



Zanzibar Holdings Ltd.

"Our business is about trees. Our success is about people."

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To all Zanzibar staff,

In light of the progression of COVID-19 in Canada Zanzibar is taking the following precautions listed below. We want to be welcomed by the communities we will be working in, and provide them with a level of confidence that we are all doing our due diligence. Having these protocols and documentation in place is vital to enable us to continue with our planting season. In order for these procedures to prove effective everyone must participate. We value your safety and are carrying out the following precautions as per our JOHSC meeting. The following Zanzibar COVID-19 Policy is adapted from the planting bulletin drafted (March 16th, 2020) by Jordan Tesluk (BC Forest Safety Council Safety Advocate). We anticipate further updates to this bulletin as updates come in from the Public Health Authority and/or Canadian government:

Definitions:

1. Social Distancing:

- a. Maintain a 2 metre distance from others when out in public spaces
- b. Avoid groups or gatherings.

2. Self isolation:

- a. Isolation practices required:
 - i. Not going out of the home setting. This includes school, work, or other public areas, and minimizing close contact with others in the community.
 - ii. Not using public transportation (e.g. buses, subways, taxis)
 - iii. If leaving the home setting cannot be avoided, maintain a 2 metre distance from others.
- b. Additional recommendations:
 - i. Having supplies delivered home instead of running errands (supplies should be left on the front door or at least a 2 metre distance maintained between people)
 - ii. Watch how to social distance at the grocery store- A CBC video resource: <https://www.cbc.ca/player/play/1712523331517>

3. Mandatory Quarantine:

- a. Mandatory quarantine is the imposed separation or restriction of movement of individuals, groups or communities, for a defined period of time and in a location determined by the PHA. As local circumstances will vary across Canada and

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within regions, quarantine may be used to contain, delay or mitigate COVID-19, although its effectiveness once there is widespread community transmission is unknown. An individual in mandatory quarantine is asymptomatic but may have been exposed to the virus causing COVID-19. A decision to implement mandatory quarantine requires careful consideration of the safety of the individual/group/community, the anticipated effectiveness, feasibility and implications.

Zanzibar's COVID Policy:

In order for employees to be eligible to return to work they must abide by the following policies:

1) Self isolation:

- a) Zanzibar's self isolation policy:
 - i) In order for employees to be eligible to return to work they must conduct self isolation practices (please see definition above)
- b) BC Public Health's Services recommendation:
 - i) Staff who are now returning from international travel are to stay home (not join the workforce) and self isolate for 14 days after returning to Canada; as per government regulations. They should monitor themselves daily for symptoms like fever or cough.
 - ii) Staff who have been in close contact with someone who has been diagnosed with COVID-19 should stay home and self isolate for 14 days after their last encounter and avoid contact with other people, including other company staff. Individuals should monitor themselves daily for symptoms like fever and cough.
 - iii) All staff who fly domestically should practice social distancing and monitor themselves daily for symptoms like fever or cough for 14 days. (and check with airlines for reports for COVID-19 exposure post flight)

Any worker that has a confirmed case of COVID-19, must secure permission from a Public Health Official or doctor prior to coming to work in addition to notifying an Operations Manager.

2. Pre-screening when arriving at worksites/camps:

- a) All workers must monitor their daily symptoms and temperatures in the sheet attached.
- b) [Active Daily Monitoring Contact Form \(HyperLink\)](#)
 - i) Temperature screening must be done with a properly calibrated device, with temperature thresholds based on Health Canada guidelines.

Common thresholds for COVID-19 screening at this time specify 37.5 degrees as an indicator of potential infection.

- c) You must get clearance from the Operations Manager prior to arriving at the worksite. Results of employees' tests will be kept in the strictest of confidence; they will not be shared with other employees, except on a "need to know" basis.
- d) All workers will be screened for COVID-19 symptoms by Management prior to being allowed to join the workforce.
 - i) **You must email** nicole@zanzibar.ca **48 hours prior to your anticipated work start date.** Please notify her when 14 days of entries are completed.

3. Continuing Your Due Diligence

a. Monitoring- documentation:

- i. Once entering the worksite you are required to continue monitoring and recording your daily symptoms and body temperature in the [Active Daily Monitoring Contract Form \(HyperLink\)](#) (unless another data management software is specified in the future).
- ii. You are required to continue monitoring until further notification from the operations manager.

b. Social distancing & hygiene:

- i. All staff are to practice social distancing (avoiding large crowds, staying 2m away from people, not sharing cigarettes or drinks) prior to arrival, and once they have arrived at the job site (including day off interactions).
- ii. Workers are encouraged to bring their own sanitizer and hygiene supplies for personal use both on and off the jobsite. Zanzibar will have bulk soap (liquid) and sanitizer, please bring your own containers to fill up.
- iii. Staff are to exercise proper precautions when traveling to work, including frequent hand washing, minimizing contact with large crowds, and avoiding touching one's own face. All workers must wash hands before entering crew trucks, or shared dining or food prep areas. This includes washing hands in the morning and at the end of day before getting in the trucks. Workers are to wash hands with soap and scrub for 20 seconds. At a minimum workers are to use hand sanitizer prior to entering vehicles. (Hand washings has proven to be more effective than hand sanitizer)
- iv. All workers are to use proper hygiene techniques when sneezing or coughing. Use a tissue and dispose of it in garbage. If no tissues available cough/ sneeze into the elbow of the arm- not into the hand where the virus will spread to everything you touch.
- v. Avoid touching your eyes, nose, mouth or face. As this is the easiest path for the virus to enter your system. Avoid shaking hands, or having close contact with people

- vi. All trucks shall be cleaned (wiped down with disinfecting cleaner) every shift (3 days) or if someone has been traveling in a vehicle is symptomatic.
- vii. Any worker with fever, snuffle, cough, or respiratory difficulty shall be asked to self isolate. If symptoms start during the working day; workers are to wear a face mask (if available) when travelling in a vehicle returning home from work.
- viii. Level three first aid attendants will have thermometers available to monitor for high fever temperatures.

In the case of any suspected individual case or suspected exposure of COVID-19 at a work site, the supervisor of the operation must immediately contact a Medical Health Officer for instructions. The Public Health Authority in British Columbia can be reached by dialing 811.

Additional resources and where to find updates (*these links and forms can also be quick referenced under the "Cariboo operations" project in Asana for those who have access*) :

Coronavirus Fact Sheet, obtained from a government agency or Center for Disease Control:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Where to direct your questions with the recognized information sources, such as government websites:

[http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))

The steps that we all take in the next couple of weeks will impact the spread of the COVID-19 in our communities as well as our ability to continue with our upcoming field season.

Please understand that this is a dynamic and evolving situation. Changes to the above policies may occur in line with guidance from health officials, and we require all employees to remain flexible and available for updates. We are taking all precautionary measures available in order to maintain operational status across all projects, however; as the situation evolves, we will be adapting to changes in real time. This is for the safety and health of Zanzibar employees, contractors, as well as the local communities in which staff will be deployed and interacting with.

Sincerely,
Zanzibar Management
Tony Harrison & Gord Saunders