



NANAIMO FISH AND GAME PROTECTIVE ASSOCIATION

COVID-19 Safety Plan

Following guidance from WorkSafeBC, we have developed this NFG COVID-19 Safety Plan focused on our club and club members. The purpose of this plan is to outline the policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission. We will continue to reassess and adjust our plans as needed; always making the health and well-being of our employees, members a priority.

What we've done

In preparation for our staff's return to a safe work environment, NFG has implemented a number of COVID-19 exposure prevention measures and policies:

✓ Workplace risks

We have mitigated the risk of exposure to our employee and members by:

- Identifying areas where people gather
- Identifying areas where staff are close to one another or members of the public
- Identifying surfaces that people touch often, such as doorknobs and light switches
- Updating policies and procedures as necessary
- Aligning with the WorkSafeBC and Provincial Health Authorities

✓ Building and office access

Occupancy limits All building are closed until further notice

✓ Clean & disinfect

• Enhanced cleaning and hygiene signage is posted at the workplace. Additional measures include:

- Staff and members will disinfect common touch areas following their use
- Staff and members will be reminded to wash their hands regularly after touching common areas
- Cleaning and disinfectant supplies are available for high touch area cleaning
- Hand sanitizer has been placed at points of entry and in common areas

✓ Personal protective equipment (PPE)

• At this time, staff and members must wear face masks in the designated covered ranges like the PPC and Rifle Ranges and Range Officer Office where they may come in contact with people outside their bubble

✓ Physical distancing

• Physical distancing signage is posted at the workplace to advise 2-meter distancing at all times on NFG property.

Ranges

- Where necessary the layout and use of the ranges, i.e., Trap, Skeet, PPC and Rifle Ranges, have been redesigned to allow use while maintaining the 2-meter rule
- Best practices will be put into use as they become available
- Cleaning supplies are provided at all ranges to allow members to sanitize shooting benches before and after use

Washrooms

- Follow occupancy limits and use protocol posted at the washroom
- Frequency of general cleaning is now hourly

✓ **RANGE USAGE**

Physical distancing

- Maintain physical distancing while at your shooting positions and target changes or moving station to station in Trap/Skeet
- Ensure adequate space is provided for those exiting areas
- Observe one-way walking routes
- Separation barriers, floor lines, directional indicators for foot traffic are used to direct and maintain safe distances

GENERAL PRACTICES

✓ **Hand wash & hygiene**

- Regular handwashing is one of the best ways to prevent the spread of germs. Use the provided sanitizer and hand
- Washing often with soap and water for 20 seconds is recommended

✓ **Clean & disinfect**

- Enhanced cleaning is now hourly
- Daily cleaning is provided by the caretaker, range benches can be sanitized by individual users
- Utilize cleaning and disinfectant supplies for daytime self-cleaning, such as before and after use of the Range office desk and shooting benches

✓ **Shared Supplies**

- Avoid using shared supplies. One-time use pencils are used for the sign in and contact tracing login Sheets

PPE

Unless otherwise prescribed, employees are required to wear supplied masks and/or gloves. Please speak with your manager if any supplies are missing

Illness Protocol

NFG Illness Protocol ensures workers and others showing symptoms of COVID-19 may be prohibited from the workplace including:

- If experiencing symptoms stay home

- Anyone who has had symptoms of COVID-19 should undertake the BCCDC self-assessment, and if COVID is likely contact their health care provider or 811 for advice on self-isolation and testing
- Direction by Public Health to self-isolate
- Anyone arriving outside of Canada must self-isolate for 14 days
- Anyone who has had contact with a confirmed COVID-19 case must follow the direction of Public Health
- Report all instances of any of the above to your manager

Experience symptoms at work

- Notify your manager or supervisor by text, email, phone, etc.
- Go home immediately
- Contact your health care provider, use the [BC COVID-19 Self-Assessment Tool](#), or 811
- For immediate first aid dial 911
- Follow BCRPA's Illness Protocol

Symptoms of COVID-19

- Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.