

Free Spirit Spheres inc. Safety Plan

Objectives:

Stop the spread of COVID 19. Keep people safe and healthy.

Include this message as part of our Booking/Confirmation communication with guests.

Ensure everyone who arrives on the property is healthy and not exhibiting symptoms of COVID19. Signs placed at entrance to house and in reception/office sphere.

Ensure all workers and employees have proper PPE at the beginning of each day.

Minimize human traffic at the premises. Discourage tourists who just want a look.

When dealing with potential sources of contamination put on PPE and observe protocols.

Whenever possible eliminate the virus from the premises.

- Screen workers and guests as they arrive at the premises.
- Ask if any of them are exhibiting symptoms of COVID 19 and if so send them home to quarantine.

Completely sanitize Spheres, toilets, bathrooms and common areas. After guests leave and before new guests check in.

It is not possible for any workers to work from home, so substitute workers will be required if anyone exhibits symptoms of COVID19 and has to go home.

Promote social distancing and hand washing.

Place COVID Symptom signs at entrances to each structure.

Place hand sanitizer in every structure to encourage hand hygiene.

Keep disinfectant wipes available for sanitizing. Especially POS terminals and High Touch Surfaces like door knobs, handles, taps, light switches and timers, pens and clip boards.

Close the kitchen and sauna for the duration of the pandemic.

There are 3 washrooms available for workers and each has a toilet sink and shower.

Private washrooms are available for the occupants of each sphere

Front desk structure has a maximum occupancy of 3, with a Lexan screen separating guests and office staff

Rooms that staff frequent (laundry room, kitchen, and break room) have a maximum occupancy of 2 and are regularly cleaned.

Personal Protective Equipment, PPE:

Free Spirit Spheres will make the following PPE available to FSS Staff and Contractors.

Face Shield, N95 face mask. Latex/Nitrile gloves. Employees are asked to bring a change of clothes.

Shower is available so employees can shower and change before leaving the property.

Action Steps for Cleaning and/or Maintenance of facilities.

Assess the situation:

Get the input of Employees, FSS staff and WCB/PHO recommendations.

Determine levels of exposure and put on appropriate personal protective equipment.

Watch for vectors that could transmit virus from an infected object to a host, and eliminate them.

Clean and Sanitize the infected surfaces or take away the vector. Coffee pots and kettles, board games, cards etc.

Vacuum all upholstered surfaces and rugs with a HEPA filter equipped vacuum. Wear a well fit mask while vacuuming.

Employ appropriate procedures and protocols to reduce the risk. Then clean and sanitize everything.

After guests leave, and before any FSS employees enter the space:

- Put on your Personal Protective Equipment.
- Ensure medical or N95 masks fit properly.

Thoroughly vacuum all of the horizontal surfaces and soft surfaces using the Miele Vacuum with an HEPA filter.

- Avoid re-contaminating clean surfaces. Don't vacuum a dirty cushion on top of a clean one. When stripping the bed don't put the duvet on a dirty surface after you remove the cover.

Remove any garbage and food waste.

Carefully strip all the bedding and put it in a black plastic garbage bag

- Be careful not to flap or shake the soiled bedding, or make any movements that could aerosolize the virus..

Throw anything guests leave behind in the trash. Anything disposable that guests may have touched should go in the garbage, unless it can be completely sanitized.

Remove soiled bedding from the sphere.

Wash hands frequently when cleaning spheres or wear latex gloves.

Avoid use of spray bottles or pressure sprayers that could aerosolize the virus

Use disinfectant wipes and Dustbane OXY-Q disinfectant to clean any potentially contaminated surfaces while wearing rubber gloves

Prepare a bucket of hot soapy water

Wash each sphere or room from top to bottom with the detergent solution. Wash inside cupboards and wash everything inside cupboards.

Disinfect all high touch surfaces with a Clorox or Lysol (Disinfectant) wipe and dispose of the

wipe.

Wash all cutlery, dishes and glassware in the sphere with a strong detergent solution.

Laundry.

Wear face mask and gloves when doing laundry.

Wash hands immediately after gloves are removed.

Don't shake dirty laundry as it may aerosolize the virus.

Wash the top of the washer and dryer and any surfaces that may have contacted dirty laundry – before putting clean laundry on that surface. Clean and disinfect clothes hampers and wash the bag.

Use hottest possible washer and dryer settings.

In the presence of guests, employees or other visitors.

Always promote social distancing of at least 2m or 6'.

Wear an N95, or medical grade face mask or equivalent

Wash your hands often or use hand sanitizer. Offer hand sanitizer to others present.

All guests visiting the Free Spirit Spheres property will be recorded along with their contact information upon arrival in the office sphere

Guests are asked the morning of their arrival if they are showing any symptoms of COVID-19

A COVID-19 Symptom Checklist is posted on the counter at the reception desk.

Employees are only to report to work if they are feeling well and show no symptoms of COVID 19.

Daily COVID-19 declaration forms are posted on the entrance door of the building and must be completed by employees prior to the start of work and before entering the building.

If guests or employees are feeling ill prior to their arrival , they are not allowed to arrive on site

Working from home is not possible for employees that have COVID-19 or are symptomatic

If a worker tests positive for COVID-19, the employee will be asked to stay at home and will not be permitted to return to the workplace until they are free of the COVID-19 virus.

Any other employees who worked closely with the affected worker will also go into self-isolation at home for 14 days, to prevent the infection from spreading in the workplace, and contact HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

If a worker or guest becomes symptomatic while at Free Spirit Spheres, they will immediately

be sent home to isolate for 14 days and monitor symptoms. Free Spirit Spheres will also:

- Clean all common areas where the affected individual may have had access to, thinking about access and egress routes that the individual may have taken when coming to and leaving work.
- Aside from performing a deep clean, an enhanced daily cleaning schedule will be implemented on an ongoing basis.
- Use appropriate cleaning and disinfection products, along with any required personal protective equipment.

FSS Staff and Contractors

Have a shower.

Change to street clothes at the end of your shift and before leaving premises. Avoid transferring possible contamination to your car.

Carefully put soiled work clothes in a bag.

Launder them as soon as you get home and throw the bag away or put it in a safe place.

Employee feedback about current COVID-19 protocols and the FSS Safety Plan is welcomed and can be brought up to the Free Spirit Spheres managers at anytime

The COVID-19 Safety Plan will be reviewed and updated regularly as new health recommendations, employee feedback and guest recommendations come to light

Employees have been WHMIS trained and are aware of the proper use and storage of cleaning supplies

****Harassment and violence by guests over aspects of this policy will be treated the same way as general harassment and violence****