COVID-19 INFORMATION

GUIDANCE FOR MANAGERS AND OPERATORS OF INDUSTRIAL WORK CAMPS

Overview

This document has been developed to support managers and operators of industrial work camps with guidance on risk assessment and management as it relates to COVID-19. The most up to date information related to COVID-19 can be found on the COVID-19 info for Albertans website. Topics covered in this resource include:

1) Physical Distancing  
2) Symptom Notification & Isolation  
   a. Post International Travel  
   b. General Prevention Measures  
3) Work Camp Staff  
4) Transportation to Work Sites  
5) General Cleaning and Sanitizing  
6) Gatherings  
7) Food Handling

For any questions about the implementation of these guidelines or COVID-19 related health care concerns, please contact Alberta Health Services (AHS) at: workcamps@ahs.ca

It is important that information in this document be shared with staff and clients, and visitors to the work camp, as necessary.

This information is not intended to address occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.

As the COVID-19 outbreak is evolving situation, this document and the guidance within is subject to change and will be updated as appropriate.

Physical Distancing

- Physical distancing involves taking steps to limit the number of people you come into close contact with. It is a critical step in slowing down the spread of COVID-19.  
- All reasonable steps should be taken to maintain a distance of at least 2 metres (6 feet) between individuals at all times.  
- Encourage clients to limit widespread social interaction and to develop routines that reduce potential spread and enable easier contact tracing if a confirmed case of COVID-19 appears.  
- More information on physical distancing can be found online.

Symptom Notification and Isolation

- Camp Operators must advise staff that they are required to conduct a daily self-check (like all Albertans) for signs of COVID-19, for their own health as well as prior to reporting for work. Camp operators should encourage clients to conduct daily self-checks as well.  
  o Staff and clients should use the AHS Self-Assessment.  
  o Any camp staff or client that determines they are symptomatic at any time shall:  
    ▪ Notify the most responsible camp management person on site, as per work camp policy.  
    ▪ Immediately isolate. Individuals are legally required to isolate for a minimum of 10 days if they have any of the above symptoms that are not related to a pre-existing illness or health condition. The isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever is longer.
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• Symptomatic individuals should isolate in separate rooms, in the event they do not have COVID-19.
  o Staff/clients should isolate in their own room, with their own bathroom (if possible), and have meals delivered to them in their room, while ensuring physical distancing.
  o If the symptomatic individual must leave their room (e.g., to use a bathroom), strict respiratory etiquette, hand hygiene and physical distancing must be followed.
  o Hand washing and/or the use of hand sanitizer before leaving the room is also recommended. The individual should touch no more surfaces than necessary, and staff should clean/disinfect those surfaces after.
  o If a common bathroom is used, high touch surfaces such as taps, toilet flushing handle, door knob, and paper towel dispenser handle should be cleaned after each use by an ill individual. This could be done by the ill individual using disinfecting wipes.
• Isolation rooms must be thoroughly cleaned and disinfected once the isolation period ends and cannot be occupied or entered into by another individual (except cleaning staff), even if symptomatic, before it is cleaned and disinfected.
  o If the isolation room must be cleaned by staff during the isolation period, physical distancing and respiratory etiquette must be maintained.
• If a symptomatic individual cannot isolate at the work camp, they can relocate, but this must done without putting others at risk.
  o Any travel to relocate must include strict respiratory etiquette, hand hygiene and physical distancing. The individual should touch no more surfaces than necessary, and the transportation vehicle must be cleaned/disinfected once the trip is complete.
  o All provincial and federal travelling restrictions must be adhered to (COVID-19).
• Government is currently identifying a range of facilities throughout the province that could potentially provide spaces for individuals needing to isolate but are unable to do so in their current housing accommodations or arrangements. More information will be provided to work camps when it becomes available.
• If a person refuses to isolate, a complaint can be filed with AHS.
• Call 911 for individuals requiring emergency medical assistance.
  o Let the operator know that they could have COVID-19, so they can make appropriate arrangements to care for them safely.
• Up to date information on isolation guidance and requirements is available online.

Post-International Travel Isolation Requirements

• Individuals returning from travel outside of Canada are legally required to isolate for 14-days and monitor for symptoms.
• If symptoms develop in that time, they must isolate for at least 10 additional days from the onset of symptoms or until symptoms resolve, whichever is longer.
• The latest information on Alberta’s travel restrictions and related precautionary requirements can be found online.
• Camp administrators may wish to advise travelling workers/clients not to return to camp until the isolation period has ended, particularly if the camp is not able or prepared to accommodate isolation.

General Prevention Measures

• Restrict visitors to only those necessary for the safe and effective operation of the work camp/worksite (e.g. prohibit social visiting).
• Maintain a list of visitors and their contact information in case contact tracing is required.
• Screen visitors upon arrival:
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1. Do you have any of the below symptoms:
   • Fever
     YES NO
   • Cough
     YES NO
   • Shortness of Breath / Difficulty Breathing
     YES NO
   • Sore throat
     YES NO
   • Runny Nose
     YES NO

2. Have you, or anyone in your household travelled outside of Canada in the last 14 days?
   YES NO

3. Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?
   YES NO

If a visitor answers YES to any of the questions, the individual MUST NOT be admitted to the work camp.

- Provide tissues and lined garbage bins for use by staff and clients. No-touch garbage cans are preferred.
- Post signage throughout your facility:
  o COVID-19 information [posters](#)
  o AHS Infection & prevention control [posters](#)

**Hand and Respiratory Hygiene**
- Hand cleaning is the most effective way to prevent the spread of communicable diseases and infections.
- Promote and facilitate frequent, proper hand hygiene for staff and clients.
  o Ensure common areas have adequate supplies to facilitate proper hand hygiene:
    ▪ Provide a sink with soap, running water and paper towels /hot air dryers, and instruct staff to wash their hands often with soap and water for at least 20 seconds, or
    ▪ Alcohol-based hand sanitizer (greater than 60% alcohol content) for employees and clients. A list of hand sanitizers authorized by Health Canada can be found [online](#).
- Remind staff and clients of the importance of hand hygiene and respiratory etiquette and encourage them to avoid touching eyes, nose and mouth. Encourage them to also remind one another.
  o The AHS [hand hygiene education webpage](#) has more information, posters and videos to help employers and workers learn about hand hygiene.

**For work camp staff**
- Instruct staff to stay home if sick, showing symptoms of illness or meet the criteria for [isolation](#).
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- Staff must wash their hands frequently with soap and warm water. This includes when they first arrive at the facility, before preparing food, after any contact with saliva or nasal secretions (e.g., used tissues), after handling client belongings, after cleaning activities, and after using the washroom. Refer to hand-washing guidance online.
- Staff should practice physical distancing, including minimizing close contact with others and limiting the number of clients in given areas at any one time to enable physical distancing by everyone.
- Advise clients to also practice physical distancing.
- Close social amenities and recreational facilities to limit the potential spread of illness.
- Limit the number of external visitors to your site as much as possible.
- Cover your cough and sneezes and then wash your hands. Respiratory etiquette guidance can be found online.
- If using disposable gloves for any tasks, handwashing is still important and must be done before putting on and after removing the gloves. If using gloves, change often, especially if soiled, ripped or if they become dirty.
- Watch for signs of illness amongst clients, especially new cough, fever, or shortness of breath.

Transportation to Work Sites
- Where it is under the control of the work camp operator, physical distancing and mass gathering restrictions are to be applied to areas where workers/clients gather to board vehicles transporting them to the work site as well as on board the vehicles.

General Cleaning and Sanitizing
- Increase daily cleaning and disinfection of common areas and surfaces to at least three times per day. Pay particular attention to door knobs, light switches, staff rooms, desks, stair railings, washrooms and other high touch surfaces.
- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Disinfecting refers to using chemical to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim. Alternatively, use a bleach-water solution with 100 ml of unscented bleach to 900 ml water.
  - There should be a DIN on any disinfectant purchased in Canada. To confirm, look for an 8-digit number (normally found near the bottom of a disinfectant's label).
  - Health Canada has a list of disinfectants approved by Health Canada can be found online. Alternatively, you can prepare a bleach water solution with 100 ml of unscented household bleach per 900 ml of water.
- Be sure to follow the instructions on the label to disinfect effectively.

Managing Gatherings
- Chief Medical Officers of Health Order 07-2020 prohibits gatherings of more than 15 people.
  - The intent is not a general prohibition against workplaces with more than 15 people; however, the Workplace must apply physical distancing practices.
- Up to date information on Alberta’s mass gatherings can be found online.
- All mass gathering restrictions must be implemented in work camps, including, but not limited to:
  - Gyms and recreational facilities must be closed.
  - All in-person meetings on site, including toolbox meetings, must follow mass gathering restrictions and physical distancing practices.
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- Food facilities, such as dining halls, are exempt from the 15 person maximum, as long as other measures set out in this document are followed.

- Work camp food facilities can use alternate processes to reduce the numbers of people dining together at one time. Depending on the specific circumstances, steps that could be considered include:
  - Removing/rearranging dining tables to maintain physical distancing.
  - Placing tape or other markings on floors to maintain a physical distancing of no less than 2 metres.
  - Staggering meal service times to reduce the numbers of people present at any one time.
  - Adapting other areas to serve as additional dining space to increase spacing among persons in the same room.
  - Providing take-out meals or having workers/clients take meals to their rooms or other areas for consumption.
  - Ceasing the use of buffets and switching food to pre-packaged meals or meals served by staff.

Food Handling

- Germs from ill clients/staff (or from contaminated surfaces) can be transferred to food or serving utensils.
- There is no evidence at this time to suggest that COVID-19 is foodborne. However, work camps need to reinforce routine food safety and sanitation practices. Where possible, implement measures to minimize client handling of shared food and items that may touch another client’s food. Steps to achieve this include:
  - Dispensing food onto plates for clients.
  - Dispensing cutlery, napkins, etc., to clients.
  - Removing shared food containers from dining areas (e.g. shared pitchers of water, shared coffee cream dispensers, salt & pepper shakers, etc.).
  - Using prepackaged condiments where possible.
  - Dispensing snacks directly to clients and using pre-packaged snacks only.
- Remember to clean first and then sanitize food contact surfaces. Follow regular sanitizing practices – bleach solution at 100ppm (approx. 1 teaspoon of unscented 5.25% household bleach mixed with 1 liter of water), or 200ppm QUATS sanitizer, or 12.5-25 ppm iodine solution.
- Ensure that food handling staff are in good health and practice good hand hygiene.
- Ensure that all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each meal.
- Staff assigned to housekeeping duties should not be involved in food preparation or food service, if possible.