



**TSESHAHT FIRST NATION  
COVID-19 SAFE OPERATING  
PLAN  
2022**

Effective April 8, 2022

# Table of Contents

- PURPOSE..... 2**
- SCOPE..... 2**
- PRINCIPLES..... 3**
- TSESHAHT COVID-19 SAFE OPERATING PLAN..... 3**
- 1. Risk Assessment.....3**
  - Table 1: Risk Assessment for TFN Facilities ..... 4
- 2. Four levels of protection to reduce the risks .....6**
  - Table 2: Tseshaht Administration Building Safe Operating Plan .....8
  - Table 3: Maht Mahs Safe Operating Plan .....10
  - Table 4: SEEDS Building Safe Operating Plan .....13
  - Table 5: Cultural Centre Safe Operating Plan .....14
  - Table 6: Family Centre Safe Operating Plan .....15
  - Table 7: Youth Centre Safe Operating Plan .....16
  - Table 8: Tseshaht Language House Safe Operating Plan.....17
  - Table 9: Tseshaht Longhouse Safe Operating Plan.....18
  - Table 10: Dam Washrooms Operating Plan .....19
  - Table 11: Playgrounds at haahuupayak (6000 Santu Dr. Port Alberni, B.C.), the Youth Centre \*, and the Dam\* .....20
  - Safe Operating Plan .....20
- 3. Cleaning protocols .....21**
- POLICY..... 21**
- COMMUNICATIONS & TRAINING ..... 22**
- MONITORING & UPDATING PLAN ..... 22**
- RESUMING OPERATIONS ..... 22**
- RESOURCES ..... 22**
- APPENDIX 1..... 23**

# PURPOSE

On January 2, 2022, Tseshahat First Nation informed staff that the 2021 Safe Operating Plan (SOP) would be updated to ensure we are protecting community members and staff members from COVID-19. This 2022 Safe Operating Plan replaces the 2021 SOP and meets the provincial health officer's orders of January 7, 2022 requiring employers to re-activate their COVID-19 Safety Plans.

The 2022 SOP has been developed in consideration of the B.C. Provincial Health Officer's guidance, WorkSafe BC standards, and Tseshahat 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 to meet operational requirements and all changes will be communicated to staff via the Tseshahat Administration webpage, the Tseshahat First Nation Facebook page, and hard copies of the plan will be available in each building.

# 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 January 4, 2022 until April 4, 2022 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. Tseshahat Administration Building
2. Maht Mahs - *fitness facility, gym and kitchen facility closed except for cultural and spiritual events which may be considered on a case-by-case basis with approval from the Executive Director.*
3. SEEDS Building – *closed until further notice*
4. Cultural Centre
5. Family Centre
6. Youth Centre
7. Tseshahat Language House
8. Tseshahat 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:

## **Tseshahat First Nation Safe Operating Plan**

Phase 1 January 4, 2022

Phase 2 February 22, 2022

Phase 3 April 8, 2022

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 and Vicky White, TFN Executive 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

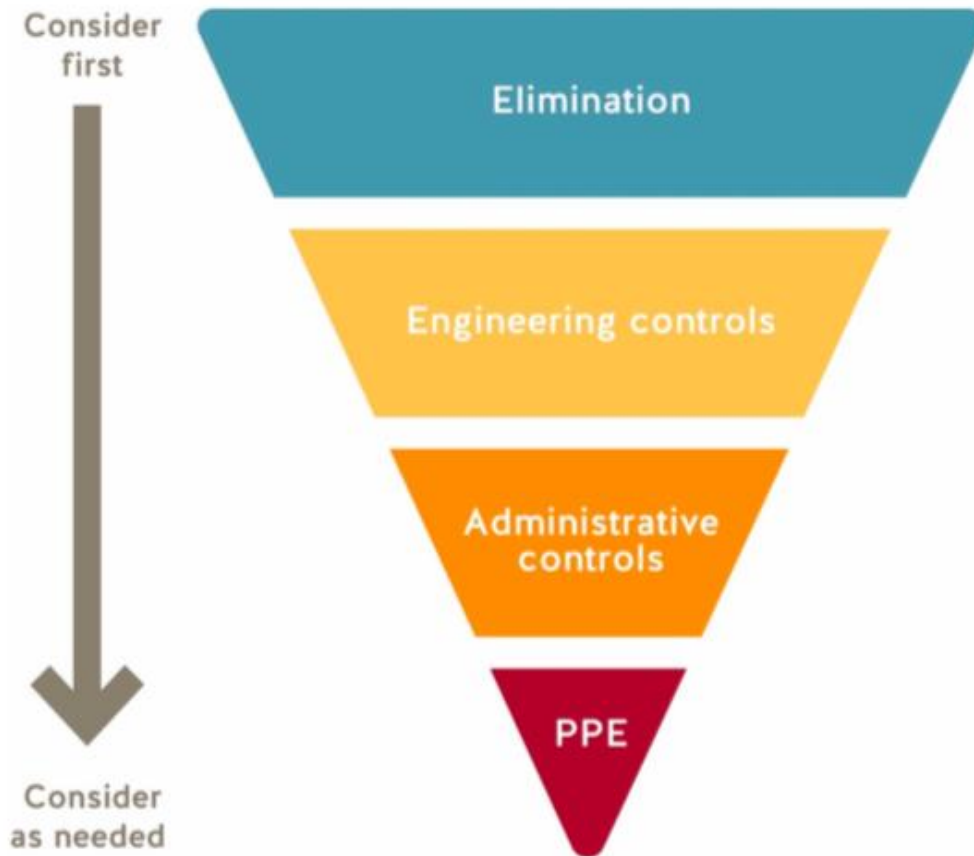
Facility	Areas where people gather	Shared tools, machinery and equipment	High touch surfaces	Job tasks where physical distancing is not possible
<p><b>Tseshah Administration Office</b></p> <p>5091 Tsuma-as Drive, Port Alberni, BC V9Y 8X9</p> <p>See <a href="#">Table 2</a> for site specific safe operating 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>Dishwasher</p> <p>Stove</p> <p>Microwave</p> <p>Coffee dispensers</p> <p>Pens and notebook for sign in</p> <p>Thermometer</p>	<p>Keypad for alarm system</p> <p>Entrance door handles</p> <p>Electronic doorbell</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>Keypad for alarm system</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>Keypad for alarm system</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>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>Keypad for alarm system</p> <p>Entrance door handles</p> <p>Light switches</p> <p>Washroom door handles</p>	<p>Interaction between people in various ways; individually, in smaller groups, and in larger groups.</p>

Facility	Areas where people gather	Shared tools, machinery and equipment	High touch surfaces	Job tasks where physical distancing is not possible
See <a href="#">Table 5</a> for safe operating plan		Dishes	Soap dispenser Paper towel dispensers	Examples might include cultural gatherings, 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	Keypad for alarm system Entrance door handles Light switches Washroom door handles Soap dispenser Paper towel dispensers	Interaction between children and youth, and adult staff members.
<p><b>Tsashaht 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	Keypad for alarm system Entrance door handles Light switches Washroom door handles Soap dispenser Paper towel dispenser	Interaction between staff and community members
<p><b>Tsashaht 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	Keypad for alarm system Entrance door handles Light switches	<p>Interaction between people in various ways; individually, in smaller groups, and in larger groups.</p> <p>Examples might include cultural gatherings, small group meetings, large group meetings, and group sports activities.</p>

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. \* The exception is the PHO for fitness facilities, listed in Table:3, Chart A

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 three-ply masks. Ensure three-ply masks are selected and cared for appropriately and that workers are using three-ply 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. Supervisors are responsible for upholding safe work environments for their teams.

\*\* Phase 2 &3

1. **Great room** booking for **Administration staff and Chief and Council** purposes only.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 22nd, 2022	Phase 3 April 8 <sup>th</sup> , 2022
1 Elimination	<p>Limit 2 people per office at any one time.</p> <p>Limit 10 people in building at any one time.</p> <p>Priority positions begin return to workplace.* See note below</p> <p>Non-priority positions begin remote work. Staggered office hours for non-priority positions possible with permission from Supervisor.</p> <p>No in-person meetings.</p> <p>Video or telephone conferencing for meetings only.</p>	<p>Full return to the workplace for all positions.</p> <p>Fully re-opened.</p> <p>Larger meetings up to and including 25 people in the Great room with social distancing. ** See note above.</p> <p>Consider hybrid options for in person/ virtual meetings of more than 25 people.</p> <p>For larger meetings consider booking a larger meeting space off site.</p>	<p>Full return to the workplace for all positions.</p> <p>Fully re-opened.</p> <p>Great room open to full capacity for staff led events.** See note above.</p> <p>For larger meetings consider booking a larger meeting space off site.</p>
2 Engineering Controls	<p>Limited access with 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>Chairs will be removed from the kitchen.</p> <p>Hand sanitizer available throughout facility.</p>	<p>Limited access with one main entrance and exit.</p> <p>Fully re-opened.</p> <p>Hand sanitizer available throughout facility.</p>	<p>Limited access with one main entrance and exit.</p> <p>Fully re-opened.</p> <p>Hand sanitizer available throughout facility.</p>
3 Administrative Controls	<p>Daily health check and sign in.</p>	<p>Daily health check and sign in.</p>	<p>No sign in required.</p>

	<p>Priority positions will work exclusively together to minimize the risk of broad transmission throughout the workplace.</p> <p>Employees will use single-use (disposable) products to wipe down equipment after use.</p>	<p>Employees will use single-use (disposable) products to wipe down equipment after use.</p> <p>Additional sanitization of high touch surfaces will be completed twice each day.</p>	<p>Employees will use single-use (disposable) products to wipe down equipment after use.</p> <p>Additional sanitization of high touch surfaces will be completed twice each day.</p>
<p><b>4</b> <b>PPE</b></p>	<p>Three-ply masks required indoors in all spaces except when an individual is alone in their office.</p>	<p>Three-ply masks are mandatory in indoor public settings for all employees and guests except for those who require an accommodation.</p>	<p>Masks are optional.</p>

\*Note: As of January 4, 2022, the following priority positions will return to the office: Finance, Administration, Social Development, Patient Travel, Housing, and Community Services. All other non-priority staff will remain on the existing office schedule.

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, is open as of January 20<sup>th</sup>, 2022. Following the Safe Operating Plan listed in Chart B. The kitchen facility and gym remain closed until April 4, 2022, See Chart A.*

Requests for facility use for cultural/spiritual activities will be considered on a case-by-case basis and will require a separate safe operating plan if approved by the Executive Director. See appendix 1 for more details.

The guidelines for Phase 2 may change pending updates from the Provincial Health Officer for the fitness facility, indoor sporting events, and indoor gatherings of more than 50 people.

Phase 3 guidelines remain in effect until June 30<sup>th</sup>, 2022, with a maximum capacity of 200 people.

### Chart A Maht Mahs Kitchen and Main Gym

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022- June 30, 2022
<b>1</b> Elimination	Closed.	Limited capacity for low intensity and high intensity fitness activities per the current Public Health Order.	Limited capacity for low and high intensity fitness activities.
<b>2</b> Engineering Controls	Closed.	<p>Access through designated entry and exit only.</p> <p>Provide additional hand sanitizer throughout facility.</p> <p>Provide lined waste bin to dispose of single-use sanitizing wipes</p> <p>Floor markings in fitness facility.</p> <p>Changerooms and showers closed.</p>	<p>Access through designated entry and exit only.</p> <p>Provide additional hand sanitizer throughout facility.</p>
<b>3</b> Administrative Controls	Closed.	<p>Health check required upon entry including vaccination passport.</p> <p>Capacity limits communicated on website and signage.</p> <p>Consider using booking system when capacity is limited.</p>	<p>Sign in required upon entry including.</p> <p>Capacity limits communicated on website and signage.</p>

<b>4</b> PPE	Closed.	Three-ply masks must be always worn.	Masks are optional.
-----------------	---------	--------------------------------------	---------------------

## Chart B- Maht Mahs Fitness Center

Levels of Protection	Phase 1 January 20, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022-June 30, 2022																														
<b>1</b> Elimination	<p>The maximum number of people allowed in the space is based upon 7m2, in each room in the fitness center.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Room</th> <th style="width: 70%;">Max. Capacity</th> </tr> </thead> <tbody> <tr> <td>Main entrance -weights</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Room 1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Room 2</td> <td style="text-align: center;">3</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Room	Max. Capacity	Main entrance -weights	6	Room 1	2	Room 2	3			<p>The maximum number of people allowed in the space is based upon 7m2, in each room in the fitness center.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Room</th> <th style="width: 70%;">Max. Capacity</th> </tr> </thead> <tbody> <tr> <td>Main entrance -weights</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Room 1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Room 2</td> <td style="text-align: center;">3</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Room	Max. Capacity	Main entrance -weights	6	Room 1	2	Room 2	3			<p>The maximum number of people allowed in the space is based upon 7m2, in each room in the fitness center.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Room</th> <th style="width: 70%;">Max. Capacity</th> </tr> </thead> <tbody> <tr> <td>Main entrance -weights</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Room 1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Room 2</td> <td style="text-align: center;">3</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Room	Max. Capacity	Main entrance -weights	6	Room 1	2	Room 2	3		
Room	Max. Capacity																																
Main entrance -weights	6																																
Room 1	2																																
Room 2	3																																
Room	Max. Capacity																																
Main entrance -weights	6																																
Room 1	2																																
Room 2	3																																
Room	Max. Capacity																																
Main entrance -weights	6																																
Room 1	2																																
Room 2	3																																
<b>2</b> Engineering Controls	<p>Access through designated entry and exit only.</p> <p>Provide additional hand sanitizer throughout facility.</p> <p>Provide lined waste bin to dispose of single-use sanitizing wipes</p> <p>Floor markings in fitness facility.</p> <p>Changerooms and showers closed.</p>	<p>Access through designated entry and exit only.</p> <p>Provide additional hand sanitizer throughout facility.</p> <p>Provide lined waste bin to dispose of single-use sanitizing wipes</p> <p>Floor markings in fitness facility.</p> <p>Changerooms and showers closed.</p>	<p>Access through designated entry and exit only.</p> <p>Provide additional hand sanitizer throughout facility.</p> <p>Provide lined waste bin to dispose of single-use sanitizing wipes</p>																														
<b>3</b> Administrative Controls	<p>Health check and sign in required upon entry including vaccination passport.</p> <p>Capacity limits communicated and signage posted.</p> <p>Pre-bookings for individual fitness where operationally possible.</p>	<p>Health check and sign in required upon entry including vaccination passport.</p> <p>Capacity limits communicated and signage posted.</p> <p>Pre-bookings for individual fitness where operationally possible.</p>	<p>Sign in required upon entry.</p> <p>Capacity limits communicated and signage posted.</p>																														

<p style="text-align: center;"><b>4</b> PPE</p>	<p>Three-ply masks must be worn at all times, except when actively exercising. It is strongly encouraged to wear masks even when exercising.</p>	<p>Three-ply masks must be worn at all times, except when actively exercising. It is strongly encouraged to wear masks even when exercising.</p>	<p style="text-align: center;">Masks are optional.</p>
---	--	--	--

## Table 4: SEEDS Building Safe Operating Plan

5000 Mission Road, Port Alberni, BC V9Y 8X9

The meeting room is only available for staff-organized training. The sewing room will be opened February 4, 2022 with a separate safe operating plan.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022- June 30, 2022
<b>1</b> Elimination	Closed.	Limit of 10 people in building at any one time. Small in-person meetings of up to 10 people. Consider hybrid options for in-person/virtual meetings for groups larger than 4 people.	Fully re-opened.
<b>2</b> Engineering Controls	Closed.	Install barriers and partitions where workers cannot physically distance from co-workers or others. Ensure barrier cleaning is included in cleaning protocols. One main entrance and exit. Hand sanitizer available throughout facility.	Hand sanitizer available throughout facility.
<b>3</b> Administrative Controls	Closed.	Daily health check and sign in.	No sign in required
<b>4</b> PPE	Closed.	Three-ply masks are required indoors.	Masks are optional.

For more details, see appendix 1.

## Table 5: Cultural Centre Safe Operating Plan

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

The Cultural Centre remains closed during water upgrades.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022-April 30,2022	Phase 4 May 1, 2022-June 30,2022
<b>1</b> Elimination	Closed.	Closed.	Closed.	Max Capacity is 40 people
<b>2</b> Engineering Controls	Closed.	Closed.	Closed.	Hand sanitizer available throughout facility.
<b>3</b> Administrative Controls	Closed.	Closed.	Closed.	Daily sign in required.
<b>4</b> PPE	Closed.	Closed.	Closed.	Masks optional.

For more details, see appendix 1.

## Table 6: Family Centre Safe Operating Plan

5000 Mission Road, Port Alberni, BC V9Y 8X9

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022- June 30, 2022
<b>1</b> Elimination	Closed.	Indoor seated gatherings up to 6 people.	Increased indoor capacity to maximum of 10 people.
<b>2</b> Engineering Controls	Closed.	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.
<b>3</b> Administrative Controls	Closed.	Sign in sheet with contact information to be kept for 30 days for contact tracing. Vaccine passport required. 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.
<b>4</b> PPE	Closed.	Three-ply masks must be worn by attendees. Three-ply masks can be removed for speaking, chanting or singing if individual behind physical barrier or is 3 m away from group.	Masks are optional.

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 February 4, 2022

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022-June 30,2022
<b>1</b> Elimination	Closed for visitors.  One staff member in the building except during deliveries by Tseshaht Administration.	Indoor seated gatherings up to 6 people.	Increased indoor capacity to maximum of 10 people.
<b>2</b> Engineering Controls	One main entrance and exit will be designated.  Single-use disposable wipes will be used.  Hand sanitizer will be available.	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.
<b>3</b> Administrative Controls	Daily sign in and health check.	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.
<b>4</b> PPE	Three-ply masks must be worn at all times indoors.	Three-ply masks are mandatory in indoor public settings for all people 5 years and older except for those with exemptions.	Masks are optional.

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 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022-June 30,2022
<b>1</b> Elimination	Remote work for non-priority positions.  Video or teleconferencing only.	Begin gradual return to the workplace for non-priority positions.  Small in-person meetings of up to 6 people.  Continue with video or telephone conferencing for meetings of 6+ people.	Fully re-opened.
<b>2</b> Engineering Controls	Closed.	One main entrance and exit. Install barriers and partitions where workers cannot physically distance from co-workers or others.  Ensure barrier cleaning is included in cleaning protocols. Hand sanitizers throughout the building.	One main entrance and exit. Hand sanitizers throughout the building.
<b>3</b> Administrative Controls	Closed.	Daily health check and sign in.	Fully re-opened.
<b>4</b> PPE	Closed.	Three-ply masks are required indoors.	Masks are optional.

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.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8, 2022-June 30,2022
1 Elimination	Closed.	Indoor seated gatherings up to 10 people.	Max capacity 50 people.
2 Engineering Controls	Closed.	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.	Ensure access to hand sanitizing supplies.
3 Administrative Controls	Closed.	Participants must sign in with contact information, which will be kept for 30 days for contact tracing.  Vaccine passports are required.  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.	Sign in required.
4 PPE	Closed.	Three-ply masks are required by all visitors except those under the age of 5 or those with exemptions.	Masks optional.

For more details, see appendix 1.

# Table 10: Dam Washrooms Operating Plan

Hector Rd., Port Alberni, B.C.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 8th, 2022-April 30 <sup>th</sup> , 2022	Phase 4 May 1,2022-June 30,2022
<b>1</b> Elimination	Closed.	No changes.	No changes.	Fully re-open
<b>2</b> Engineering Controls	Closed.	No changes.	No changes.	Ensure soap and paper towel are available.
<b>3</b> Administrative Controls	Closed.	No changes.	No changes.	N/A
<b>4</b> PPE	Closed.	No changes.	No changes.	N/A

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. There are no public health orders that are specific to playgrounds at this time.

Levels of Protection	Phase 1 January 4, 2022	Phase 2 February 4, 2022	Phase 3 April 4, 2022
<b>1</b> Elimination	N/A	N/A	N/A
<b>2</b> Engineering Controls	N/A	N/A	N/A
<b>3</b> Administrative Controls	N/A	N/A	N/A
<b>4</b> PPE	N/A	N/A	N/A

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.

TFN staff are asked to clean and disinfect the surfaces of common tools that are shared such as the thermometer for daily health check and sign in, 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., doorbell, alarm keypad, 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](#) and who has tested positive, must self-isolate for at least 5 days since the start of your symptoms. If unvaccinated or partially vaccinated, self-isolate for at least 10 days since the start of your symptoms. If you do not feel better after the 5 or 10 days, keep self-isolating until you feel better.
- Self-isolation guidelines can be found [here](#).
- 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 encountered.

# 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 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 because 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: Self-Isolation

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

BC Centre for Disease Control: Symptoms of COVID-19

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms?bcgovtm=SYS2017Q101%20-%20List%20Buy%20Opt-In%20Email>

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>

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>

# 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

Although COVID-19 vaccines provide substantial protection against severe illness, no vaccine is 100% and protection may decrease over time. Fully vaccinated individuals can still be infected and transmit the COVID-19 virus, however, this is less likely to occur among fully vaccinated individuals than for those who are unvaccinated or partially vaccinated.

When layered with other recommended public health measures, a well-constructed, well-fitting, and properly worn mask can help prevent the spread of COVID-19.

In the Province of BC, masks are required in all public indoor settings for all people born in 2017 or earlier (5+). There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 5
- People who need to remove their masks to communicate due to another person's hearing impairment

A face shield is not a substitute for a mask as it has an opening below the mouth.

A properly fitting mask covers the mouth, nose, cheeks, and chin of the person wearing it. It is important that three-ply masks can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. Three-ply 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 three-ply masks.

Three-ply masks can be contaminated on the outside when touched by hands so employees and visitors should avoid touching or adjusting them. Three-ply 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.

## 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. This includes a temperature check to confirm there is no fever.

## 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 2022 TFN SOP will be posted on the TFN website and social media, and a hard copy will be available at each TFN facility.