



# Work Camps

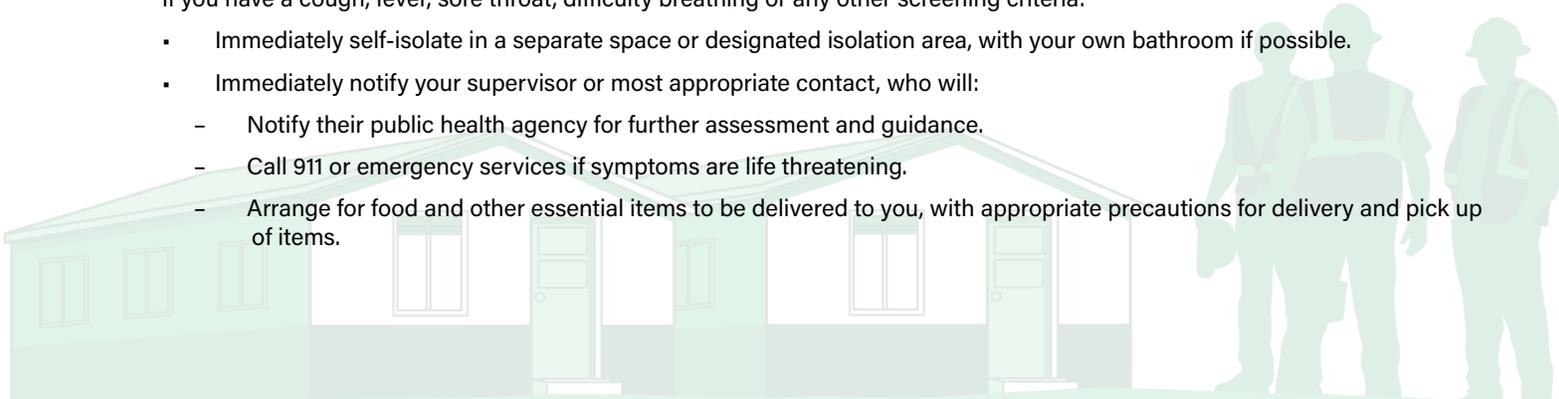
### Protecting Yourself and Others

- Training on COVID-19 risks and safe work procedures should be provided to all workers at orientation and posted on-site, in language(s) understood by them.
- Practice physical distancing by staying more than 2 metres (6 feet) apart from others.
- Continue to follow all safe work procedures. If it is unsafe to work, talk to your supervisor, health and safety committee or representative, and/or union.
- Wash your hands at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, and before leaving work areas.
- Do not touch your face.
- When physical distancing is difficult to maintain or not possible, it is recommended to wear a non-medical mask or face covering.
- Do not share personal items such as communication devices, cigarettes, vaping equipment, clothing, grooming products, or towels.
- Do not share personal protective equipment that is intended for your use only.
- Only wear reusable personal protective equipment after it has been cleaned and sanitized between users.
- Do not spit on-site.
- Remove and wash your work clothes as soon as you arrive to your room. Take a shower at the end of your shift.
- Self-monitor your health condition daily.
- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>

### If You Have COVID-19 Symptoms

If you have a cough, fever, sore throat, difficulty breathing or any other screening criteria:

- Immediately self-isolate in a separate space or designated isolation area, with your own bathroom if possible.
- Immediately notify your supervisor or most appropriate contact, who will:
  - Notify their public health agency for further assessment and guidance.
  - Call 911 or emergency services if symptoms are life threatening.
  - Arrange for food and other essential items to be delivered to you, with appropriate precautions for delivery and pick up of items.





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## Isolation

- Follow all government and public health instructions for work camps and travel.
- Temporary foreign workers (TFWs) must undergo a mandatory 14-day isolation period. This period is also recommended for new workers who have been residing in Canada. Workers in isolation should live in a separate area.
- Workers may also need to undergo a 14-day isolation period between work rotations if leaving the work camp. In some provinces, travel, by those living in work camps, to other provinces is not recommended. It is recommended that workers stay on-site during their days off, if possible.
- Ensure there is a risk assessment and management plan that considers what to do if large numbers of workers need to be isolated or require medical care.
- Keep workers with symptoms isolated.
- Workers who become symptomatic or have been exposed to someone ill while away from the work camp should self-isolate at home when possible, and not be allowed back to the work camp or to interact with other workers.

## Transportation

- All drivers and passengers should wear non-medical masks or face coverings while riding in a group transport vehicle.
- Assess workers for symptoms before they use group transportation such as a bus or plane to get to and from the work camp.
- Anyone that is symptomatic should not report to the work camp or use group transportation. Consider alternative transportation arrangements for returning individuals with symptoms to their homes.
- Make every effort to keep workers with symptoms at home. Workers with risk factors in the past 14 days, or those who have had contact with someone who is sick or has travelled, should also stay at home.
- If a person becomes symptomatic while at the work camp, consult your public health agency to determine the best approach for getting the individual to a safe setting without putting others at risk.
- Assign one driver/operator per vehicle if possible, and clean vehicles between users (steering wheel, gear shift, controls, interior and exterior door handles, etc.).
- Isolate the driver's cockpit from the passenger compartment with a physical plexiglass barrier or curtain if possible.
- Do not allow passengers to crowd together when getting in and out of the vehicle. Always maintain physical distancing when standing in lines.
- Have passengers enter buses through the back door to avoid being close to the driver.
- Passengers should be spaced apart as much as possible, such as assigned seating in a staggered pattern. Use multiple or larger vehicles as necessary to maintain distancing. Maximize fresh air ventilation inside the vehicle.
- Allow off-site workers with personal vehicles to park at the work camp, instead of sharing group transportation.
- Discourage or disallow use of public taxis and ride-share services.

## Sanitation

- Provide access to hand washing stations or hand sanitizer dispensers in prominent locations throughout the site. If hands are visibly dirty, they must be washed with soap and water.
- Clean and disinfect offices, washrooms, lunchrooms, trailers, workspaces, and other shared spaces at least once a day. Focus on commonly touched surfaces such as pens, tools, radios, vending machines, tables, chairs, handles, handrails, kettles, microwaves, light switches, sink taps, etc.
- Use household disinfectants that are approved by Health Canada (products will have a Drug Identification Number (DIN)). Follow the manufacturer's instructions for use. If disinfectants are not available, use household cleaners or a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water to help reduce the presence of the virus.
- Clean shared tools, phones, and tablets with alcohol or disinfectant wipes, or wear gloves if cleaning is not practical.



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- Use plastic liners in garbage bins.
- If someone experiencing symptoms has left camp, thoroughly disinfect their bunk area. Wash their towels, sheets, and clothing separately, as soon as possible.
- Document that facilities are being cleaned regularly, using checklists or logbooks.

## Site Management

- Adjust production outputs and schedules to reflect any necessary changes.
- Upon arrival each day, check-in and assess all workers using screening criteria. Isolate any person with symptoms and conduct a further assessment.
- Minimize contact during sign-in. Have the supervisor sign in for people (or provide separate pens), or have people text the supervisor. Clean any sign-in devices between users.
- Submit hazard assessments and documents electronically, or wash hands after handling papers.
- Stagger meetings, breaks, meal times, tool cribs, safety toolbox talks, and orientations to minimize the number of workers in one place.
- Control site movement to reduce gathering at equipment, hoists, washrooms and other high traffic areas.
- Designate travel paths so workers do not have to pass each other closely (e.g., one set of stairs for up, another for down) or have workers call out before entering a shared space.
- Limit sharing of equipment where possible, and clean or sanitize between users.
- Hold meetings in an outside or large space to allow for physical distancing of at least 2 metres (6 feet) between people.
- Hold verbal orientations to avoid touching papers.

## Crew Management

- Notify workers in advance if there are changes to screening measures and policies.
- Provide daily reminders and education to all staff about COVID-19 prevention, signs and symptoms.
- Maintain physical distancing, unless otherwise unsafe to do so.
- Keep crews together in assigned teams so that they are comfortable working in closer proximity when absolutely necessary, and to minimize spread of the virus.
- Use any necessary personal protective equipment (PPE) such as a respirator, face shield, gloves, and long-sleeved shirts, if appropriate and available. Train workers on how to work with and care for PPE, and to understand its limitations.
- Non-medical masks can be used when physical distancing is not possible or difficult to maintain. Non-medical masks must be worn correctly. Educate workers that non-medical masks are not worn to protect themselves, but to help slow the spread of the virus by reducing the spread of their own respiratory droplets (when they talk, sneeze, or cough).
- Discuss with crews how to perform work safely while maintaining physical distance.
- Evaluate work rotations and schedules to limit worker interaction and allow for 14-day isolation periods if necessary.
- Make sure workers are trained to work safely, and are trained before replacing the duties of others.
- If there are fewer workers available, make sure essential roles such as trained supervision, first aid, and fire/safety watch persons are still present.

## Living Quarters

- Each person should have their own room, if possible.
- If sleeping areas are shared, the bunks must be at least 2 metres (6 feet) apart, and oriented head to toe. The number of bunks in sleeping areas may need to be reduced. Bunks might need to be relocated, or additional sleeping areas may need to be built or re-purposed from other uses. Protective barriers such as plexiglass shields or curtains can be installed between bunks.



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- Make sure all sleeping areas, cafeterias, washrooms, and other shared areas have adequate ventilation and are cleaned, at minimum, between changes of personnel.
- Professional cleaners can be hired, or cleaning can be done daily by the occupants. Provide adequate cleaning supplies, and training on how to use the cleaners safely.
- Wash towels, sheets and clothing frequently.
- Use physical distancing strategies for all common areas. Wear non-medical masks or face coverings indoors when physical distancing is difficult or not possible.
- Consider setting occupancy limits for essential common areas and closing non-essential ones, if practical.
- On-site social events and recreational facilities may need to be limited or closed if physical distancing cannot be maintained. Encourage more outdoor activities.
- Using nearby community services, venues, and recreational facilities is not recommended, due to possible asymptomatic community spread.
- Use safe food handling practices to reduce handling of shared food and utensils (e.g., do not use self-serve buffets, provide pre-packaged meals, have servers dish food, remove shared condiment bottles, etc.).
- Set up direct deposit, internet, and phone access so workers can manage their funds, buy personal supplies, and communicate with family without leaving the work camp.
- Arrange for all supplies to be delivered, if possible. If it is necessary to travel into the community, designate a single shopper for the work camp.

## External Support Services, Visitors, and Clients

- Do not allow any visitors or off-site workers into the work camp accommodations.
- Non-essential and social visitors should be limited or not allowed.
- All visitors should be screened for health status and contact history. Have all visitors sign in and provide full contact information for themselves and their employer (telephone, email, physical address) for contact tracing.
- In all cases where an external service provider must visit the camp, maintain physical distancing as much as possible, minimize exposure of workers, wear masks if needed, provide hand washing facilities to visitors, and sanitize the work area before and after the external service provider does their work.
- Communicate with delivery or trade services about your physical distancing requirements, and also work with those services to assist with their requirements.
- Manage clients using electronic communication and no-contact delivery methods.
- Cooperate with public health inspectors or occupational health and safety officers at all times.

**Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.**



This tip sheet was developed in collaboration with the Saskatchewan Mining Association  
<http://saskmining.ca/>

For further information on COVID-19, refer to the Public Health Agency of Canada  
<https://www.canada.ca/coronavirus>

**Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.**