



COVID-19 SAFETY PLAN

SUMMARY

This is Young Life's Malibu specific COVID-19 safety plan. All staff and guests on Malibu Club and Malibu Landing property will be required to follow the procedures and guidelines outlined in this plan.

This is not intended as an exhaustive list of requirements but instead is a forward thinking plan laid out in line with the Government of BC, Government of Canada, Young Life as an organization, and is subject to change as new information becomes available.

TOURS

Boaters who arrive at the Malibu dock for a tour of the facility will be screened for symptoms:

- Do you have a fever exceeding 100.4?
- Do you have a new cough and/or shortness of breath
- Does this participant have two or more of the following symptoms: Fever, chills, repeated shaking, muscle pain, headache, sore throat, or new loss of taste or smell?

If boaters answer yes to any of the above, they and the other passengers on their vessel or flotilla will be denied coming to shore.

Boaters who come on property for a tour will be asked to leave the vessel captain name, phone number, and email, and the name of the vessel they are on. Tour guides will keep a distance of 6 feet at all times from the boaters. Boaters will not be allowed to use the washroom facilities.

GUESTS

Pre-Arrival Screening

Guest screening when necessary should take place twice prior to arrival at Malibu. Once at the area's original location before boarding the bus (i.e Seattle, Boise, or any hometown), and once at Malibu Landing in Egmont, BC. The screening at the Malibu Landing will be conducted by a designated Young Life staff person.

Daily Screening

Every 24 hour period guests are on site they will be required to participate in a daily screening. This screening will be conducted by a Young Life Malibu Club designated staff person. This staff person will work with the guest group to come to an agreed-upon screening time.

Screening Questions

This meets both the medical screening questions, and also the transport Canada requirements.

- Do you have a fever exceeding 100.4?
- Do you have a new cough and/or shortness of breath
- Does this participant have two or more of the following symptoms: Fever, chills, repeated shaking, muscle pain, headache, sore throat, or new loss of taste or smell?

If the guest does arrive at Malibu Landing showing symptoms of COVID-19, the guest will be denied travel to Malibu Club. Upon denial of transport, if the guests can obtain a doctor's clearance that they do not have Covid, they will be allowed to come to Malibu Club. This decision will be made by the Medical Director of Malibu Club.

Transportation

All Guests will be required to wear their own personal non-medical masks while travelling on Young Life designated vessels. The Malibu Club will not be providing masks for guests. The BC CDC recommends children under 2 not wear a mask, young children over the age of two are not generally recommended as the masks can be irritating and lead to increased touching of the face and eyes. Older children can wear a mask to protect those around them if they wish, and if the parents are confident that it will not lead to increased touching of the face and eyes.

Dining Hall

Sanitization stations will be set up and hand washing stations will be stocked in the dining hall to encourage guests to wash hands before meals, time will be built into the schedule to allow for this.

Staff Requirements

ALL STAFF

All staff and volunteers are required to complete the Event Medical Screening form at the start of their working shift. Each department head will be responsible to fill out and submit the form.

Equipment

All Young Life staff at the Malibu Landing and the Malibu Club will be provided two non-medical masks for work use. They are responsible for the cleaning and care of their own individual masks. Volunteers will be asked to bring their own non-medical masks.

STAFF RADIOS

Staff will disinfect their radios and telephones before and after use. Staff will only use their own devices and not share or borrow others'.

DISINFECTANT

Ecolab Peroxide Multi Surface Cleaner & Disinfectant (yellow label)

- Use in clean bucket, use clean cloth each time
- 5 min kill time when diluted at 4 oz/gal
- Kills Human Coronavirus that causes COVID-19
- If used on food surfaces, follow with Ecolab Multi Quat Sanitizer available from Kitchen

GUEST SERVICES

Summary


This section outlines the practices and responsibilities of the staff in the Guest Services areas of the Malibu Club and the Malibu Landing. These areas include lounges, meeting rooms, outdoor activity spaces, and equipment.

PPE

Non-medical cloth mask and disposable gloves required for all cleaning tasks. Non-medical mask to be worn when physical distancing is not possible.

Staff must wear gloves when handling any luggage or freight when transporting passengers.

Boat operators will be required to wear non-medical masks when transporting guests where social distancing on the boat is not attainable (i.e. more than 1 passenger per seat)



Staff are required to wear gloves and face mask when handling luggage and food freight on site at Malibu Club and Malibu Landing.

Lounges

All Lounges will be cleaned daily by staff wearing the appropriate PPE. They will be disinfected 3 times a day.

Meeting Rooms

All Meeting Rooms will be cleaned daily by staff wearing the appropriate PPE. They will be disinfected after each use. When setting up each meeting space, chairs and tables will be arranged in a way to provide social distance between people.

Outdoor Activities

Guest Services will follow the hotspot guidelines when it comes to outdoor activity spaces.

Equipment

All Guest services equipment is required to be sanitized prior and post usage. When equipment is used regularly we will follow a schedule of sanitizing 5 times a day.

Transportation

All vessel operators will follow the minimum practical standards.

Wash your hands regularly, including after re-fueling, after each client interaction, before eating, and at the beginning and end of every shift with soap and water for 20 seconds or hand sanitizer with at least 60% alcohol. Keep soap and water or hand sanitizer in your vehicle to allow for this

Clean the vehicle after each passenger trip, such as disinfecting surfaces and interior/exterior door handles. Do this immediately after passengers exit the vehicle

Windows are to be kept open as much as possible when transporting passengers to allow for air circulation

The number of passengers in a vehicle are limited. Passengers are to sit as far from the driver and other passengers as possible to support physical distancing. Family groups can sit together. Where distancing cannot be maintained all passengers and drivers will be required to wear non-medical cloth masks.

All shared spaces of the vehicle are disinfected at the end of each shift, including the steering wheel, gear shifter, dashboard, and electronic devices

HOUSEKEEPING

Summary

This section outlines the practices and responsibilities of the staff in the Housekeeping practices of the Malibu Club and the Malibu Landing. These procedures including cleaning of guest accommodations, communal guest spaces, and laundry facilities.

PPE

Mask and gloves required for all housekeeping tasks. Non-medical cloth face masks & disposable gloves to be worn when disinfecting. Disposable gowns, non-medical face masks, and disposable gloves to be worn when doing laundry tasks.

Rooms

Staff shall not enter a guest room during a stay unless specifically requests/approved by the guest or to comply with safety protocols set by BC Health. Should guests request fresh linens, they will be delivered outside door of guest room. Plastic bags will be provided for guests to place dirty linens in and leave outside door at end of stay. Staff will wait 3 hours minimum after guest has left room to enter for housekeeping. Staff will use new pair of gloves in each room when cleaning. Washrooms to be disinfected by the guest one time per full day that room is occupied by them to be in accordance with Young Life standards. Linens will be provided if guests desire. If room sits empty 7 days, only routine cleaning is required.

Laundry

Dirty laundry cannot be shaken. Laundry bins will be clearly marked “clean” and “dirty”. Dirty bins and front of washing machines will be disinfected regularly. Staff will wear appropriate PPE.

Hand Hygiene

Hand soap provided in all washrooms. 60% alcohol sanitizer to be provided in communal areas (lounges, main gathering areas, dining hall, etc.)

Public Washrooms

One set of Main Street washrooms will be open at a time for public use. Housekeeping staff will disinfected washrooms five times per day.

One Landing washroom will be dedicated to public use with signage indicating which is closed for only staff use. The side outside door will be left open, and doors to the Suite, storage area, and Front Desk/Office spaces will be locked to reduce guest access into unneeded areas and to reduce touch points.

A cleaning log is posted in the washrooms.

Entry doors will be left open where possible to reduce high touch points.

Hot Spots

High touch areas to be disinfected five times daily by the department staff responsible for that area.

FOOD SERVICE

Summary

This section outlines the practices and responsibilities of the staff in the Food Services areas of the Malibu club. These areas include the kitchen, dish pit, dining hall, and food delivery practices at both the Malibu Landing and Malibu Club.

PPE

All food service areas are required to wear gloves and, when directed by Food Service staff, uniformed non-medical cloth masks.

Kitchen

Kitchen Food Service staff and volunteers will not personally come into contact with guests. They will be required to wear appropriate PPE, wash hands regularly, and have a health check before each shift. Proper cleaning and disinfecting will regularly take place in the kitchen - between tasks and thoroughly at the end of the shift.

Dish Pit

These individuals will be required to wear appropriate PPE, wash hands regularly, not switch between the clean and dirty sides of Pits, and have a health check before every shift. Training for weekend work staff will emphasize the prevention of cross contamination between clean and dirty dishes.

Dining Hall

Signage will be posted in and around the dining hall to encourage social distancing and proper sanitation and handwashing. Sanitization stations will be set up and hand washing stations will be stocked in the dining hall to encourage guests to wash hands before meals, time will be built into the schedule to allow for this.

There will be separate coffee stations available for staff and guests, and disposable wipes will be available at the stations to encourage sanitization between uses.

Dining Hall servers must wear appropriate PPE and sanitize hands in between cohort units. The dining hall will be set at a maximum of 50% capacity, with no more than 6 guests per table, and at least 2 meters between tables of different cohort units. Servers will place dishes of food on tables and step away, asking guests to pass the food around their table, in order to promote social distancing between servers and guests. Weekend work staff training will emphasize the prevention of cross contamination between items from the kitchen and items that have come in contact with guests.

Items that are typically available on tables (condiments, special diet cards, salt/pepper, etc.) will be limited and any items that go out to table will be properly disinfected after meals.

RETAIL

Summary

This section outlines the practices and responsibilities of the staff in the retail areas of Malibu Club. The retail areas are Hamilton's Coffee Shop, Totem Trader, Totem Inn. The only two spaces we will open will be Hamilton's Coffee Shop, and the Totem Trader.

PPE

The cashier will wear gloves or sanitize between each customer.

All Retail Locations

Every entrance will have a sanitizing station for the retail spaces. The doors will be propped open to reduce touch points. A designated staff person will limit the number of guests into the retail spaces at one time. Splash guards are installed at each counter location.


Totem Trader

There will be marked spots on the floor and signage to insure the 2 m distancing while standing in line.

Small merchandise will be on display but only the staff personnel will handle those for the customer and put directly into their bag. The staff will sanitize their hands between customer interactions. All hard surfaces and products will be cleaned and disinfected after closing.

Hamilton's

There will be marked spots on the floor and signage to ensure the 2 m distance while standing in the order line as well as the pick up line. The barista will not handle any cups after they have been handed to the customer. Customer cups will only be disposable. The cashier and barista will not handle any of the customer garbage.



Seating will be very limited or it will only be takeout. Food in the coffee shop will be only prepackaged food. The coffee shop will be cleaned and disinfected after each closing.

MEDICAL

Summary

This section is how we will handle the medical needs of our staff and guests. The area of responsibility addressed with Medical is the Medicine Man infirmary.

Infirmity Protocols

All guests groups will be required to bring a Registered Nurse or equivalent level of certification with them.

For all first aid treatment, we will be following the OFAA protocols during the COVID-19 Pandemic. This is found as an appendix for this document.

FACILITY MAINTENANCE

Summary

This section outlines the practices and responsibilities of the staff in the Sites and Facilities department of the Malibu Club. These areas include the kitchen, dish pit, dining hall, and food delivery practices at both the Malibu Landing and Malibu Club.

PPE

Non-medical cloth mask when distancing is not possible and disposable gloves required for all waste removal tasks.

Garbage/Recycling

Garbage is set outside each building at a daily scheduled time for pick up.

Food Waste / Compostables Removal

Food waste that cannot be dealt with by the dishwashing area equipment is set out of the kitchen area once a day at a daily scheduled time for pick up.

All equipment for moving waste will be disinfected after the pick up rounds are completed.

Maintenance of Guest Spaces

Non urgent maintenance will be halted until room is no longer occupied and has been cleaned

If maintenance must be performed, housekeeping will disinfect room prior to maintenance entering.

OFFICE SPACES

Summary

This section outlines the practices and responsibilities of the staff in the Administration areas of the Malibu Club. These areas include the office spaces at the Malibu Club and the Malibu Landing.

PPE

Staff will wear a non-medical mask when physical distancing is not possible.

Front Desk Areas

The entrance of the Front Desk spaces on Main Street and at the Malibu Landing will have a sanitizer station upon entry. A designated staff person will limit the number to one guest at a time in the space. When a guest is

in the Front Desk space, the staff person will maintain at least 6 feet of distance or will wear a PPE non-medical cloth mask if distance cannot be maintained. If weather permitting, the front door will remain propped open to reduce touch points in the area.

Use of the satellite phone at the Malibu Club or the regular office phone at the Malibu Landing will only be for emergency or highly imperative situations to decrease traffic and touch points in the area. In the case of phone use, the desk area and handset equipment will be disinfected between use.

The front door to both Front Desk areas will remain locked and a sign set to Closed when the Front Desk space is not actively manned by staff to make the area inaccessible to guests.

Staff Office Areas

Staff will be encouraged to work from their staff residences as much as possible. A maximum of two staff members will office in a shared area at a time. The middle office door in the camp office will remain open to reduce touch points in the area.

Staff will not be allowed to eat in the shared office areas.

Staff will be encouraged to only use the office equipment, such as staplers and writing implements, that are on their own desk. Staff will disinfect the photocopier, laminator, and label maker, communal office equipment (like shared keyboards, mice, or the Front Desk staplers) after each use. All counters and hard surfaces will be disinfected at the end of every workday and all doors locked.

AMENDMENT / MODIFICATION PROCESS

It is the understanding that the COVID-19 landscape is constantly changing. Therefore the following process will be followed to make any alterations of amendments to this document.

Any changes a Malibu staff person would like to make to the COVID-19 Safety plan must be submitted in writing by the Appropriate Department Head to the Medical Director. The Medical Director will make the changes to be reviewed by the Malibu Club Department heads. Once finalized it will be the responsibility of the Department Heads to communicate the changes to their departments.

CONTACT

If there are any questions feel free to contact



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KEY STEPS TO SAFELY OPERATING YOUR BUSINESS OR ORGANIZATION AND REDUCING COVID-19 TRANSMISSION

The core measures set out below provide the basis for Government and sector partners to think through and plan for business and institutional resumption based on a sectoral analysis through its multiple ministries and sectoral partnership tables. It is intended to help the sectors think through and plan a cautious return towards the 60% social contact maximum of the pre-Covid-19 normal.

Key sectors that will need to work through in detail and then implement the “new normal” practice standards include:

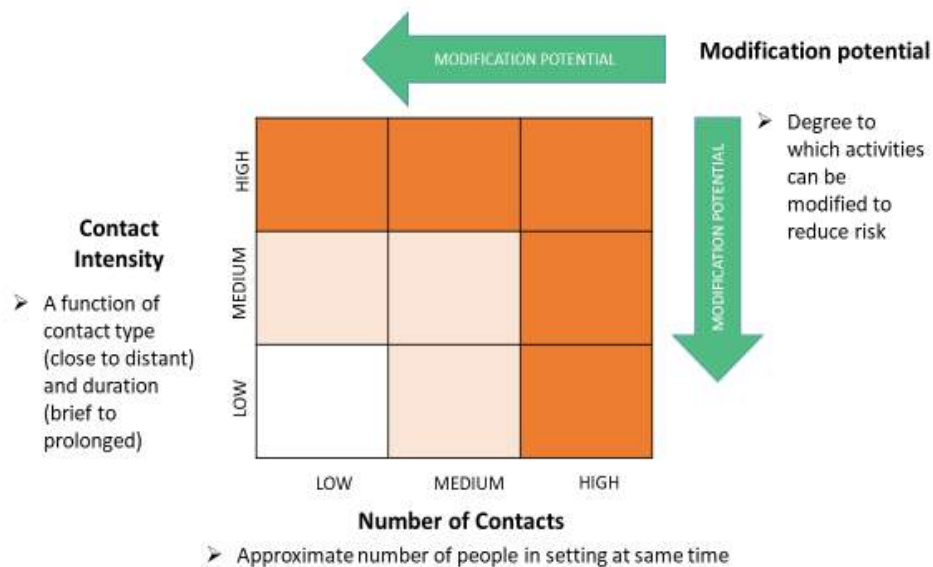
- Office Workplace Practice Standards
- Health Workplace Standards
- Personal Service Workplace Practice Standards (hairdresser/barbers; spas)
- Retail Practice Standards (including grocery stores)
- Resource Sector Standards
- Restaurant and Food Service Practice Standards
- Bar, Casino, Night Club Practice Standards
- Hotels and Resorts (Including Camping) Practice Standards
- Child Care Settings Practice Standards
- School and Post-Secondary Institutions Practice Standards
- Recreational Facilities Practice Standards
- Outdoor Recreational Setting Practice Standards
- Parks, Beaches and Outdoor Space Standards

1. You and your staff need to know the basic transmission facts and work with them:
 - Coronavirus is transmitted via **larger liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person.** The virus in these droplets then can enter the body of another person when that person breathes in the droplets or when the droplets touch the **eyes, nose or throat** of that person.
 - This requires you to be in close contact – less than the so-called social distancing of 3 – 6 feet. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.
 - In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone **touches the contaminated area then touches their face or eyes without cleaning their hands.** This speaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.
 - A key issue in transmission is the median incubation period (the time from infection to appearance of symptoms) and the serial interval (the time between successive cases) for the Covid-19 virus. The **serial interval for Covid-19 virus is estimated to be 5-6 days.** The serial interval is 3 days for influenza with transmission taking place in the first 1-3 days of illness, **pre-symptomatic transmission** (transmission of the virus before the appearance of symptoms) being a major driver of transmission for influenza. For Covid-19 there are some emerging indications that there are people who can shed Covid-19 virus 24-48 hours prior to symptom onset, but at present, the WHO suggests that this **does not appear to be a major driver of transmission.** However, we need to acknowledge that there is debate about this and that at this time we cannot be categorical.

2. Use the tool below to assess the risk of transmission from social interaction in your organizational settings based on two dimensions based on an assessment of low, medium, high:

- (1) What is the **contact intensity** in your setting – the type of contact (close/distant) and the duration of contact (brief/prolonged);
- (2) What is the **number of contacts** in your setting – the number of people present in the setting at the same time¹.

By doing these ratings you can position your organization on the risk matrix below:



¹ John Hopkins University, Bloomberg School of Public Health, Centre for Health Security April 2020

3. Low is low risk; however, the medium and high categories are also subject to potential modification or controls which can help move you to a lower risk category by taking a range of actions:
 - Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting.
 - Engineering controls – physical barriers (plexiglass for example)
 - Administrative controls – rules and guidelines to help employees, students, customers reduce the risk of transmission.
 - Use of personal protective equipment in the form of non-medical masks.

4. Using the assessment and potential modifications or controls to further reduce risk of transmission, you are being asked to **develop an explicit plan for the measures you will implement and maintain over the coming 12-18 months** thinking through three areas that will become the “new normal” in terms of formal and required actions that are the basis for workplaces and commercial businesses being in operation until the PHO lifts the public emergency requirements:

Reducing Transmission - Personal Self Care in Organizational Settings

This is the foundation to reduce transmission:

Core Personal Measures for the “New Normal”:

- No hand shaking as the new normal.
- Practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers; avoid touching one’s face; respiratory etiquette; disinfect frequently touched surfaces).
- Maintain reasonable physical distancing as much as possible and use a non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained, and engineering controls are not available (e.g. plexiglass barriers).
- If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared. Retail malls, shops, and supermarkets should implement clear policies to strongly encourage customers who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing to not come into their stores through highly visible signage and verbal prompts if required.
- A further consideration are the extra precautions individuals should consider if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

Reducing Transmission – Managing Social Interaction in Organizational Settings

Social interaction is critical to our individual well-being and health. It is a key part of our organizational settings. Increased social interaction must balance this fundamental human need with key actions to reduce transmission. In addition to the personal measures set out above there are two additional measures can be taken to reduce transmission.

Core Social Interaction Measures for the “New Normal”:

- Ensure congregate social settings (kitchens, staff rooms, canteens) in the organization maintain best practice in terms of social distance.
- Ensure increased cleaning throughout the day when in use.

Reducing Transmission – Implement Safe Organizational Practices

Core Institutional and Work Place Measures for the “New Normal”

- You must have clear policies to enable and ensure that individuals who have the symptoms of a cold, flu, or Covid-19 including any coughing or sneezing should not come into the workplace. As part of opening up your specific settings, you should implement sick day policies for the coming twelve months that actively support individual staff being off sick more often or working safely at home during these illnesses. As employers you must take leadership in this regard.
- For office-based organizations, where possible encourage working from home part of the time to reduce “contact intensity” and “number of contacts” in the work place. Where this is not possible or in addition to working from home policies, ensure employees have less contacts by using staggered shifts or work hours, creating smaller teams working together virtually; forgoing in person meetings as much as possible.
- For retail organizations implement strategies that reduce contact intensity and number of contacts by continuing to promote sensible social distancing (3-6 feet) and sensible volume of customers in the retail space based on the transmission fact basics. The 50 number is for large social gatherings not larger shopping or retail spaces. Lining up outside retail stores, especially in the rain or cold winter months is not socially sustainable or healthy. A number of strategies can be used: increasing throughput of customers by maintaining a high number of check-outs; increasing hours of shopping to decrease density of customers; encourage or require utilization of basic non-medical masks to reduce the spread through individuals coughing, sneezing, or close interpersonal contact; manage or eliminate waiting areas; increased use of

appointments or bookings; increased on-line shopping/deliveries and/or pickups; use of physical barriers such as plexi-glass.

- Focus on higher-risk populations including those 65+ and those with underlying medical conditions. Workplaces, retail and personal service businesses are encouraged to exercise greater accommodation for these age groups in terms of work space, more flexible hours of work or shopping (earlier, later, mid-day) or working at home options.
- Require and sustain higher levels of frequent cleaning of “high touch” areas in workplaces and retail outlets throughout the day and availability of hand sanitizer stands at entrances or around workplaces and shops.
- Where appropriate and practical increase use of temporary physical barriers (such as plexiglass at service counters or checkouts).

Reducing Transmission – Child Care and Education Settings/Camps

Daycares are an important part of the social infrastructure to support parents returning to work.

While it is well established that children are important drivers of influenza virus transmission in the community; for the COVID-19 virus, initial data indicates that **children are less affected than adults and that clinical attack rates in the 0-19 age group are low**. Further preliminary data from household transmission studies in China suggest that children are infected from adults, rather than vice versa. This is an important consideration with respect to school closures and reopening but is an area in which the evidentiary base will continue to develop.

The evidence of the impact of covid-19 on young adults appears to be evolving although the data to date suggests that they are more likely to experience mild symptoms.

In general, educational settings are critical to a child's and youth's psycho-social development as well as learning but also for younger children, important to a parent's ability to maintain employment. Any actions taken in this area should take in to consideration all these dimensions.

Recreation and involvement in sports are also important developmental activities for many children and young people.

Specific Additional Measures for Child Care and Education Settings/Camps for the “New Normal”:

Child Care

- Routine daily symptom screening for all staff and students.
- Routine and frequent environmental cleaning.
- Explicit policy for children or staff who have the symptoms of a cold, flu, or Covid-19 with any coughing or sneezing not coming in to child care settings.

Schools (K-12)

- Routine daily screening for all staff and students.
- Routine and frequent environmental cleaning.
- Smaller class sizes, increased space between desks, alternating attendance arrangements, frequent hand washing, wearing non-medical masks for group activities and sports, and limiting group sizes.
- Clear policy for children, youth and staff who have symptoms of a cold, flu, or COVID-19, with any coughing or sneezing not coming into school or taking part in extracurricular activities and sports.
- Planning over the summer for increased use of remote online learning, especially for high school children.
- Early arrival and self-isolation for 14 days of international students.

Post-Secondary Institutions

- Routine daily screening for all staff and students.
- Routine and frequent environmental cleaning.
- Clear policy for students and staff who have symptoms of a cold, flu, or COVID-19, with any coughing or sneezing not to attend classes, extra curricula activities, sports or work.
- Increased use of on-line learning balanced against the need of social interaction for learning and development.
- Early arrival and self-isolation for 14 days of international students.

Recreation/Sports/Camps

- Routine daily symptom screening for all staff and participants.
- Support low contact sports (especially outdoor). Identify high contact sports that should not take place during the pandemic.
- Clear policy for participants and staff who have the symptoms of a cold, flu, or COVID-19 symptoms, with any coughing or sneezing not participating.
- Staff and students at higher risk of experiencing severe illness should not take part in recreational, sporting, or camp activities.