



TSESHAHT FIRST NATION  
**COVID-19 SAFE OPERATING PLAN**  
2021

Version 2  
Effective June 24, 2021

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# PURPOSE

The Tseshaht First Nation COVID-19 Safe Operating Plan 2021 follows the Province of British Columbia's [four-phased approach](#) to protect people while re-starting activities and opening facilities.

The Tseshaht First Nation (TFN) COVID-19 Safe Operating Plan (SOP) has been developed in consideration of the B.C. Provincial Health Officer's guidance, WorkSafe BC standards, and Tseshaht Administration Office considerations. This plan outlines the health and safety guidelines and procedures that have been put in place as follows:

1. To reduce the transmission of COVID-19 in our workplaces and community facilities and to secure the health, safety and welfare of employees in the workplace.
2. To protect the public from health and safety risks in TFN facilities.
3. To eliminate workplace risks at the source.

This plan may be updated according to any changes to the Province of British Columbia's four-phased approach.

# SCOPE

The health and safety procedures, and guidelines outlined in this document apply to all TFN employees, contractors, members, and visitors. This plan is in effect from June 24<sup>th</sup>, 2021 until September 7<sup>th</sup>, 2021 and may be extended upon evaluation of transitioning to a Communicable Disease Control plan. The scope of this plan includes the TFN facilities listed below.

1. Tseshaht Administration Building
2. Maht Mahs - *fitness facility only, gym and kitchen facility closed until further notice*
3. SEEDS Building – *closed until further notice*
4. Cultural Centre
5. Family Centre
6. Youth Centre
7. Tseshaht Language House
8. Tseshaht Longhouse – *closed until further notice*
9. Dam Washrooms
10. Playgrounds at haahuupayak, Youth Centre, and the Dam

The dates for each phase of the SOP are as follows:

## Tseshaht First Nation Safe Operating Plan

Phase 1 June 24, 2021

Phase 2 July 8, 2021

Phase 3 September 7, 2021

## BC Re-start Plan

Step 2 June 15, 2021

Step 3 July 1, 2021

Step 4 September 7, 2021

These dates may be adjusted as noted above.

# PRINCIPLES

As *cišaaʔaqsumin*, we honour the sacredness of life, which is key to demonstrating respectful actions and behaviour and we embrace our responsibility to uphold the sacredness of all life in our Tseshaht ways of being. This COVID-19 Safe Operating Plan is rooted in our values of equality, humility, kindness, generosity and balance. To ensure that everyone works together and looks after one another, it will be important to uphold the following guiding principles.

1. All people are given the highest level of health and safety protection that is reasonably practicable.
2. TFN elected leaders and employees are responsible for eliminating or reducing health and safety risks in TFN facilities and must become familiar with this COVID-19 SOP.
3. TFN will take a proactive approach to ensure health and safety in all business activities.
4. TFN employees, contractors and visitors should exchange information about risks to health or safety and measures that can be taken to reduce those risks.

## TSESHAHT COVID-19 SAFE OPERATING PLAN

This SOP includes a risk assessment, four levels of protection to reduce the risks, and cleaning protocols.

### 1. Risk Assessment

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

The leaders and employees who participated in assessing risks in TFN facilities included:

- Ken Watts, TFN Elected Chief Councillor,
- Vicky White, TFN Executive Director,
- Holly Braker-Mclaughlin, Emergency Operation Centre, Director.

The table below identifies risks per WorkSafeBC guidelines – areas where people gather, shared tools, machinery and equipment, high touch surfaces, and job tasks that create close proximity to each other and members of the public (in other words, physically distancing is not possible).

## Table 1: Risk Assessment for TFN Facilities

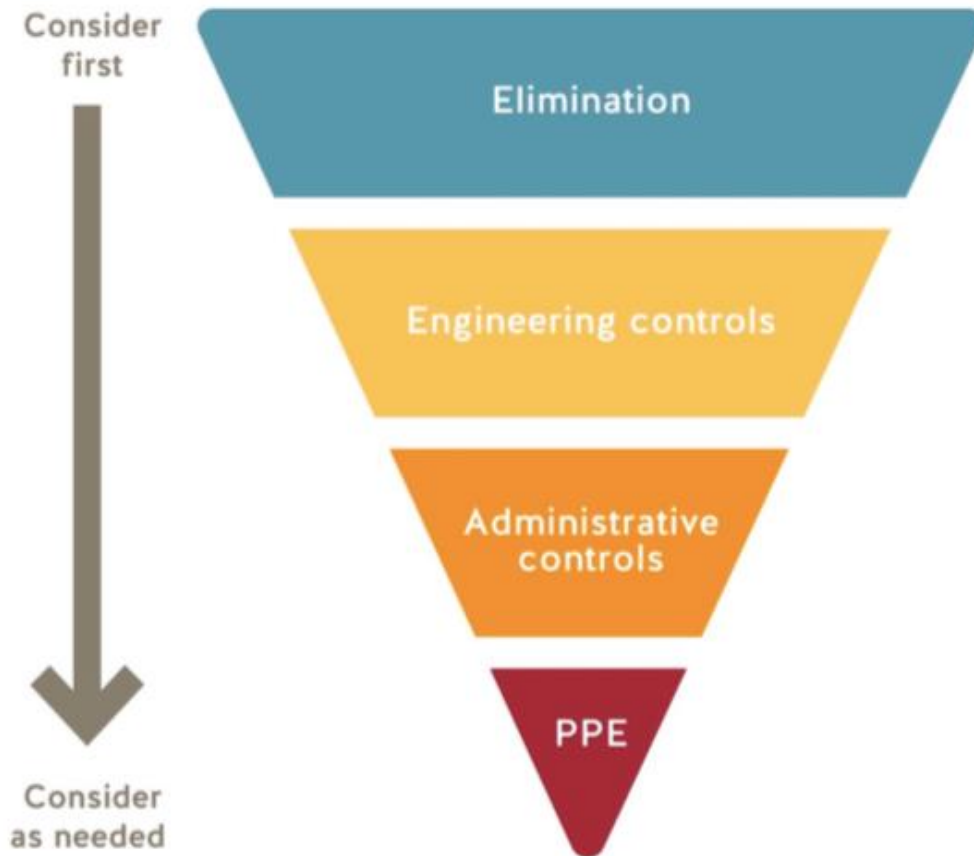
Facility	Areas where people gather	Shared tools, machinery and equipment	High touch surfaces	Job tasks where physical distancing is not possible
<p><b>Tsashaht Administration Office</b></p> <p>5091 Tsuma-as Drive, Port Alberni, BC V9Y 8X9</p> <p>See <a href="#">Table 2</a> for site specific safe operating plan</p>	<p>Welcome Centre</p> <p>Staff Kitchen</p> <p>Boardroom</p> <p>Great room</p>	<p>Photocopier</p> <p>Water dispenser</p> <p>Fridge</p> <p>Stove</p> <p>Microwave</p> <p>Coffee dispensers</p>	<p>Entrance door handles</p> <p>Photocopier screen</p> <p>Light switches</p> <p>Washroom door handles</p> <p>Soap dispenser</p> <p>Paper towel dispensers</p>	<p>Interacting and assisting Elders, small children, and community members who identify as persons with a disability.</p>
<p><b>Maht Mahs</b></p> <p>5000 Mission Road, Port Alberni, BC V9Y 8X9</p> <p>See <a href="#">Table 3</a> for site specific safe operating plan</p>	<p>Bleachers</p> <p>Main Gym Floor</p> <p>Kitchen</p>	<p>Tables</p> <p>Chairs</p> <p>Dolly</p> <p>Stove</p> <p>Fridge</p> <p>Freezer</p> <p>Utensils</p> <p>Pots/ Pans</p> <p>Dishes</p>	<p>Entrance door handles</p> <p>Light switches</p> <p>Washroom door handles</p> <p>Soap dispenser</p> <p>Paper towel dispensers</p>	<p>Interaction between people in various ways; individually, in smaller groups, and in larger groups.</p> <p>Examples include cultural gatherings, small group meetings, large group meetings, and group sports activities.</p>
<p><b>SEEDS Building</b></p> <p>5000 Mission Road, Port Alberni, BC V9y 8X9</p> <p>See <a href="#">Table 4</a> for safe operating plan</p>	<p>Meeting room(s)</p> <p>Washrooms</p>	<p>Tables</p> <p>Chairs</p> <p>A/V equipment</p>	<p>Entrance door handles</p> <p>Light switches</p> <p>Washroom door handles</p> <p>Soap dispenser</p> <p>Paper towel dispensers</p>	<p>Interaction between people in various ways; individually, in smaller groups, and in larger groups.</p> <p>Example, smaller group meetings or training sessions.</p>
<p><b>Cultural Centre</b></p> <p>5221 Watty's Rd., Port Alberni, BC V9Y8Y3</p> <p>See <a href="#">Table 5</a> for safe operating plan</p>	<p>Main Hall</p> <p>Kitchen</p> <p>Washroom</p>	<p>Tables</p> <p>Chairs</p> <p>Stove</p> <p>Fridge</p> <p>Freezer</p> <p>Cook utensils</p> <p>Pots/ Pans</p> <p>Dishes</p>	<p>Entrance door handles</p> <p>Light switches</p> <p>Washroom door handles</p> <p>Soap dispenser</p> <p>Paper towel dispensers</p>	<p>Interaction between people in various ways; individually, in smaller groups, and in larger groups.</p> <p>Examples might include cultural gatherings,</p>

Facility	Areas where people gather	Shared tools, machinery and equipment	High touch surfaces	Job tasks where physical distancing is not possible
				small group meetings, large group meetings, and group sports activities.
<p><b>Family Centre</b> 5000 Mission Road, Port Alberni, BC V9y 8X9</p> <p><b>Youth Centre</b> *6666 Saiyatchapis Rd, Port Alberni, BC V9Y7M2</p> <p>See <a href="#">Table 6</a> for Family Centre and <a href="#">Table 7</a> for Youth Centre safe operating plans</p>	Main office Washrooms Meeting room(s) Kitchen area	Tables Chairs Stove Fridge Freezer	Entrance door handles Light switches Washroom door handles Soap dispenser Paper towel dispensers	Interaction between children and youth, and adult staff members.
<p><b>Tseshaht Language House</b> 7000 A Pacific Rim Highway, Port Alberni, B.C.</p> <p>See <a href="#">Table 8</a> for safe operating plan</p>	Main office spaces	Printers A/V equipment	Entrance door handles Light switches Washroom door handles Soap dispenser Paper towel dispenser	Interaction between staff and community members
<p><b>Tseshaht Longhouse</b> 5000 Mission Road, Port Alberni, BC V9y 8X9</p> <p>See <a href="#">Table 9</a> for safe operating plan</p>	Main floor Seating area	Bleachers	Entrance door handles Light switches	Interaction between people in various ways; individually, in smaller groups, and in larger groups.  Examples might include cultural gatherings, small group meetings, large group meetings, and group sports activities.

Facility	Areas where people gather	Shared tools, machinery and equipment	High touch surfaces	Job tasks where physical distancing is not possible
<b>Dam Washrooms</b> *Hector Rd., Port Alberni, B.C.  See <a href="#">Table 10</a> for safe operating plan	Washroom facilities Sink area		Entrance door handles Light switches Washroom door handles Soap dispenser Paper towel dispenser	Use of facility for washroom and hand washing, which could involve members being close in proximity.
<b>Playground at haahuupayak</b> (6000 Santu Dr. Port Alberni, BC) <b>, Youth Centre* &amp; Dam*</b>  See <a href="#">Table 11</a> for safe operating plan	Playground area Playground equipment	Playground equipment	Playground equipment	Interaction between children and youth using playground area and equipment.  Adults interacting with each other.

## 2. Four levels of protection to reduce the risks

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing remote work arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work-spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, visitors, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people. Engineering controls also include new designs or modifications to facility layout, tools, equipment, ventilation systems and processes that reduce common high touch surfaces and make interacting with others safer.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**personal protective equipment "PPE"**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly. PPE should always be used in combination with other control measures listed above.

SOPs for each building begin on the next page. WorkSafeBC requires that all SOPs are posted online and at each location. Tseshaht First Nation staff will receive training on these plans from their supervisors.



## Table 2: Tseshaht Administration Building Safe Operating Plan

5091 Tsuma-as Drive, Port Alberni, BC V9Y 8X9

All TFN staff are required to follow the guidelines set below to ensure safety in the workplace. These guidelines will be reviewed with each staff member by their supervisor.

As of June 24, 2021, the following priority positions will return to the office: Finance, Administration, Social Development, Health, Patient Travel, Community Wellness, Housing, Recreation, and Community Services. All other non-priority staff will remain on the existing office schedule.

Phase 1 & 2 \* Great room booking for Administration staff purposes only. Phase 3 \* booking open to Tseshaht Members and others on a first come first serve basis.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<b>1</b> Elimination	<p>Limit 2 people per office at any one time.</p> <p>Priority positions begin return to workplace.</p> <p>Continue remote work and staggered office hours for non-priority positions.</p> <p>Small in-person meetings of up to 6 people.</p> <p>Video or telephone conferencing for meetings of 6+ people.</p>	<p>Continue return to the workplace and remote work as needed.</p> <p>Gradually increase non-priority staff in-office hours.</p> <p>Larger meetings allowed 15+ people in the Great room.</p>	Fully re-opened.
<b>2</b> Engineering Controls	<p>Use one main entrance and exit.</p> <p>Use electronic video doorbell at main entrance and conduct the initial health check with all guests.</p> <p>Install barriers and partitions where workers cannot physically distance from co-workers or others.</p> <p>Ensure barrier cleaning is included in cleaning protocols.</p> <p>Hand sanitizer available throughout facility.</p>	No changes.	Fully re-opened.
<b>3</b> Administrative Controls	Daily health check and sign in.	No changes.	Sign in sheet.
<b>4</b> PPE	Masks required indoors in common areas.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, please see appendix 1.

## Table 3: Maht Mahs Safe Operating Plan

5000 Mission Road, Port Alberni, BC V9Y 8X9

The *fitness facility will re-open June 24<sup>th</sup>, 2021*, and the *kitchen facility and gym remain closed until September 7<sup>th</sup>, 2021*. The kitchen and gym will begin to re-open September 7<sup>th</sup>, 2021 with a revised SOP. See appendix 1 for more details.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<b>1</b> Elimination	Limited capacity – 6 people max for low intensity group exercise.  Limited capacity – 6 people max for high intensity group exercise.  7 m <sup>2</sup> per workout space.	Increased capacity limit 10 for indoor fitness (space dependent).	Fitness facility re-opens fully.
<b>2</b> Engineering Controls	Designated entry and exit.  Provide additional hand sanitizer throughout facility.  Provide lined waste bin to dispose of sanitizing wipes  Floor markings in place.  Changerooms and showers closed.  Ensure adequate spacing of equipment and fitness area (7 m <sup>2</sup> per space and 2.5 m between).	No changes.	Fitness facility re-opens fully.
<b>3</b> Administrative Controls	Users with symptoms of COVID-19 not permitted.  Capacity limits communicated on website and signage.  Consider using booking system when capacity is limited.	No changes.	Fitness facility re-opens fully.
<b>4</b> PPE	Masks must be worn at all times when not exercising.  Masks encouraged during exercise but not required.  Instructors must wear a mask at all times unless in 7 m <sup>2</sup> personal or “instructor” workspace.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

## Table 4: SEEDS Building Safe Operating Plan

5000 Mission Road, Port Alberni, BC V9Y 8X9

The meeting room will be available when **renovations** are complete; however, the sewing room will remain closed until further notice.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<b>1</b> Elimination	<p>Limit of 6 people in building at any one time.</p> <p>Small in-person meetings of up to 6 people.</p> <p>Continue with Video or telephone conferencing for meetings of 6+ people.</p>	In-person meetings up to 15 allowed.	Fully re-opened.
<b>2</b> Engineering Controls	<p>Install barriers and partitions where workers cannot physically distance from co-workers or others.</p> <p>Ensure barrier cleaning is included in cleaning protocols.</p> <p>One main entrance and exit.</p> <p>Hand sanitizer available throughout facility.</p>	No changes.	Fully re-opened.
<b>3</b> Administrative Controls	Daily health check and sign in.	No changes.	Sign in.
<b>4</b> PPE	Masks required indoors in common areas.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, see appendix 1.

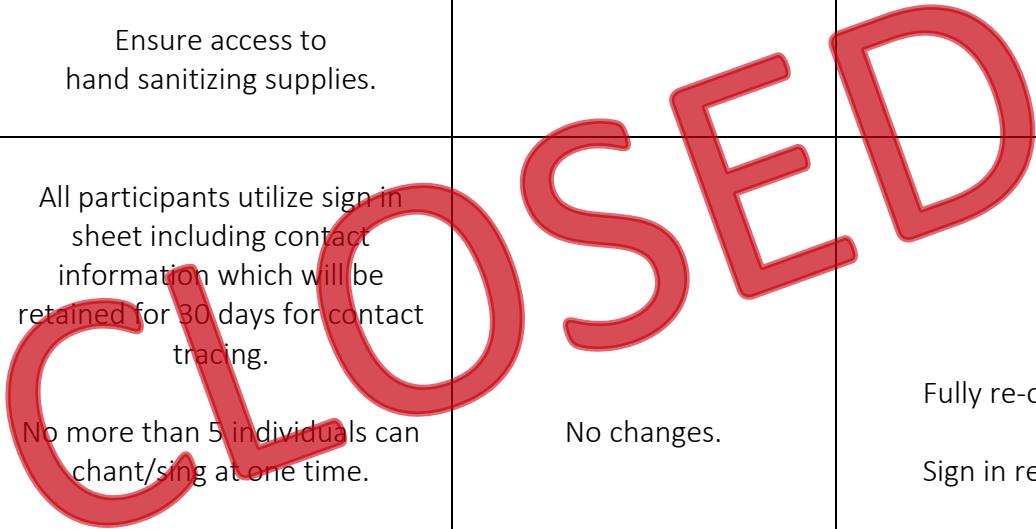
# Table 5: Cultural Centre Safe Operating Plan

5221 Watty's Rd., Port Alberni, BC V9Y8Y3

Phase 2- open to booking for Tseshaht members only

Phase 3- open to booking for Tseshaht members and others as needed, on a first come first serve basis.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<b>1</b> Elimination	Remains closed.	Indoor seated gatherings up to 10 people.	Increased indoor capacity to maximum of 25 people in Cultural Centre.
<b>2</b> Engineering Controls	Physical barrier that blocks droplets required if speaker, soloist, or group must remove mask and cannot be separated from group by 3 m.  Ensure access to hand sanitizing supplies.	No changes.	Fully re-opened.
<b>3</b> Administrative Controls	All participants utilize sign in sheet including contact information which will be retained for 30 days for contact tracing.  No more than 5 individuals can chant/sing at one time.  Multiple events in the same space must allow enough time to clean the venue before the next event.	No changes.	Fully re-opened.  Sign in required.
<b>4</b> PPE	Masks must be worn by attendees.  Masks can be removed for speaking, chanting or singing if individual behind physical barrier or is 3 m away from group.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.



For more details, see appendix 1.

## Table 6: Family Centre Safe Operating Plan

5000 Mission Road, Port Alberni, BC V9Y 8X9

<b>Levels of Protection</b>	<b>Phase 1 June 24, 2021</b>	<b>Phase 2 July 8, 2021</b>	<b>Phase 3 September 7, 2021</b>
<b>1</b> Elimination	Indoor seating up to 6 people.	Indoor seated gatherings up to 10 people.	Increased indoor capacity to maximum of 15 people.
<b>2</b> Engineering Controls	Physical barrier that blocks droplets required if speaker, soloist, or group must remove mask and cannot be separated from group by 3 m. Seated in 2 rows with 2 meters between rows and 2 meters between seated guests.  Ensure access to hand sanitizing supplies.	No changes.	Fully re-opened.
<b>3</b> Administrative Controls	Sign in sheet with contact information to be kept for 30 days for contact tracing. No more than 3 individuals can chant/sing at one time. Multiple events in the same space must allow enough time to clean the venue before the next event.	No changes.	Fully re-opened.  Sign in required.
<b>4</b> PPE	Masks must be worn by attendees. Masks can be removed for speaking, chanting or singing if individual behind physical barrier or is 3 m away from group.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, see appendix 1.

# Table 7: Youth Centre Safe Operating Plan

6666 Saiyatchapis Rd, Port Alberni, BC V9Y7M2

The Youth Centre will begin re-opening July 8, 2021

Levels of Protection	Phase 1	Phase 2	Phase 3
	June 24, 2021	July 8, 2021	September 7, 2021
1 Elimination	Not open.	Indoor seated gatherings up to 10 people.	Increased indoor capacity to maximum of 15 people.
2 Engineering Controls	Not open.	Physical barrier that blocks droplets required if speaker, soloist, or group must remove mask and cannot be separated from group by 3 m. Seated in 2 rows with 2 meters between rows and 2 meters between seated guests. Ensure access to hand sanitizing supplies.	Fully re-opened.
3 Administrative Controls	Not open.	Sign in sheet with contact information which will be kept for 30 days for contact tracing. No more than 3 individuals can chant/sing at one time. Multiple events in the same space must allow enough time to clean the venue before the next event.	Fully re-opened. Sign in required.
4 PPE	Not open.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, see appendix 1.

# Table 8: Tseshaht Language House Safe Operating Plan

7000A Pacific Rim Highway, Port Alberni, B.C.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<p><b>1</b> Elimination</p>	<p>Occupancy limits 6 people at any one time.</p> <p>Begin gradual return to the workplace.</p> <p>Small in-person meetings of up to 6 people.</p> <p>Continue with video or telephone conferencing for meetings of 6+ people.</p>	<p>No changes.</p>	<p>Fully re-opened.</p>
<p><b>2</b> Engineering Controls</p>	<p>Install barriers and partitions where workers cannot physically distance from co-workers or others.</p> <p>Ensure barrier cleaning is included in cleaning protocols.</p> <p>One main entrance and exit.</p> <p>Hand sanitizers available throughout building.</p>	<p>No changes.</p>	<p>Fully re-opened.</p>
<p><b>3</b> Administrative Controls</p>	<p>Daily health check and sign in.</p>	<p>No changes.</p>	<p>Fully re-opened.</p>
<p><b>4</b> PPE</p>	<p>Masks required indoors in common areas.</p>	<p>Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.</p>	<p>Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.</p>

For more details, see appendix 1.

## Table 9: Tseshaht Longhouse Safe Operating Plan

5000 Mission Road, Port Alberni, B.C., V9Y 7M2

The Tseshaht Longhouse will be available when renovations are complete. In the future when we re-open the facility, we have a safe operating plan created.

Given that the COVID-19 virus can spread easily when singing, these guidelines include limits to how many people can sing at one time. While we do not wish to limit anyone's participation in cultural events, we do want to make sure that we keep our community members and visitors as safe as possible at this time.

Once the facility is ready to open bookings will be limited to Tseshaht Members only until after September 7<sup>th</sup>, 2021, on a first come first serve basis.

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
1 Elimination	Remains closed.	Indoor seated gatherings up to 10 people.	Increased capacity to maximum of 50 people in the Longhouse.
2 Engineering Controls	Physical barrier that blocks droplets required if speaker, soloist, or group must remove mask and cannot be separated from group by 3 m.  Ensure access to hand sanitizing supplies.	No changes	Fully re-opened.
3 Administrative Controls	All participants sign in with contact information, which will be kept for 30 days for contact tracing.  No more than 5 individuals can chant/sing at one time.  Multiple events in the same space must allow enough time to clean the venue before the next event.	No changes.	Fully re-opened.
4 PPE	Masks must be worn.  Masks can be removed for speaking, chanting or singing if individual behind physical barrier or is 3 m away from group.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, see appendix 1.



## Table 10: Dam Washrooms Operating Plan

Hector Rd., Port Alberni, B.C.

<b>Levels of Protection</b>	<b>Phase 1 June 24, 2021</b>	<b>Phase 2 July 8, 2021</b>	<b>Phase 3 September 7, 2021</b>
<b>1</b> Elimination	Limit of 2 people in facility at any one time.	No changes.	Fully re-opened.
<b>2</b> Engineering Controls	Ensure adequate spacing between stalls and handwashing stations.	No changes.	Fully re-opened.
<b>3</b> Administrative Controls	Ensure signage for health check prior to use.  Establish cleaning of facilities a minimum of 3 times per day.	No changes.	Fully re-opened.
<b>4</b> PPE	Masks required indoors.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.	Masks are recommended in indoor public settings for all people 12 and older who are not yet fully vaccinated.

For more details, see appendix 1.

# Table 11: Playgrounds at haahuupayak (6000 Santu Dr. Port Alberni, B.C.), the Youth Centre \*, and the Dam\* Safe Operating Plan

The playgrounds are open to the public; however, they will not be cleaned by Tseshaht First Nation staff. This safe operating plan will be updated as per the [BC Centre for Disease Control guidelines for playgrounds and parks.](#)

Levels of Protection	Phase 1 June 24, 2021	Phase 2 July 8, 2021	Phase 3 September 7, 2021
<b>1</b> Elimination	Outdoor gatherings of up to 50 people.	No changes.	Return to usual for outdoor activities.
<b>2</b> Engineering Controls	Hand sanitizers responsibility of parent/ care provider.	No changes.	No changes.
<b>3</b> Administrative Controls	Ensure signage for health check prior to use.  Post signage encouraging children to clean their hands before and after using playground and notifying that playground is not being cleaned.	No changes.	No changes.
<b>4</b> PPE	<a href="#">Masks are not required for outdoor playgrounds.</a>	Masks are not required.	Masks are not required.

For more details, see appendix 1.

### 3. Cleaning protocols

Cleaning and disinfecting surfaces, especially high-contact surfaces, is an important part of safe work practices for COVID-19. Effective cleaning requires removing surface dirt and debris and applying a disinfectant to the surface. Additional information about COVID-19 health and safety for cleaning and disinfecting can be found [here](#).

TFN staff are asked to clean and disinfect the surfaces of common tools that are shared such as the photocopier or printer and to clean and disinfect the surfaces of their personal work tools and workspaces. A cleaning schedule will be posted at all public TFN facilities to ensure that other surfaces of high touch point areas are cleaned and disinfected at regular intervals, e.g., doorknobs or handles, countertops, light switches, toilets, faucets, etc.

Questions or concerns about the cleaning protocols in place for each facility should be directed to Vicky White, Executive Director.

## POLICY

The TFN Human Resources Policy outlines absences from the workplace due to illness. This section of the Safe Operating Plan is intended to help manage who can be at TFN facilities, how to address illness that arises in the workplace, and how workers can be kept safe in adjusted working conditions.

This COVID-19 Safe Operating Plan ensures that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had [symptoms of COVID-19](#) in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must [self-isolate](#) for 14 days and monitor for symptoms. If you have travelled outside of Canada, you are not permitted to enter TFN facilities during the mandatory 14-day self-isolation period. After July 5, 2021, travellers who are fully vaccinated 2 weeks before entering Canada do not need to self-isolate and may enter TFN facilities.
- First aid attendants will be provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- Remote work arrangements must be made with the Program Manager and Executive Director.
- TFN is in the process of creating an Occupational Health and Safety Committee to address safety concerns that may arise in relation to this SOP. For now, please contact Vicky White, Executive Director for any occupational health and safety concerns that arise in the workplace that are not already addressed in this SOP.
- Visitors to TFN facilities who do not cooperate with the guidelines set out in the SOP will be asked by a designated TFN representative to leave. Staff will be told by their supervisors who the designates will be to assist in such matters.
- This SOP addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should be asked to wash or sanitize their hands, be provided with a mask, and isolate. Ask the worker to go straight home. Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

## COMMUNICATIONS & TRAINING

TFN will ensure that all employees receive information regarding the policy for staying home when sick. Signage will be posted throughout TFN facilities as noted in the table outlining the four levels of protection to address risks. All TFN supervisors and managers will receive instructions on monitoring employees in the workplace to ensure that policies and procedures are being followed.

## MONITORING & UPDATING PLAN

Implementation of the TFN COVID-19 Safe Operating Plan will be monitored and reported to Chief and Council at as required. Changes will be made to our policies and procedures as necessary.

To ask questions or express concerns about this plan, please contact Vicky White, Executive Director.

## RESUMING OPERATIONS

As TFN begins to re-open facilities in line with guidelines and orders from the Provincial Health Officer, every effort will be made to manage risks that arise as a result of resuming operations.

## RESOURCES

Below you can find a list of external resources that have been linked in this SOP.

BC Centre for Disease Control: Guidance for Owners and Operators of Public Outdoor Playground Equipment and Spray Parks

<http://www.bccdc.ca/Health-Info-Site/Documents/Guidance-Playground-Spray-Parks.pdf>

BC Centre for Disease Control: Self-Isolation

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

BC COVID-19 Self-Assessment Tool

<https://bc.thrive.health>

BC Emergency Program Act

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00\\_96111\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96111_01)

BC Province-Wide Restrictions

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

BC's Restart: A plan to bring us back together

<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

WorkSafe BC COVID-19 Health and Safety: Cleaning and disinfecting

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

WorkSafe BC OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

WorkSafe BC Symptoms of COVID-19: Entry check for visitors

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>

# APPENDIX 1

This appendix outlines additional information to assist TFN employees, contractors and visitors to uphold the Safe Operating Plan and protect the safety of our members and guests.

## Mask Use

A properly fitting mask covers the mouth, nose, cheeks and chin of the person wearing it. It is important that masks can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. Masks should only be used by one person and should never be shared. TFN employees and visitors are required to wash or sanitize their hands before and after putting and taking off masks.

Masks can be contaminated on the outside when touched by hands so employees and visitors should avoid touching or adjusting them. Masks that become wet, soiled or damaged are less effective and must be replaced immediately. If a non-cloth mask is used, they are considered single-use and cannot be cleaned or reused.

People who cannot wear a mask due to physiological, behavioural or health condition or who cannot put on or remove a mask on their own are exempt from wearing them.

## Sign-In Sheets

Information collected on sign in sheets will only be used, if needed, for contact tracing purposes or other related controls. All Tseshaht First Nation employees have signed confidentiality agreements as part of their employment terms and will guard the collection and storing of this information with utmost consideration to the privacy of our visitors.

## Daily In-Person Screening

TFN employees and visitors are required to complete daily in-person screening for COVID-19 symptoms before entering TFN facilities.

## Personal Hygiene

To reduce the risk of transmission of the COVID-19 virus from exposure to respiratory droplets, TFN employees and visitors are encouraged to replace physical greetings with non-contact greetings. Hand washing with soap and water is encouraged at the start and end of each and every activity. If there are no handwashing stations, alcohol-based hand sanitizer will be available. Hand soap and paper towel will be re-stocked in kitchens and restrooms at regular intervals. Alcohol-based hand sanitizer will be available at entrances and exits and throughout TFN facilities.

## Sanitation

Proper cleaning supplies will be available at all TFN facilities. Plastic lined waste bags to dispose of used tissues, wipes, gloves and other cleaning materials and any garbage will also be available at all TFN facilities. A disinfection schedule will be posted and all bathrooms will be cleaned and disinfected thoroughly, and on a more frequent basis.

TFN employees must wash their hands or use an alcohol-based hand sanitizer after touching anything that has been in the possession of one client before assisting another.

### **Managing Information**

Signs at entrances and exits of all TFN facilities will be printed large enough to be read from 2 metres away. Signs posted outdoors will be protected from weather or water damage with plastic. The TFN SOP 2021 will be posted on the TFN website and social media and a hard copy will be available at each TFN facility.