

Ocean Light II Adventures Ltd.
COVID-19 Plan
(updated July 10, 2020)

Overview

Purpose

This plan has been developed in order for Ocean Light II Adventures to restart their operations while meeting Public Health Directives regarding the COVID-19 pandemic. This plan will include both the SSTOABC and CBVA approved COVID-19 best practices plans. As the current situation is constantly evolving, this document will be amended and updated to reflect the most recent information and requirements.

Ocean Light II Adventures

Ocean Light II Adventures has been offering eco-adventures on the northern BC coast for over 30 years. It is owned by Jenn Broom and she operates it with her partner Chris Tulloch. The company provides tours to small groups and offers very personalized expeditions on board the certified passenger vessel Ocean Light II.

The Ocean Light II is a 71 ft sailing vessel with 6 staterooms and is certified to carry 10 passengers and 2 crew. In addition, the vessel has a galley, two washrooms and a large interior salon. The Ocean Light II has an extensive exterior deck and two open air covered cockpits.



Public Health Directives

Ocean Light II Adventures has presently suspended their 2020 operations due to the COVID-19 restrictions put in place by the Provincial Health Authority. The Province recently proposed a 4-phase restart program for various organizational sectors. Ocean Light II along with the industries and businesses it relies on, would be able to restart their operations in Phase 3. This phase is scheduled for launch in June 2020 as long as COVID-19 transmission rates remain low or in decline.

Physical distancing can be achieved on board the Ocean Light II by reducing the operating capacity so that single travellers will not be required to share a cabin and by having the 2 crew work as a single “Working Group”.

WorkSafeBC has released new Health and Safety Guidelines and best practices. Ocean Light II Adventures will adapt these materials into an appropriate COVID-19 Safety Plan for the workplace to protect workers (crew) from the risk of exposure to COVID-19. The Safety plan is attached.

Recognizing Hazards and Assessing Risks

Ocean Light II Adventures regularly assess hazards and risks within their operations. During scheduled inspections with examiners and during drills and meetings with the owners and crew, there are discussions on how to eliminate or control the associated risks at the workplace. The owners and crew have now completed a risk assessment with a focus on exposure to COVID-19. Controls have been developed to address concerns where crew and customers can have encounters with each other or the physical environment that can give rise to contact with COVID-19. These controls are explained in the following practices, procedures and plans.

Exposure Control Plan

Recognizing that COVID-19 has been classified as a Risk Group 3 by the center of Biosecurity, Ocean Light II Adventures is required to develop and implement an exposure control plan. As Ocean Light II Adventures is only required to have a level 1 Occupational First Aid Attendant, the exposure control plan is limited to that level of First Aid training. The following operating guidelines and procedures will act as the exposure control plan along with the attached OFAA COVID-19 protocol sheet.

Ocean Light II General Operating Guidelines

Employee Policies

Employees (Crew) must

- Read, understand and know the whereabouts of this document and the SSTOABC and CBVA approved COVID-19 best practices plans.
- Practice physical distancing by working more than 6 ft apart from co-workers whenever possible.
- Wear appropriate PPE whenever physical distancing between coworkers and guests is not achievable.
- Continue to perform and maintain the safe working policies and procedures that were previously developed by the company. If this cannot be achieved than they must talk to the captain or owner so a solution can be developed.
- Stay home if they are sick or might be sick. If they become sick on board, they must self-isolate immediately.
- Avoid touching their face.
- Wash their hands at the start and end of their shift, before eating or drinking, after touching shared or common items, after using the washroom and before and after using masks or other personal protective equipment. Remove jewelry before washing.

Progressive Discipline Policy

In order to put a stop to unacceptable behavior by a crew member the following progressive discipline policy will be used.

1. Verbal warning, 2. Written warning, 3. Suspension, 4. Termination

The Progressive Discipline Program will include:

- Ensuring crew are aware of workplace policies and standards; and the consequences of inappropriate behaviour

- Giving a crew member notice that there is a behaviour issue or deficiency and thoroughly explaining the expectations. This would include providing the crew an opportunity to explain his/her behaviour.
- Providing an opportunity for the crew member to change his/her behaviour, possibly through further training.
- Including a method of measurement so all parties know when appropriate changes have been achieved.
- Agreeing on a time frame for achievement including a follow-up date for discussion.
- Ensuring the crew member is aware of the consequences should the prescribed changes not be achieved.
- Documenting each step of the way.

Crew Communication

This plan, guidelines and procedures will be kept on board and made readily available to all crew. As the current situation is constantly evolving, any updates and changes to this document will be made to the copy on board and communicated to the crew in person or via email.

Guest Communications

Prior to arrival, passengers (guests) will receive the following message;

- If you have underlying medical conditions or fall into the COVID-19 high risk category, it is recommended that you do not participate in the trip.
- Anyone exhibiting symptoms of COVID-19, which primarily displays as fever, chills, persistent cough, shortness of breath or loss of taste or smell, will not be permitted on board. If you are sick, please stay home.
- If you have travelled outside Canada, you are not permitted on board until you have self-isolated for a minimum of 14 days. If you are displaying symptoms of COVID-19, you will not be permitted on board.
- If you live in a household with someone who has COVID-19, or is showing symptoms of COVID-19, you are not permitted on board until you have self-isolated for a minimum of 14 days.

- You will be required to practice good hygiene (frequent hand washing with soap and water and use of hand sanitizers, avoid touching your face, and practice proper respiratory etiquette).
- Physical distancing is required at all times (minimum 6ft apart) while on board.
- Use your non-medical mask or face covering in situations where reasonable physical distancing cannot be consistently maintained. Guests will be required to bring their own protective face coverings sufficient for the duration of the trip. It is recommended to bring 3 cloth face coverings to allow for hand washing throughout the trip or 2-3 disposable masks per day for the duration of your trip.
- Inform the crew immediately if your health condition changes.

14 days prior to the trip departure guests will be required to take a COVID-19 Risk Assessment Questionnaire to which they must answer truthfully and share those results with Ocean Light II Adventures.

Guests will be asked to start taking precautionary measures and be socially responsible to minimize their exposure to COVID-19 starting 14 days prior to their trip departure date.

Ocean Light II Adventures advises all guests to arrange expedited travel planning on their way to their trip with us. Expedited travel is the concept of going directly from the guest home to the vessel in the most efficient manner and the least possible stops or overnights. If people want to plan other activities as part of their holiday, please do so after your trip on the Ocean Light II.

1-2 days prior to the trip departure guests will be required to inform Ocean Light II Adventures that there has been no change to their health status.

Daily health “check in” of passengers and crew will be conducted during the trip. If deemed necessary or requested, temperatures can be taken using an electronic thermometer and/or a sublingual thermometer. The crew will be trained on how to properly conduct and verify temperature checks.

Upon arrival guests will receive the following information beyond the standard welcome and safety orientation;

- Be made aware of “No Go Zones” (Galley, other guests’ cabins, navigation station, areas where physical distancing cannot be achieved).
- Be shown the locations of hand sanitizers at the main entry and exit points of the vessel, main salon, washrooms and zodiac.
- A thorough explanation on proper hand hygiene
- An explanation on how to avoid congestion and maintain distancing in staging areas while preparing for an expedition off of the vessel.
- Be shown the designated seating arrangement in the main salon for meals.
- Encouragement to stay out on deck whenever possible and avoid congregating.

Upon departure the guests will be asked to self-monitor their health for 14 days and inform Ocean Light II Adventures immediately if they show any signs of sickness during that time. Ocean Light II Adventures will then contact the local health authority and follow the appropriate contact tracing protocols.

Emergency Response Practices if COVID-19 Occurs Onboard

Should a guest or crew start to show possible symptoms of COVID-19 while on board they must immediately inform the Captain and crew. The individual will be instructed to immediately isolate themselves in their cabin, don a face mask, and remain isolated until further medical advice is received. One of the washrooms will be designated for the isolated individual. Clear signage is needed to ensure no one else uses that washroom. The Captain will contact the appropriate Local Health Authority, Telehealth Services (811) or other designated health professional (for example, on-call physician) and consult how to proceed.

We will likely not have any confirmation of whether the isolated person has Covid-19 unless the symptoms are acute or very clear. We do not have the ability to test for Covid-19 onboard. The person’s health will be designated as:

- a) Mild / unlikely and monitor.
- b) Possible Covid-19 and monitor.
- c) Severe and urgent.

Meals and drinks will be brought to the cabin door and removed from the floor outside when finished. Crew are to take extreme care to maintain hygiene and wash their hands before and after every contact. A full log of symptoms, contacts and actions will be maintained onboard.

Outcomes:

1. The isolated guest remains isolated until they cease having symptoms and are cleared by a health authority to resume participation in the trip.
2. The guest's symptoms have not changed significantly by the end of the trip and upon completion we arrange for a local Health Authority assessment and possibly isolation.
3. The guest's symptoms are clear enough or become bad enough to require evacuation from the trip. The Captain is to call the Coast Guard or the Rescue Coordination Centre and arrange for evacuation or return the vessel to port.

Upon arrival in port, all guests and crew will remain onboard, if required, until a safe disembarking plan has been provided by the Local Health Authority and/or the Canadian Coast Guard. Following disembarkation, extreme measures are needed to clean and disinfect the vessel prior to another trip if evidence shows the likelihood of Covid-19 onboard. If required, the next trip will be delayed until measures are complete.

Sanitation and Hygiene

Hand Hygiene

Crew and guests will be required to practice proper and frequent hand hygiene. Reusable hand towels will no longer to be used therefore paper towel dispensers have been installed in both washrooms. Adequate handwashing supplies will be consistently maintained in both washrooms and hand sanitizer at the main entry and exit points of the vessel.

Personal Protective Equipment (PPE)

A sufficient supply of non-surgical masks (face covering) and disposable gloves will be maintained on board. Crew and guests will be informed of the limitations, proper use and disposal of the protective equipment. Individual full-face respirators and protective suits will be available for each crew member.

Environmental Hygiene & Decontamination

Frequency of Environmental hygiene and decontamination will be increased on board and strengthened by more aggressive cleaning and decontamination products. Special attention will be placed on the disinfection of toilets, galley, and objects which are frequently touched such as light switches, doorknobs and handrails. To avoid contamination, cloth napkins and utensil holders will no longer be used.

SPECIFIC OCEAN LIGHT II PROCEDURES

Physical distancing during floatplane arrival/departure

- During arrival and departure all guests and crew will wear a face covering as physical distancing will be difficult to maintain while loading and unloading luggage. The floatplane company will also require the use of face coverings during the flight.
- For departing guests all luggage will be carried directly from their cabins to the outer salon deck. Storage of luggage in the main cockpit or salon will not be allowed.
- For arriving guests all luggage will be carried directly to the foredeck.
- One by one, arriving guests will take all their luggage directly to their cabin when directed by the crew in order to avoid congestion in the passageways.

Physical distancing below decks

- Before entering a passageway, guests and crew must look both ways to ensure it is clear of people and you are able to go directly to your destination (washroom, salon, cabin, exit).
- Guests are not to enter anyone's cabin but their own. Crew must wear PPE if they require to enter a guest's cabin and should only enter when it is unoccupied.
- The salon seating plan must be followed during meals.
- No guests in the galley.

Physical distancing for a zodiac excursion

- Only one guest at a time will be allowed in the main cockpit to put on boots and rain gear. Once they have dressed properly for the excursion they will be required to wait out on the foredeck until loading of the zodiac. The reverse will happen on their return.
- Guests and crew will be required to wear a face covering once loading of the zodiac begins and until the excursion is over and they are back onboard the Ocean Light II.

Physical distancing for onshore bear viewing

- Guests and crew will be required to wear face coverings during onshore bear viewing as the priority will be maintaining the group as a compact, moveable unit with the smallest possible “footprint”.

Food Safety

- Crew only in galley
- Sanitize food contact surfaces after every use and ensure the table is cleaned and disinfected before and after each meal.
- All meals will be plated by the cook and placed on the pass through for pick up by each individual guest.
- A set of cutlery wrapped in a disposable napkin will be distributed to each individual guest at meal time.
- Limit or eliminate shared condiment containers in the dining area.
- Ensure guests abide by the seating plan to provide appropriate physical distancing for the group.
- All dishes will be washed manually using the wash, rinse and sanitize method.
- Guest lunches during excursions off the vessel will be individually bagged.
- No “buffet style” food will be offered.

Cleaning and Disinfecting

- Hand sanitizer (W.H.O.#1) dispensers will be located in the zodiac, top of companionway, main salon and washrooms.
- Ensure paper towel dispensers in washrooms are operational.
- Wear gloves when cleaning and sanitizing.
- Use OXIVIR spray to disinfect high touch/high traffic areas and washrooms.
- During trip turnarounds, ensure that each cabin has the hatch opened and the ionization/ozonation unit is turned on.
- During trip turnarounds, the passenger lifejackets will be disinfected and when possible, be taken out of circulation for a minimum of 3 days.

Laundry

- Wear gloves when handling laundry and place laundry directly into hamper.
- Ensure crew and guests do not shake laundry.
- Ensure all laundry is dried completely.

Ocean Light II Adventures Ltd.
Work Safe BC
COVID-19 Safety Plan
(June 1, 2020)

Assessing the risks:

Ocean Light II Adventures regularly assess hazards and risks within their operations. During scheduled inspections with examiners and during drills and meetings with the owners and crew, there are discussions on how to eliminate or control the associated risks at the workplace. The owners and crew have now completed a risk assessment with a focus on exposure to COVID-19. The following areas and activities have been identified where crew and customers can have encounters with each other or the physical environment that can give rise to contact with COVID-19.

- The use of floatplanes for guest arrival and departure
- Main cockpit for a staging area for excursions
- Sharing of cabins
- Dining area
- Washrooms
- Zodiac excursions

Protocols to reduce the risks:

Elimination Control measures

- Crew and Guests will be asked to stay home if they are sick or might be sick. If they become sick on board, they must self-isolate immediately. Pre-trip guest communication includes a detailed screening questionnaire and information package regarding protocols on board.
- Guest capacity will be reduced to eliminate the sharing of cabins and facilitate physical distancing.
- Crew will work as a single working group or cohort.
- A seating arrangement has been implemented for mealtimes.
- An occupancy limit has been established for the main cockpit/staging area.
- Galley is closed to guests

Engineering Control measures

- For reasons of safety and functionality the use of barriers and partitions is not practical on board.

Administrative Control measures

- Rules and guidelines have been established using the Best Practices developed by the Small Ship Tour Operators Association of B.C.(SSTOABC) and the Commercial Bear Viewing Association (CBVA). Ocean Light II has modified and adapted some of these rules and guidelines to work specifically on the Ocean Light II.
- All crew will need to read, be familiar with and carry out the Best Practices, operating guidelines and safety plan for the Ocean Light II. Copies will be maintained on board and will be available by email.
- Any updates or amendments to the plans will be communicated to the crew in person or by email.
- Ocean Light II Adventures COVID-19 plan, rules and guidelines will be posted on the company's website.

Personal Protection Control measures

- The selection, limitations and proper use of face coverings will be explained to the crew using printed material (SSTOABC appendix C) and through demonstrations.
- The use of face coverings will be required by crew and guests during floatplane arrival and departure, during all zodiac excursions, and during on shore bear viewing.

Cleaning, Hygiene and Disinfecting Control measures

- Crew will be responsible for cleaning as described by the SSTOABC Best Practices.
- Crew and guests will be informed on how to perform proper hand and respiratory hygiene
- Hand sanitizer (W.H.O.#1) dispensers will be located in the zodiac, top of companionway, main salon and washrooms.
- Crew will ensure paper towel dispensers in washrooms are operational.
- Crew will wear gloves when cleaning and sanitizing.
- Use OXIVIR spray to disinfect high touch/high traffic areas and washrooms.
- During trip turnarounds, ensure that each cabin has the hatch opened and the ionization/ozonation unit is turned on.

Workplace Policies:

- Crew and guests are asked stay home if they are sick, might be sick, or had possible exposure to someone with COVID-19.
- Policies regarding crew and guests that start to feel ill on board are outlined in the SSTOABC COVID-19 Best Practices Protocols (Preparing and Responding to COVID-19 Cases, pg.12-14).

Communication Plans and Training:

- All crew will receive copies of the Ocean Light II Covid-19 plan, Work Safe BC Safety Plan, Exposure Control Plan and the SSTOABC & CBVA Covid-19 Best Practices. Copies of these documents will also be kept on board and will be updated and amended as required. All crew will need to read, be familiar with and carry out the Best Practices, operating guidelines and safety plans for the Ocean Light II.
- The Captain and/or Owner will be responsible for monitoring the crew, guests and vessel to ensure that the most up to date policies and procedures are being followed.

Monitoring the Workplace & Updating Plans:

- As the current situation is constantly evolving, this document will be amended and updated to reflect the most recent information and requirements.

- If there is a new area of concern or a policy/procedure that is not working or is out of date, the crew will bring it to the attention of the Captain or Owner. All parties will discuss and agree on a solution and this will be updated in the policies and procedures.

Assessing and Addressing Risks from Resuming Operations:

- A crew training/drill cruise will be scheduled prior to a full operational restart.
- There will be no new staff hired for the 2020 operational season.
- All new equipment and products will be discussed and demonstrated during the crew training cruise. Manuals and data sheets will be kept on board for future review and reference.
- The Ocean Light II has weekly visits to ensure all equipment and systems are in a working and ready state.

OFAA Protocols During the COVID-19 Pandemic

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>