

Shuswap Marina Employers regulations Covid-19

1. General practices:

Stay home if you are sick or might be sick. Use the BC Ministry of Health for self-assessment:
<http://bc.thrive.health/covid19/en>

- a. Sign at the beginning of every work day our Covid-19 screening. If you are not feeling well during the day please let supervisor know as soon as possible and then leave. Supervisor has to make sure all the areas and surfaces that the worker was are then disinfected.
- b. Maintain physical distancing - at least 2 meters/6 feet apart from co-workers whenever possible.
- c. Maintain at all times good personal and environmental hygiene.
- d. Keep hands clean and wash hand properly:
 - d.i. Wash your hand at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, after handling cash or credit/debit cards, after touching common items, after each delivery (if contact was made) and at the end of your shift. Remove jewellery while washing.
 - d.ii. Before touching eyes, nose and mouth if there a need to do so.
 - d.iii. After handling objects soiled by respiratory or other body secretions.
 - d.iv. After touching high contact surfaces or equipment, such a door handle, ramp handle.
- e. At the workplace: Service Department / Admin office
 - e.i. Only one customer at the time at the service office, customers are not aloud at any time inside the service department building or at the admin/accounting office.
 - e.ii. Lunch areas can be only be use one employee at the time and is the employee responsibility to disinfect the area every time after use. When weather permitting employee should try to have his/her lunch outside. Do NOT share food, drinks, or items.
 - e.iii. We encourage employees to work outside as much as possible.
 - e.iv. Employees that share tools/equipment must make sure those tools are disinfected after every use, please use the disinfectants provided.
 - e.v. When physical distancing is not possible employee MUST wear a mask.
- f. At the workplace: Marina office
 - f.i. Only max. 2 customers at the time in the marina office, if possible only accept one customer at the time. Customers are not aloud at any time inside the lunch/staff area.

- f.ii. Lunch areas can be only be used by one employee at a time and it's the employees responsibility to disinfect the area every time after use. When weather permitting employee should try to have his/her lunch outside. Do NOT share food, drinks, or items.
- f.iii. We encourage employees to be outside or with the door, windows open as much as possible.
- f.iv. When physical distancing is not possible employee MUST wear a mask.
- g. At the workplace: Gas dock
 - g.i. Limit the amount of boats at the gas dock to 2.
 - g.ii. Make sure the people from the boats are together separate from others groups, other boats.
 - g.iii. It is prohibited to have customers inside the gas dock building, only staff. One staff at a time.
 - g.iv. Employee-gas jockey must disinfect table and other common areas, equipment like gas pumps every time after use. Use hand sanitizer every time, make sure your hands are always clean.
 - g.v. Employee – gas jockey is prohibited to go inside customers boat.
 - g.vi. Employee – gas jockey must wear mask if social distancing is not possible.
- h. At the workplace: Store / Retail areas
 - h.i. Before starting a shift at the store please make sure your hands and clean, also a mask should be worn at all times.
 - h.ii. If possible open all windows and door to help keep fresh air
 - h.iii. Make sure all customers wear a mask, if they don't have one is your responsibility to offer the customer a free clean mask to wear.
 - h.iv. Make sure we always have a clean table with hand sanitize, adult masks and kids masks at the store entry ways. Please supervise everyone entering the store clean - sanitize their hands before touching any products.
 - h.v. In case a customer is violent please find a supervisor and if needed call 911 immediately to report the issue. Do not try to deal with a violent customer. Make sure everyone leave the store for your own safety and other customers safety that may be in at same time at the store. Your safety and our customers safety is the Marina priority.
 - h.vi. All clothes tried at the changing room must be put away in the back for a minimum of 24 hours, if someone will like to see that piece of clothing before the 24 hours make sure is steam or disinfected with a product like spray Lysol before handling to someone else.

- h.vii. Changing room must keep closed at all times, customer will need a key to enter, make sure that changing room is disinfected before and after use. No clothes or other products can be left inside the changing room.

Working from home procedures

When possible please work from home, like placing orders, trade shows, answering emails, answering phone calls. We know that this may be possible on low season – off season.