



INDUSTRIAL CAMP ORDER INSPECTION PROTOCOL TEMPLATE

May 15 2020



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



HOW YOU CAN SLOW THE SPREAD OF COVID-19

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Stay at Home and Physically Distance

Stay at home whenever you can. Maintain 2 meters distance from those outside of your household.

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Creating an Infection Prevention and Control Protocol

GENERAL CONSIDERATIONS

Contact Information

COVID-19 is a reportable disease. The local Medical Health Officer must be notified if there is a COVID-19 outbreak or suspicion of an outbreak. List the local health authority contact information.

Regional Health Authority Name:

Phone:

Fax:

Email:

Inspection of the Infection Prevention and Control Protocol

You must arrange to have an inspection of your IPC protocol by a health officer or Provincial IPC officer. This worksheet will assist you to identify the **risks** in your operation that do not adequately prevent and control the transmission of COVID-19.

Record when and how you contacted the health officer or IPC Officer and the date of the inspection. Making notes during the inspection on this worksheet will help you implement the Protocol to prevent the spread of COVID-19.

Record where the Protocol has been prominently posted at the work site(s) and the accommodation site(s).

IPC Co-ordinator Responsibilities

The IPC co-ordinator oversees the implementation of the IPC protocol, monitors the health of the workers, acts as a liaison between the employer and the health officer or the Provincial IPC officer, oversees the transportation of workers between their accommodation and worksite to limit the risk of transmission of virus, monitors compliance of workers with their requirements, informs the health officer or the Provincial IPC officer of failures to implement the Protocol, or compliance with the order.

List the name and contact information of the person appointed as the IPC Co-ordinator and describe how this information is provided to the workers.



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Describe how the co-ordinator maintains daily records of general monitoring the health of workers for symptoms. Note, you may be required to provide a record of the monitoring activity to a health officer or IPC Officer.

Employee Self-Monitoring

The IPC co-ordinator must be instructed on how to help workers complete self assessment tools to monitor for symptoms of COVID-19.

The co-ordinator

- supports worker self monitoring with information, advice and tools if available e.g. access to self assessment app, thermometers
- facilitates liaison with medical support to help clarify uncertainties wrt symptoms and support/assist/facilitate testing and self-isolation of workers who may be ill.
- alerts camp operator and health officer if notices apparent clusters of people who are ill with similar symptoms.

Confidentiality for Workers

Describe how privacy is maintained and respected for employees seeking healthcare who may be part of self-isolation, contact tracing, or outbreak investigation.

Employee Education

To maintain a high level of hygiene as outlined in the Order, workers must be trained on the **first day of work** and on a **regular basis** on hygiene, physical distancing, and how to monitor and report illness.

List the dates, times, or schedules you have arranged to have employees trained on COVID-19.

Describe the training you provided to employees on their first day of work and following this on a regular basis. Training materials must be available in the appropriate languages.



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Note: employees will need to be trained on good hygiene at the work site, where they are housed, and during transportation; this is outlined in more detail below in the sections on accommodation and work site (including transportation) below.

Work Pods

Designating employees to the same small working crew or work pod for as long as practical will reduce social interactions. Like a family unit, this work pod will ensure close contact only occurs within a select small crew. The same work pods should be maintained during working hours and in their accommodation facilities.

Describe how work pods are used in your operation to reduce social interactions between worker and/or employers.

Social Interactions and Communities

It is important that the social interactions between workers and the local community, including Indigenous communities is minimized and take place only when necessary (i.e., grocery shopping, using laundromats).

List the person designated to buy food and essentials for others, so that only one person needs to visit any nearby community.

First Nations Communities

List any current precautions being taken in the region if employers travel to or are established near a First Nations community (precautions are available from the regional health authority).

Safety / Isolation

Describe the safety protocols and reporting process in place for employees that travel alone so that it is known when they have made it to and from the worksite safely.



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Provide the name and contact information of the Health and Safety Co-ordinators that oversee the implementation of the health and safety requirements related to COVID-19.

CONSIDERATIONS FOR THE ACCOMMODATION SPACE

List below the location at the accommodation sites(s) that the protocol is posted. The inspector may want to see that it is posted prominently and in a language that is understood by your workers.

Sleeping Areas

Workers have separate sleeping room (Yes or No)?

If you answered no, please confirm that there is at least 2 metres distance between beds, or barriers such as curtains are put in place to prevent droplets from spreading between workers.

If you answered no, please confirm that employees sleeping in the same area are members of the same work pod.

Communal Areas (kitchens, bathrooms, recreational areas)

Kitchen

Describe how crowding in the kitchen is addressed so that a 2m distance is maintained between workers while preparing or eating meals, or barriers and face masks if this is not possible.

List the type of handwashing and cleaning facilities that are available in the kitchen.

Describe the cleaning schedule and who is responsible for this.



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Describe the facilities and services (including meals, communication systems, laundry) organized on site to enable workers to remain in the camp.

Describe the cleaning and disinfecting procedure for all eating utensils and dishes that designated kitchen or cleaning staff use (i.e., 4-step process of pre-rinsing, washing, soaking in a bleach solution, and air-drying).

Bathrooms and Shower Areas

Describe how crowding in the bathroom and shower area are addressed so that a 2m distance is maintained between workers, or physical barriers if this is not possible. List the types of washing and cleaning facilities for bathrooms and showers.

Describe the cleaning schedule and who is responsible for this.

Communal Recreational Areas

Describe how crowding is minimized to maintain 2m distance is maintained between workers, or barriers if this is not possible (signs, schedules).

Waste

List the waste removal schedule and protocols (use of disposable gloves, handwashing, and double-bagging when necessary) and who is responsible for it.



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Self-Isolation Accommodation for Workers who have or are suspected of having COVID-19

If a worker or contractor displays symptoms of COVID-19, they are required to begin self-isolation immediately. Please keep up-to-date on B.C.'s requirements for who must self-isolate at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Describe the plan to self-isolate workers if someone is confirmed or suspected to have COVID-19 (separate room, hotel, etc.) including who checks in on the worker, how meals are provided, who is responsible for waste management.

CONSIDERATIONS FOR THE WORK SITE

List below the location at the work sites(s) that the protocol is posted. The inspector may want to see that it is posted prominently and in a language that is understood by your workers. Protocols must be posted at all work sites.

Worksite 1

Worksite 2

Worksite 3



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Transportation

Employers must ensure that the IPC protocol includes good hygiene, physical distancing, and reducing social interactions during transportation of workers to and from the work site(s).

Describe the precautions used when employees travel to and from accommodation and worksites (e.g., frequent hand washing, avoiding touching one's own face, maintaining physical distancing, cleaning and disinfecting high touch points, minimizing contact with crowds and public places) including the use of work pods.

Describe the vehicle cleaning that takes place at the start and throughout the work day (e.g., cleaning and disinfecting of frequently touched surfaces such as door handles, window buttons, steering wheel) including the schedule and who is responsible.

Work pod

Describe the work pods for employees required to work together in close proximity to complete tasks.

Describe the work pods when using vehicles to travel to and from the work site and accommodation site.

Is a list of employee names within work pods maintained?

Describe the designated vehicles for each of the work pods.

Handling Tools and Equipment

To reduce transmission by touching contaminated tools, describe how employees are instructed to use tools (i.e., cleaning schedules, use of disposable or leather gloves), or if they have their own set of tools to use throughout the duration of their employment.



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Describe the training employees receive for use of specialized personal protective equipment (PPE). Describe the labeling system to organize specialized PPE.

Good Hygiene & Physical Distancing at Work

Handwashing stations with soap and water must be made available to workers in the field, as well as immediately outside or inside all buildings that workers are working, before and after eating food, taking breaks, and using washrooms. All efforts should be made to maintain 2m separation, however in situations where it is not possible, use physical barriers, social barriers, and masks to protect workers.

List the work site locations that handwashing and cleaning facilities that are available (both in English and the language appropriate for the employees) or if hand sanitizer is provided for personal use in situations where handwashing stations cannot be brought to the work site.

If physical barriers cannot be established, describe the methods used to protect workers such as the use of masks, plexi-glass, staggering shifts, or other methods.

Breaks

Describe how social interaction during breaks is addressed to reduce crowding.