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## Welcome Message to Snowmobilers

Welcome to the 2020 Snowmobile season. The Province of BC has implemented a phased approach to re-opening whereby smart, safe, and respectful travel and recreation is now permitted. As we prepare for the 2020 season, we have carefully watched the progress of the COVID-19 Pandemic and monitored 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 acknowledge that the absolute best practice is to stay home, given the nature of the sport of snowmobiling amidst wide open spaces, and with rigid protocols in place, the sport can continue to be enjoyed, keeping both snowmobilers and employees safe from the transmission of the COVID-19 virus. It must also be acknowledged that snowmobiling does offer health benefits that must not be overlooked. Canadian Council of Snowmobile Organizations studies have shown that snowmobiling will result in improvements to your physical and mental wellbeing.

The Fernie Snowmobile Association is committed to the ongoing safety of our community, Team Members, and trail users. As a result, a number of precautionary measures have been put in place that will rely on the full cooperation of snowmobilers and our Team Members from the time we arrive at the trail head until the time we leave.

- We are working to reduce cash handling this season. Our goal is to accept visa/debit transactions at some of our trailheads where possible along side an online advanced day ticket purchase option this season – **until this is in place, please bring exact change for day use fees (\$25)**. Alternatively, consider purchasing an annual membership online. No membership decals will be issued this year. It is therefore essential that you upload a current passport-type photo to your membership account, and print or save a digital copy of your membership card to your phone for presentation to the attendant through the kiosk window.
- Please be patient with our Team Members as they work to provide enhanced sanitizing procedures.
- Practice physical distancing ALWAYS (minimum 6 ft) from our Team Members and other riders in the cabins, staging areas, and trailhead facilities.
- Cabins and outhouses will be open for use at your own risk. Please bring your own sanitizer and use it frequently. Following the recommendations of Health Canada, we encourage all riders to wear a mask or their full-face helmet when entering buildings. Please observe occupancy limits posted on the door and ensure you can maintain physical distancing.

While we do hope that our environment will return to normal in the not too distant future, for now, this mode of operation will become the new normal. We acknowledge that every snowmobiler will make their own decision as to whether it is in their best interest to ride during these times or not. However, should you choose to join us, we will welcome you and require your full cooperation with regards to the measures that have been implemented for everyone's safety. All policies will be enforced and anyone not in compliance with these policies will be asked to leave the premises.

Stay safe,  
Justin Boehm  
President, Fernie



## Introduction

The Ferne Snowmobile Association (FSA) is committed to ensuring each Team Member goes home safe and healthy, everyday. As part of our comprehensive occupational health and safety program, we have adopted the following safe work procedures related to the COVID-19 Pandemic. The following procedures will be updated regularly to reflect the most up to date best practices outlined by health authorities.

In this document, the reference to the term ‘Team Members’ refers to all employees and volunteers of the snowmobile club. The FSA recognizes the value of our volunteers and will ensure the same duty of care is extended to them as we do any employee. WorkSafeBC has recently aligned their policy and has now created a duty of care for all persons that carry out work to ensure there is no undue risk to any person, including volunteers.

The FSA requires all Contractors provide a copy of their WorkSafeBC Clearance letter and COVID-19 Safety Plan for our records. If the Clubs COVID-19 Safety Plan is more rigorous than the Contractors, the club can require the contractor follow the FSA’s protocols.

## Our Worksites

|                      | TRAILHEAD KIOSKS   | SNOWCATS  | CABINS / OUTHOUSES   | MEETINGS                               |
|----------------------|--|---|--|--|
| CAPACITY*            | 1  | 1   | Rolling Hills: 4<br>Wranglers: 4<br>Ram: 4   | Online / Home                          |
| SAFE WORK PROCEDURES | Self Assessment Checklist<br>Sanitizing<br>Social Distancing<br>Physical Barriers<br>Reduced Cash Handling<br>Online Training /Reporting | Self Assessment Checklist<br>Sanitizing<br>Social Distancing<br>Physical Barriers<br>No Sharing Equipment<br>Online Training /Reporting | Self Assessment Checklist<br>Social Distancing<br>Maximum Occupancy  | Self Assessment<br>Distancing          |
| SIGNAGE              | Self Assessment Checklist<br>Social Distancing Reminder<br>FSA Policy Reminder   | Self Assessment Checklist<br>Social Distancing<br>FSA Policy Reminder   | Self Assessment Checklist<br>Social Distancing Reminders<br>Maximum Occupancy<br>Use at Own Risk<br>FSA Policy Reminders | Social Media<br>and Email<br>Reminders |

\*note maximum occupancy = square footage / 113sqft per person

## Supplies

The Ferne Snowmobile Association will supply the following personal protective equipment (PPE) for Team Members:

Disposable Masks  
Hand Sanitizer

Non-Latex Gloves  
Physical Barriers – where possible

Cleaning / Sanitizing Supplies

# 1. BEFORE WORK – Safe Work Procedures

To prepare for your shift, the FSA requires all Team Members adhere to the following procedures.

- Self Assessment** Before leaving home:
- Conduct a Self Assessment.
  - In the event you are feeling unwell or have any of the symptoms listed in the Self Assessment tool, we ask that you stay home, contact 8-1-1 or see a Doctor for further guidance.
  - The workstation and touchpoints of the individual will be closed off and disinfected immediately.
- Employees Who Test Positive / Are Awaiting Testing**
- If a team member is being tested or is awaiting the results of a test, they will be treated as a confirmed case and removed from the workplace and work schedule. Other team members who may have come into contact will be informed and removed from the workplace for at least 14 days or until the diagnosis of COVID-19 has been ruled out by health authorities.
  - If a Team member has tested positive for COVID-19 or has come into contact with someone who has tested positive they will not be permitted to return to work until they are free of the virus. The workstation will be closed off and disinfected immediately.
- Support for Team Members**
- If you are directed to stay home or are sick with COVID-19, your Supervisor will be in touch with you immediately to provide guidance and support to assist you throughout your leave process. There are many government programs to assist Team members financially and emotionally through this time. Please refer to <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

## COVID-19 Self- Assessment Checklist

At the beginning of each workday and before leaving home, every Team Member should self-assess their fitness to perform work using the Government of Canada’s Self Assessment Tool. If you answered ‘yes’ to any of the questions included, you should:

**! STAY HOME, DO NOT COME TO WORK, TELL YOUR SUPERVISOR !**

|  |                                   |                               |
|--|-----------------------------------|-------------------------------|
| The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold: |                                   |                               |
| Fever  | Chills                            | Cough                         |
| Shortness of Breath  | Sore Throat & Stuffy / Runny Nose | Loss of sense of smell /taste |
| Headache   | Muscle Aches                      | Fatigue                       |
| Loss of Appetite   | Diarrhea                          | Nausea / Vomiting             |

If you have any of the above symptoms, have travelled outside of Canada in the last 14 days, or have been in contact with anyone who is suspected of having COVID-19 please stay home in self-isolation.

Resource Links: [Government of Canada Self Assessment Tool](#)

## Training

The FSA will share our COVID-19 safety plan with all Team Members and Visitors prior to the first day of operations to ensure everyone is aware of the steps taken to protect them. On their first day of work, Team Members will review the risks, the protocols that have been put into place, what the symptoms of COVID-19 are, and our current plan to minimize these risks. All Team Members will be trained on how to complete proper disinfection, limit occupancy, cleaning frequencies, and the use of personal protective equipment. Before returning to work, the FSA will ensure all worksites are inspected, disinfected and ready for use. Team Members will be required to sign or give electronic acknowledgement that they have read this procedure and understand the importance of following protocols.

## Disciplinary Action(s)

It is expected that the safe work procedures outlined within this document are followed by all FSA Team Members. Team Members not following the identified procedures will be subject to disciplinary action as outlined in the Occupational Health and Safety Employee Handbook which may include termination of employment.

## Right to Refuse Unsafe Work

Team Members retain the right to refuse unsafe work. If they have reasonable cause to believe that performing a job or tasks puts them or someone else at risk, they must not perform that job or tasks. They must immediately notify your employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation. If they still feel the work is unsafe, please visit the WorkSafe BC resource on [Refusing Unsafe Work](#) for the next steps.

## Basic Infection Control Procedures

As appropriate, all Team Members should implement good personal hygiene and infection control practices. These include but are not limited to the COVID-19 General Guidelines from the Government of Canada.



1. Wash your hands often with soap and water or use a hand sanitizer than contains at least 60% alcohol. <https://www.youtube.com/watch?v=o0P-Od1mJfA>
2. Avoid close contact and practice physical distancing of at least 6 feet.
3. Cover coughs and sneezes with a tissue or use the inside of your elbow. Immediately wash your hands.
4. Cover coughs and sneezes with a tissue or use the inside of your elbow. Immediately wash your hands.
5. Cover coughs and sneezes with a tissue or use the inside of your elbow. Immediately wash your hands.
6. Do not touch your face unless you just washed your hands.
7. Cover your mouth and nose with a cloth face covering when you cannot maintain physical distancing of at last 6 feet.
8. Clean and disinfect frequently touched surfaces daily.
9. Monitor your health and be alert for symptoms. Follow CDC guidance if symptoms develop.

## 2. DURING OPERATIONS – Safe Work Procedures

While at work, the FSA requires all Team Members adhere to the following procedures.

### Physical Distancing

As defined by the Center for Disease Control, physical distancing means limiting close contact with others. The current recommendation is to maintain two meters or 6 feet between individuals. All Team Members are to practice physical social distancing as follows:

- Minimize interaction with customers and fellow Team Members whenever possible.
- Keep at least two meters (6 feet) distancing between yourself and others.
- Do not shake hands with customers or Team Members, nod, or wave instead.
- Limit the number of people entering a space to ensure that everyone can maintain their physical distance. The maximum number will be posted at the entrance to the room / building.
- If possible, the FSA will make pods of Team Members that work together. Efforts will be made to keep shifts consistent with the same people working together to reduce the risk of broad transmission in the workplace.
- Where it is not possible to social distance, the FSA will install physical barriers where possible or FSA Team Members will be required to wear a mask.

### Hand Washing

Frequent and proper handwashing is encouraged as the best way of preventing all viral respiratory infections and other illnesses.

- Wash your hands often with soap and water or use a hand sanitizer that contains at least 60% alcohol if no water is available.
- In some instances, Team Members may choose to wear gloves. Wash hands thoroughly before putting on gloves. Change them after handling money, credit card machines, cleaners, and after other contamination. Wearing gloves does not exclude the need for washing hands – Team Members are required to wash hands each time gloves are taken on/off.

### REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



## Masks

### Non-Medical (cloth) masks

- Any mask or face covering that is made of at least two layers of tightly woven material such as cotton or linen, is large enough to completely and comfortably cover a person's nose and mouth without gaping and can be secured to a person's head with ties or ear loops. When worn properly, a person wearing a non-medical mask can reduce the spread of his or her own infectious respiratory droplets.
- How to don a non-medical mask:
  1. Ensure the mask is clean and dry
  2. Wash your hands or use sanitizer for at least 20 seconds before touching the mask.
  3. Ensure your hair is aware from your face.
  4. Place the non-medical mask over your nose and mouth and secure to your head or ears with its ties or elastics. Adjust if needed to ensure the nose and mouth are fully covered. The mast should fit snugly to the cheeks and there should not be any gaps. Wash hands or use sanitizer.
- Non-medical masks SHOULD:
  - Allow for easy breathing
  - Fit securely to the head with ties or ear loops
  - Maintain their shape after washing and drying
  - Be changed as soon as possible if damp or dirty
  - Be comfortable and not require frequent adjustment
  - Be large enough to cover the nose and mouth completely and comfortably without gaping.
- Non-medical masks SHOULD NOT:
  - Be shared with others
  - Impair vision or interfere with tasks
  - Be made of plastic or other non-breathable materials
  - Be secured with tape or other inappropriate materials
  - Be made exclusively of materials that easily fall apart, such as tissues
  - Be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- Cleaning / Disposing of Non-medical masks:
  - Wash your hands before taking off or use hand sanitizer.
  - Put directly into the washing machine or bag reserved for soiled masks
  - Wash following the manufacturers instructions
  - Wash your hands again before touching your face or doing anything else.

### General Team Member Responsibilities

- Complete the self-assessment tool prior to your shift and notify your Supervisor if you are experiencing any of the symptoms noted.
- All Team Members must wash hands or use sanitizer prior to entering worksites.
- Minimize trips to supply stores / deposits. Wear appropriate PPE and wash hands.
- At the end of each day, Team Members will be responsible for thoroughly cleaning and returning shared tools and equipment with disinfectant. Pay special attention to door handles, control knobs, steering wheels, gear shifters, keys, and any other commonly touched surfaces.
- Sanitize reusable PPE as per the manufactures recommendations prior to each use and ensure non-reusable PPE is disposed of properly.
- Enforce occupancy limits if in place, by asking people to wait outside, maintain appropriate distancing or locking the doors.
- Maintain physical distancing during breaks and disinfect any surface in which you may come into contact with.

### Supervisor Responsibilities

- Check in frequently with workers to assess for any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout their shift where possible.
- Where possible, Team Members will be assigned specific equipment so that they do not have to share. Equipment will be disinfected prior to distribution to Team Members.
- Where reasonable, conduct all training and communications via phone, email, or online video conferencing.
- Ensure workers are following safe work procedures
- Try to stagger shifts to minimize interactions in common areas

### Executive Responsibilities

The FSA will make all reasonable efforts to:

- Eliminate all in-person Team Member meetings and communicate task assignments via email, text / video.
- Reduce cash handling from our operations this season.
- Will not accept paper timesheet collection – all Team members are to communicate their hours electronically.

## APPENDIX 1 - Cleaning, Sanitizing and Disinfecting

### Protocols

COVID-19 is susceptible to disinfectants and sanitizers. Team Members should increase cleaning and disinfection frequency of high-touch surfaces and high traffic areas to reduce the risk of spreading COVID-19.

### Definitions

#### 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.

#### 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. 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.

#### Disinfecting

Refers to using chemicals, for example, EPA-registered disinfectants, to kill bacteria and viruses on surfaces. 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.

#### Approved Disinfectants

- Go to the Health Canada website to find out which disinfectant meets Health Canada's requirements for COVID-19 You will need to locate the Drug Identification Number (DIN) on the disinfectant product label and enter into the blank field on the website.
- Use the list on the EPA's website to identify if a disinfectant has been reviewed and confirmed to be effective.
- Contact the disinfectant supplier or manufacturer to identify if the disinfectant has been confirmed to be effective and, follow the manufacturer instructions for disinfection including contact times.
- Make a 500 parts per million chlorine disinfectant solution using bleach and water. To make a solution of this concentration: mix 1-part bleach to 100 parts water (e.g. mix 10 ml bleach (5.25%) with 990 ml water). When the solution is applied do not wipe it off, instead, allow it to air dry.

## Signage Templates

# Help prevent the spread of COVID-19

**Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

worksafebc.com **WORK SAFE BC**

## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

**REDUCE THE SPREAD OF COVID-19**

### PHYSICAL DISTANCING IN PROGRESS

Maintain a distance of at least 2 arms lengths from others.

BRITISH COLUMBIA Ministry of Health BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Help prevent the spread of COVID-19.

The maximum capacity of this facility has been set to: \_\_\_\_\_ person(s)

**DO NOT ENTER if you are experiencing any of the ff. symptoms:**

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever

**KEEP YOUR DISTANCE STAY 2M FROM OTHERS**

**BRING YOUR CLEAN TRIP KIT**

**WASH OR SANITIZE YOUR HANDS OFTEN**

**LINE UP AND WAIT YOUR TURN TO AVOID CONGESTION**

**THANK YOU FOR KEEPING EVERYONE SAFE AND THIS RECREATION SITE OPEN**

WWW.FERNIESNOWMOBILE.COM

# THANK YOU!

for keeping everyone safe and our Recreation Site open

**Keep your distance Stay 2m from others**

**Bring your Clean Trip Kit**

**Wash or sanitize your hands frequently**

**Line up and wait your turn to avoid congestion**

BRITISH COLUMBIA Recreation Sites and Trails BC