



COVID-19 OPERATIONAL PLAN TEMPLATE FOR BUSINESSES AND SERVICES

Contact information

Business or organization name

Boréale Explorers Inc

Address (physical location)

1827 South Klondike Hwy, Yukon

Contact name

Marsha Cameron

Phone

867-393-2896

Email

marsha@be-yukon.com

Physical distancing

This measure is intended to prevent the transmission of COVID-19 by ensuring that employees and clients maintain a physical distance of 2 metres (6 feet).

Measures used to maintain physical distancing

Steps taken to ensure minimal interaction between people.

Between employees

(e.g. assigned workstations separated by at least 2 metres)

All employees will remain 6 feet apart during while at work.

Between clients

(e.g. directional signs on floor to avoid meeting in aisles)

Clients will be mainly on their bikes and maintain a distance of 6 feet from the other clients.

Between employees and clients

(e.g. barrier in place between cashier and customer, curbside deliveries)

The staffs and clients will maintain a distance of 6 feet from each others.

Employees requiring self-isolation

Employers will clearly communicate to all employees the requirement for any employee to self-isolate if they have just returned to the territory or have been in contact with someone diagnosed with COVID-19. Information on self-isolation is available here: [https://www2.gov.bc.ca/gov2/health/communicable_diseases/covid-19/returning_to_work_after_covid-19.htm](#)

Action taken: (Example: This information was communicated to all staff verbally and by email on May 10, 2020.)

This information was communicated with staff via on May 19th, 2020

Staying home when sick

Employers will clearly communicate to all employees the requirement for any employee displaying symptoms of COVID-19 to stay home and arrange testing.

Sample communication to staff:

- All employees must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or possible symptoms.
- Any employee developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their manager, avoid contact with other employees and leave as soon as it is safe to do so. Call 811 to arrange testing.
- Symptomatic employees will be required to self-isolate until tested for COVID-19 and then follow the guidance of the public health professional (e.g., nurse).
- If the test results are negative for COVID-19 but the employee remains ill and/or symptomatic, they should remain on sick leave and follow the guidance of the public health professional.

COVID-19 symptoms include:

- cough;
- fever and/or chills; or
- difficulty breathing.

If someone has travelled OR has had close contact with a person with a recent travel history who was or is now symptomatic OR are a known close contact to a confirmed case of COVID-19, there is a longer list of symptoms that warrant testing for COVID-19. See Yukon.ca for more information:

Action taken: (Example: This information was communicated to all staff verbally and by email on May 10, 2020. This was communicated to all our staff via email on May 19th, 2020

Cleaning and disinfection of shared areas/surfaces

This measure is intended to prevent the transmission of COVID-19 by ensuring that high-traffic surfaces and those frequently touched are correctly disinfected on a regular basis.

- Cleaning products remove visible soil and/or dirt from surfaces.
- Disinfecting products destroy bacteria and viruses.

Cleaning product: Bleach solution

Mixing instructions: 1000ppm, 20ml of bleach to 1 litre of water

Cleaning location (e.g. floors)

Bicycle parts

Frequency (e.g. at closing time)

Before any staff needs to adjust a bicycle

Disinfecting product: Hand sanitizer

Mixing instructions: We purchased it from Yukon Brewery

Disinfecting location (e.g. point-of-sale terminal)

Available in guide pack

Frequency (e.g. after each use)

whenever required

Hand washing/sanitizer stations

Practicing good hygiene is an essential and effective part of preventing the spread of COVID-19. Take these measures to protect yourself and others from getting sick:

- Wash your hands often (in addition to routine times such as after using the washroom, before eating and when handling food for the public);
- Cough/Sneeze into your elbow or tissue and throw away;
- Avoid touching your eyes, nose and mouth with your hands; and
- Use alcohol-based hand sanitizer if soap and water are not readily available.

Hand washing stations

Location

Employees

Staff washroom facility

(e.g. lunch room, washrooms, etc.)

Public

Public washroom facility

(e.g. portable(s) located at store entrances)

Hand sanitizer stations

Location

Employees

- Every staff will have a small bottle of hand sanitizer in their backpack while instructing

(e.g. behind cash counter)

Public

- Client may ask the staff at anytime for hand sanitizer
- Station of hand sanitizer with signage at each entrance of the lodge

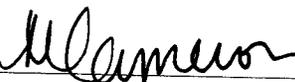
(e.g. at entry (with signage))

Additional measures (optional)

Add any additional health and safety measures that your business is implementing to mitigate the risk of COVID-19 infection. These could be measures that are specific to your operations, or reference to additional policies and guidance material that your business is following.

- Groups/cohorts will be a maximum of 10, including staff
- Within the group/cohort, physical distancing will be enforced. Which we already do on bikes: always stay at least one bike length from the person in front of you. At the lodge, we will have signs to remind everyone.
- Our staff will be carrying hand sanitizer and will have access to a bleach solution to spray the bike before and after the instructor touches the bike.
- In the event of a first aid situation, staff will be wearing a mask and gloves
- We will be doing a health screening each day for each client
- We will be taking attendance every day, as we always have. This is for in the event of contact tracing.
- Only residents of Yukon are allowed to sign up for our activities unless otherwise permitted by the CMOH office
- We will keep the risk of any activities to a minimum to make sure we minimize any potential accidents.

Signature: _____



Date: _____

2020-05-19