



TRM COVID-19 PROTOCOLS

In addition to the protocols described in the "[Safe Working Measures During a Pandemic \(SWMDP\)](#)." Health & Safety Guideline, the following task specific protocols are to be followed.

As it relates to the Ontario government's [Enhancing Public Health and Workplace Safety Measures](#), staff are expected to adhere to the following measures:

- *If you have been approved* to access the office or conduct field work, before starting your workday, you must complete a self-assessment using the 'My Screening' function on CVC's COVID-19 App on Teams. Ensure that you follow all of CVC's COVID-19 protocols and limit your interactions with other people (CVC staff, members of the public) to the fullest extent possible.*

***Note:** Approval to access the office is required via the 'Request Office Use' function on the COVID-19 App on Teams.

- *If you are indoors for any reason you must wear a mask or face covering that covers the mouth, nose and chin at all times with the only exception being when eating or drinking.*
- *If at any time you are working, indoors or outdoors, and the 2 meters/6 feet distance cannot be maintained between yourself and anyone else and you are not separated by plexiglass or another impermeable barrier, eye protection must also be worn as PPE.*

1. Site Specific Guidance (see below for task specific guidance)

1.1. Jim Tovey Lakeview Conservation Area

- Before arriving onsite all staff must fill out the TRCA online Screening Survey for Contractors and Essential Visitors: <https://forms.trca.ca/wp/covid-19-screening-survey/?trcaem=bryan.widner@trca.ca>
- Once arriving on site, staff are to check in with the TRCA site supervisor to review JTLCA health and safety procedures and TRCA's COVID-19 guidelines.
- The project lead is to ensure that staff members are wearing appropriate construction PPE (hard hat, high visibility shirt or vest, green patch boots, work gloves, safety glasses if dusty/windy, ear protection if near dump trucks) at all times on-site



2. Program Specific Guidance

2.1. Nursery Operations

2.1.1. *De-winterization/Winterization*

Maximum staff: 8 (2 crews of four)

- Stock sequencing, condensing (i.e. reorganization of stock in preparation for the growing season), and tipping/cover (i.e. laying plants down on their side, allowing a felt blanket to be laid overtop to protect plants from frost damage over the winter) is to be completed by two crews with up to four staff in each.
- Whenever possible while moving stock, blankets, and cinder blocks, each staff member is to maintain 2-metre/6-foot spacing between other staff. In order to do so, only two staff at a time should be using the same trailer or pallet and alternate the times at which they are placing the item on the trailer or pallet while loading or unloading. If the spacing cannot be maintained in particular situations, safety masks and glasses (or safety masks and faceshields) must be worn at all times following the protocol outlined in the SWMDP guideline.
- Work gloves are to be worn at all times. Whenever work gloves are removed for any reason, hands must be thoroughly washed immediately or sanitized before touching any other surface following the SWMDP protocol.
- Each crew will have one Kubota RTV with two attached trailers for moving the stock. Each Kubota RTV is to be assigned to one individual for the day to be used only by that individual and disinfected at the end of each day following the disinfection protocols for vehicles as per the SWMDP guideline. The RTV should be assigned to the same person each day as often as possible.
- The Massey Ferguson tractors or Skid Steer (or Kubota tractor) may be used to move pallets of cinder blocks back to their storage location - the tractor used is to be assigned to one individual for the day and is to be used only by that individual and disinfected at the end of the day following the disinfection protocols for vehicles as per the SWMDP guideline. . The tractors should be assigned to the same person each day as often as possible.
- Whenever possible, stock is to be handled by one/same staff only while being moved.

2.1.2. *Stock Pick-up*

Maximum staff: 1

- Pick-up and delivery of potting and/or potted stock will be completed by one staff assigned to vehicle #1398 or #1438 depending on which vehicle is most suitable for the needs of the pick-up.
- Before driving to the supplier, advise the supplier of CVC's *COVID19 Guideline* and task specific guideline. If the protocols cannot be accommodated, discuss alternatives, and receive approval from site supervisor before proceeding.



- Request that supplier's staff load the stock themselves. If this is not possible determine ahead of time if your assistance is required and ensure that work gloves and face masks are worn and maintain the 2 metre/6 foot spacing between other workers. If the spacing cannot be maintained, wear a face mask with safety glasses or a face mask and face shield and minimize the amount of time spent close together.
- Have the supplier email the packing slip and invoice (if possible) and forego a signature.
- If a signature is required, ensure to sanitize hands thoroughly before and after handling any hard copy documentation.

2.1.3. Stock Unloading

Maximum staff: 2-4 (depending on quantity of stock)

- Whenever possible, ensure stock (individual units, bundles, or bags) are handled only by a single staff member when being unloaded between the truck and trailer and the nursery or cooler.
- Work gloves to be worn at all times. Whenever gloves are removed for any reason, hands must be thoroughly washed immediately or sanitized before touching any other surface.
- While moving stock, maintain the 2 metre/6 foot spacing between staff at all times by alternating the timing at which staff are approaching truck bed and trailer and placing the stock in its location. If this is not possible, a face mask and safety glasses should be worn at all times.
- If stock is stored in the cab of the vehicle rather than the trailer, only the staff member assigned to that vehicle is to unload it.

2.1.4. Stock/infrastructure maintenance (irrigation system start-up, potting machine service, mulch storage area set-up, potting area set-up)

Maximum staff: 2

- Any equipment or tools needed for a particular task are to be assigned to an individual each day to be used only by that individual and disinfected at the end of the day following the disinfection guidelines outlined in the SWMDP guideline.
- If a piece of equipment or tool must be shared for any reason, keep disinfectant wipes on hand to thoroughly wipe down touch-points prior to use by a secondary staff member. Sanitize hands immediately after use of any shared equipment or tools.
- Work gloves or disposable gloves are to be worn at all times. Whenever gloves are removed for any reason, hands must be thoroughly washed immediately or sanitized before touching any other surface.
- If the spacing cannot be maintained, wear a face mask and safety glasses or a face mask with a face shield.



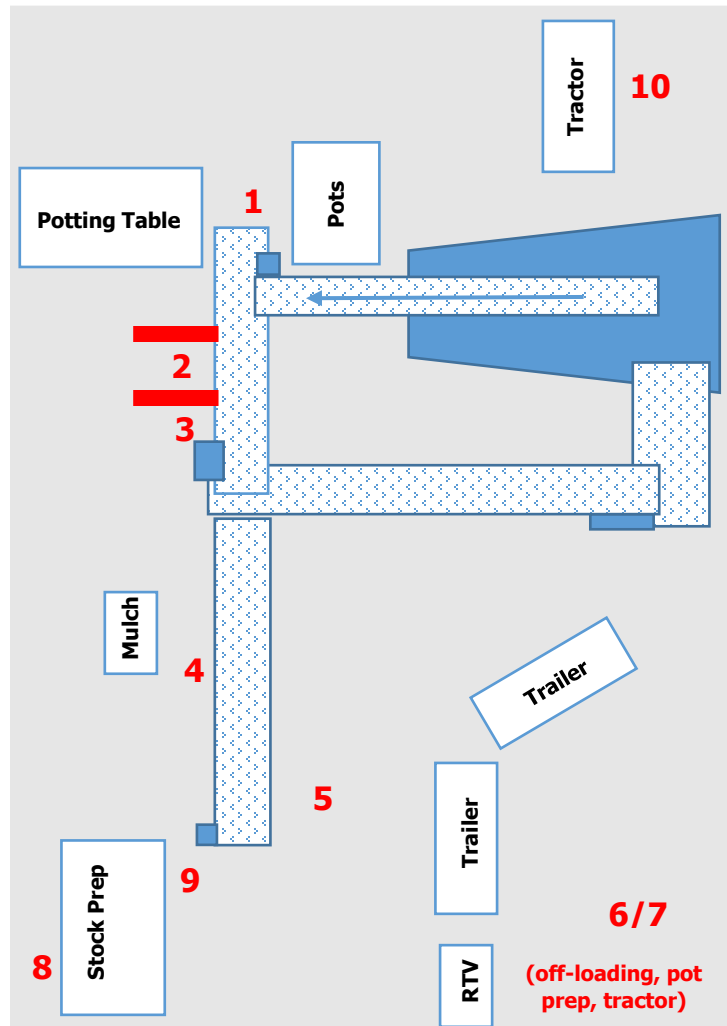
2.1.5. *Potting*

Maximum staff: 10

- Before operations begin, clear plastic partitions are to be installed in locations on the potting line where the 2 metre/6 foot spacing between staff is not possible. This is indicated by the red lines in **Error! Reference source not found.**
- Face masks and safety glasses (or face masks and face shields) are to be worn at all times during potting operations, except when staff are eating during designated break times or when outdoors and the 2 metre/6 foot spacing can be safely maintained.
- Work gloves are to be worn at all times. Whenever work gloves are removed for any reason, hands must be thoroughly washed immediately or sanitized before touching any other surface.
- Equipment and tools are to be assigned to a single staff member and only used by that individual; that staff member will be responsible for disinfecting their equipment at the end of each day following **Error! Reference source not found.**
- **Note:** Due to the need for staff to change positions on the potting line throughout the day to avoid potential injuries caused by repetitive motions and physical exertion, it may not be possible to assign equipment or tools to a single individual for an entire day. If this is the case, the equipment or tool must be disinfected thoroughly between use by the different staff following **Error! Reference source not found.**
- While unloading stock into the nursery from the trailers, maintain the 2 metre/6 foot spacing between staff at all times by alternating the timing at which staff are removing stock from the trailer and placing it in the nursery.
- Only one staff at a time is permitted to ride in the Kubota RTV out to the nursery to off-load the potted stock (i.e. the individual assigned to the Kubota RTV at the time). The supporting staff must use a separate vehicle assigned to them or walk.



Figure 1: Potting Machine Set-up and Staff Positions



- At the end of every day a sufficient amount of time will be allocated to clean all equipment, tools, potting machine controls and other common contact surfaces (e.g. door handles) in the potting area under the supervision of the site supervisor, following general protocol outlined in ***Error! Reference source not found.***
- Potting media delivery:
 - When placing order, advise dispatch to leave paperwork in the Warwick drop box.
 - If interaction with the delivery driver is necessary, maintain a 2 metre/6 foot spacing with them at all times.
 - Remind them of the drop box location. If a signature is required, sanitize or wash hands immediately before and after and use the drop box to maintain the spacing.



2.1.6. *Stock Shipment*

Maximum staff: 2-10 (depending on quantity of stock)

- Whenever possible, ensure stock (individual units, bundles, or bags) are handled only by a single staff member when being unloaded from the vehicle or trailer to the cooler or nursery.
- Work gloves are to be worn at all times. Whenever work gloves are removed for any reason, hands must be thoroughly washed immediately or sanitized before touching any other surface following protocol in the SWMDP guideline.
- While unloading stock, maintain the 2 metre/6 foot spacing between staff at all times by alternating the timing at which staff are picking up stock from its location and placing stock it on the truck or trailer.
 - This may be impractical at times; safety masks and glasses must be worn if the spacing cannot be maintained in particular situations, following the protocols in the SWMDP guideline.
- If a pick-slip is required by the customer, a digital copy is to be sent whenever possible.
- For internal CVC customers, the slip can be left in the shipping drop box.
- Advise the customer of the stock shipment of the H&S protocols that have been taken.

2.1.7 *Seed Collection*

Maximum staff: 1-2

- Seed collection can normally be completed by a single staff member; however, for remote collection or collection of large volumes may require an additional staff member.
- If collecting with a partner, ensure 2 metre/6 foot spacing is always maintained.
- In the case that social distancing cannot be maintained, PPE must be worn. At a minimum a safety mask and safety glasses or a safety mask and faceshield should be worn when in close proximity to another staff member.
- Where possible, staff should not share equipment (collection bags, pruners, or bucket for "Float Test"). In the case where it is necessary for equipment to be shared work gloves (or disposable gloves) must be worn and hands are to be sanitized immediately after removing gloves.

2.1.8 *Cultural activities – crating, spacing, pruning, weeding*

Maximum staff: 8 (depending on how many beds require attention)

- Cultural activities, including: crating, spacing, pruning and weeding, are to be completed with the least number of staff as possible to ensure 2 metre/6 foot spacing is always maintained. If more staff are required to complete a task, sub-teams of staff can be created to help maintain the minimum spacing requirements.



- If 2 metre/6 foot spacing cannot be maintained, staff are required to wear face masks and safety glasses (or face masks and face shields).
- Whenever possible, ensure equipment and tools are handled only by a single staff member. If equipment or tools must be shared for any reason, thoroughly disinfect with wipes prior to handling by a secondary staff member.
- At the end of each day, staff will be responsible for the sanitization of all equipment used throughout the day. Please refer to the SWMDP guideline for protocol regarding the disinfection of tools and equipment.

2.2 Seedling Program (Reforestation)

Please refer to [SWMDP guideline](#) for protocol regarding the disinfection of tools and equipment. All vehicles and equipment must be cleaned and disinfected at the end of each day.

When staff cannot maintain a safe distance (2m/6ft) for any reason, then a mask and eye protection must be worn.

2.2.1. Stock Pickup

Maximum staff: 1

- Pick-up and delivery of stock will be performed by a staff member that is assigned to vehicle #1853 or #1548 according to which vehicle is most suitable for the particular needs of the pick-up.
- **Refer to Section 2.1.2** (Nursery's Stock Pickup) for remainder of seedling stock pickup protocol.

2.2.2. Stock Unloading

Maximum staff: 2

- **Refer to Section 2.1.3** (Nursery's Stock Unloading) for seedling unloading protocol into forestry cooler.

2.2.3. Stock Loading

Maximum staff: 1

- Loading of stock will be performed by a CVC staff member that is assigned to vehicle #1853 or #1548 at the beginning of each week.
- Bags being loaded may have been handled by other staff during the stock unloading phase. Once loading is complete, hands must be thoroughly washed immediately or sanitized before touching any other surface.



2.2.4. *Site Preparation*

Maximum Staff: 1

- Site prep will be performed by a CVC staff member that is assigned to vehicle #1853 or #1548 at the beginning of each week, according to which vehicle is most suitable for the needs of the site.
- Equipment and tools are to be assigned to an individual to whom one of the above trucks are assigned. They are to be used only by that individual for the duration of the site work.

2.2.5. *Machine Planting*

Maximum Staff: 4

- *During machine planting a staff member will be assigned to the CVC vehicle used to transport the stock at the beginning of each week.*
- The assigned staff member (see above point) will arrive on site with the CVC vehicle that stock was loaded into (see "Stock Loading" above). All other staff will arrive on site in their assigned CVC or personal vehicle.
- In some cases, the tractor will have to be floated from one site to the next. In this situation the Site Supervisor will arrive on site with truck #1548 and the float trailer. A second staff member will arrive on site in a separate CVC vehicle that the stock was loaded into.
- Equipment and tools (e.g. shovel, planting bags) are to be assigned to an individual for the duration of the planting season by the Site Supervisor; they are to be used only by that individual and transported to and from the site each day by the individual.
- Staff will be assigned a side of the planter each day for loading stock and will only load stock into the compartments on their respective sides.
- Stock is handled by multiple staff throughout the planting process, therefore hands must be thoroughly washed or sanitized after handling stock and before touching any other surface.
- The project lead will always be assigned operation of the tractor and will disinfect it at the end of the day.
- The planter will be assigned to one individual for the duration of the day by the Site Supervisor at the beginning of each day and will be disinfecting at the end of the day.
- While planting, maintain the 2m/6ft foot spacing between staff at all times. This is easy to accomplish as staff sitting in the tractor and the planter are 2m/6ft apart under normal circumstances
- The third staff member will always keep at least a 2m/6ft distance between themselves and the back of the machine planter when conducting quality checks in the planting rows. This is done regardless of COVID-19 to ensure a safe distance around heavy machinery. Hands must be thoroughly washed or sanitized after touching stock and before touching any other surface.



- At times, a fourth staff member may assist with quality checks. A minimum of 2m/6ft will be maintained to perform this work.

2.2.6. *Hand Planting*

Maximum staff: 5 (crew of 1-2 when planting on same site as 3-person machine planting crew; crew of up to 4 when at site with only hand planting)

- The project lead will arrive on site with CVC vehicle that stock was loaded into (see "Stock Loading" above). All other staff will arrive on site in their assigned CVC or personal vehicle.
- Equipment and tools are to be assigned as described above in **Section 2.2.5**
- Stock is handled by multiple staff throughout the planting process, therefore hands must be thoroughly washed or sanitized after handling stock and before touching any other surface.
- Only one individual will load stock into their planting bags at the stock cache (either in the pickup truck or a cool location under a tarp) at a time. If another planter is waiting to reload their bags, they must wait at least 2m/6ft away.
- While planting, always maintain the 2m/6ft spacing between staff.

Planting Large Areas

- When planting large areas this spacing will be accomplished by assigning each staff to a separate quadrant of the planting area.
- When the planter has completed their assigned area, they will notify the Site Supervisor and be reassigned a new area or share another planter's area following the guidelines below for planting smaller areas.

Planting Small Areas or in a Group (2 or more people in same area)

- When the planting project is made up of several small areas then the 2m/6ft spacing will be accomplished by assigning each staff to their own separate planting area. These areas will be already be delineated on the planting map.
- Where staff must plant in the same area (and the above methods for hand planting unique areas is not possible) and in adjacent rows (rows are separated by 2.4m/8 feet), additional spacing of 10m or more will be accomplished by having the lead planter begin planting until they are >10m from the start of the row. The next planter will begin their row, being sure to remain at least 10m back from the lead planter (and 2.4m over in the adjacent row).

Sites with both Machine and Hand Planting

- On sites where both a machine planting crew (3-4 people) and hand planting crew (2 people) are both working, the two crews will be separated by planting areas. Hand planting areas are delineated by the planting map.
- Where the hand planting area is to be determined by the extent of where the machine planter can go, the hand planting crew will wait (or plant an alternate area) until the machine planting crew has completed the area and the hand planting crew can begin.



2.3 Potted Stock Planting (Naturalization)

2.3.1. *Stock Loading*

Maximum staff: 5 (2 groups of 2-3)

- Loading of stock will be performed by the entire crew, the individuals tasked with driving 1440 and 1398 (covered trucks) will split into 2 groups each assigned with either 1 or 2 helpers dependent on the amount to be loaded. The drivers will each have their own pick slip and all staff will wear appropriate PPE (masks, protective eyewear) when loading.
- The driver of the truck will oversee the pick slip, moving the truck and loading the plants onto the back of the truck (while staying on the ground, outside the truck bed).
- The helper ('stacker') will stay inside the truck bed to organize the plants. When the driver approaches the truck, the stacker will stand at the back of the truck bed to allow 2m/6ft of distance between the two. The potential third individual will assist the driver with loading from the nursery to the truck bed. The loaders will maintain 2m/6ft while selecting stock from the nursery and will approach the truck one at a time to ensure social distancing.
- 1438 (water truck) will be loaded by the individual assigned to the truck. They will be responsible to load water and hard goods. The employee will sanitize their hands before and after touching any communal equipment or surfaces such as the pump house hose or the sea can where hard goods are stored.
- Trailer hook up and RTV loading will be performed by 2 individuals. When backing up equipment a spotter is always necessary as a safety precaution. Both individuals will appropriate PPE and maintain social distancing throughout the process.
- Potted stock will be handled by more than one person therefore hands must be sanitized or washed before and after loading.

2.3.2. *Stock Unloading*

Maximum staff: 5

- All staff members will arrive on site in their separate, designated CVC/personal vehicles.
- The supervisor will ensure that all staff members are aware of the safety procedures and PPE requirements for each site. If additional PPE is required aside from steel toe boots such as high visibility clothing or hard hats the supervisor will notify staff members prior to entry of the site.
- When unloading the potted stock at site:
 - All staff members will wear appropriate PPE (masks, protective eyewear).
 - Each staff member responsible for a truck will unload the stock from their vehicle and place it a minimum of 2m/6ft away from the truck/trailer
 - Two additional employees will be responsible for grabbing the stock and sorting it by species in a predetermined location at the staging area.



- Once the trucks are emptied of plants one staff member will begin placing while the rest of the plants are sorted by additional employees
- Since the potted stock will be handled by more than one-person, nursery gloves must always be worn, and hands will be sanitized after unloading stock

2.3.3. *Planting*

Maximum staff: 2-3 crews of 3-4 staff

- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day. As much as possible, equipment and tools will be assigned to an individual staff for the duration of the project. They are to be used only by that individual and transported to and from the site each day by the individual.
- The staff member responsible for 1438 will also be responsible for unloading all required equipment and materials. They must sanitize their hands before and after unloading. Once unloaded, other staff members may approach the truck one at a time to grab necessary equipment and materials.
- While planting, each staff member will always be assigned to a specific area to maintain the 2m/6ft spacing between staff.
- When equipment is being returned at the end of the day staff will return equipment to a predetermined location where it will then be loaded into the CVC vehicles by the staff member assigned to the vehicle.
- Once back at Warwick the equipment and vehicles will be disinfected following the ***Error! Reference source not found.***

2.4 Grassland Seeding

2.4.1. *Hand Seeding*

Maximum staff: 6

- All staff members will arrive on site in their separate, designated CVC/personal vehicles.
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day. As much as possible, equipment and tools will be assigned to an individual staff for the duration of the project. They are to be used only by that individual and transported to and from the site each day by the individual.
- The staff member that is responsible for the seed, must be the only staff member to handle the bag(s) of seed and should be wearing disposable gloves while transferring the bag(s) from the shop to their assigned CVC truck.
- The staff member responsible for the CVC trucks will also be responsible for loading and unloading all required equipment and PPE. They must sanitize their hands before



and after unloading. Once unloaded, other staff members may approach the truck one at a time to grab necessary equipment and materials.

- Each staff member is to remain within their assigned area and maintain the 2m/6ft spacing between individuals.
- Hand seeding activities are as follows
 1. Each staff member will rake their assigned work area.
 2. Each staff member will retrieve their seeding bucket and place at least 2 metres/6 feet away from other individuals.
 3. Each staff will stand back allowing the CVC staff member that is responsible for the seed to carefully pour the seed into each bucket
 4. Each staff member will take their bucket and return to their designated area, if a bucket needs to be refilled the staff member responsible for the seed will be flagged down to repeat the process
- During seeding the staff member responsible for the handheld cultipacker and water pump will begin setting up the pump and filling the cultipacker, only the person that has been assigned to the cultipacker and water pump may handle it. Once the area is seeded all other staff will clear the area while the rolling is being completed.
- At the end of the day staff will return equipment to the predetermined location where it will then be loaded into the CVC vehicles by the staff member assigned to the vehicle.
- Once back at Warwick the equipment and vehicles will be disinfected following the ***Error! Reference source not found.***

2.4.2. *Machine Seeding*

Maximum staff: 2

- Staff must meet at Warwick before driving to site in separate CVC trucks. Each staff member will be responsible for their own truck and machinery, they are to be the only individual using them. Vehicles must be disinfected at the end of each day following ***Error! Reference source not found.***

Loading/unloading Equipment and Materials:

- Staff #1 will be responsible for driving a truck equipped with the ATV trailer. The trailer will be loaded with the cultipacker attachment. The truck bed will be loaded with the ATV and seeder attachment. Staff #1 will be responsible for:
 1. Bringing seed to site. Seed bags may have been handled by other staff during the stock unloading phase. Work gloves to be worn at all times. Whenever gloves are removed for any reason and once loading is complete, hands must be thoroughly washed immediately or sanitized before touching any other surface.
 2. Hooking up the trailer.
 3. Equipping the ATV with the seeder attachment.



4. Loading the ATV into the truck bed using ramps and strapping down the ATV appropriately.
 5. Loading the cultipacker onto the trailer (if this requires help from Staff #2 using the tractor with forks, strict adherence to **Error! Reference source not found.** at all times is mandatory), and strapping down the cultipacker appropriately.
 6. Performing a circle check before leaving Warwick.
 7. The same procedure is to be followed when unloading at site and loading to come back to Warwick.
- Staff #2 will be responsible for driving a 1-tonne truck equipped with the large flatbed trailer (may need to be picked up from Terra Cotta first). It will be loaded with the Massey Ferguson tractor which is equipped with the disking attachment. Staff #2 will be responsible for:
 1. Hooking up the large flatbed trailer to the 1-tonne truck.
 2. Attaching the disks to the tractor.
 3. Loading the tractor onto the trailer and chaining the tractor and implement down appropriately.
 4. Performing a circle check before leaving Warwick.
 5. The same procedure is to be followed when unloading at site and loading to come back to Warwick.
 - Staff may rely on each other for guidance when attaching trailers or machine implements, however strict adherence to **Error! Reference source not found.** at all times is mandatory. If there is a requirement to touch the same implements or machinery at any time during loading or unloading they should be disinfected between each contact following **Error! Reference source not found..**

Seeding Procedure:

- All normal safety protocols for operating this equipment apply (see SWP's).
- Staff #2 will use the Massey Ferguson to first disk the area. Once done they will change implements to the cultipacker.
- Staff #1 will be responsible for loading the seeder hopper and once the area is disked, they will spread the seed.
- Staff #2 will then use the Massey Ferguson with the cultipacker to go over the area.
- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found..**

2.5 Invasive Species Treatments

2.5.1. *Garlic Mustard Manual Removal*

Maximum staff: 2 (per crew, multiple crews on site at different polygons)



Health and Safety Guideline

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Staff will be filling their own yard waste bags and not sharing bags with each other. At the end of the day, staff will carry their own full yard waste bags to the predetermined location to load them into the bed of a CVC truck, social distancing of 2 metres/6 feet will be maintained at all times.
- If several bags need to be loaded, one staff member wearing clean gloves is to load the garlic mustard bags in the bed of the CVC truck.
- If needed (i.e. heavy or wet bags), one additional person can help load Garlic Mustard bags into the bed of the truck. If this is required and distancing cannot be maintained both staff are to wear a face masks and glasses or face shield. The staff member who drove the CVC truck which is loaded with the yard waste bags will take the truck to the Caledon dump to dispose of them. This may be delayed until the truck is full or the end of the week. The staff member unloading the bags will wear disposable gloves when handling them.

2.5.2. Backpack Herbicide Application

Maximum staff: Limited to the number of licensed staff on site and backpack sprayers available (8 backpacks).

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
- Each staff will be assigned a pair of safety glasses, rubber boots and two sets of heavy protective gloves that will be labeled and are not to be shared.
- Each staff will be provided with a disposable Tyvek suit. If removed during break and lunch, the Tyvek suit must be placed in a location away from other staff equipment and PPE.
- The staff members responsible for the CVC trucks will also be responsible for loading required equipment, PPE and soap for any staff who are using their personal vehicle. Disposable gloves are to be worn at all times while loading the truck and at any point equipment is being touched. These staff members will also be responsible for making sure the trucks have sufficient water for filling backpacks and for staff to wash their hands at least four times throughout the day.
- The 2 metre/6 foot spacing must be maintained when mixing of all chemicals. Once mixed, other staff members may approach the truck one at a time to grab necessary equipment and materials.



- All contaminated disposable nitrile gloves and Tyvek suits will be placed by their user into the storage bin in the bed of the CVC truck. Staff will then sanitize their hands. Contaminated gear is to be disposed of at Warwick by the truck's driver at the end of the day.
- In addition to personal hygiene required in SWP 907: Working with Pesticides, staff will also wash their hands with soap and water before and after each food or water break.
- At the end of the day staff will return equipment to the predetermined location near the rear of the truck where it will then be loaded into the appropriate CVC vehicle by the gloved staff member assigned to that vehicle.
- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**
- The 2 metre/6 foot spacing must be maintained when cleaning equipment on the wash pad at Warwick.

2.5.3. Trimmer/Brush Cutter

Maximum staff: 3 (Limited to the number of brush cutters available)

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
- The staff member responsible for the CVC truck will also be responsible for loading all required equipment and PPE. While doing this they are to wear disposable gloves while touching all equipment and PPE.
- The trimmers/brush cutters will be unloaded while wearing clean disposable gloves by the staff member responsible for driving the vehicle and placed in a designated position near the rear of the vehicle where the other crew members can pick them up while maintaining social distancing of 2 metres/6 feet.
- Tools, gas, and oil will be set out in a predetermined spot with disinfectant supplies to allow staff to fix or refuel their trimmer/brush cutter and disinfect throughout the day.
- At the end of the day staff will return equipment to the predetermined location at the rear of the truck where it will then be loaded into the appropriate CVC vehicle by the staff member assigned to that vehicle.
- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**



2.5.4. Chainsaw Cutting

Maximum staff: Limited to the number of licensed staff and saws available. Can include up to 3 cutters and 2 brush pullers. 5 staff in total.

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
- The staff member responsible for the CVC truck will also be responsible for loading all required equipment and PPE. While doing this they are to wear disposable gloves while touching any equipment or PPE.
- The saws and equipment will be unloaded by the staff member responsible for driving the vehicle while wearing clean disposable gloves, and placed where rest of crew can pick them up while maintaining social distancing of 2 metres/6 feet.
- Tools, gas, and oil will be set out in a predetermined spot with disinfectant supplies to allow staff to fix or refuel their chainsaw and disinfect throughout the day.
- At the end of the day staff will return equipment to the predetermined location at the rear of the truck where it will then be loaded into the appropriate CVC vehicle by the gloved staff member assigned to that vehicle.
- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**

2.5.5. Spading and Cane Cutting

Maximum staff: Limited by the number of spades and/or cane cutters available. Up to 4 staff.

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
- The staff member responsible for the CVC truck will also be responsible for loading all required equipment and PPE. While doing this they are to wear clean disposable gloves while touching all equipment and PPE.



- The equipment will be unloaded while wearing disposable gloves by the staff member responsible for driving the vehicle and placed where rest of crew can pick them up while maintaining social distancing of 2 metres/6 feet.
- Staff will each be filling their own yard waste bags, none will be shared. At the end of the day, staff will carry their own full yard waste bags to the predetermined location near the rear of the CVC truck to load them into the truck bed. Social distancing of 2 metres/6 feet will be maintained at all times.
- If several bags need to be loaded at once, one staff member wearing gloves is to load the yard waste bags in the bed of the CVC truck.
 - If needed (i.e. heavy or wet bags), one additional person can help load full bags into the bed of the truck. If this is required and distancing cannot be maintained both staff are to wear a face masks and glasses or face shield.
- At the end of the day staff will return equipment to the predetermined location near the rear of the truck where it will then be loaded into the CVC vehicle by the staff member assigned to that vehicle.
- The staff member who drove the CVC truck which is loaded with the yard waste bags will take the truck to the Caledon dump to dispose of them. This may be delayed until the truck is full or the end of the week. The staff member unloading the bags will wear disposable gloves when handling them.
- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**

2.5.6. EZ-Ject Lance

Maximum staff: 2 (one per lance)

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day—one EZ-Ject lance per individual—and disinfected at the end of the day following the **Error! Reference source not found..**
- The staff member responsible for the CVC truck will also be responsible for loading all required equipment and PPE. While doing this they are to wear disposable gloves while touching any equipment or PPE.
- The equipment will be unloaded while wearing disposable gloves by the staff member responsible for driving the vehicle and placed in a designated position at the rear of the vehicle where rest of crew can pick them up while maintaining social distancing of 2 metres/6 feet.
- At the end of the day staff will return equipment to the predetermined location where it will then be loaded into the CVC vehicles by the gloved staff member assigned to the vehicle.



- Once back at Warwick the equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**

2.6 TreeAzin Injections on CVC Properties

2.6.1. TreeAzin Injection

Maximum staff: 5

- Two staff will meet at the Warwick Office. Both staff members will be assigned a CVC work truck by the project lead. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Equipment and tools are to be assigned to an individual each day; they are to be used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
- All other required staff will meet at the dedicated injection site in their own personal vehicle.
- At the Warwick Office:
 - Staff 1 will load an available CVC truck with all the required equipment and PPE.
 - Staff 2 will assemble, prepare and load the EcoJet System®.
 - Staff 1 will then prepare and clean the TreeAzin® canisters to be loaded. **Note:** the EcoJet® cleaner product should only be applied to the TreeAzin® canisters.
- Wearing disposable gloves, a safety mask, and safety glasses or a face shield, Both staff will load the required canisters at the EcoJet System® maintaining as much distance as possible.
- The staff member responsible for the CVC truck will also be responsible for loading all required equipment and PPE. While doing this they are to wear disposable gloves while touching any equipment and PPE.
- When on site:
 - Two staff members will be responsible for their own drill sets, which are to be disinfected before and after using.
 - Two other staff members will be responsible for carrying cases full of TreeAzin® canisters and nozzles. Carrying cases should also be disinfected, however only EcoJet® cleaner should ever be applied to the TreeAzin® canisters.
 - One staff member will be responsible for communicating required holes and canisters for each tree via hand-held radios. Each staff member will have their own radio which is not to be shared.
- When working at trees:
 - Staff with drill sets will drill required holes communicated via hand-radio unit.



- Staff with canisters and nozzles will follow soon after and mount required canisters communicated via hand-radio unit into the trees, while maintaining a 2 metre/6 foot spacing from staff drilling.
- Throughout the day, two staff members should not be working at the same tree at the same time. Staff should only approach a tree if the 2 metre/6 foot spacing can be maintained.
- Staff will monitor TreeAzin® uptake and then dismantle the inoculation systems on their assigned trees only. Plastic bags will be provided to return used canisters and nozzles to the truck.
- Staff 1 and 2 will return to the Warwick Office to clean, disinfect, and return equipment while following the same protocols used for day preparation. When disinfecting, only EcoJet® cleaner should be applied to the TreeAzin® canisters.

2.7. Invasive Species Early Detection and Project Monitoring on CVC Properties

2.7.1 Hemlock Woolly Adelgid Monitoring (At: TCCA, RMCA, LHCA, SCCA)

Maximum Staff: 2 per crew (Maximum of 2 crews at different hemlock stands due to number of sling shots)

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available. Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**
- Roles and associated equipment are to be assigned to each individual each day; equipment is to be loaded into the vehicle and used only by that individual and disinfected at the end of the day following the **Error! Reference source not found..**
 - Staff 1 will be responsible for the sling shot and velcro balls. They will be shooting into the trees as well as collecting the balls after they have landed.
 - Staff 2 will be responsible for everything associated with recording data and findings: GPS, clipboard, data sheets, mapping, writing utensils, and specimen collection tools.
- Staff will monitor each tree while maintaining a 2 metre/6 foot spacing between each other at all times. If this is not possible, staff must wear a safety mask, and safety glasses or face shield.
- Once back at Warwick all equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**

2.7.2 Invasive Program Ongoing Project Monitoring

Maximum Staff: 3 (Program Manager and 2 Technicians)

- Each staff member will be assigned a CVC work truck by the project lead. Staff may be required to use their personal vehicle if a CVC vehicle is not available.



Vehicles must be disinfected at the end of each day following the **Error! Reference source not found.s.**

- Staff will be commuting to a variety of CA's to view the status of ongoing invasive species management projects.
- Staff will be responsible for their own data collection materials: clipboards, data sheets, mapping, writing utensils, etc. All items will be disinfected following the **Error! Reference source not found..**
- Staff will maintain a 2 metre/6 foot spacing between each other at all times. If this is not possible staff must wear a safety mask, and safety glasses or face shield.
- Once back at Warwick all equipment and vehicles will be disinfected following the **Error! Reference source not found.** and **Error! Reference source not found.s.**

2.8. Direct Sale Day at Warwick

2.8.1. Order Pulling

Maximum Staff: 1

- One staff member will report to Warwick
- All plants will be picked up while wearing disposable gloves as multiple people will have to handle the plants (CVC staff member and landowners).
- Plants will be organized outside of the Warwick building so non-CVC employees will not have to enter the shop.

2.8.2. Pick Up Day

Maximum staff: 1

- One staff member will report to Warwick and put on disposable gloves before landowners arrive.
- Landowners will have paid prior to pick up day preventing the handling of cheques on the day of pick up.
- Landowners will be instructed where to park by CVC employee, they will then hold up their ID to the driver side window to determine who they are and their order.
- The CVC employee will get their order and place it beside the vehicle.
- Once the CVC employee has moved away from the vehicle the landowner can load their plants, maintaining the 2 metre/6 foot distance throughout the process.
- If the landowner requires assistance in loading their plants into their vehicle the CVC employee will wear a face mask during this process.
- If more than one landowner arrives at the same time they will be required to park and wait in their car until the CVC employee can fill their order.
- All order receipts will be emailed to the landowners from finance.



Health and Safety Guideline
