

Covid-19 Best Practices

Transportation

- Whenever possible, workers should travel alone in their vehicles. Employers must implement all the necessary safeguards related to working alone or in isolation to ensure the safety of these workers.
- Measures that may be taken to ensure at least 2 metres of distance include the following:
 - Have workers sit one to a seat
 - Stagger riders to allow for maximum distance
 - Adjust the number of workers per trip and the overall number of trips needed to transport workers to a worksite
 - If possible, use larger vehicles or multiple vehicles
- Track who drives which vehicles and minimize changes in teams or vehicle assignments. Consider creating consistency in crews of workers using vehicles together and performing shifts or work tasks together.
- If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, consider the use of [barriers](#) if applicable. Where barriers are not applicable, consider the use of [masks](#).
- Employers must also implement a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.
- Employers should have handwashing facilities or sanitizing stations available to workers as they enter and exit the vehicle.
- Employers must ensure that high contact surfaces within the vehicle are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Incorporate end-of-shift vehicle wipe downs, include a method for tracking end of shift cleaning and provide workers with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.
- Ensure that physical distancing can be maintained for bike valet or rental racks. Ensure adequate space is provided between bike racks, and manage how people access bikes at pick up and drop off. Ensure bikes, helmets, and locks are wiped down between users.

Staffing

- Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.
- Limit in-person meetings and other gatherings and hold any meetings in larger open spaces or outside if possible.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to [wash or sanitize hands](#) after coming into contact with public items.
- Post cleaning procedures and worker expectations in all common spaces.
- Before entering any shared space such as vehicle or office, wash hands or use hand sanitizer.
- Clarify procedures to wipe down or disinfect shared office equipment before use.
- Ensure staff have the support and strategies for dealing with visitors who may be unwilling or are unable to understand the approach to managing visitor volumes. This should include reviewing your violence risk assessment, policies and procedures, and training and reporting requirements under the Occupational Health and Safety Regulations for minimizing the risk of violence to workers.

Instruction and Guiding

- Employers should have COVID-19 related protocols for instructors and guides that includes the management of physical distance with guest and patrons. Refer to [viaSport](#) for guidance on game play and follow any related protocols to support non-contact sporting activities.
- If possible keep the same group of guests together for sessions in order to minimize exposure.
- Physical distance of at least 2 metres between each guest and instructor/guide should be maintained. Instructions and guiding should be conducted in a manner that avoids touching clients. Consider using verbal cues or technology to share instructional material and plans.
- For activities involving direct contact, ensure that [hand hygiene](#) is practiced using an alcohol-based hand rub or handwashing before and after contact.
- In situations where physical distancing cannot be maintained and workers have frequent contact with guests, consider use of [non-surgical masks](#). Ensure workers understand [proper use of masks](#).

Cleaning and Disinfecting

- Develop a [cleaning and disinfecting](#) plan that includes high touch point areas and surfaces including washrooms, change rooms, showers, vending machines, key pads, bank machines, shared computers and other office equipment, point-of-sale locations, as well as common switches, door handles, pay phone or public access phones, indoor furnishings, and rental equipment. Remove non-essential items (e.g., magazines, newspapers, toys) from common areas to facilitate cleaning.
- Train staff on cleaning plan. Ensure adequate cleaning supplies are available, and that staff are trained on the proper use of cleaning supplies. Workers performing cleaning tasks are not required to wear additional personal protective equipment (e.g., mask, face shield, gloves, and goggles) beyond that which would be normally worn. Develop checklists outlining protocols and frequency.

Considerations

- Limit number and placement of guests, minimize sharing of equipment and provide enhanced cleaning and disinfecting.
- Note that most specific tourism activities will also benefit from plans developed by their industry associations to which they can refer for additional information. Employers are advised to ensure that these plans align with [orders, notices, or guidance issued by the provincial health officer](#), and the appropriate health authority.
- For operators providing accommodation to guests or staff, review the [accommodation sector guidance](#) for additional protocols.
- See [sports and recreation](#) protocols for more information on pools and hot tubs. Operators are advised to follow guidance from their local authority around the operation of these facilities.
- Remote operations should limit exposure to communities, being careful to avoid unnecessary interactions. Operators should stay abreast of any current precautions being taken in their region and respect the wishes of Indigenous leaders and communities.
- Follow the recommendations of the First Nation Health Authority or local indigenous community when offering cultural wellness practices, including smudging, sweat lodge or pipe ceremonies.
- Opportunities for [handwashing or hand sanitizing](#) should be provided every time a group stops for breaks, lunch, at camp, or at any other meal. Portable handwashing

facilities or additional sanitizing options may need to be provided to ensure that appropriate hand hygiene and physical distancing is maintained.

- Separate personal gear and minimize exposure. If lockers or drying rooms are provided, ensure adequate space between people and items.
- For water-based recreational activities, ensure adequate distancing is maintained between guests wherever possible. If considering the [use of masks](#), take into consideration any safety considerations that would be introduced by the use of masks in these environments, and be advised that non-medical masks may lose effectiveness if they become wet.