



Aquatic and Wetland Restoration (AWRM) COVID-19 Protocols V3.1 Feb. 2021

1) Introduction

This guide supplements the protocols described in the [CVC's Safe Work Measures During a Pandemic Guideline](#). Other guides may prevail based on updated information, CVC, local, provincial and national standards.

This document provides task specific protocols for AWRM and isn't an inclusive list of all work activities.

Additional Checklists can be found [here](#):

2) General Guidance

a) Policy Paperwork

i) Fieldwork approval process

All fieldwork must be approved by the Fieldwork committee and be listed [here](#).

The process for approving staff field work is below and in Figure 1:

1. Activities and timing to be added to linked excel table and updated regularly
2. Items are brought forward to the committee by marking item as: "Proceed" on or before FRIDAYS at 3pm, for Kate to review on Monday mornings
3. Kate to bring forward to Committee at biweekly Fieldwork Committee meetings. Committee will review based on the following criteria:
 - i. The activity is allowable based on provincial framework and guidelines (most recent version is <https://www.ontario.ca/page/enhancing-public-health-and-workplace-safety-measures-provincewide-shutdown>)
 - ii. The activity is low risk and can be done safely adhering to all CVC policies and guidelines
 - iii. PPE, equipment, and guidelines necessary to do the activity safely are in place
 - iv. Staff are prepared to do the activity (staff readiness)
 - v. Partners/clients are prepared to do the activity (client readiness – if applicable)
 - vi. There is active, engaged, and ongoing manager/supervisor oversight
4. Kate to inform staff of approval/denial or additional information required post meeting.
5. Staff or supervisors to proceed with field work ensuring
 - i. Approval for staff entering the office via the COVID app. Staff should indicate that their activity was approved by the Field work Committee
 - ii. Request a revised essential service letter via Rose
 - iii. Follow all safety procedures and guidelines including mandatory daily COVID screening, workplace access procedures etc.

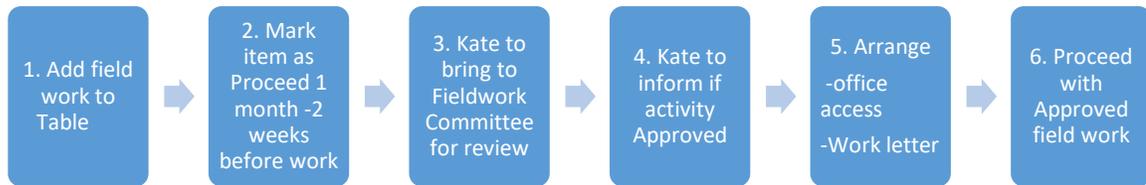


Figure 1. Steps for Fieldwork Approval

ii) Summary of COVID related requests

Table 1 summarizes the process for staff to request and pick-up COVID related items. Additional Checklists can be found [here](#):

Table 1. Summary of Requests and Pickup procedures

Item	Email Request Goes to	Pick up Arrangement
1. Essential Workers Letter	Rose Fitzpatrick	Emailed to staff
2. PPE	Kevin Dec	Cindy King-HO
3. Cleaning supplies	Kevin Dec (cc Paul Kennedy)	Paul Kennedy-HO
4. Personal Vehicle Identifier	Cindy King	Cindy King-HO
5. Personal Vehicle Pylons	Charlie Brady	Arrange with Charlie Brady
6. Access to Parks	Parks protocol. Also send email to superintendent. Special permission required for Badlands and Belfountain	n/a
7. All CVC related activities	CVC-Teams App (Screening)	n/a
8. Access to Head Office/Warwick	CVC-Teams App (Office Request)	n/a

3) **AWRM Specific Guidelines**

a) **General Daily Items**

- COVID screening at Home
- **AWRM Daily Checklist** to be completed by site supervisor
- PPE and safety supply check



b) Vehicles

- Staff will follow guidance from [CVC's Safe Work Measures During a Pandemic Guideline](#)
- Staff are to be assigned individual cleaning supplies per vehicle
- Staff are encouraged to use CVC fleet vehicles when possible.
- If personal vehicles are to be used, staff **require printed dash identifier**.
- If personal vehicle is to be used and **pylons** are required, manager/supervisor to source from Charlie as task may require pylons depending on the work context

c) Waders and Shoulder Length Gloves.

- Waders and shoulder length electrofishing(e-fish) gloves will be assigned to individuals, labelled and not shared over the field season. If sharing is required, they will be cleaned, disinfected and dried prior to use by new individuals.
- E-fishing gloves can be used outside of electrofishing activities to help facilitate COVID-19 protection for in-water activities
- Waders and gloves can be stored at Meadowvale shop and will be cleaned and disinfected between each use and hung to dry separate from other waders and gloves grouped by user. If individuals prefer or if cleaning is not possible due to other factors, waders and gloves can be kept with the user until the next field task.
- Under no circumstances should uncleaned waders or gloves be stored at the shop.
- Use coloured tape for individual user labels if possible, to help distinguish between equipment. Electrofishing gloves can be labelled on the neck strap.
- Waders and gloves should be disinfected and hung to dry at the end of each field day
- Gloves should be turned inside out after each use to facilitate drying and cleaning.

d) General Tool and Equipment use and handling

- Where possible, avoid sharing equipment amongst multiple individuals.
- Each tool will be assigned to a person for the duration of the field work where possible (could be labelled with coloured tape to differentiate by person).
- Tools will be stored separately during the field day when not in use to avoid cross contamination.
- Cleaning products for the tools should be brought into the field to the work site.
- If equipment must be shared on site or others have handled the equipment, equipment must be cleaned thoroughly when switching between users following the equipment cleaning protocol. This includes staff assigned the task of loading and unloading equipment. Items must be disinfected when transferred between individuals.
- Garbage bags can be brought to site for disposable PPE and paper towels. Extra caution should be taken when opening and closing the bags and depositing material in the bag to avoid cross contamination.
- The staff who are assigned the CVC vehicle should be the same person gathering field equipment for the day. A list of equipment will be created beforehand where possible to reduce the amount of time spent in the shop.
- When loading the equipment, staff to wear disposable gloves.



- If tools need to be handled prior to disinfection, staff will wash hands immediately to avoid cross contamination.
- If necessary, a tarp from the equipment inventory can be assigned to each staff using their own vehicle to help reduce dirt in personal vehicles.
- Gloves should be worn whenever possible but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

e) Equipment Cleaning

i) Disinfectant and Cleaner

- Will be provided by CVC and follow relevant guidelines for use as per [Health Canada](#)

ii) Tool Cleaning

- 'Clean' and 'dirty' tool zones have been set up in the Meadowvale Shop or at work site if applicable
- After using a shared tool or piece of equipment, use the dirty tool zone to immediately disinfect it. If this is not possible, place the tool in the dirty tool zone – anything within this zone is not to be removed without first being disinfected.
- Use the approved disinfectant provided to spray all contacted surfaces liberally to ensure complete coverage.
- Let the disinfectant sit for the amount of time indicated on the product directions before wiping clean with a disposable paper towel; dispose of paper towel immediately.
- Use clean paper towel to hold cleaned tool/equipment and transfer to clean zone. Or once equipment is properly disinfected in a well-ventilated area, all equipment should be handled with gloved hands to put away in the shop.

4) AWRM Specific Field Tasks

a) Private Landowner Site Visits

- Private landowner permission is needed before accessing sites.
- Where site visits or inspections are deemed necessary, participants should be minimized and limited to only those that must attend.
- Staff should confirm with landowners prior to the visit that face to face participation will only occur if necessary. Staff will inform the landowner of the need to maintain a distance of 2 metres from all CVC staff during the visit prior to the visit occurring.
- If participants or members of general public come too close, politely ask person(s) to keep a distance of 2 metres for the protection of both parties. If the request is not adhered to, staff should leave the site.
- If a staff must meet on a critical issue with a landowner face to face on site, staff must ask the following screening questions:
 - (i) Are you self-isolating due to COVID 19? Yes/No
 - (ii) Have you travelled outside of Canada within the past 2 weeks? Yes/No
 - (iii) Do you have a fever, cough or shortness of breath? Yes/No



(iv) If any individual answered yes to any of the above, staff are not to visit the site, and report this to their supervisor

b) Conservation Area Site Visits

- Conservation Area properties can be accessed following "[Informing Conservation Park Staff of Field Work and Events on CVC Property](#)"
- Where possible, gloves (nitrile or vinyl) should be worn for touch points such as gates and locks. If bare hands are to be used, ensure hands are thoroughly washed or sanitized afterwards
- Staff are to inform Parks staff via the Parks calendar protocol when accessing site. An additional email or call should be sent as a reminder to park staff to ensure works are coordinated. meghan.mcintosh@cvc.ca
- Belfountain and Badlands require special permission and the Senior Park manager should be contacted to obtain approval. terri.leroux@cvc.ca

c) Monumented Photos, Geomorphology, Vegetation and Site Assessments

- Monumented photo equipment including camera, monopod and photo reference sheet should be handled only by one person on the crew wearing nitrile gloves. This should remain consistent for the duration of monumented photo sampling to prevent cross contamination. Equipment should not be shared and should be disinfected after use using a Lysol wipe. Nitrile/vinyl gloves should be worn to limit contact with difficult to clean equipment (electronics).
- Camera charging should be coordinated with someone who may be going to the office. If this is not possible, camera chargers and cameras should be taken home to ensure full charge for site visit.
- Charging the camera should be coordinated for the day before you are in the field to ensure that the camera is usable. This may mean picking the camera up from the office and bringing it home to ensure that you can charge the camera adequately before use.
- Ensure that cameras are not left in personal vehicles overnight and are kept in a safe spot. If the person who is returning to the office is not the person who used the camera during sampling, nitrile/vinyl gloves should be worn when handling the camera and the camera should be disinfected before handling by a different staff member.
- If installing new monumented blocks, only one person should touch equipment. Blocks, nails, hammers, permanent marker, flags and flagging tape are stored in the Meadowvale Shop and can be picked up by one crew member before work needs to be completed. These items can be stored in a work vehicle or personal vehicle.
- GPS units should be assigned to crew member installing the monumented photo block.

d) Hoop netting

- See IWMP Safe Working Measures in a Pandemic [Here](#).
- Hoop netting should only be completed in crews of 2-3 to increase the ability to social distance.



- Equipment, including hoop nets, should be handled by one person with gloves if possible.
- Hoop nets should be handled wearing nitrile gloves or electrofishing gloves as they cannot be disinfected using cleaning solutions.
- If hoop nets need to be handled by both crew members to set, electrofishing gloves can be worn to limit personal contact with nets. If a distance of 2 metres/6 feet cannot be maintained, a mask should be worn.
- One crew member should be the designated recorder and be the only one to touch the data sheet, pencil, clip board etc.
- The second crew member will be the designated fish identifier and be the only one to touch the bucket, dip nets, scale etc. This will limit cross contamination between crew members.
- Hoop nets are cleaned with the pressure washer/hose at the Meadowvale shop before storage after use to help keep the nets clean. Two staff may be needed to lay out the hoop net and facilitate proper cleaning. Gloves should be worn when touching the communal hose at the Meadowvale shop. The pressure washer, hose and any other touched items should be disinfected following use.
- Buckets, scales and any other equipment used to process fish should be cleaned with Lysol wipes after use. The scale should be cleaned outside of the battery room.
- The use of ethanol-based cleaning products or other cleaning solutions is prohibited in the battery room and can be very dangerous.

e) Electrofishing

- See IWMP Safe Working Measures in a Pandemic [Here](#).
- Electrofishing must be completed with a crew of 2 people to maintain social distancing. In addition to electrofishing safety equipment, masks should be worn by participants at all times.
- One person will be designated to pack the equipment from the shop and touch the batteries, anode, backpack etc. wearing nitrile gloves. If one person cannot carry the equipment alone (i.e. electrofishing backpack unit); nitrile gloves, mask, glasses.
- **Disinfecting batteries and chargers with ethanol-based products or other cleaning products is prohibited** and can be very dangerous. Disinfecting electrical connections (anode, cathode) and electronic aspects of the backpack should not be done as this can be damaging to the equipment and dangerous. Disinfecting equipment should never be done in the battery room. Ensure all equipment is disinfected in a well-ventilated area.
- One person should be designated to wear and set up the backpack to eliminate excessive touching of the equipment. Nitrile gloves should be worn at all times when handling the backpack, setting up the anode, the cathode and adjusting the straps due to the inability to properly sterilize equipment.
- The backpacker should do their best to set the settings on the backpack before wear. Use nitrile gloves to set the settings to eliminate contact with dials. Before start, the second crew member will need to connect the battery, turn on the unit and troubleshoot the units' settings.
- The second crew member will hold the bucket and be the netter and trail 6 feet behind the backpacker to catch fish being turned.



Health and Safety Guideline

- One staff member will be the designated recorder while the other will process the fish for species number and identification.
- Buckets, scales and any other equipment used to process fish should be cleaned with Lysol wipes after use. The scale should be cleaned outside of the battery room.
- Once equipment is properly disinfected in a well-ventilated area, all equipment should be handled with gloved hands (nitrile or electrofishing) to put away in the shop.
- If possible, a minimum of three days between sites should be planned to eliminate the potential of virus spread on equipment surfaces that cannot be disinfected with standard methods.