



NOOTKA MARINE ADVENTURES

MOUTCHA BAY
RESORT

NEWTON COVE
RESORT

NOOTKA SOUND
RESORT

Nootka Marine Adventures

Courtenay Office COVID-19 Protocols

Date revised: November 16, 2020

COVID-19 Symptoms (Government of Canada)

new or worsening cough
shortness of breath or difficulty breathing
temperature equal to or over 38°C
feeling feverish
chills
fatigue or weakness
muscle or body aches
new loss of smell or taste
headache
gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
feeling very unwell
children tend to have abdominal symptoms and skin changes or rashes

Eliminate or Minimize Exposure

- Physical Distancing
 - Employees will maintain a min 6' distance from employees and visitors at all times.
- Disinfection & Sanitizing
 - **Office space will be cleaned and sanitized 2X daily** (10am and 3pm)
 - Clean first, followed by Oxygenic sanitizing solution and disposable towel
 - Clean & disinfect high-touch surfaces in shared areas
 - Kitchen area, fridge handle, light switches, doorknobs, tables, toilets, sinks, printer, drawer handles
 - Employees are provided time during their shifts to implement cleaning practices
 - Gloves must be worn while cleaning
- Hand Hygiene
 - Staff and visitors must use provided hand sanitizer upon entry
- Masks
 - Masks shall be provided to employees who wish to use one and must be worn in common areas
- Food
 - Sharing of communal food is prohibited
 - Meals shall be eaten at your desk
- Employees will implement a "clean desk policy" within their own workspace, allowing for thorough surface cleaning

Employee Health

- Employees shall complete a Government of Canada [Online Assessment](#) when experiencing any new symptoms
- No employee shall enter the office if sick or exposed to a person who has COVID-19
- Employees will not be penalized when staying home due to illness
- Employees will communicate with the Team Lead about symptoms, potential contacts, and work-from-home plans

COVID-19 Exposure

- If an employee tests positive for or exhibits symptoms consistent with COVID-19, or has had close contact with someone who has or is suspected to have COVID-19, the employee shall request a COVID-19 test and isolate themselves at home.
- If an employee tests positive for COVID-19, NMA will work with VIHA to determine next steps, including contact tracing and self-isolation for team members.

Visitors

- Office Capacity is 6 persons
 - Visitor chairs will be removed or placed at min 6' intervals where possible
- Hand hygiene
 - Visitors must use hand sanitizer upon entry
- Masks
 - **Visitors must wear masks at all times**
- Meetings
 - In-person meetings are strongly discouraged in favour of virtual meetings
- Visitor Distancing
 - Employees have been instructed to discontinue handshakes or similar greetings

Communication

- Signage shall be placed throughout the office re. respiratory hygiene, cleaning recommendations, social distancing and symptom checks
- A copy of this protocol will be posted throughout the office