

# Sea Kayaking COVID-19 Best Practices

## British Columbia

### Abstract

This document provides guidelines for sea kayaking businesses to minimize risk and maximize safety in the prevention of COVID-19 on guided sea kayaking tours, as businesses reopen and ramp up operations in subsequent phases of BC's Restart Plan.

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*Prepared by Guided Sea Kayak Tour Operators in BC*

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## INTRODUCTION

On March 26, 2020, the BC Government issued the following:

***"The Provincial Health Officer has ordered some types of businesses to close. Any business or service that has not been ordered to close and is also not identified on the essential service list may stay open if they can adapt their services and workplace to the orders and recommendations of the PHO."***

As businesses reopen and ramp up operations in subsequent phases of BC's Restart Plan, sector specific COVID -19 best management practices are critical for guests, employees, service providers and the communities with whom they interact. This document provides guidelines for sea kayaking businesses to minimize risk and maximize safety in the prevention of COVID-19 on guided sea kayaking tours. Items covered in this document include actions that will be taken to reduce the number of social interactions between workers and guests, interactions with nearby communities, physical distancing, enhancing protection through other means where physical distancing is not practical, increased hygiene practices, and cleaning and disinfecting frequently touched surfaces. The guidelines provided in this document and resources from the BC Centre for Disease Control (BCCDC), WorkSafe BC and BC's Restart Plan will assist operators in developing their protocol for workers and clients. Business operators choosing to operate must take every health and safety precaution for wellbeing of their employees and clients.

Guided sea kayak tour operators and the SKGABC are committed to ensuring the health and safety of our guests, staff and members as well as every Canadian in the communities where we live, work and play. Our primary clientele are typically non-residents, so the guiding industry (as most other adventure tourism businesses) need to demonstrate the highest standard of care. Implementing these Best Practices will reduce the risk of COVID-19 transmission within outfitting operations and provide confidence to the regulators when they are considering opening interprovincial and international travel, when it is safe to do so.

This document is based on current guidelines from BC's Restart Plan, WorkSafe BC, and the BC Provincial Health Officer as of May 31, 2020. Practices may be relaxed or restricted relative to the state of affairs in BC, in its phased approach to 'reopening.' Operators are encouraged to develop staged plans with practices appropriate to BC's Restart Plan, with guidance from WorkSafe BC, and the BC Provincial Health Officer.

There are many types of sea kayaking operations in British Columbia, with operations concentrated in the Vancouver Island and Vancouver Coastal Health Authorities. The majority of operations travel marine coastal routes, with some day tour and instruction taking place on freshwater lakes. This document aims to think through the general steps involved in providing guided sea kayaking tours and to provide direction on how it is possible to keep guests, staff and the communities in which we operate safe. It is intended that every operator will adapt the measures to their specific operation and

produce a companion document for their specific circumstances (i.e., Unique camp, office or store layouts, tour timing, guide routines, partner interactions etc.).

The sea kayaking industry operates in a wide range of conditions. The following types of sea kayak operation are considered among the practices covered in relevant sections in this document:

- Multiday 'expedition-style' trips
- Multiday 'base camping' trips
- Multiday 'mothership' (boat-based) trips
- Day trips and instruction

Self-guided/equipment rental programs are not directly addressed as their needs are generally covered in the base operations, retail/office, and on-water practices outlined.

Sea Kayak Guides in British Columbia are represented by The Sea Kayak Guides Alliance of BC, a non-profit society committed to upholding high standards for professional sea kayak guides and operators in BC. Through ongoing professional development and certification, the Alliance strives to ensure safe practices on an industry-wide basis. While businesses that provide guided kayak tour operations are not represented by the SKGABC, many operators work closely with the SKGABC and hire certified guides to ensure safe operations on the water. Operators also employ guides from other regions that have certifications and skills that represent similar standards. A companion document to these best practices will be developed as an educational and practical reference tool for guides to use in their role working with guests while on trips.

This document was prepared by a committee of active sea kayak tour operators, all of whom have been in business for 15-20 years each and are certified and skilled guides and leaders on the water. Further feedback was solicited from 57 different companies that were identified to offer guided or instructional sea kayaking experiences within British Columbia.

*Additional Resources:*

- Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>
- WorkSafe BC provides a safety plan template that operators can use to prepare a plan for their premises. The template may be found at: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

This is not a legal document and every operation must follow all PHO orders.

## 1.0 DEFINITIONS

**Base Camp** - Typically represented by one or more of the following criteria:

- generally well-established site on private land or tenured Crown Land, typically boat-access only;
- involves substantial improvements such as tent platforms or other accommodation structures, toilets, showers, kitchen, sheltered dining area, and other amenities (hot tub, sauna, lounge, etc.);
- occupied for multiple days by the same group of guests;
- operates on a continuous basis through the summer season;
- guests are taken on day excursions from the camp and return to the camp each evening;
- may have a higher staff to guest ratio with guides, camp cook, camp host, and/or maintenance staff.

**Expedition-style** - Typically represented by one or more of the following criteria:

- usually take place in more remote areas;
- nomadic in nature, travelling from one undeveloped camp site to another;
- typically self-sufficient in nature, with group and personal supplies (camping equipment, food and water) carried in the kayaks;
- operate with a guide to guest ratio of approximately 1:5 to a maximum group size of 14, according to operating standards set by the SKGABC.

**Mothership** - Typically represented by one or more of the following criteria:

- guests are accommodated in cabins aboard a Transport Canada-certified vessel;
- occupied for multiple days by the same group of guests;
- guests are taken on day excursions from the vessel and return to the vessel each evening;
- may operate remotely or closer to rural/more populated areas;
- may have a higher staff to guest ratio with guides, cook, Captain and crew.

**Day Tour** - Typically represented by one or more of the following criteria:

- typically operate in rural or more populated/urban areas;
- guests are taken on shorter excursions in nearby waters for one day or less.

**Personal Protective Equipment (PPE)** - is specialized clothing or equipment worn by individuals for protection against infectious materials.

**Working Groups** – sea kayak guiding operations may involve small groups of people working at close quarters for extended periods of time, during which there is very little if any interaction with the general public. For the purposes of this document, it is suggested that a ‘Working Group’ be considered the equivalent of a family unit after an initial two weeks of physical distancing within the group.

## 2.0 STANDARD EXPOSURE CONTROL PLAN COMMON TO ALL DEPARTMENTS

### 2.1 Employee Communication

Effective communications with employees is an important element of a successful workplace. It assumes even greater significance in times of crisis. The current situation is constantly evolving, and employees have to deal with multiple new personal and professional changes as a result. Ensuring employees are kept informed and fully understand expectations around hygiene, company policies, safe work practices and protocols will not only ensure better compliance but will also go a long way in obtaining employee commitment. Face-to-face communication can take place if proper physical distancing measures are observed but other options for communications could also be utilized, such as emails, posters, and signs etc.

### 2.2 Creating Employee Working Groups

There will be situations on a day-to-day basis where physical distancing between workers is not practical for extended periods of time (e.g., in a vehicle or a mothership vessel). 'Working Groups' can be thought of like a family unit where close contact only occurs within a clearly defined group.

Remaining in the same Working Group for as long as practical can help reduce the risk of COVID-19 spreading to other clients, staff, and others in the operation. Working Groups will focus on physically distancing from clients.

### 2.3 Employee Training

During designated staff training days or on the first day of work and on a regular basis after that, all employees should participate in a COVID-19 training and education session provided by the employer. Training and education must also be provided to all contractors, service providers, visitors, or other parties that enter the premises.

Training includes safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness.

Training will be offered by video or in person and may include additional written materials. When training is done in person, ensure that people gather in small groups of five to 10, and that physical distancing of 2 meters between members is maintained.

### 2.4 Employee Responsibilities

Employees without symptoms of COVID-19 are free to work if they adhere to the following protocols:

1. **PRIORITY 1 - Wash their hands** with soap and water for at least 20 seconds before and frequently during your shift, before eating or drinking, after touching shared items, after using



the washroom, after touching common items, after each delivery if contact was made, and at the end of shift. Remove jewelry while washing.

- a. Always carry at least one pair of gloves with them, especially when working with guests. These are to be available any time in which they need to touch a surface that has not been cleaned, and cleaning is not possible at that time.
2. **PRIORITY 2 - Practice physical distancing** – keep a minimum distance of at least 2 meters from staff and clients.
- a. **Where physical distancing is not practical (i.e. in a vehicle or vessel) masks are to be worn by all individuals.**
3. **PRIORITY 3 - Inform their manager immediately if, during their shift, they feel any symptoms of COVID-19** such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains.
4. Avoid touching eyes, nose, or mouth with unwashed hands or when wearing gloves.
5. Cover mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash hands, or sneeze/cough into elbow.
6. If soap and water are not available, use an approved alcohol-based hand sanitizer.
7. Clean and disinfect frequently touched objects and workstation surfaces as per directions below.
8. Stay informed. Information is changing frequently.
9. Disposable gloves will be provided, where appropriate.
10. Client Interactions - If a client has a question or feedback related to the COVID-19, please encourage them to speak with the owner. Do not go into specifics or make comments related to their feedback.

## 2.5 Working with Partners and Contractors

Many operators work in partnership with other service providers to carry out their tours. These include water taxis, vehicle transportation, accommodation, air transportation and others.

Operators should have a preseason meeting with partner organizations to indicate their desire to cooperate in their efforts to prevent the spread of COVID-19. They may consider providing partners with this document to demonstrate some of the protocols they may be following and request to see any policy document that the partner organization has produced. Where there are gaps or overlap in the appropriate procedures there should be discussion as to which party has the responsibility to ensure compliance with appropriate measures to maintain sanitary conditions for staff and guests.

See Section 6 for recommended practices in transportation and Section 7 for recommended practices in accommodation.

## 2.6 Physical Distancing

As defined by the BC Centre for Disease Control, physical distancing means limiting close contact with others. When outside of your home, practicing social distancing by keeping at least 2 meters (6 feet) away from one another is something we can all do to help stop the spread of COVID-19.

Remember - no handshaking and no hugging. Nod or wave instead.

Physical distancing considerations in circumstances such as on water, in camp, or in transportation are discussed in later sections.



## 2.7 Guidance for Situations Where Maintaining Physical Distancing of 2m is Not Practical

- Individuals should wear a mask, or a physical barrier may be constructed.
- In situations where staff and guests are required to work together in proximity, the operator may utilize Working Groups as described previously. These Working Groups may include crew and kitchen staff as well as field worker/transport. The number of individuals in each Working Group should be kept to six or less whenever possible. Working Groups should stay together for as long as possible during the season.
- Guests should not be reassigned between Working Groups. When there is an urgent and unavoidable need to reassign individuals, the operator should review the risks to determine the impact on the risk of transmission of COVID 19, prior to making the decision.
- A list of designated Working Groups and their members should be maintained in the workplace along with a record of which guests have been assigned to the group, and any reassignment of members among those Working Groups.

## 2.8 Physical Distancing and Local Communities

Guided kayak tour guests typically have relatively little contact with local communities during their tour. Guests would have the most contact with local communities during travel to/from the tour meeting location and during any overnight accommodation in advance, or after the tour. Operators and their guests are encouraged to work together to arrange travel in a way that facilitates little to no contact with the local community. That could include making plans to avoid unnecessary community interaction before and after the tour. Operators may consider developing a relationship with a specific accommodation provider to refer their guests to.

Operators should endeavor to move their clients onto their trips as soon as possible, effectively isolating clients from outside contact. This may mean more complex and involved trip logistics with earlier or later rendezvous, launch and landing times. If group travel is dependent on other schedules and some guests need to await the arrival of others, operators may provide suggestions as to where

best to wait and to ensure physical distancing from other groups. These areas should provide basic amenities, but limit contact with the community.

Staff, rather than guests, often have the most interaction with the community, for example when purchasing food and supplies. This should be kept to an absolute minimum with respect to individual personal and frequency of trips and all distancing and personal protective equipment (PPE) should be used when trips to town cannot be avoided. Outlined below are some other examples of safety precautions to be taken for interacting with local communities:

- Traveling to a grocery store or other necessary public establishment should be limited to 1-2 people, depending on the size of operation.
- Base operation services (such as gear maintenance, communication systems, laundry) should be organized on site to enable workers to remain on site rather than visit community resources.
- Where operators make use of staff Working Groups they should consider providing staff accommodation to maintain separation and limit spreading of staff members out among rental accommodation in a community. Such accommodation should be arranged so as to prevent the spread of COVID-19.
- Where staff provide their own accommodations, they should ensure their home environment enables them to continue safe practices and self-isolate if necessary.
- Operators should discourage large group gatherings on days off.

#### *An important note about First Nations and First Nations Health Centres*

- Indigenous populations face heightened health risks due to lower health outcomes compared with non-Indigenous Canadians. First Nations, Métis, and Inuit populations disproportionately face health disparities linked to the social determinants of health (i.e. social, economic, cultural, political inequities). As such, all outfitters must respect any precautions being taken to avoid COVID-19 transmission into First Nations communities. Source:  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-large-industrial-work-camps.pdf>
- Operators should stay abreast of any current precautions being taken in their region and respect the wishes of Indigenous leaders and communities.
- It is not recommended that medical care is sought from a local First Nations health centre as there may be inadequate resources to sustain an influx of external cases.
- If an employee who is symptomatic wishes to return to their Indigenous community, the First Nation health centre should be notified to determine that sufficient resources are in place to support isolation of the individual on arrival.

## 2.9 Hand Washing, Respiratory Etiquette, Hygiene and Personal Protective Equipment (PPE)

### *Hand Washing*

Frequent and proper hand washing helps prevent or reduce the spread of COVID-19 and other illnesses. Operators should ensure that materials to facilitate hand hygiene are available on their

premises. Operators should provide lidded receptacles for used tissue disposal and conveniently located dispensers of alcohol-based hand sanitizer (minimum 60% alcohol). Where sinks are available, ensure that supplies for hand washing (i.e., liquid soap and disposable towels) are consistently available.

Camp sinks may be created by applying the suggestion provided in Appendix 5. Opportunities for handwashing should be provided every time a group stops for breaks, lunch, at camp, or at any other meal. Multiple handwashing facilities or locations may need to be provided to ensure that appropriate hand hygiene and physical distancing is maintained.

Hands should be cleaned frequently with an alcohol-based hand sanitizer (minimum 60% alcohol) or soap and water. Note that if a person's hands are heavily soiled, they should use soap and water because hand sanitizer may not work well in these cases. If running water is not available, it is acceptable to use hand wipes to remove dirt prior to using hand sanitizer.

Hand hygiene is most important at the following times:

- Before eating or preparing food;
- After coughing, sneezing, or blowing one's nose;
- After going to the bathroom;
- After touching potentially contaminated surfaces such as taps and doorknobs; and
- Before and after contact with another person.

PPE will be available where appropriate.

### *Hand Washing as set out by Health Canada*

1. Wash your hands with soap and water, ideally with water warmer than 25° Celsius, for 20 seconds
2. <https://www.youtube.com/watch?v=oOP-0d1mJfA>
3. After washing your hands, use disinfectant spray on sink taps and surfaces.
4. List of approved hand sanitizers - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html#tbl1>

### *Respiratory Etiquette*

Respiratory etiquette is also essential in preventing the spread of illness. The key elements of respiratory etiquette are:

1. Covering cough/sneeze into a sleeve or tissue;
2. Disposing of used tissues in garbage; and
3. Cleaning hands after coughing or sneezing.

Outfitters can support respiratory hygiene by training staff and clients on its importance and by providing tissues. PPE will be provided as appropriate.

### Personal Protective Equipment (PPE) for COVID-19 protection

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by individuals for protection against COVID-19. It should serve as a last resort that should not replace any other risk control and infection control measures. However, sufficient stock of PPE should be kept ensuring its provision to protect employees and clients from exposure to COVID-19 agents at the base of operations, in camps and in vehicles.

PPE commonly includes:

#### Hand Protection - Gloves

If a person chooses to use disposable gloves, staff should wash their hands thoroughly before putting on the gloves. Wearing gloves does not excuse food handlers from washing their hands.

Nitrile gloves are recommended for food service or other situations where hand dexterity is important.

Disposable gloves should also be used when touching blood, body fluids, mucous membranes or contaminated items. Remove gloves promptly after use and perform hand hygiene immediately. Gloves do not replace hand hygiene.

Glove Type	Definition	Advantage	Protection Level	Usage
Nitrile protective gloves	Made of synthetic material offers robust protection.	Stretchy, durable	Chemicals, viruses	<ul style="list-style-type: none"><li>• Kitchen</li><li>• Food service</li><li>• Cleaning</li><li>• Camp Operations</li><li>• Equipment Maintenance</li></ul>
Work gloves, paddling gloves (e.g., neoprene), other multiple use gloves			Low level protection appropriate for low traffic high touch areas – where an employee is handling gear, moving logs/ brush or using a hand tool (eg. axe or saw)	<ul style="list-style-type: none"><li>• Tool and equipment handling (including vehicles, etc.).</li></ul>

#### Respiratory Protection - Removable Non-Medical Masks or Face Coverings

It is important to understand that non-medical masks or face coverings have limitations and need to be used safely. Non-medical masks or face coverings are protective layers of absorbent fabric (e.g.,

cotton) that snugly fit over the nose and mouth and are secured to the face with ties or ear loops. They prevent respiratory droplets from contaminating others or landing on surfaces. Non-medical masks or face coverings alone will not prevent the spread of COVID-19. One must consistently and strictly adhere to good hygiene and public health measures, including frequent hand washing and physical (social) distancing.

#### **When to wear a mask**

Wear a mask to protect mucous membranes of the nose and mouth in situations where it is not possible to maintain 2 meters of separation (for example, in case of travelling in a vehicle with a guest or other employee.)

#### **2.10 Cleaning, Disinfecting, and Sanitizing Protocols**

Since viruses can survive on surfaces in the environment for a period of time, it is vital to increase cleaning, disinfecting and sanitizing protocols in high-touch surfaces and high traffic areas. Cleaning should be scheduled according to time as well as usage. Records should be kept and checklists of areas to be cleaned should be followed. Maintain a list of cleaning supplies needed to ensure sufficient inventory is always on hand.

Note that protocols in Appendix 4 have been developed for high touch surfaces and high traffic areas.

While Covid-19 has been shown to be able to survive on surfaces for a period of time, there is little evidence to suggest that the virus can transfer from a surface to a human after sitting on the surface for a period of more than 48 hours. If a high-touch surface (or piece of equipment such as a kayak paddle) has not been used for 48 hours, then cleaning it prior to the next use should not be required.

Further, the cleaning/disinfecting is only necessary for a particular surface if the user of that surface is changing. If a piece of equipment (paddle or kayak for example) is only being used for one person for the duration of an expedition/tour, then it should not require routine cleaning throughout the tour.

In an unplanned situation, where a person must touch a surface that has not been cleaned, and cleaning is not possible at that time, then appropriate PPE (ideally gloves) should be used until cleaning is possible. Therefore, when working with clients, staff should always carry gloves with them.

Additionally, equipment/surfaces should not need to be cleaned/disinfected after every use where the only people using that surface are within the same Working Group.

These points are raised simply because cleaning/disinfecting surfaces in a wilderness setting, where there is no access to the general public, and the only people present are working within small and cohesive groups (Working Groups) (with restricted access to cleaning materials – even water in many instances), a routine cleaning of every surface after every use is likely to be of little practical value.

### Definitions

1. **Cleaning:** Refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
2. **Sanitizing:** Food grade sanitizers are used after cleaning to reduce the level of bacteria to a safe level when following the manufacturer's instruction for concentration and contact time. Sanitizers are used on food contact surfaces. When sanitizers are used at the no-rinse concentration level it does not need to be rinsed off with clean potable water.
3. **Disinfecting:** Refers to using chemicals, for example, Public Health Agency of Canada recommended disinfectants to kill bacteria and viruses on surfaces.  
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html> 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.

Disinfectants are different from sanitizers in that they have a greater ability to destroy bacteria, viruses and molds. Disinfectants are used at a higher concentration and require a longer contact time than sanitizers. If a food grade disinfectant is used on a food contact surface, it may need to be rinsed off with potable water.

### Know Your Products

Surfaces must be cleaned on a regular basis with an approved detergent. Cleaning removes the physical contaminants that are on a surface. This is followed by rinsing with clean, potable water. Cleaned surfaces must then be sanitized (food contact surfaces) or disinfected (nonfood contact surfaces). Review with staff how to use and verify the concentration of sanitizers and disinfectants used in food premises.

Hard-surface disinfectants must meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. This means they are one of the easiest viruses to kill with the appropriate disinfectant when used according to the label directions.

To find out which disinfectant meets Health Canada's requirements for COVID-19, click on the link below: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

In Canada, disinfectants must have a DIN (drug identification number). Some disinfectant/sanitizer products are the same chemical. It can be used as a disinfectant when used at a higher concentration and longer contact time or as a sanitizer when used at a lower concentration and shorter contact time. For example, bleach is considered a disinfectant when used at 1000 to 5000 ppm with a 10-minute contact time but is considered a sanitizer when used at 100 to 200 ppm with a 2-minute contact time. To prepare a bleach solution consult the [FOODSAFE online bleach calculator](#).

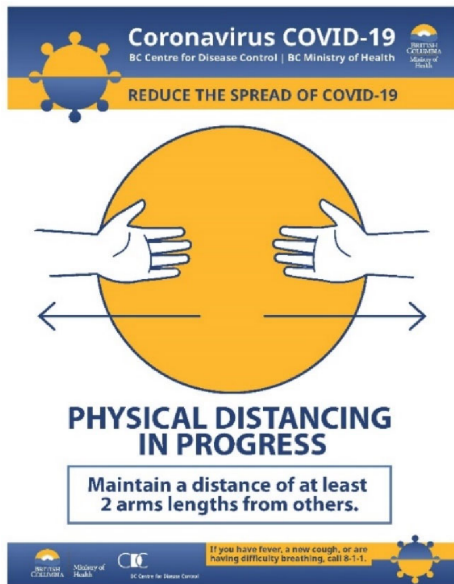


**CAUTION: Operators must confirm with their chemical suppliers to ensure that sanitizers or disinfectants are appropriate for use against COVID-19. Always ensure that the disinfectant you use is approved for use in a food processing or food service application. Some disinfectants can be toxic and are unsuitable for food premises or food contact surfaces:**

Canadian Drug and Health Products list of registered Sanitizers and Disinfectants.

Disinfectants for Use Against SARS-CoV-2 | US EPA (List N)

Infection Control information on BCCDC



[Download a free physical distancing poster from the BCCDC.](#)

COVID-19 posters for the general public and staff encouraging good hand washing are to be posted in appropriate locations, where they will be most noticed. [Download a free hand washing poster from the BCCDC.](#)

## 2.11 Security and Site Access

Only staff and guests should be allowed in camps or aboard vessels, and at base of operations where practical (i.e., If the location is not a retail or walk-in business). If there is a need for non-essential personnel to be onsite, prior arrangements must be made before visiting and this visitor must disinfect prior to entering any buildings and/or interacting with any personnel.

## 2.12 Disciplinary Action(s)

It is expected that protocols in this document are followed by all operator personnel. All employees should sign-off on the training that they received, including an understanding of the importance of following Best Management Practices and this Exposure Control Plan. If not, standard disciplinary actions will apply.



### 2.13 Guest Adherence

All policies will be enforced and anyone not in compliance with these policies will be asked to leave the premises and may be suspended from future tours. Consider including this in the guest orientation conducted at first point of contact.

### 2.14 Initiatives and Procedures Documentation

The operator should document the initiatives and procedures that the company will implement to prevent and manage COVID-19, separate from this guidance.

### 2.15 Communicable Disease Control Plan (CDCP) Guide

Prepare a summary that can be referenced in the event of an outbreak at the camp.

At a minimum, the plan should include the following:

- Camp location. Overview of camp set-up (description of camp facilities including the number of tents/rooms, tent/room occupancy, number of showers and washrooms, dining and community areas, and recreational facilities);
- Staff contact information (names, telephone numbers and email addresses);
- Staff in each 'working group';
- Which staff interacted with which client.

### 2.16 Protocols for Preparing and Responding to COVID-19 Cases

All operators should have an updated staff and guest illness policy that is communicated to all staff before reporting for work and to all guests before commencing their travel to join the tour. If they are sick or showing symptoms of COVID-19 they should stay home and self-isolate.

Staff and guides should carry a complete COVID-19 evacuation PPE kit, including gloves, facemask, eye protection, cleaning supplies and container for used supplies.

#### **1. Assessment**

- a. Staff and clients must review the self-assessment information provided.
- b. Operators will monitor their staff and guests to assess any early warning signs as to the status of their health. A self-assessment tool is provided <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self-assessment tool.

#### **2. If a staff member or guest is feeling sick with COVID-19 symptoms while on a trip:**

- a. Employees or clients who feel sick with COVID-19 symptoms, such as fever, trouble breathing, dry cough, fatigue, sore throat and aches and pains, are to remain at camp and contact Health Link BC at 8-1-1. They should self-quarantine until safe evacuation is possible.
- b. Where possible and if not urgent, sick persons should be evacuated using internal company resources rather than placing additional burden on community resources.

- c. Increased vigilance with personal hygiene and deep cleaning of all contact points is essential during and after an evacuation. The sick person should wear a face mask at all times.
- d. Gear belonging to the sick person (including sleeping bag and other bedding, sleeping mat, tent, clothing and personal items) should be bagged and sent out with them.
- e. The person should be taken directly to an appropriate medical facility for testing. The results of the test should be reported immediately to the operator and other staff and participants on the trip.
- f. Other staff and guests on a trip should remain on the trip and continue to practice safe protocols until the results of the test are known, though if other guests wish to leave the trip they may be permitted to do so (following the same isolation and testing practice as the person showing symptoms). If the trip ends as scheduled before the test results are known, staff and guests should wear face masks and self-isolate at home until test results are known or 14 days of self-isolation are completed.

**3. If a staff member or guest tests positive for COVID-19:**

- a. They will not be permitted to return to the trip or base of operations until they have recovered from COVID-19.
- b. Any staff or guests who have interacted closely with the infected person will be informed of the diagnosis and will self-isolate for 14 days. Guests should return directly to their homes if possible, or alternatively to a suitable location (eg. hotel room) that will allow for the 14-day self-isolation period.
- c. Close off, clean and disinfect all areas the infected person had access to immediately and any surfaces that could have potentially been infected/touched.

**4. Self-Isolation**

- a. Any staff member or guest already on site with any symptoms of COVID-19 is not permitted to enter any common part of the camp and must self-isolate.
- b. Any staff member or guest who has or is suspected to have COVID-19 will self-isolate for 14 days (waiting for or while in the process of being evacuated from a trip for testing).
- c. Persons in self-isolation can place dishes outside of their room or tent for pick-up. Disposable gloves can be used by individuals who are picking-up and handling these dishes. Ordinary cleaning and sanitation procedures for dishes are sufficient for killing viruses.

**Ensure Laundry is handled safely**

Use precautions when doing laundry. Contaminated laundry should be placed into a laundry bag or basket with a plastic liner and should not be shaken. Gloves, a mask and gown (e.g., coveralls, large apron) should be worn when in direct contact with contaminated laundry. Clothing and linens belonging to the ill person can be washed together with other laundry, using regular laundry soap and hot water (60-90°C). Laundry should be thoroughly dried. Hand hygiene should be performed after handling contaminated laundry and after removing gloves. If the laundry container comes in contact with contaminated laundry, it can be disinfected using a diluted bleach solution.

### **Ensure Confidentiality**

It will be important that any targeted communicable disease interventions are non-stigmatizing and respect confidentiality. This includes maintaining privacy for those seeking healthcare or who may be part of self-isolation, contact tracing, or outbreak investigation.

### **Doctor's Note**

A significant burden to the local health care system can arise simply from company policies that require sick notes and back to work notes. Employers are asked to excuse staff for sick leave without requiring a doctor's note, if their employees are ill or required to self-isolate. This helps not only to reduce pressures on the health care system, but also minimizes the risk of spreading infection within the community.

## **3.0 GUEST COMMUNICATIONS**

Businesses should develop standard communications that they can share with customers before and during their visit to the premises. This communication should be available on the company website and/or via pre-trip communication, as well as on signage on the premises. Operators should be transparent regarding the current conditions related to the pandemic and actions they are taking to ensure guests' health and safety.

### **3.1 Pre-trip Communication**

Guests should receive information about COVID-19 and what to expect on their trip a minimum of 7 days before their trip to ensure adequate time for preparation. Ideally information is communicated both at the time of booking and again as guests are preparing to join the trip. This communication should include:

- What is COVID 19 and how will it affect my trip?,
- Pre-travel guest information - ways to prepare for your trip,
- Recommendations for resources to check regarding current travel precautions and requirements (e.g., on flights and what to expect on arrival into Canada),
- What to expect on your trip – prevention routines and measures taken, expectation that all guests will adhere to best practices,
- A note about keeping remote and rural communities safe,
- Clear disclosure if PPE will be provided or if guests are expected to bring their own,
- A prescreening questionnaire to ensure the client is healthy before commencing their travel,
- A copy of the waiver that will be required to be signed by the guest (operators are encouraged to contact their liability insurance provider and consider a COVID-19 waiver acknowledging that specific risk),
- Recommendations for resources to check regarding current public health restrictions and advice for British Columbia, and

- FAQs that the operator considers relevant to their business and the specific trip.

### 3.2 Prescreening

It is recommended that operators develop a trip routine where guests are met at a time and location with sufficient time to allow the guest to complete a prescreening questionnaire on arrival (in addition to the emailed screening questionnaire) and before departing on their trip. The meeting location should be separate from the trip commencement area to allow separation of the gear and facilities from any guests that are identified as high risk.

Prescreening consists of a single document (See Appendix 1) whereby the guest makes a declaration that they are healthy and possess a face mask. This document is to be completed by the guest and returned to the operator before the trip begins.

If the guest fails the questionnaire, they are to be advised that they will not be permitted to join the trip and will be requested to depart the premises and advised to return home and seek medical advice regarding testing and/or self-isolation.

### 3.3 Orientation/Welcome Meeting

At the first point of in-person contact with guests, following or in conjunction with the prescreening, all guests must be given a COVID-19 orientation by the operator (or designate). The orientation will include an explanation of the safety measures and procedures, physical distancing, proper hygiene practices, and monitoring and reporting illness while on trip.

If PPE is being provided by the operator, this is when that equipment should be distributed.

### 3.4 Sample Welcome Message to Clients

Welcome! We want to deliver a safe and positive experience for our clients and staff. As our staff prepared for the 2020 season, we have carefully watched the progress of the COVID-19 pandemic. We have monitored closely the recommendations and precautionary measures of the World Health Organization, Health Canada, the BC Centre for Disease Control, and our Provincial Health Officer. While we cannot completely eliminate risk, with proper protocols in place, your sea kayaking tour can take place with minimized risk to guests, guides, other staff and local communities and residents.

Your operator and guides are committed to the ongoing safety of guests and staff. As a result, several precautionary measures have been put in place to help everyone stay safe on your trip. Safety for all will rely on the full cooperation from the time you arrive until the time you leave. We have implemented multiple safety measures including:

- Ensuring staff health,
- Practicing physical distancing,
- Reducing the number of touch points,

- Staff training on enhanced cleaning, disinfecting and sanitizing,
- Health and safety procedures, and
- Requiring the cooperation of all clients through adherence to our policies and procedures.

A full list of the COVID-19 measures we have implemented is provided on documents that are on display at our premises and/or on our website.

Following the recommendations of Public Health Agency of Canada, we encourage all paddlers to wear a mask or some face covering whenever unable to maintain physical distance of 2 meters. This will be required in vehicles and water taxis and may be required in other circumstances as well.

Wash your hands as often as possible. Please bring your own sanitizer and use it each and every time you touch a common surface (shared door handles such as washroom doors, vehicle interiors, etc.). Hand sanitizer and/or hand washing stations will be available in camp or while out on an expedition.

## 4.0 EXPOSURE CONTROL PLAN FOR BASE OF OPERATIONS

Operators are encouraged to close their premises to the public and only permit staff members and other authorized essential persons to access their base of operations. Where a base of operations is open to the public (e.g., retail store, day tour or rental operation), a plan to manage traffic and guest interaction for prevention of COVID-19 transmission should be prepared.

Operators may consult WorkSafe BC's guide to developing a workplace safety plan as needed to clarify the needs for their individual premises, found at <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>.

- All staff should have access to and know where to find PPE as needed.
- Procedures for arriving at work should be posted in a prominent location near the entrances (wash or sanitize hands immediately upon entering).
- Where possible, different working groups (e.g., front office, back office, maintenance, food prep, etc.) should minimize their contact, utilize separate entrances and have staggered shift start times.
- All staff should participate in COVID-related training to ensure everyone is informed as to procedures, expectations and accountability.
- Bags, jackets and other items from home should be kept in the same place each day and kept separate from other worker items.
- Operators should appoint a "COVID officer" who is responsible for continually reviewing compliance and efficacy; workplaces with more than 20 employees are required to establish a Joint Safety Committee to review risks, mitigation procedures and compliance.
- No matter what type of operation, operators must ensure no more than 50 people gather in one place at any given time.

#### 4.1 Office / Front Desk

Where an employee is not required to be physically present at the office, they should be encouraged to work from home at least part time to reduce the number of workers in the office space.

For staff that must be physically present, measures to facilitate physical distancing should be put in place:

- Establish traffic flow patterns designed to encourage distancing such as spacing reminders on the floor, directional traffic to reduce people encountering each other.
- Where physical distancing is difficult, physical barriers such as plexiglass or clear vinyl panels may be used to separate individuals.
- Encourage or require advance online reservations and contactless payments or e-transfer; regularly clean and disinfect equipment used for handling payments.
- Limit the number of people inside a store at one time.
- Make use of a digital waiver to avoid regularly transferring pens and documents between guests and staff.

Shared high use/touch areas should be disinfected twice daily (see Appendix 4: Cleaning Methods for more detail). Specific areas include:

- Door knobs/handles/keypads,
- Window handles,
- Light switches,
- Phones,
- Countertops,
- Handrails,
- Posts,
- Staff fridge handles, and/or
- Coffee pot/kettle.

#### 4.2 Food Packing

Food preparation areas must be “clean rooms,” where only appropriately disinfected items may enter. Operators should have a staging area of suitable size to handle deliveries and food shops entering the premises and where items may be disinfected prior to entering the clean area.

Food bags or totes must be laundered and dried in hot water or disinfected prior to receiving food. Once packed, food bags should be sealed with a tie or label indicating the clean status of the food inside and the date packed (the seal will be removed when the bag is opened to prepare the meal). After transport, the outside of totes should be disinfected again.

Food preparation and packing staff must be especially diligent in their personal hygiene with frequent hand washing. Consider rearranging work areas or tasks or use markings on the floor to allow workers to maintain physical distance.

Tables and food packing counters should be disinfected prior to use, when new staff use the surface, between packing for different trips and at the end of a shift. Wash equipment and utensils using a dishwasher that can achieve disinfection. If washing by hand, use the three-sink process (wash, rinse, sanitize), ensuring that all equipment is disinfected.

When repackaging bulk items, only new plastic bags may be used.

### 4.3 Bathrooms

Shared bathrooms are high traffic areas and require frequent cleaning and disinfecting, at least twice daily (see Appendix 4: Cleaning Methods for more detail). Areas to pay particular attention to include:

- Door handles,
- Light and fan switches,
- Sinks, faucets and countertops,
- Toilets (seat, bowl, tank and handle),
- Mirrors,
- Window handles, and
- Any other closets or supplies that are regularly accessed.

As a typically small, enclosed area, bathroom fans should be left on to encourage the movement of fresh air into the bathroom and removal of potentially infectious droplets.

### 4.4 Gear Storage and Maintenance

Access to inside gear storage areas should be limited to that department's staff only, e.g. office or food prep staff, if those departments exist separately, should not need to frequent those areas in order to reduce contact and facilitate physical distancing.

Guests should not be permitted to access gear storage areas. Gear should be retrieved by staff and brought to a meeting area where sufficient space exists to ensure distancing of guests and staff. Sizing of gear and garments should be done in advance so that guests don't need to try on multiple items.

All gear should be cleaned and disinfected in a designated area, ideally outside, before being brought inside for storage. If possible, consider designating one worker or team of workers to be responsible for receiving used equipment and cleaning all gear to ensure consistent treatment of all items. See sections below for details on cleaning gear and sections above for details on processing laundry.

See Section 8 for further detail on gear and tools.

## 5.0 EXPOSURE CONTROL PLAN WHILE ON THE WATER

Operators and guides must minimize overall risk to avoid incidents and the resulting strain on emergency response (Coast Guard, search and rescue, ambulance, police, fire departments) and medical systems. This may involve avoiding exposed waters, remote coastlines, tidal rapids and/or having a lower threshold for appropriate weather conditions. Shorter paddling days will also help leave extra time to perform the additional set up, cleaning and hygienic tasks required in this section and sections 7 and 8 on accommodation and food service respectively. Guides should always have ready means of communicating with the base of operations and emergency services.

Operators should have back up guides and/or evacuation resources available to step in at a moment's notice in the event that the scheduled guide is experiencing symptoms of COVID-19 or has had contact with someone experiencing symptoms and needs to self-isolate.

### 5.1 Physical Distancing and General Considerations

#### *On Water Spacing*

On water spacing is generally easy to achieve in good conditions and with good leadership and group management. Kayak paddles are usually about 220cm in length so make for a handy metric to gauge distancing. Most single kayaks used in sea kayaking are 5-5.45m (16.5-18 feet) long, so guests and guides may also use the distance between the cockpit and bow or stern as an easy reference for spacing.

Depending on the model, the space between cockpits of a double kayaks is usually greater than 2 meters (odd numbers, injury, group safety, weak paddlers).

#### *Gear*

Guests should be issued their own set of gear for the duration of a trip and not share it with other paddlers, nor should they handle other guests' gear. Items included in a set of gear may include:

- Paddle (and spare paddle)
- Kayak
- Lifejacket and whistle
- Spray skirt
- Rope
- Pump
- Tent
- Sleeping bag
- Sleeping mat, and
- Pillow.



Guides should also maintain their own set of gear for the summer and not share among other guides. Depending on how frequently guides work, operators may support them by assigning a specific kayak to them for the season.

### *Group Size and Contact*

To limit the potential for transmitting COVID-19, operators should consider reducing group sizes to 6 people or limiting guests to members of the same household or family group.

## 5.2 On Land Instruction

Pre-launch instruction typically involves educating guests on efficient paddling technique and safety procedures and fitting each person to their gear and kayak. Technique instruction is typically done with guests spaced far enough apart to allow movement of their paddles (appropriate physical distancing), but modifications to fitting gear must be made. Guides should clearly demonstrate the use and adjustment of equipment so that guests can make adjustments on their own (or with the assistance of a member of the same household).

If guests are unable to make the adjustments, guides should ask them to move away from the kayak or put the piece of gear down and step back to allow the guide to make the adjustment for them. Alternatively, where contact closer than 2m is necessary to ensure clarity of understanding (e.g. when demonstrating use of a safety technique or device), masks should be worn by guides and guests.

Typical gear to be fitted include:

- Kayak foot pedals,
- Kayak back rests,
- Lifejacket straps, and
- Spray skirt suspenders and cockpit coaming bungee.

Guides also commonly assist guests replacing hatch gaskets and hatch cover straps. Where guests are unable to replace the gasket or straps on their own, guides should ask them to step back and do it on their own. (Guides should endeavor to teach guests how to accomplish these and similar new or unfamiliar tasks).

Lift toggles, cockpit rims and paddles should be wiped with isopropyl alcohol between tours. When moving kayaks, they should be unloaded so fewer people are required and groups can avoid having guests on either side of a cockpit as is typical technique when carrying loaded kayaks. Four people may still carry double kayaks with one person at the bow and stern and another person at each cockpit on opposite sides. On multiday trips, kayaks should be loaded when at the water's edge to minimize carrying effort on the paddlers and reduced number of people that are able to be around the kayak.

### 5.3 Launching and Landing

As many guests on guided trips are novice paddlers, assistance often needs to be given on launching and landing. Guides and staff should prepare guests in advance of a launch, so they know what to expect and how to manage their kayak. When launching guides should take care to maintain physical distancing. Guests should be instructed to paddle away from the beach, dock or vessel to a predetermined location to allow for subsequent paddlers to launch.

- For a simple beach launch, kayaks should be arranged so that they are greater than 2m apart to allow guests to pack, fit and become familiar with their kayak while maintaining 2m distance to their neighbour.
- In situations where not all kayaks will fit at the water's edge (e.g., a narrow beach), guides should efficiently manage the group so kayaks may be fitted to their paddlers away from the water's edge, then moved to the water to speed launching.
- When guests are entering or exiting their kayak, guides may stabilize the boat at the bow or stern to provide support and maintain distance. Ideally guides are on the shore side of the kayak (so the launching guest does not pass closely to them) and not face-to-face with the guest.
- In more dynamic beach launches (e.g., surf launches), a second person may be required to stabilize the water side of the kayak as well. That person should wear a mask if not possible to maintain 2m distancing as the paddler passes, and to prepare for the possibility that the paddler may capsize and need assistance in the surf.
- Dock launches may have a variety of apparatus that assist launching, such as narrow slips or ramps. Guides should demonstrate how to launch and assist by stabilizing the stern or bow as needed.
- Launching from a vessel (mothership) may be accomplished via a swim grid, small vessel (e.g., zodiac) alongside or crane. Each vessel will need to develop a procedure suitable for its specific layout and crew complement. Guests should be spaced on deck appropriately and only enter the swim grid/small vessel/kayak as directed by the guide when it is their turn to launch.

### 5.4 Group Management

#### *Communication*

While on the water it will be easy to maintain 2 meters physical distancing between kayakers. However, effective communication in windy conditions or in the presence of other noise (e.g., surf) becomes more difficult. Guides should anticipate conditions in advance and prepare guests for transitions in route or travel technique. Hand and paddle signals must be taught and understood by everyone in the group.

If conditions on the water prevent effective communication, the risk to the group is increased and the guides should seek a different route or landing place to make a plan or wait for better conditions.

### *Snacks and Breaks*

Guests should have their own bags of snacks that they can access as needed rather than eating from a communal bag. Paddling breaks may be taken on land or on the water as needed.

Rafting up as a group stabilizing technique may not be possible while maintaining physical distancing. If it is necessary, kayaks may be staggered with bows to cockpits and using paddles for some distancing between adjacent paddlers, or household/family groups may raft with each other for stability.

### *Wildlife Watching and Interpretation*

One of the main motivations for participating in a guided sea kayaking trip is the opportunity to view wildlife and learn about it from a knowledgeable guide. Guides should endeavor to anticipate wildlife viewing opportunities and prepare guests in advance for appropriate behaviours when in the presence of whales, dolphins, seals, sea lions or bird life. Ensure that groups continue to follow the whale watching regulations and do not unnecessarily spread out in the name of physical distancing and interfere with the natural behaviour of the animals we are there to see.

Guides should consider delivering interpretation at a later time while guests are on land to facilitate communication. (Props or samples should be displayed rather than passed around.)

## 5.5 Rescues and Emergencies

Guides should spend time on the water practicing techniques and procedures to address common on-water scenarios that will preserve physical distancing. Some modifications are described below.

Guides should remain calm and take charge of any situation keeping in mind the potential for COVID-19. Modifications to rescues and first aid treatment exist, however they should not unreasonably delay responding to an imminent danger (capsize, injury, hypothermia). Guides should have gloves and face mask in a readily accessible location (e.g., lap bag) at all times.

### *Capsize Recovery*

Operators should consider employing all double kayaks in a trip fleet as much as possible to limit risk of capsizes.

Self-rescues are, by definition, an isolated activity, so do not require any special modifications.

Standard assisted rescues taught in SKGABC outcomes (T, PPP, stirrup, scoop, hand of God), however, often take place with the rescuer and capsized paddler side by side and in close proximity. If the rescuer is unable to be within 2m to provide hands-on support, clear verbal instructions along with additional practice or instruction for guests at the beginning of a trip will be required. Alternative rescue techniques include:

- **Modified T or PPP rescue (hands-on stabilizing at bow):** The rescuer approaches the capsized paddler and their kayak and instructs the person in the water to hold on to the bow of the rescuer's kayak. The rescuer either performs the T rescue or simply rights the kayak for a PPP rescue. The rescuer then stabilizes the capsized kayak near the bow while the paddler re-enters. A second rescuer may approach the other end of the kayak for additional stabilization.
- **Modified T or PPP rescue (stabilizing with paddle under bungees):** The rescuer approaches the capsized paddler and their kayak and instructs the person in the water to hold on to the bow of the rescuer's kayak. The rescuer either performs the T rescue or simply rights the kayak for a PPP rescue. The rescuer then stabilizes the capsized kayak by sliding a paddle under the deck rigging and using it for leverage while the paddler re-enters. The rescuer will be parallel to the kayak but separate by the remaining length of the paddle.
- **HI rescue:** Two rescuers approach either side of the bow of the capsized kayak and support each other with paddles across their cockpits for stability, leaving space between them. The person in the water either participates by holding on to the stern of the capsized kayak, or rests by holding on to the bow of a rescuer's kayak. One of the rescuers lifts up the bow of the capsized kayak to empty water from it and right it. The formerly capsized kayak is then stabilized at the bow by the rescuer while the victim re-enters.
- **Stirrup rescue:** In either of the above techniques, a stirrup may be placed around the capsized kayak's cockpit coaming prior to moving it away toward the person in the water to assist with re-entry.

### *Towing*

Most towing scenarios may be accomplished while maintaining physical distancing, including single tows, V tows, in-line tows and most contact tows. The exception is a rafted tow where the towed person requires support to stay upright. In this case the support person should modify their position so that they stay forward of the towed person and close to the bow. Both the support person and the towed person can support themselves on the other's kayak. By being forward of the towed person, the support person will remain out of the towed person's respiratory 'slipstream' and will have access to the tow attachment point to release the tow if necessary.

Alternatively, a pair of outriggers prepared with spare paddles and paddle floats on each side may be fashioned for a tow of a short distance.

### *First aid assessments and administration*

Guides should follow the protocols and standard of care as appropriate to their level of certification and the organization providing that training. In lieu of the development of those protocols, guides/first aid attendants should follow the below guidelines. Operators are also referred to the WorkSafe BC document "OFAA Protocols During the COVID-19 Pandemic," accessed at <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>.

In a non-emergency situation, guides and guests needing first aid treatment should both don face masks, gloves and eye protection prior to approaching closer than 2 meters. While the primary first aider is assessing the patient with any hands-on treatment, an assistant wearing gloves should be accessing the first aid kit from greater than 2 meters away and placing the supplies in a location that the primary first aider can pick them up. This will avoid contamination of the first aid kit by the primary first aider as they have contact with the patient. Any packaging or first aid supplies soiled with bodily fluids should be treated as a biohazard and disposed of in a sanitary manner. Following treatment, gloves should be promptly removed, and hands should be washed.

If the patient has a companion from the same household, that person may be coached through assessment and treatment in a simple scenario, allowing the guide or primary first aider to maintain physical distancing.

Guides should have gloves and face mask in a readily accessible location (e.g., lap bag) at all times in the event they need to respond to an emergency first aid situation. Care should be taken to manage the scene and keep bystanders and other group members from unnecessarily entering the scene closer than 2 meters.

If a group effort is required to address a situation (e.g., a patient carry or extraction), care should be taken to plan the movement prior to close group contact and all parties involved should don face masks and gloves.

## 6.0 EXPOSURE CONTROL PLAN FOR TRAVEL

Many kayak tour operators, especially those that conduct multiday tours, aren't located on waterfront premises with the possibility for direct launch. Given the number of sea kayaking opportunities around coastal BC and the resulting range of itinerary and route options, many operators utilize travel arrangements beyond kayaks to get to their trip destination. The most common means of travel are vans and water taxis.

Where possible, have guests transport themselves in their own vehicles in household or family groups. In situations where staff and/or guests are required to travel together in vehicles where a distance of 2 meters (six feet) is not possible, it is recommended that all individuals follow the recommendations of the Public Health Agency of Canada and wear a non-medical face mask. Operators are referred to guidance by Transport Canada on "Considerations Relating to the Use of Face Coverings by Commercial Vehicle Drivers", <https://www.tc.gc.ca/eng/motorvehiclesafety/considerations-relating-use-face-coverings-commercial-vehicle-drivers-motor-carrier-intercommunity-bus-passengers.html>.

In order to reduce contact between the sea kayaking group and the public or local community:

- Tours should avoid remote communities and travel directly to the launch location or backcountry area where the trip will take place,
- Drivers should use low traffic rest areas for breaks on longer trips,

- Drivers should refuel before meeting guests to avoid needing to stop at gas stations,
- If a refuelling stop is required, guests should stay outside of buildings and in a separate area of the facility from other patrons and not make purchases in the store (if applicable).

Guides and/or staff must take care with hand hygiene after refueling and/or handling petty cash and sanitize or wash hands prior to re-entering the vehicle.

## 6.1 Vehicles

Staff will clean and disinfect frequently touched surfaces in the vehicles before every journey and between groups using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

Key contact points are:

- Door handles (inside and out),
- Window buttons,
- Steering wheel and controls,
- Wiper and turn signal handle,
- Shifter,
- Dash controls + buttons,
- Ventilation grilles and knobs,
- Rear-view mirror,
- Armrests,
- Grab handles and seat adjusters, and
- Seat belt buckles.

When more than one person is traveling, physical distancing practices apply. Shared travel with more than one person should be minimized wherever possible. Here are some options:

### *Buses and Vans*

- Load and offload passengers by the rear doors if possible or establish a rule that the driver is last on, first off of the bus.
- Allow for enough time for passengers to disembark from vehicles to allow for adequate distancing and prevent crowding.
- Create spacing between riders such as staggering where people sit (e.g., aisle to window, alternating per row).
- If 2 meters separation is not possible, masks should be worn.
- Consider having the bus wiped down (e.g., seat backs and other commonly touched areas) before each trip.
- Hand washing facilities or sanitizer must be made available before and after the bus ride.

### *Trucks and Cars*

- Where possible limit occupant of a vehicle to a single driver or members of a Working Group in a conventional truck (i.e., single cab).
- A driver and one passenger may travel together in vehicles with two rows of seating. The passenger should sit in the back seat on the opposite side as the driver.
- Where 2 meters separation is not possible, masks should be worn.
- Hand washing facilities or sanitizer must be made available before and after the ride.
- Common surfaces should be wiped down before each trip.

## 6.2 Water Taxis

Consult with the water taxi operator before the trip to become familiar with their COVID-19 policies and procedures. In general, before every journey and between groups, operators are to clean and disinfect frequently touched surfaces.

Where 2 meters of distance is not possible between passengers, masks should be worn.

Key contact points are:

- Steering wheel, dashboard and switches,
- Seats, seat backs and armrests,
- Head door handle, head interior (toilet, handle, handwashing sink, toilet paper dispenser, mirror, window latches),
- Deck handrails and lifelines,
- Cabin overhead and handrails,
- Cabin door handle,
- Cabin window latches and trim, and
- Any luggage or cargo compartment latches.

## 6.3 Ferries

Follow the instructions of ferry terminal personnel and vessel crew. All vehicle passengers may be required to stay inside their vehicles or on the vehicle deck (not visit the lounges).

## 6.4 Hiking

Care should be taken to avoid following too closely behind one another. Observe increased physical distancing guidelines to avoid the chance of acquiring droplets that may have become entrained in the wake or slipstream behind a fellow hiker.

## 7.0 EXPOSURE CONTROL PLAN FOR ACCOMMODATIONS

Operators are encouraged to view the BC Centre for Disease Control Guidance to the Hotel Sector for information that may be relevant to their operations. The document may be viewed at

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf>.

Additional guidance on camp set up may be found in the Guidance to the Silviculture Sector:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-work-camps-silviculture.pdf>

Potential accommodation types provided on guided sea kayaking tours include expedition tents set up on developed or undeveloped campsites, larger ‘glamping’ tents at a developed campsite, lodge/resort, and cabins aboard a mothership. In any scenario, operators must consider how to maintain physical distancing while maintaining adequate sanitation standards. Maintaining small and consistent groupings of people will help prevent and control the potential transmission of COVID-19.

Guidelines for lodge or resort accommodation exist separately for that sector so aren’t considered specifically in this document.

### 7.1 Preparations and Camp Hygiene

Sites should be prepared to allow physical distancing. This will require a variety of actions to decrease crowding and social interactions.

- Operators and guides should conduct site assessments prior to setting up a camp (whether a pre-season assessment for more permanent base camps or daily assessment of a new undeveloped camp when a group arrives on an expedition trip) to determine the optimal layout. Consider relative positions of:
  - Landing/launching area,
  - Trails,
  - Gear storage,
  - Food storage,
  - Camp kitchen,
  - Tent arrangement,
  - Toilet(s),
  - Viewpoints, and
  - Any other aspect of the camp where camp occupants need to access or may encounter other camp occupants
- A guest briefing should be conducted prior to their arrival or occupation of a site to ensure their knowledge of the site layout and expectations.



- Where practical (e.g., any base camp or other established accommodation such as mothership), signs should be posted to remind guests of key preventative measures such as distancing, trail direction, hand washing practice, etc.
- Gatherings of any size are structured so that those present can maintain a distance of 2 meters from each other. Adverse weather conditions pose an extra challenge, particularly on expedition trips. Additional group shelters (tarps) should be carried if adverse weather is expected, or groups should be managed so that appropriate numbers are maintained under tarp shelters (e.g., staggering meals so some group members can remain in their tents while others make use of the tarped area).
- Reduce in-person indoor meetings and other gatherings and hold site meetings in open spaces or outside.

It is also recommended that all camps have a stock of infection control supplies on-site to deal with suspected and/or confirmed cases. All staff should know where to find the supplies and an inventory should be maintained to ensure supplies are restocked promptly as necessary. This should include:

- Hand washing supplies and hand cleaning gels,
- Appropriate cleaning supplies (see Appendix 3 for more information),
- Masks, and
- Disposable gloves

### 7.2 Sanitation

Review sanitation procedures and increase sanitation and disinfection frequency as required, especially for high touch surfaces. In general, a minimum of daily cleaning of common areas and twice daily cleaning of high-touch surfaces is acceptable.

Surfaces must be cleaned on a regular basis with an approved detergent. Cleaning removes the physical contaminants that are on a surface. Rinsing with clean, potable water will allow this. Cleaned surfaces must then be sanitized (food contact surfaces) or disinfected (nonfood contact surfaces). Review with staff how to use and verify the concentration of sanitizers and disinfectants used in food premises.

### 7.3 Base Camp

#### *Tents*

Guests should not share tents unless they are members of the same family/household. Guides and staff should each have their own tents. Consider reducing camp occupancy (see section 5.2) if necessary to ensure physical distancing of 2m between tents and to allow rotation of tent use between trips (i.e. Some tents are used on one trip then left unoccupied on the next to allow several days between occupants).

Remove superfluous objects (candles, throw pillows, knickknacks, etc.) from tents to reduce surfaces that may host coronavirus and reduce cleaning effort.

At the end of a trip, guests should pack their personal belongings and depart the tent with the doors open to allow air to circulate and flush out any respiratory droplets. If possible, staff should allow 3 hours after a guest departs the tent before entering for cleaning.

Staff should be prepared with PPE, laundry bags, garbage bags and cleaning supplies before entering the tent for cleaning. Avoid the use of aerosol cleaning agents to avoid the possibility of aerosolizing virus particles on surfaces.

Suggested cleaning procedure:

- Remove and pack into a laundry bag all laundry including sleeping bags, sheets, duvets, duvet covers, pillow cases, pillow protectors, spare blankets and towels, regardless of whether they have been used.
- Empty and disinfect tent pockets and gear hammocks.
- Remove any water glasses, coffee cups, flower arrangements, etc., even if they don't appear to have been used.
- Wipe and disinfect:
  - Light switches, lamps, clocks, etc.
  - Zipper pull tabs and door ties
  - Bedside tables
  - Laminated camp informational material
  - Bed headboard, footboard and rails (if applicable)
  - Cot frame (if applicable)
  - Mattresses
  - Chairs or other seating
- Mop tent floor.

Laundry should be transported in a closed bag in the luggage compartment of a boat or trailer. Items should be laundered according to the manufacturer's directions and allowed to fully dry before being used again. When in doubt, follow the laundry directions found in section 2.16.

### *Toilets and Showers*

Guest toiletries should be stored securely to prevent attracting animals, but in such a way as to avoid contaminating other guests' toiletries. Consider providing individual storage totes, cubbies or other system.

Toilets/outhouses, showers, handwashing stations and high-touch points in between (handrails, 'occupied' signs, etc.) should be cleaned and disinfected at least two times per day. Provide hand sanitizer dispensers inside and outside of toilets as well as soap at hand washing stations. Only single-use towels should be used at hand washing stations.

See Appendix 3 for a guide to disinfecting products and Appendix 4 for recommended cleaning procedures. Any surfaces that are more difficult to clean (e.g., wood structures, rope barriers or rails) should use the appropriate cleaning method for porous surfaces. Specific areas to clean include:

- Door handles,
- Posts, or wall edges commonly used for support,
- Signs or ropes that indicate occupancy,
- Light and fan switches,
- Toilets (seat, bowl, tank and handle),
- Hooks for jackets or clothing;
- Lids of supply containers (e.g., totes or boxes containing toilet paper, paper bags, feminine hygiene products),
- Sinks, faucets and countertops,
- Mirrors,
- Shower knobs,
- Soap dishes,
- Shower changing benches, and
- Shower floors.

### *Gear Storage*

Camp storage areas (repair items, spare parts, extra gear, etc.) should be accessed by guides and staff only.

Guest gear should be kept in their tents when not being used or stored in designated areas. Paddling gear that guests are issued for the trip (see Section 5.1, gear) should be kept together and hung on labelled hooks separate from other guests' gear to ensure each guest is consistently using the same hanging area. Hooks or racks should have sufficient space to allow for physical distancing and/or gear retrieval should be managed to ensure guests are maintaining physical distancing.

### *Trails*

Camp design should consider traffic on trails. Trails should be designated as one-way or should allow for 2m distance as people pass each other.

### *Hot Tub/Sauna*

Hot tubs or saunas should be closed due to the increased risk of virus transmission.

## 7.4 Expedition Camp

Guides should take care to carefully manage the setup of each new camp according to their site assessment (see Section 7.1). Consider that not every site that has been used in the past will be suitable for use following these precautions.

Considerations for the prevention of transmission of coronavirus are in addition to, not a replacement for, existing best practices for minimum-impact camping (see the Sea Kayak Guides Alliance of BC Guide Manual for detailed information). Guests will need a briefing at each location and principles of distancing and food and gear management should be reinforced.

Once the group has safely landed, gear is secured and guests are oriented to the site, guides should set up a handwashing station before attending to other tasks.

Guests and guides should have their own kit of gear and not trade or share with other guests (see Section 5.1, gear). Groups should avoid sharing expedition campsites with other parties and not mingle with other sea kayaking groups (whether from the same company or not).

### *Camp Set-Up*

Essential camp elements (landing area, kitchen, tents, toilet) should be arranged so that they may be accessed without passing through any of the other areas, e.g., tents may be reached from the landing area without walking closer than 2m to the kitchen area (see Section 8 for camp kitchen practices and food storage). If necessary, for clarity and/compliance, temporary barriers or trail indicators should be constructed using driftwood, stones or shells (return the material to its origin prior to departing the site).

Multiple handwashing/sanitizing opportunities should be provided. In addition to small bottles of hand sanitizer that guests may carry on their person, handwashing or sanitizer dispensers should be placed at the beach/landing area, kitchen and toilet.

Tents must be spaced a minimum of 2m apart. Guests should not share tents unless they are part of a family/household group. Staff should have their own tents.

Portable toilets will be cleaned a minimum of twice daily (specific parts to clean may vary according to the design, but generally the entire external surface of the unit will be disinfected). Consider providing guests with their own 'toilet kit' containing toilet paper and other supplies to reduce sharing of a communal toilet bag.

### *Gear and Food Storage*

Guest and guide paddling gear should be kept separate from other guest gear and stored overnight in the cockpit of their kayak. Kayaks should be gathered together for securing at night after guests have removed the bulk of their gear and traffic to the kayaks is reduced.

Specific hatches should be designated for personal gear or food. Toiletries must be kept with personal gear and not with food.

See Section 8.4 for food storage on expedition trips.

## 7.5 Mothership

Mothership operators should consult Transport Canada guidance for the management of accommodations on board vessels.

## 8.0 EXPOSURE CONTROL PLAN FOR FOOD SERVICE

Food service on guided sea kayaking trips ranges from simply providing cooking equipment for self-catered trips, to providing a snack or cup of tea or coffee on a short half day tour, to fully catered meals on inclusive multiday trips. In any case, operators and their staff will need to follow basic exposure control guidelines for safe food packing, food preparation and food service.

Operators are referred to the following resources for guidance on food service from related sectors: WorkSafe BC web page “Restaurants, Bars and Pubs: Protocols for Returning to Operation:”

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>

Provincial Health Officer “Order to Food Service Establishments and Liquor Services”:

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/pho\\_-\\_class\\_order\\_to\\_owners\\_operators\\_of\\_nightclubs\\_and\\_food\\_drink\\_service\\_covid-19\\_may\\_15\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/pho_-_class_order_to_owners_operators_of_nightclubs_and_food_drink_service_covid-19_may_15_final.pdf)

[\\_class\\_order\\_to\\_owners\\_operators\\_of\\_nightclubs\\_and\\_food\\_drink\\_service\\_covid-19\\_may\\_15\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/pho_-_class_order_to_owners_operators_of_nightclubs_and_food_drink_service_covid-19_may_15_final.pdf)

As per the order from the Provincial Health Officer, operators should retain the names and groupings of guests to allow for contact tracing at a later date if necessary.

Communicate your sanitation controls to your staff and monitor them. Enhance your premises’ sanitation plan and schedule, review with all staff for input and assign cleaning duties accordingly. Provide multiple opportunities for hand washing or hand sanitizing; only single-use towels for hand drying should be used (paper or cloth).

Ensure staff and guests with COVID-19 symptoms stay away from the food preparation and dining areas.

### 8.1 Food Packing and Preparation

#### *Food Packing*

See Section 4.2, Food Packing.

#### *Kitchen Procedures*

1. Work with minimal staff to allow sufficient space for physical distancing. Guests should not be permitted to participate in food preparation.
2. Staff should wear face masks when preparing food.

3. Using markings or dividers in the kitchen to ensure physical distancing where practical. Where not practical (e.g., expedition-style trips), improvised means of creating distancing markings such as driftwood sticks should be employed and the camp kitchen located away from commonly used trails or foot paths (e.g., not between the landing area and tents where there will be a lot of traffic).
4. Provide separate areas and travel routes (e.g., coming and going from opposite sides of the kitchen) for used dishes and new meals to ensure no contamination.
5. Wash equipment and utensils using the three-sink process (wash, rinse, sanitize), ensuring that all equipment is disinfected. Use hot water as much as practical (and carry extra fuel as necessary to achieve this).

### *Food Safety*

Normal cooking temperatures for foods will kill COVID-19 and other microbes in food. As with other microbes our advice is to always use a thermometer to check that the internal temperature of the food has reached 74°C.

There is no evidence that COVID-19 is spread through eating or touching raw fruits or vegetables. When preparing fresh fruits and vegetables, wash or scrub them under cold, running, potable tap water prior to consumption.

Prevent cross contamination by:

- Keeping fruits and vegetables separate from raw foods.
- Only handle (touch) the fresh fruits and vegetables that will be washed or cooked immediately to limit any hand transfer of germs.
- Minimize direct handling of food generally.
- Discard any foods that may have been contaminated from coughs or sneezes.
- Clean and sanitize utensils and surfaces in the kitchen regularly using standard sanitizing solutions (e.g., QUATs or chlorine). Follow the instructions on the product label.
- Increase frequency of cleaning and sanitizing of food contact surfaces and high-touch areas.

## 8.2 Dish Washing

- Disposable dishes are not required to stop COVID-19. Regular food trays, dishes and utensils can be used for guests.
- Maintain separation between clean and dirty dishes in the dish washing area.
- Manually scrape off food from plates prior to beginning dishwashing. Minimize the use of sprayers to remove food and residue.
- Clean and sanitize all dish buckets (dirty and clean) after each shift/meal.
- Wash equipment and utensils using a dishwasher that can achieve disinfection.
- If washing by hand, use the three-sink process with hot water (wash, rinse, sanitize), ensuring that all equipment is disinfected.

### 8.3 Base Camp

Guests must receive a briefing that outlines the procedures that guests are expected to follow at meal times, when receiving snacks and when requesting beverages such as tea or coffee. Display signs at your dining area outlining the special measures that you are taking. This could include instructions regarding physical distancing, hand hygiene, cough and sneeze etiquette and not entering if feeling unwell. You may also stipulate the maximum number of clients permitted inside at any one time. Multiple signs will help clients remember to maintain physical distancing. Signage may include:

- “Please follow signage and collect takeaway meals/snacks from designated collection point”
- “Wash your hands or use alcohol-based hand sanitizer before entering any common areas”
- “Do not bring your own food containers or bags. These will be provided to you.”

#### *In-Camp Meals*

Encourage guest and staff hand hygiene before all meals. Make plain soap and water or alcohol-based hand sanitizer available to support this. Consider staggering mealtimes where practical to minimize guests using the dining area at one time.

Where possible, implement measures to minimize handling of shared food and items that may touch another person’s food, such as:

- Discontinue self-serve buffet lines - have designated staff dispense food or serve plated meals at a counter or table.
- Minimize handling of multiple sets of cutlery and discontinue use of any open cutlery trays.
- Remove shared food containers from dining areas (e.g., shared pitchers of water, shared coffee cream dispensers, salt and pepper shakers, ketchup, vinegar, etc.) and replace with one-time use or single serving containers of these products.
- Dispense snacks directly to staff/clients and use pre-packaged snacks only.
- Ensure that food-handling staff practice good hand hygiene.
- Ensure that all surfaces of the tables and chairs are cleaned and disinfected before each meal.

Rearrange seating to ensure physical distance guidelines are observed (at least 2 meters) unless they are in the same family/household. No more than 6 people may be seated at a table. Consider using separate entry and exits and use signage and floor markings to ensure physical distancing.

Where kitchen and service/dining areas are adjacent and not separated by a wall, consider installing a plexiglass barrier over serving counters. Wash, rinse, and sanitize food contact surfaces, dishware, utensils, food preparation surfaces, and beverage equipment after use.

#### *Meals Away from Camp*

Basecamp tours often involve day-long excursions away from camp. Day trip lunches should be prepared in advance and individually packaged. Used dishes and cutlery should be placed in a bag and

brought back to camp for proper washing. Refill guest personal snack bags prior to departing in the morning.

Guests should bring their own filled water bottle on trips away from camp.

### *Food Storage*

Basecamp food storage is commonly done in bear-resistant metal boxes or similar arrangement. Access to the food storage area should be limited to only those staff involved in preparation of meals. Storage areas should be cleaned and sanitized between groups. Storage bin doors, lids and handles should be disinfected daily.

Guest food and/or personal snack bags should be stored in separate small totes or cubbies similar to toiletries.

## 8.4 Expedition Camp

Food should be packaged by meal in bags that are sanitized in a washing machine between uses. Coolers should be similarly washed or wiped down inside and out between uses. Avoid unpacking any bag until it is used in meal preparation. If necessary, to allow packing in kayaks, meals should be packed in multiple smaller bags.

Encourage guest and staff hand hygiene before all meals. Make plain soap and water or alcohol-based hand sanitizer available to support this.

Use protective gloves and face masks when preparing food. Remove and discard them once each meal has been completed. Use hand gel to clean hands in between meals if soap and water is not available. Plastic or vinyl tablecloths may be used on trips as cleanable surfaces to prepare and present food. Use a fresh table cloth daily and clean between meals.

Adjust practices for field-prepared meals to ensure physical distancing is maintained. Meals must be plated rather served buffet style. Guides should place plated meals in a serving area and step back to allow a guest to pick it up while maintaining appropriate distance.

Given the improvised nature of expedition camps, guests should be reminded to find seating, or place their camp chairs (if provided), at least 2m apart from other guests (unless in the same family/household).

Guests will provide their own water bottles. Operators/guides should either provide each guest with a supply for refilling on their own (personal 10L jug or bladder) or only guides should refill guest water bottles, practicing good hand hygiene before and after handling the jug/bladder. Guides should not handle guest water bottles and the jug/bladder at the same time.



On occasions where adequate dish washing protocol cannot be maintained, guides should consider assigning each client with a dish and cutlery package (one plate, one bowl, one fork, one knife, one spoon, and one cup) that is their responsibility to clean and transport in a sealed container, such as a large Ziploc bag (mesh bags may also be provided so they can easily be hung and air dried). If the dishes won't need to be used again prior to proper washing, all the dishes may be gathered together in a sealed container. Once back in a location where adequate washing facilities exist, the cutlery and dishes will be thoroughly washed and sanitized.

### *Food Storage*

Practices for overnight food storage should continue to follow established protocols to reduce odours and prevent animal encounters, following local land management requirements as appropriate.

Common practices include storage in metal bins provided by land managers (e.g. BC Parks), tree hangs and storage in kayaks.

- Metal storage bins should not be shared with other groups. Guest individual snack bags should be kept separate from other guest bags using an outer bag for storage. (The same outer bag may be used to contain guest toiletries).
- Tree hangs should follow similar protocol as above.
- In kayaks, food should be stored in designated hatches separate from gear and guest personal items. Toiletries and snack bags must be kept with personal gear and not with food.

## 9.0 EXPOSURE CONTROL PLAN FOR TOOLS & EQUIPMENT

COVID-19 survives for variable lengths of time on surfaces depending on the nature of the surface and the humidity. While it is possible to isolate gear for a period of days to allow the virus to deteriorate, a cleaning regimen should be implemented and followed.

If possible, consider designating one worker or team of workers to be responsible for receiving used equipment and cleaning all gear to ensure consistent treatment of all items.

### 9.1 Guest and Guide Gear

As noted in Section 4.4, access to inside gear storage areas should be limited to equipment staff or guides actively preparing for a trip only. Guests and staff not involved in gear prep or maintenance should not be permitted to access gear storage areas.

All gear should be cleaned, disinfected and dried in a designated area, ideally outside, before being brought inside for storage. Some general principles to managing dirty gear include:

- Wear disposable gloves when handling dirty gear and discard after each use. Wash hands immediately after gloves are removed.

## Best Management Practices for Responsible Sea Kayaking Operations

*Prepared by Guided Sea Kayak Tour Operators in BC*

- If reusable gloves are worn, gloves should be dedicated for handling dirty gear and should not be used for other purposes. Remove gloves before beginning any other task and wash hands immediately after gloves are removed.
- Do NOT shake dirty gear. This minimizes the possibility of dispersing the virus through the air.
- Ensure dirty gear only contacts dirty gear, and clean gear only contacts clean gear.
- Clean and disinfect totes and duffle bags that transport and store gear.
- Clean and sanitize the front of gear sinks or dip tanks frequently.
- Wash and dry items in accordance with the manufacturer's instructions. Use the warmest possible water settings. Dry all items thoroughly.
- Where possible, allow gear to sit unused for 24-48 hours between users.
- Where trips operate back-to-back (e.g., base camps or expedition trips with shared water taxis), additional gear may be required to ensure items are cleaned and disinfected properly between users (e.g., each group will require a fresh set of lifejackets).

The below table summarizes common equipment used in sea kayaking and recommended cleaning routines.

Item	Cleaning Frequency	Suggested Method	Notes
Kayaks - toggles	Before and after carrying	Alcohol or bleach wipe	
Kayaks – hatch covers, inside hatches, inside cockpit and cockpit coaming	Between users and before storage	Soap and hot water; alcohol or bleach wipe; alcohol or bleach spray on a wand may be used for hard-to-reach places	
Paddle shafts	Between users and before storage	Soap and hot water; alcohol or bleach wipe	
Life jackets	Between users and before storage	Dip in disinfecting solution	Not bleach
Spray skirts	Between users and before storage	Dip in disinfecting solution	Not bleach
Pumps	Between users and before storage	Dip in disinfecting solution	
Rope bags	Between users and before storage	Dip in disinfecting solution	Not bleach
Dry bags	Between users and before storage	Dip in disinfecting solution	Not bleach
Portable toilets	Twice daily and before storage	Soap and hot water; alcohol or bleach wipe	
Tents	Between users and before storage	Dip in disinfecting solution, rinse	Not bleach
Sleeping bags and liners	Between users and before storage	Launder according to manufacturer's directions	
Sleeping pads	Between users and before storage	Dip in disinfecting solution	Not bleach
Camp stoves	Between meals and before storage	Soap and hot water; alcohol or bleach wipe	
Camp dishes	Between meals and before storage	Dishwashing procedure	
Water jugs	Between trips and before storage	Soap and hot water, rinse	
Rain gear	Between users and before storage	Launder according to manufacturer's directions	
Helmets	Between users and before storage	Disinfectant spray	Guests should bring their own helmets

As noted in Section 5.1, to reduce potential infection transmission routes, guests should be issued with a kit of gear for their personal use only for the duration of a trip. This kit may include:

- Paddle (and spare paddle),
- Kayak,
- Lifejacket and whistle,
- Spray skirt,
- Rope,
- Pump,
- Tent,
- Sleeping bag,
- Sleeping mat, and
- Pillow.

### 9.2 Tools and Equipment

Where possible, each employee should utilize only their own tools for their work or have a set of employer-provided tools that only they use. Operators should establish a labeling system to help with organization of this equipment.

Where it is not possible to provide personal tools, the shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different employees. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.

Employees should receive training on cleaning tools and to ensure compliance and understanding of hand washing and hygiene.

Employees who wear leather gloves or other impermeable gloves as hand protection during work may share tools and equipment without disinfecting the tools between each user and must continue to clean and wash hands to break the chain of infection. Leather gloves may have droplets on them and could transmit infection to another worker. Assign and label leather gloves to ensure each pair remains with one employee.

## APPENDICES

### APPENDIX 1: Suggested Client Prescreening

**This prescreening is to be administered prior to allowing the client entrance to camp and/or boarding vehicle or boat at rendezvous point.**

If you are showing symptoms of COVID-19 or live with someone who has COVID-19, please do not come to our facility. Call your doctor, or the local public health office. If in BC, you may call 8-1-1. Anyone displaying symptoms of COVID-19, will not be permitted to participate in the kayak trip. If you do not feel well, please stay home.

Physical distancing is required at all times (minimum of 2 metres). No handshaking, or hugging etc. Failure to observe physical distancing guidelines risks ending the trip and the closure of our operation.

Please bring your own sanitizer and use it each and every time you touch a shared surface while in transit and/or around camp etc. such as shared door handles (dining hall, washroom doors, vehicle interiors, etc.).

Following the recommendations of Health Canada, we require all clients to wear a mask or face covering whenever unable to maintain physical distance of 2 metres. This will be in vehicles and water taxis but may be required in other circumstances as well. Please bring your own masks/face coverings.

Do not handle other people's equipment. This includes paddles, life jackets, spray skirts, dry bags and garments. In the case of shared equipment such as tarps, kitchen equipment, etc., your guide will be responsible for managing their use and disinfecting between uses and/or enacting a glove protocol.

Please answer the following questions:

1. Do you currently have any of the following symptoms?

<input type="radio"/> Fever (temperature greater than 37°C)	<input type="radio"/> Muscle aches and pains
<input type="radio"/> Cough	<input type="radio"/> Stuffy or runny nose
<input type="radio"/> Fatigue	<input type="radio"/> Sore throat
<input type="radio"/> Difficulty breathing	<input type="radio"/> Loss of taste or smell
2. Have you been in close contact with someone with a probable or confirmed case of COVID-19 in the past 14 days?      Y/N
3. Have you travelled outside of Canada or been in close contact with someone who has in the past 14 days?      Y/N
4. Are you currently under mandatory quarantine, as a result of recent travel or by orders from the provincial, territorial or local public health authorities?      Y/N

5. What forms of personal protective equipment (mask, gloves, etc.) will you be bringing with you on the trip?

**Guest is to sign and date this form prior to being permitted to join the trip.**

## APPENDIX 2: Safe Use of Removable Non-Medical Masks or Face Coverings

### **Removable masks or face coverings SHOULD:**

- Be made of multiple layers of absorbent fabric (e.g., cotton)
- Cover the mouth and nose (without big gaps)
- Fit securely to the head with ties or ear loops
- Allow for easy breathing
- Be changed as soon as possible if damp or dirty
- Stay the same shape after machine washing and drying

### **Removable masks or face coverings SHOULD NOT:**

- Be placed on children under the age of 2
- Be placed on anyone who has trouble breathing or is unconscious
- Be placed on anyone unable to remove them without assistance
- Be made exclusively of plastic sheeting or materials that easily fall apart (e.g., tissues)
- Be shared with others
- Impair vision or interfere with tasks

### **When using a removable mask or face covering:**

- Wash hands immediately before putting it on and immediately after taking it off (in addition to practicing good hand hygiene while wearing it)
- It should fit well (non-gaping)
- Allow for easy breathing
- Do not share it with others

### **When wearing a mask or face covering, take the following precautions:**

- Avoid touching the face covering or mask while using it
- Change a cloth face covering or mask as soon as it gets damp or soiled
- Put it directly into the wash
- Cloth face coverings or masks can be laundered with other items using a hot cycle, and then dried thoroughly
- Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled
- Dispose of masks properly in a lined garbage bin

### APPENDIX 3: Product Guide for Disinfectants

PRODUCT	DEFINITION	APPLICATION	PROTECTION LEVEL
Multi-Surface Cleaner	Use full-strength or dilute 250 mL per 4 Liter of water, apply to the surface until thoroughly wet. Wipe with a clean cloth, sponge, or mop. To Sanitize/Disinfect: Preclean surface Apply to surface until thoroughly wet. To Sanitize: Leave for 1 minute before wiping. To Disinfect: Leave for 10 minutes before wiping. Rinse all food contact surfaces with water after using the product	Disinfectant that meet Health Canada's, requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2	Advanced disinfectant and sanitizer for hard surfaces
Bleach (6%) solution	100/1 dilution of sodium hypochlorite solution with water used to disinfect surfaces, 10 mL bleach to 1 Litre of water. Minimum contact time of 10 minutes in a single application. Air dry.	Recommended by the BCCDC for disinfecting nonporous surfaces	General use disinfectant and sanitizer for hard surfaces
Neutral Disinfectant cleaner	Use 3.9 mL per liter of water for a minimum contact time of 10 minutes in a single application. Can be applied with a mop, sponge, cloth, coarse spray or by soaking. The recommended use solution is prepared fresh for each use then discarded. Air dry.	Approved for use against COVID-19 disinfecting nonporous surfaces	Advanced disinfectant and sanitizer for hard surfaces, low acidity
Disinfecting Wet Wipes 70% Alcohol	To sanitize / disinfect: Pre-clean surface. Use 70% alcohol based fresh wipes to thoroughly wet surface. To sanitize: Allow surface to remain wet for 10 seconds. Air dry.	Single use isopropyl alcohol wet wipes, disposable	Safe to use on electronics including Smartphones, Tablets and POS equipment
Touch Free Hand Sanitizer	Minimum 70% alcohol hand sanitizer solution, rub hands together until dry.	To clean hands if Hand washing is not available	General use to kill bacteria and viruses

#### APPENDIX 4: Cleaning Methods

- Wear suitable PPE commensurate to the job at hand. In most cases this will be some or all of the following:
  - Disposable gloves,
  - Eye protection (safety glasses closed),
  - Mask,
  - Apron
- Use disposable paper towels or clean damp cloths (microfiber) or a wet mop that can be washed after use.
- Do not dust or sweep surfaces to avoid airborne droplets containing the virus.
- Remove all debris first and then clean surfaces with a good cleaning and disinfecting agent. If the surface is very dirty, clean a second time.
- Start cleaning in the cleaner areas and move to dirtier areas. Be aware that a clean surface can be as contaminated as a heavily soiled surface.
- Apply disinfectant to any clean surface immediately. Allow the disinfectant solution to work for a few minutes (according to the manufacturer's instructions) before wiping off all traces of product with a clean cloth.
- Whenever possible, open outside windows to increase air circulation.

#### *To Avoid Cross Contamination*

- Use only clean rags and mops with a disinfectant solution prepared in a clean container.
- Do not leave any residual solution in the bucket, wash and dry between uses.
- Clean after use and dry soiled rags and mops. Do not soak in dirty water.
- Reusable cleaning items can be washed with regular laundry soap and hot water (60-90°C). Add bleach to the laundry.
- Use a trashcan and recycling bin without a lid or pedal to prevent hands from touching the trashcan.
- Change clothes after finishing cleaning the accommodation units.

#### *Protocols*

##### **Prepare products for use**

- Where possible, use a pre-mixed solution.
- Read and follow manufacturer's instructions to:
  - properly prepare solution,
  - allow adequate contact time for disinfectant to kill germs (see product label),
  - wear gloves when handling cleaning products,
  - wear any other PPE recommended by the manufacturer

Check the label to ensure the bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for



whitening, may not be suitable for disinfection. Follow the manufacturer's instruction and/or use 5 tbsp (1/3 cup) bleach per gallon of water to make a disinfecting solution.

**\*Never mix bleach with ammonia or any other cleanser.**

Special attention should be paid to the disinfection of toilets, kitchens and objects that are frequently touched such as light switches, doorknobs and handrails.

### *Cleaning surfaces, linens, or clothing to reduce risk*

All food contact surfaces, such as food prep tables, kitchen, and packaging areas are to be cleaned and sanitized on a regular frequency. They do not need to be disinfected.

Locations that are exposed frequently to clients should also be regularly cleaned and sanitized. Areas that do not have direct contact with food could also be disinfected. This is important for surfaces that are touched frequently, for example dining room tables, chairs, or doorknobs. It would be appropriate to disinfect any area that could be frequently touched or exposed to coughing or sneezing, for example bathroom areas.

- For porous surfaces such as carpeted floor, rugs, and drapes, remove visible contamination and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products suitable for porous surfaces.

### *Hard Surfaces*

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Porous surfaces (such as wood) may require a stronger concentration of cleaner to disinfect. Use 1:25 (40ml bleach per 1000ml water) solution of chlorine bleach and allow to air dry. Rinse with clean water afterward for any surfaces used for food.

### *Electronics*

For electronics such as tablets, touch screens, remote controls, and keyboards, and telephones remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.

- Consider the use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids

*Suggested Cleaning and Disinfecting Areas*

- 1. Dining Area / Lounge Area(s) / Public Areas**
  - a. Doorknobs / door push bar / door handles
  - b. Counter tops / service tops / bar tops
  - c. Handheld devices
  - d. Handrails / light switches / thermostat controls
  - e. Sound system and TV channel remote controls
  - f. Chairs / guest seating areas / tabletops
- 2. Bathrooms / Kitchens**
  - a. Doorknobs / door push bar / door handles
  - b. Counter tops / sinks / basins
  - c. Toilets / paper dispensers / hand wash areas
  - d. Prep areas / kitchen line / service pass
- 3. Staff Room / Offices**
  - a. Doorknobs / door push bar / door handles
  - b. Counter tops / workstations / desktops
  - c. Time clocks / staff kitchen area
  - d. Chairs / staff seating / staff break area

The below list of common disinfectants is provided as a guide to choosing products. Most janitorial product outlets carry all of these products. Pre-made solutions (no dilution needed) or ready-to-use wipes can be used. **Always follow the manufacturer's instructions.**

## Best Management Practices for Responsible Sea Kayaking Operations

*Prepared by Guided Sea Kayak Tour Operators in BC*

Agent and concentration	Uses
1. 1:100 dilution Chlorine: bleach – sodium hypochlorite (5.25%) 500 ppm solution 10 ml bleach to 990 ml water	Used for disinfecting surfaces and medical equipment (e.g. counters, door knobs, stethoscope, BP cuff). Allow surface to air dry naturally.
2. 1:50 dilution Chlorine: bleach – sodium hypochlorite (5.25%) 1,000ppm solution 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste (e.g. vomit, diarrhea, mucus, feces) (after cleaning with soap and water first). Allow surface to air dry naturally.
3. Accelerated Hydrogen Peroxide 0.5%	Used for cleaning and disinfecting surfaces and medical equipment.
4. Quaternary Ammonium Compounds (QUATs)	Used for disinfecting of surfaces (e.g., floors, walls, furnishings).

APPENDIX 5: Hand Wash Station

