

White River First Nation Operational Plan for Reopening Due to the COVID – 19 Pandemic

White River First Nation Offices/Buildings

**Building #1A, #1B, #13, #19, #27, Pump House #1 and #2, Storage Building, O+M Garage
Beaver Creek, Yukon**

Restrictions will be lifted in stages, with consideration given to socioeconomic factors and the risk of transmission. They will be implemented as the Chief Medical Officer of Health relaxes his current orders and the timing will be dictated by evidence of transmission or possible transmission.

People within a workplace must space themselves appropriately and take increased precautions. This maximum number of people in a workspace depends on the size of the establishment and not the absolute number.

Indoor gatherings should be limited to usual household members and close family members and should not exceed 10 people. Outdoor gatherings of 10 or fewer are allowed as long as people are appropriately spaced (2 m).

The six steps to staying safe and stopping the spread of COVID – 19 are:

- 1) physical distancing;
- 2) regular hand washing;
- 3) staying home when sick;
- 4) not gathering in groups of more than 10;
- 5) avoiding travel and;
- 6) self-isolating when required.

These guiding steps to stay safe to remain within the workplace at all times.

Initially, WRFN offices will remain closed to walk in traffic (doors locked). We of course will deal with Citizens by phone or in person as long as the above six steps are followed. As part of the discussion with Citizens who need to meet in person, we will ensure that the Citizen is not sick, has not recently traveled outside Yukon, and currently has no symptoms of COVID – 19 (cough, fever and/or chills, difficulty breathing, loss of taste or smell). We need to ensure that social distancing is maintained while citizens/staff/clients are in the office environment.

The Workplace Is Expected To Follow The Recommended Public Health Measures, Including:

- 1) physical distancing for staff and clients;
- 2) regular cleaning and disinfection;

- 3) frequent handwashing and sanitizing;
- 4) use of PPE where available and appropriate; and
- 5) keeping staff who demonstrate or report COVID – 19 symptoms out of the workplace.

Workplace Information

- Two-metre distancing between individuals should be maintained. If not possible, other measures should be used, such as the use of PPE.
- Operations may need to be altered or postponed to maintain distancing. Where this is not possible (for safety reasons, transport situations), staff should wash hands often and practice good coughing/sneezing etiquette (coughing into elbow).
- Limit business-related visitors to essential services only. This may include tradespeople.
- Schedule visits to eliminate people gathering in the reception area.
- When hands are not visibly soiled and between client interactions, alcohol-based hand sanitizer approved by Health Canada can be used. Staff should wash their hands with soap and water when visibly soiled, before and after any breaks, at the beginning and end of their shift.
- Conduct business remotely (conference calls, video conference, E-mail), whenever possible.
- Limit the exchange of papers (signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance. Avoid sharing pens and office equipment, disinfect after use.

Cleaning, Disinfection and Personal Protective Equipment (PPE)

The COVID – 19 virus can survive for several days on different surfaces. Frequent cleaning and disinfection is necessary.

- Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, or when visibly soiled. These include light switches, door handles, toilets, taps, handrails, countertops, mobile devices and keyboards.
- Assign staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
- Staff should be provided access to tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers approved by Health Canada, disinfectants and disposable towels.
- If PPE is required, there must be protocols for donning and doffing the equipment, as well as instructions for disposing of it.

What Do I Need To Know?

- The COVID-19 virus can survive for several days on different surfaces and objects.
- Frequent cleaning and disinfection is important to prevent spread of the disease.

- Many common household and commercial disinfectant products will destroy the COVID – 19 virus.

What Do I Need To Do?

- Clean often. Areas visited by people should be kept clean and free from clutter.
- Commonly touched areas should be cleaned and disinfected twice daily or whenever visibly soiled. This includes light switches, door handles, toilets, taps, hand rails, counter tops, mobile devices and keyboards.

Difference Between Cleaning and Disinfecting

- Cleaning products remove dirt, dust and oils, but don't always kill germs.
- Disinfectants are applied after cleaning to destroy germs.
- Cleaning is required prior to disinfection to remove soil and ensure the effectiveness of disinfection.
- Common disinfectants include bleach solutions, quaternary ammonium, alcohol (70%) and peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.

Department Plans

Each Department will have a plan specific to the type of work that each department carries out. A schedule will be created for each staff (stagger dates that you are to be in the office). These schedules may be vastly different depending on the interactions with other, citizens and the general population.

Phase II or III of the Virus

If the virus should reappear in Yukon we would follow the CMOH (Chief Medical Officer of Health) direction as a minimum and WRFN would meet and provide further direction. If the virus were to occur in the community we would immediately lock the offices and instruct staff to self-isolate till further direction is received.

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Council Approved on: _____

Signature

Date

