

# Tymac COVID-19 Exposure Control & Sanitization Policy & Procedure

## Policy:

To reduce the risk of exposing employees and passengers to COVID-19 contamination and infection, the Launches and the Dispatch office are identified as locations for potential COVID-19 exposure. To mitigate the hazard of becoming infected Tymac has implemented the following hazard control procedures.

**Areas of Concern:** Launches, Waiting Room, Dispatch Office, Lunchroom.

## Engineering Control:

- Open windows to allow for ventilation and air movement.

## Administrative Control

- Limit the number of people in an enclosed space to allow for social distancing.
- Sanitize Launches, Dispatch office, Waiting Room, Lunchroom and Locker room. and high touch areas on a regular basis

## Personal Protective Equipment Control

- Gloves,
- Safety glasses or goggles,
- N95 or P100 mask.

## Exposure Control Procedure:

1. **Open windows:** Allow for air flow to ventilate work environment and flush air-borne contagions from environment.
2. **Exercising Social Distancing** by sitting as far apart as possible; maintain 6 feet of separation as much as possible with people. In the following enclosed spaces, adhere to the following maximum occupancies:
  - **Launches = 4 Total**
  - **Dispatch = 2 Total**
  - **Lunchroom = 4 Total**
  - **Waiting Room = 4 Total**
  - **Locker Room = 2 Total**
3. **Wash Your Hands** and don't touch your face with your hands.

4. **Sanitize** the cabin of the launch, dispatch office, waiting room and lunchroom. After each launch trip used to transport passengers, upon job completion, each operator/deckhand must clean and disinfect the cabin of the launch and the waiting room where the passengers sat. The Dispatch office, and Lunchroom should be sanitized at minimum once per shift.

## **A launch cannot be used until it has been wiped down and sanitized by the person who intends to use it.**

### **Sanitization Procedure:**

The difference between Cleaning, Disinfecting, and Sanitizing

**Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. It's important to clean a visibly dirty surface to rid it of dirt and debris before disinfecting.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or objects to a safe level, by cleaning and disinfecting surfaces or objects to lower the risk of spreading infection.

Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended.

1. **Clean the Launch Cabin, Waiting Room and Dispatch Office:** Using normal cleaning supplies, clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions (i.e.: goggles & gloves) to avoid coming into contact with the fluid. Remove the spill, and then clean the surface.
2. **Disinfect & Sanitize:** If a surface is recently cleaned or not visibly dirty, you can disinfect it with either the brand-name disinfectant wipes or a bleach (5.25% sodium hypochlorite) solution diluted to 1000ppm by mixing 5 tablespoons of bleach to 4 liters of water. If you choose to use the bleach solution, a fresh batch needs to be made daily as overtime the oxidizing potential of the bleach loses strength and renders it ineffective as a disinfectant.

### 3. Record Each Disinfection:

Especially for the launches and the peace of mind of our customers, fill in the Log Sheet documenting each time the launch is disinfected.

The directions on the brand-name disinfecting wipes state that to properly disinfect a surface, use enough fresh wipes to keep the surface thoroughly wet for 10 minutes. Then allow to air dry. It will be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Toss dirty wipes in the garbage.

**Areas to Disinfect:** Within the launches, “High touch” *surfaces (such as those listed below)* are the surfaces that are most likely to be contaminated, and should be cleaned and disinfected daily, and when visibly soiled:

- Door, sink, toilet, appliance and refrigerator handles,
- Equipment controls,
- Service counters,
- Light switches,
- Tables and chairs,
- Food and beverage service areas, and
- Any other surfaces that are touched frequently.

Daily sanitizing surfaces and objects that are touched often, such as desks, countertops, door handles, computer keyboards, cellphones, iPads, faucet handles, and telephones is also recommended. Not all electronic devices are waterproof; please use caution when using liquids for sanitizing.

### Safety Considerations

- Pay close attention to hazard warnings and directions on product labels.
- Cleaning products and disinfectants often call for the use of gloves or eye protection.
- Gloves should always be worn to protect your hands when working with bleach solutions.
- Do not mix cleaners, bleach and/or disinfectants unless the labels indicate it is safe to do so. **Combining products such as chlorine bleach and brand-name disinfectant wipes with ammonia can result in serious injury or death. DON'T MIX THE WIPES WITH BLEACH.**

## COVID-19 Cleaning, Disinfecting, Sanitizing Log

Boat/Room: \_\_\_\_\_

Log #: \_\_\_\_\_

Cleaning Type Performed	Date/Time Cleaned	Signature

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## COVID-19 First Aid and Positive Diagnosis Response Protocols

### First Aid Notification

It is important to protect the health of First Aid Attendants (Dispatchers, Masters and any other Tymac employee with Occupational First Aid certification or equivalent) and the cleanliness of the Tymac facilities and equipment. Whenever possible, First Aid assessments for workers with COVID-19 symptoms should take place outside while maintaining a two-meter distance between the sick worker and the First Aid Attendant.

If not possible and a worker displaying COVID-19 symptoms enters the Tymac facility or uses Tymac equipment, the areas exposed to the COVID-19 symptoms must be thoroughly cleaned before reuse. If a worker reports to the Dispatcher with COVID-19 symptoms (i.e. fever, cough, aches and pain, shortness of breath), the Dispatcher should direct the worker to wait for the First Aid Attendant in designated area (2<sup>e</sup> Muster Station) outside the Dispatch office.

### Assessment for a Worker Experiencing COVID-19 Symptoms:

The purpose of the following guideline is to reduce the risk of First Aid Attendants contracting COVID-19 while assessing a worker experiencing symptoms. The following steps are to be taken when a worker reports COVID-19 symptom(s) while on duty at Tymac:

1. Worker reports to their Supervisor (Dispatcher or Master) with COVID-19 symptoms.
2. Dispatcher or Master advises the worker with COVID-19 symptoms requiring an assessment to wait either outside the first aid room at the 2<sup>e</sup> Muster Station (sign on fence outside of Dispatch Office) or at least 2 meters distance.
3. First Aid Attendant meets worker outside and maintains a two-meter distance. FAA should be wearing appropriate PPE: i.e.: gloves, safety glasses or goggles, N95 or P100 mask.
4. First Aid Attendant completes First Aid form and First Aid COVID-19 Symptom Checklist (see below).

Note: If the First Aid Attendant is working aboard a launch the same procedure applies; however, the assessment will occur on deck. If the person responding as the First Aid Attendant is not the Dispatcher, either due to lack of availability or other reason, the First Aid Attendant will immediately notify the Dispatch of potential COVID-19 Symptoms/exposure.

## First Aid COVID-19 Symptom Checklist

**Purpose:** The following checklist has been developed to assist First Aid Attendants determine if a worker's symptoms are related to COVID-19.

**Instructions to the First Aid Attendant:** Ask the worker if they are experiencing any of the following identified symptoms. Check the boxes in for each symptom the worker is experiencing. If the worker has symptoms common with COVID-19, advise the worker to book off and seek medical aid (Call 8-1-1).

SYMPTOM	CHECK	COMMON COLD	FLU	CORONAVIRUS
Fever	<input type="checkbox"/>	RARE	COMMON	COMMON
Fatigue	<input type="checkbox"/>	SOMETIMES	COMMON	COMMON
Chest discomfort - Cough	<input type="checkbox"/>	SOMETIMES	COMMON	COMMON Dry Cough
Sneezing	<input type="checkbox"/>	COMMON	NO	NO
Aches and Pain	<input type="checkbox"/>	SOMETIMES	COMMON	SOMETIMES
Runny/Stuffy Nose	<input type="checkbox"/>	COMMON	SOMETIMES	RARE
Sore Throat	<input type="checkbox"/>	COMMON	SOMETIMES	SOMETIMES
Headaches	<input type="checkbox"/>	RARE	COMMON	SOMETIMES
Short of Breath	<input type="checkbox"/>	NO	NO	COMMON

If the worker has symptoms common with the flu or Coronavirus, ask them the following questions:

1.	Have you experienced a loss of sense of taste or smell?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
2.	Have you travelled to any countries outside of Canada (Including the United States) within the last 14 days?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
3.	Did you provide care of have close contact with a person with COVID-19 (probable or confirmed) while they were ill (cough, fever, sneezing, or sore throat) in the last 14 days?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
4.	Did you have close contact with a person who travelled outside of Canada in the last 14 days who has become ill (cough, fever, sneezing or sore throat)?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
5.	Have you or anybody in your home had contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19 within the last 14 days?	<input type="checkbox"/> NO	<input type="checkbox"/> YES

**Tymac COVID-19 Exposure Response Checklist**

Worker's Last Name:	Worker's First Name:
Illness Reported To:	Phone Number:
Date:	Time:

<input type="checkbox"/> Worker has symptoms	Date Symptoms Showed:
<input type="checkbox"/> Worker has received a confirmed positive test result	Date of Result:
<input type="checkbox"/> Worker is self-isolating	Self-Isolation Start Date:

Location:	Date Worker Was Last on Site:
Movements While on Site (rooms, vessels, vehicles, equipment):	
List of workers with whom they came into close prolonged contact:	
List of workers contacted and recommended to self isolate:	

Cleaning Company Called:	
Date Called:	Time Called:

<input type="checkbox"/> Notify workers who had close prolonged contact with infected worker to self-isolate for 14 days.
<input type="checkbox"/> Communicate with infected worker to ensure they are following appropriate guidelines.

## Positive Diagnosis Response

If worker is confirmed to have COVID-19 symptoms, complete the following steps:

### Investigation

1. The First Aid Attendant will investigate to determine the worker's recent work locations, activities, and contacts. The following information should be determined with as much accuracy as possible:
  - When the employee first showed symptoms,
  - The dates and times they worked at Tymac in the last 2 weeks,
  - The specific areas of the Tymac facility, vessels or vehicles where the worker worked, the equipment they used, their work-partners and any common areas they visited, such as lunchrooms, washrooms...

### Self-Isolation

2. The First Aid Attendant will send the employee home and recommend they follow the self-isolation procedures and seek medical assistance (call 8-1-1) as described in Tymac's Exposure Control Plan.
3. From the First Aid Attendant's investigation, work-partners who were in close contact<sup>1</sup> with the COVID-19 symptom displaying co-worker, will also be sent home to self-isolate and monitor for symptoms for 14-days.

Note: See **Follow Up and Return-To-Work** section below for financial support information.

### Communication Part 1

Full communication and transparency are both critical elements of the process in order to maintain the health and safety of Tymac employees in case of possible exposure.

4. The Dispatcher will inform the co-workers on shift and begin isolating and disinfecting the affected areas.

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<sup>1</sup> Close Contact is defined in Tymac's COVID-19 Exposure Control Plan as:

- a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time in an enclosed space; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on).



5. The Dispatcher contacts Operations Manager and advises of a worker booking off with COVID-19 symptoms and includes the details obtained above.
6. The Operations Manager informs the General Manager and the Environment and Safety Manager.
7. Operations Manager collects the First Aid report and the First Aid COVID-19 Symptom Checklist and submits them to Environment and Safety Manager.

### **Evacuation and Disinfection**

8. Immediately upon learning that an individual who tested positive for COVID-19 has occupied a facility, the Dispatcher and/or a Manager will have the potentially affected areas evacuated and decontaminated. If it is identified that an infected person used a certain piece of equipment or vehicle:
  - If possible, isolate vessel(s), vehicle(s) and/or machine(s).
  - Delineate vessel(s), vehicle(s) and/or machine(s) with cones and tape to ensure it(they) is not used
9. Operations within the affected areas will cease and Employees will be asked to remain clear of the evacuated areas the facility, and only to access them once the decontamination is completed.
10. Verification/signoff that cleaning has been completed.
11. After focusing disinfecting attention on the areas of concern and resuming access to areas and equipment, a full-facility, 3<sup>rd</sup> party, disinfection should also be conducted.
12. The 3<sup>rd</sup> party cleaners need to sanitize any other areas deemed necessary, based on the information gathered from the employee(s).

### **Communication Part 2**

The following parties should be informed of the information collected above and the steps taken to address the potential COVID-19 contamination:

13. Based on the results of the investigation, any co-workers or customers who may have been in close prolonged contact (within 2 meters for 10 minutes or longer) to a worker testing positive for COVID-19 in the previous 14 days will be notified immediately by telephone.

14. The employee members of Tymac’s Joint Safety Committee,
15. All other customers that were not exposed or in direct contact with the employee displaying COVID symptoms, but will find out about it through other sources and will want more information,
16. A memo will be posted to all staff informing them of a positive test in the affected locations, explaining the steps taken.
17. Vancouver Coastal Health Authority / Health Care 8-1-1
18. ILWU Local 400
19. Transport Canada
20. WorksafeBC

**Follow up and Return-To-Work Policy**

All exposed personnel will be required to self-monitor for COVID-19 symptoms for 14 days or up to 14 days with a doctor's clearance note.

Any worker who positively displays COVID-19 symptoms (as per above checklist) will immediately be withheld from being called in to work and will not be permitted to return to work until the worker’s health care provider has provided a written note clearing the worker to return to work. If obtaining such medical clearance is not possible, the worker should communicate this to Tymac and clearance to return to work will be determined on a case by case basis.<sup>2</sup>

Creation and Amendments	Date
Adopted by Tymac JOHS committee	March 19, 2020
Revised	April 3, 2020

<sup>2</sup> Employees unable to work and with a certified medical COVID-19 infection diagnosis should explore the government’s financial support program. <https://www.canada.ca/en/department-finance/economic-response-plan.html#individuals>