGGESTED WELCOME MESSAGE TO CUSTOMERS:

The 2020 Kayaking and Adventure season was challenging for Coastal Bliss Adventures and Cowichan Bay Kayaking however we managed to consolidate our operations and survive as a company. As we prepare for the 2021 season, we are hopeful that we will be able to run more of our programs, while at the same time being aware of the uncertainty regarding this. COVID_19 is still a concern and restrictions continue to be in place, with increased requirements added on 19 November, for mask wearing at all public indoor spaces. It is important that we all follow the best practice to contain the spread of COVID-19. These practices currently require people in British Columbia to be aware of and to: [Follow the Province wide restrictions](#)

While we limit our number of contacts and avoid non-essential travel and gatherings, Coastal Bliss Adventures remains operational albeit in a limited capacity. Our first priority is the health and safety of our employees, guests and communities through these challenging times.

Our staff and management continue to carefully watching the trends of the COVID-19 Pandemic and the Federal and Provincial directives. We are closely monitoring the recommendations and precautionary measures of the World Health Organization, Health Canada, the BC Centre for Disease Control, and our provincial health officer. While we acknowledge that the best practice is to stay home, given the nature of the activity of kayaking, canoeing, SUP boarding and hiking, in wide open spaces, and with rigid protocols in place, we are confident that the service of adventure tourism and tours that we offer can continue, whilst reducing the risk of transmission of the COVID-19 virus to customers and employees. It is acknowledged that participating in outdoor activities can offer health benefits to both the participants physical, mental, and emotional well- being.

Management at Coastal Bliss Adventures are committed to the ongoing safety of customers employees and local and indigenous communities. Various precautionary measures have been put in place to help reduce the risk of virus transmission. Safety will rely on the full cooperation of our customers and employees from the time we arrive at the facility / tour until the time we leave.

The safety measures we have implemented include:

- Monitoring Employee and co-worker health.
- Practicing physical distancing.
- Use of PPE (as of Nov 19, 2020 until further notice masks are mandatory on the Bluenose Marina where our kayak dock is situated).
- Reducing the number of touch points & rigorous cleaning of remaining touch points.
- Training our employees on enhanced cleaning, disinfecting and sanitizing procedures.
- Requiring the adherence of customers and employees to our policies and procedures.

A full list of the internal measures we have implemented can be found on our websites www.coastalbliss.ca and www.cowichanbaykayaking.com and these measures are also posted at the Cowichan Bay Kayaking location, at our tour preparation base and in our vehicles. We hope that our

environment will return to a semblance of 'normal' soon, but for now, this method of operation is our 'newnormal'.

We acknowledge that every customer will make their own decision as to whether it is in their best interest to participate in our water and land-based activities during these times or not. However, should you choose to join us, we will welcome you and require your full cooperation with regards to the measures that have been implemented for everyone's safety.

Stay safe,

Georgia Newsome

Gary Ward

COVID_19 Protocol (see complete document)

B. GENERAL MESSAGING TO CUSTOMERS

- If you have underlying medical conditions, it is recommended that you not visit our facility. Anyone displaying symptoms of COVID-19, which primarily displays as a persistent cough, will not be permitted to enter the facility, or participate in tours. If you do not feel well or have been in contact with others who are unwell, please stay home. When in doubt, get tested!
- If you have traveled outside of Canada, you are not permitted at our facility until you have self-isolated for a minimum of 14 days. If you are showing symptoms of COVID-19, please do not come to our facility. If you live in a household with someone who has COVID-19 or is showing symptoms of COVID-19, please do not come to our facility.
- Online or over the phone booking and payment is preferred. If payment is required at the time of the tour (day and partial-day tours), only credit and debit card will be accepted.
- You will be required to sign a declaration of health included on the waiver prior to commencing the tour.
- You will be required to agree to contact tracing following to the tour. Should you or someone in your group test positive for Covid-19, following the tour and within 14 days, you agree to contact the company and inform them. In addition, the company agrees to inform you and your party should someone that you may have been in contact with during your tour, tests positive for Covid-19.
- PHYSICAL DISTANCING (minimum 2m/6ft apart) IS REQUIRED WHILE ON SITE between groups who have not booked, traveled, and arrived together at our facility. Failure to effectively observe physical distancing, risks the closure of the company, and as such, if you blatantly and repeatedly ignore physical distancing and use of other PPE (as required) you will be asked to leave the premises and may be suspended from the tour and / or future tours.
- The exception to PHYSICAL DISTANCING of 2m/6ft is within shuttle vehicles, water taxis or float planes and big canoe. In these situations, masks, or appropriate alternate option (for those unable to wear a mask) must be worn at all times. (Please see Transportation). Within the Big Canoe, groups will be those who are travelling together and/or there will be a minimum of 1m/3ft between guests (See Kayaking Operations)
- Following the recommendations of Health Canada, we do not require customers to wear a mask while present at the facility; however, we request that you bring a mask for use at times when physical distancing is not possible. This maybe while on the kayak dock, or during a hiking tour and that on multi-day tours you have at least one spare mask.
- We recommend that you bring hand sanitizer and use it every time you touch a foreign surface

(doors, doorknobs, seats, railings).

- Day and part- day tours: Please bring your own water as we will not be providing any and will have no place for you to fill up your water bottles at this time.
- Multi-Day tours: We will have strict protocol around use of water filters, pristine drops available, and guests are encouraged to bring a 'Lifestraw' bottle or some other form of personal water filtration and sterilization system.
- Do not handle each other's equipment paddles, PFDs, wetsuits, backpacks, etc. unless you have sanitized your hands to do so.
- The washrooms on-site at Cowichan Bay Kayaking are managed by Bluenose Marina and typically not for client use. If they are open, only the facility by the road is your use. The marina facilities will be disinfected frequently. Please use sanitizer directly prior to punching in door code.

C. CHECK-IN POLICIES

- Online or over-the-phone booking is recommended including payment.
 - Include the points of the general welcome message as part of the booking conditions or confirmation and refer to where more detailed information about the customer responsibilities and company protocols can be found i.e. website, posted at the facility.
- **Wear a mask:** Guests are required to wear masks while on the Bluenose Marina at our kayak dock (these should be removed once on the water).
- **PRACTICE PHYSICAL DISTANCING** (minimum 2m/6ft apart) between booking parties and employees, and follow the signage directions and markings on the ground/deck. Where physical distancing is not possible guests and employees must both wear a mask.
- At times when there may be a higher volume of customers a company 'greeter' (on upper deck) will inform the Cowichan Bay Kayaking customers of the various protocols that are in place. Customers may be asked about their recent travel history, general health relative to COVID_19 symptoms and 'household bubble' in addition to kayak related questions (Any information of a personal nature will be confidential to those required to have information).
- Waivers are to be completed online and prior to the tour if the company has adopted a digital waiver system. Otherwise, PHYSICAL DISTANCING and/or use of a mask should be observed when administering paper waivers to guests.
- If payment is required at the facility it must be by credit or debit card.
- Guests are not to arrive at the kayaking facility any earlier than necessary and are asked to wait at distancing lines or at gated area until called down to launching dock. Avoid gathering of people in areas close to the facility i.e. car parks, outside check-in offices; encourage PHYSICAL DISTANCING between groups.
- Where entry into a facility is required and includes opening/closing of a door, install hand sanitizing stations, prop entry doors open and clean all surfaces and touched items before the next booking group enters.
- Increase and encourage frequent handwashing and hand sanitizing among all customers.

D. CUSTOMER ADHERENCE

All policies will be enforced and anyone not in compliance with these policies will be asked to leave the

premises and may be suspended from future trips.

VI. PROTOCOLS FOR KAYAKING AND HIKING OPERATIONS

In the event where an individual's life is perceived to be in immediate risk, standard safety risk management protocols will supersede Covid-19 safety protocols. In the same, if the guide deems the need to break physical distancing protocols to address an immediate risk, this shall be undertaken.

Kayaking trips take place in dynamic, wide, open outdoor environments with constant air flow and "natural washing" of hands from the ocean. Therefore, the risk of infection while kayaking is recognized to be low.

A. PRE-TRIP PROCEDURES (in addition to that already covered in this document) Customer Briefings

- Employees and guest groups must maintain physical distancing (2m/6ft) during introductions, orientations, and safety briefings.
- Where employees and guest groups cannot maintain physical distancing (2m/6ft) they must wear face coverings/masks.

Staging Area and Launching Procedures

- Employees and guests are to maintain physical distancing (2m/6ft) where possible.
- Sit on top kayaks should be offered to guests who have not previously kayaked or do not know how to adjust foot pegs independently. Canoes are also a good choice. SUP boards are a good option. Guests do not need to stand they can sit or kneel. These watercraft are preferential to sit in kayaks because it is easier and quicker to launch people and they are easier to sanitize between use.
- Sit in Kayaks require that guests have a level of experience and independent ability to adjust foot pegs.
- Employees and guests are to wear face coverings/masks during the fitting and getting in/out of the kayak process as they are required to come within 2m/6ft of each other at times. However, masks should be removed and put in a handy location once on the water.
- Big Canoe tours - All reasonable effort should be made to have guests from the same booking group only next to each other in the big canoe. i.e. one family of five people will stay together and be the only guests in the big canoe with the guide positioned at the furthest back part of the canoe.
- Where booking groups are not large enough to power a big canoe by themselves i.e. groups of 2, small guest groups will be placed together with a minimum distance of 1m/3ft between each guest. Groups will be spread apart as much as possible in the canoe.
 - Risk of infection while on the watercraft is considered low as per the statement at the beginning of this section.
- Reduce the number of employees delegated to handing out the kayaking equipment (PFD's paddles, spray skirts) to the guests. Reduce job mixing and keep the same employees on the same task for the duration of the trip.
- Guests must use hand sanitizer before entering common use areas.

- Guests should be able to pick up the remainder of the required gear (life jacket, paddle) with minimum contact to employees and/or while wearing a face covering/mask.

Multi - day Procedures

- Transport from the facility to the trail head maintaining the guidelines set out in the Transportation section of this document.
- Guests and guides are not required to but can opt to wear a mask during the on-water portion of the tour. They are not required as the guests will be mostly within only their booking groups, and the mask could pose a potential safety hazard in the on-water environment.
 - Guests must be able to hear commands from the guide to be able to successfully paddle and adhere to safety instructions when required to. On some tours, if the guide wears a mask it could inhibit the ability of the guests to hear them.
 - In the activity orientation the guide should have guests all facing the same direction i.e. face to back and not face to face, as this reduces the chance of infection.
 - If guests chose to wear a mask on the water, they should be informed that it may get wet and not stay on.
- The procedures outlined in this document must not compromise the activity regulations set out by the various industries for the tour being commercially operated.

B. POST TRIP PROCEDURES

- Transport from tour (multi-day tours) to the facility maintaining the guidelines set out in the Shuttle Vehicle Procedures section of this document.
- Backpacking guests should remove all tents and rented equipment and place them in the company carry-all's designated. Prior to placing their pack in the van, it should be place in a large bag (plastic or fabric). This could be an airline style backpack plastic bag, a garbage bag or a thin drybag.
- Kayaking guests should be directed to remove all of their equipment (PFD, helmet, wetsuit, boots) and drop them directly into a cleaning or disinfectant bucket or hang them where it can be cleaned or disinfected. Wetsuits should be taken off inside out for better cleaning.
- Employees must not be required to touch customer equipment before it has been cleaned unless they are the designated cleaners.

C. EQUIPMENT CLEANING GUIDELINES

- The same employees should handle the equipment for that trip to minimize the contamination risk.
- Suitable PPE should be worn when cleaning the equipment and employees must wash their hands before and after the process. (See hand washing protocol)
- Use the appropriate cleaning and disinfectant product for the item being cleaned as outlined in the CLEANING, SANITIZING AND DISINFECTING PROTOCOLS section of this document.
- Certain disinfectants such as bleach will chemically attack and damage fabrics such as neoprene wetsuits or webbing materials and are not recommended to be used. Instead, a thorough wash using regular wetsuit detergent in warm/hot water and a rinse is suggested.
- "Sink the Stink" or other gear deodorizers do not have any disinfecting qualities.
- Washed porous equipment (wetsuits, dry-suits, PFDs, boots etc.) should be left to dry for as

long as possible and kept out of rotation for a minimum of 24hrs before being used again.

- Hard-surface, non-porous equipment (paddles, first aid cases, rescue gear etc.) that go on the kayak can be disinfected before going out on the next trip.
- Kayaks must be cleaned and disinfected between each trip using the prescribed cleaning methods and product.

D. EMPLOYEE PROCEDURES FOR KAYAK SPECIFIC TRAINING (in addition to that already covered in this document)

- Essential hands-on kayak rescue training scenarios will continue to be undertaken for necessary employees only. Any Kayak rescues adapted to maintain physical distancing must be well practiced by staff prior to using them in an unintended capsize situation, therefore standard rescues will be used and guides will do their best to avoid face to face occurrences and if possible put their mask on, provided it does not put anyone at risk for hypothermia or drowning.
- All reasonable effort must be made to adapt training sessions and allow for physical distancing (2m/6ft). Where this is not possible, face masks must be worn when they do not pose a safety hazard to the employee i.e. not while rolling or in capsize drills.
- Activity familiarity training will occur in accordance to activity governing bodies regulations, but employees must observe physical distancing (2m/6ft) and/or wear a face mask where appropriate.
- Any transport that is required to facilitate training sessions must follow the protocols outlined in the SHUTTLE VEHICLE PROCEDURES section.

E. RESCUE SCENARIO RESPONSE GUIDELINES

- In the event of an incident, the physical safety of customers and employees will take precedence over physical distancing measures to allow for required intervention and preservation of life.
- First aid kits should contain extra face masks that can be used during on shore extractions.
- PPE

Land scenarios: - gloves and face mask will be worn by rescuer and a mask will be put on by injured person and any others assisting, who need to be less than 2 m from others.

On Water Scenarios: - Capsize recovery – Guide will use adapted rescue that observes distance to the best of their ability, however the ability to extract the person from the water in a timely fashion, to prevent hypothermia, should be the 1st consideration and takes precedence over maintaining distance. All guides will need to confirm prior to working that tour that they are comfortable with this.

VII. SHUTTLE VEHICLE PROCEDURES

Notice to Reader: These practices are taken from the Transport Canada guidelines on public transportation measures for COVID 19. They have been adapted for private transport in enclosed vehicles.

The guidance and recommendations contained within this document are required practices for motor carrier, bus, and van operators and passengers.

The intent of this guidance is to limit transmission of COVID-19, recognizing that the use of face coverings helps to protect people in proximity to the wearer of the mask by limiting the spread of respiratory droplets at times when physical distancing (2m/6ft) is difficult to maintain.

As outlined in the Federal safety guidance to protect drivers, proven interventions to limit the spread of COVID-19 include: hand washing, regular cleaning of commonly touched surfaces, and respecting physical distancing by maintaining a 2m/6ft distance from other people. It is critical that these measures continue.

A. USE OF FACE COVERINGS (in accordance with [Transport Canada Guidelines](#))

All drivers and passengers will wear a non-surgical face covering at all times whilst on the shuttle vehicle. Guests must provide their own compliant (E) facemasks and have sufficient quantities for the duration of their travel or they must be provided by the company. **This must be communicated to the guests during the booking and tour confirmation process.**

Drivers will advise passengers to wear face coverings when boarding and throughout their trip. If operationally feasible and appropriate, operators must deny boarding to passengers who refuse to wear face coverings without a valid justification for doing so when physical distancing measures cannot be respected.

B. PHYSICAL DISTANCING

Physical distancing of 2 meters / 6 ft is the preferred objective for travel in the shuttle vehicle transport where it can be practically achieved. Where it cannot be achieved, a face mask must be worn at all times and as much space between groups provided as possible.

Encourage extra space between riders and drivers through education from employees and the use of signs and posters on vehicles.

Use protection barriers to prevent customer contact with drivers where possible. Prevent the use of seats closest to the driver to maintain physical distancing, if possible.

Advise guests to take seats at the rear of the vehicle first to minimize close contact with others from passing on the vehicle. If the vehicle is equipped with rear doors adopt a rear-loading process.

C. HAND WASHING

Hand washing with warm soap and water and where not possible hand sanitizer must occur pre and post each transportation event/occurrence. Guests and/or employees must carry sufficient hand sanitizer for each leg of the transportation to and from their destination.

Remind guests prior to boarding the vehicle to wash their hands or use the hand sanitizer provided.

D. AIR FLOW

Air flow throughout the shuttle vehicle should be increased by opening windows and/or using the air conditioner function.

E. CLEANING

Cleaning routines must be adapted, and increased focus placed on disinfecting common surfaces as well as waste disposal after each trip before new passengers embark. Employees must be equipped with the necessary protective equipment and be made responsible to remove any waste and to disinfect surfaces.

Ensure both the inside and outside of vehicles, as well as transit stations and facilities, are being cleaned regularly, including a disinfectant wipe down of all touch points (e.g., door handles, steering wheels, seats, windows, window buttons, garbage handles, benches, seats, emergency cabinets, and emergency phones).

When disposing of or cleaning a face covering, passengers and drivers should take the following precautions:

- Cloth masks can be laundered with other items using a hot cycle, and then dried thoroughly
- Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled
- Dispose of masks properly in a lined garbage bin
- Do not leave discarded masks in vehicles

IX FOOD AND BEVERAGE PROTOCOLS

CBA's multi-day tours are full-service tours and have a duty to provide food and beverage as part of services. CBA will follow the protocols outlined in the ministerial order of the British Columbia provincial health officer dated 20 March 2020 or later versions.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-pho-order-nightclubs-food-drink-services.pdf>

CBA must follow any updated mandates from the provincial health officer as they are provided.

X SUGGESTED EMPLOYEE ATTESTATION

I hereby attest that I have fully read and understood the contents of this document and will observe the protocols and procedures within, until such a time they are no longer valid or new protocols are communicated to me.

Name: _____

Witness Name: _____

Signature: _____

Witness Signature: _____

Date: _____

Date: _____