

## Aquaterra Adventures - Covid-19 Mitigation and Operating Plan

### GENERAL GUIDELINES FOR ALL EMPLOYEES AND GUESTS

#### All ATA / ATALI team and guests to take personal responsibility for:

- practicing social distancing,
- using face masks when appropriate,
- and practicing good hygiene including washing hands, avoiding touching the face, and sneezing or coughing into the inside of the elbow.

#### SCREENING OF EMPLOYEES:

##### River Guides, Hike Guides and Driver Screening:

- Four days prior: guides and drivers will be screened using the **Daily Screening process**.
- Prior to activity at start of work: guides will be screened using the **Daily Screening process**.

##### **Daily Screening:**

Employees should be screened every day before work using the following questions:

Since your last day of work have you had any of the following symptoms

1. Fever (100.4°F/38°C or higher) or chills?
2. Cough, not due to another health condition?
3. Shortness of breath or difficulty breathing, not due to another health condition?
4. Sore throat not due to another health condition or by a specific activity (such as physical exercise)?
5. Loss of taste or smell?

**If an employee answers yes to any of the screening questions, the emergency protocol for COVID-19 will be initiated. The screener will immediately:**

1. Remove the employee from the work area and isolate the employee 6 feet away from others.
2. Implement the use of masks and gloves by employee and co-workers until a status can be determined with a medical test.
3. Have the employee examined and tested by a medical professional.

**If an employee tests positive**, the following precautions should be taken:

1. Ask the employee to isolate at home and seek medical attention.
2. Assure adequate medical care and treatment for the employee while at work and until released to professional medical care.
3. Conduct in-house contact tracing using reservations / employee database and work schedules. Coordinate with local officials to conduct contact tracing, especially among other employees.
4. In consultation with the public health and medical professionals, consider testing for and quarantine of those employees who have been in close contact with the positive employee.
5. Employees confirmed for Covid19 positive, should follow medical guidance on staying home until non-infectious. If possible, arrange alternative duties that can be done in an isolated environment.
6. The decision to allow an employee to return to work will be based on: At least 3 days (72) hours since fever has gone (without the use of fever-reducing medications) AND improvement in respiratory symptoms AND at least 10 days have passed since symptoms appeared.

## **SCREENING OF GUESTS:**

### **Notification to all Guests - prior to booking**

Guests at higher risk are advised that they do not go on the trip. High risk individuals include, but are not limited to people with the following conditions:

- Over 65 years of age and under 10 years of age
- Chronic lung disease or moderate to severe asthma
- Obesity
- Diabetes, chronic kidney disease, or undergoing dialysis
- Liver disease
- Expecting mothers
- Other immune compromised individuals (HIV, undergoing cancer treatment, or other underlying medical conditions)

**Before Arrival Questionnaire for Guests:** 4 days before arrival, every Guest will be required to fill out a questionnaire with the following questions:

1. Have you recently experienced any of the following symptoms?
  - Fever (100.4°F/38°C or higher) or chills?
  - Cough, not due to another health condition?
  - Shortness of breath or difficulty breathing, not due to another health condition?
  - Sore throat, not due to another health condition?
  - Muscle aches, not due to another health condition, or been caused by a specific activity (such as physical exercise)
  - Loss of taste or smell?
2. Have you been in contact with an individual who has been ill with flu-like symptoms in the last 14 days?
3. Have you been diagnosed with Covid-19 in the last 30 days? If “yes”, please enter the date you were notified that you were no longer contagious with Covid-19.
4. Have you been tested for Covid-19? If yes, when was the test and what were the results?
5. Have you been tested for Covid-19 antibodies? If yes, what were the results?

**If a Guest answers “yes” to questions 1-3, they will not be allowed on the tour.**

**If a Guest does not fill out the questionnaire, they will not be allowed on the trip.**

The questionnaire will be signed and dated by each Guest or, in the case of minors, their legal guardian.

#### **ON ARRIVAL:**

A symptom check and screening will be done by ATA guides on an expedition, including:

- The symptom questionnaire listed above in “Before Arrival”.
- Temperature check using a no-touch infrared thermometer.
- Oxygen saturation check using a pulse oximeter. Orientation staff and hike guides will administer the screening:
  - a. Before the orientation, outside the orientation room.
  - b. Prior to getting on the trip vehicle / bus
  - c. The morning of the hike prior to beginning the hike.

## New Protocols For Mobile Trips

### Snacks:

1. **Individually pre-packed in small bags prior to the trip**
2. Sanitiser bottles available to sanitize bottles and lids.

### Beverage Dispensing:

1. Foot pump assembly that attaches to the water container and provides hands-free, touch free water dispensing. [Click here](#)
2. Foot pump assembly for washing hands. [Click here](#)
3. Tea/Coffee times : individuals wash hands, spray dispensing handle with sanitiser, and self-dispense. Consider individual packets of sugar or pre mixed beverages.

### Lunch:

1. Guests will pack identical lunches into day packs.
2. Set-up trail/beach lunch as per usual. Guides build table and servings for guests.

### Hand Washing

Hand washing is essential to prevent spread of infection, we will remind, and enforce this protocol.

### On-Trip Checks:

Our First Aid box will have an IR thermometer which can take temperature without contact, a pulse oximeter, screening questions. **No information to be recorded:** beyond a check mark next to a name for that day: if the guest has symptoms - start a soap note (attached below).

### Social Distancing :

We appreciate that social distancing is not possible in all activities/locations or at all times during these activities. Therefore, we need to minimize time and strength of exposure to others – as individuals may be asymptomatic.

1. **On rafts** - having as much distance as possible between social bubbles will reduce risk of spread.
2. **At camp** keeping more than 6' as often as possible between social bubbles will reduce risk of spread.
3. **On hikes** keep more than 6' when possible, duration of time frames when we are closer than 6' **must** be kept as short as possible. Short duration contact has low risk, especially outdoors. If you need to touch others, avoid touching your face afterwards until you have time to sanitize.
4. **Dish line:** Guests can help wash dishes - make sure that there is 6' whenever possible between groups. Those traveling together / bubble group can work the dish line together.
5. **Guide responsibility** for above factors will be important.



**Social distancing** can protect us by minimizing the time we are exposed in an environment that is already low risk. [The current formula for infection is as follows:](#)

**Infection = exposure to virus x time** The amount of virus a person is exposed to is an important factor - if one receives a high dose (like someone directly sneezing on you) it may only take a moment of exposure. In our circumstance we are looking at exposure through speaking or breathing in the outdoors - this is a relatively low level of exposure.

When social distancing is not possible (and even when it is) masks are discretionary. All guides consider wearing masks to set an example, protect themselves and guests in case you are the one that is asymptomatic.

### **Enforcement of Guidelines:**

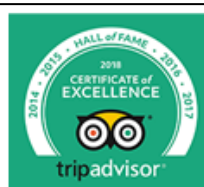
Our protocols will be regularly re-visited based on guidance from qualified agencies and changing protocols and the level of vigilance required to keep our teams and guests safe.

These are, and to be included like other safety guidelines – we **educate**, we **provide reminders** and we **enforce** if it is a **safety or health** issue (i.e. if a guest isn't buckling their PFD, not washing their hands before eating, etc).

To assure all that guest remains committed to protocols, we will require all guests to sign **“Commitment to Hygiene and Safety Protocol”** in advance of the trip.

### **“Commitment to Hygiene and Safety Protocol”**

I commit to disclose my travel and quarantine history to Aquaterra Adventures, and decide to not travel should I have symptoms of infection related to Covid19 or other disease that may spread due to my participation, thereby endangering other people. I also commit to follow guidelines and protocols set up by Aquaterra Adventures, and oversee implementation by its guides, trip leaders on my journey. If I do not, I understand that I may be asked to do so or leave the trip/expedition/journey, to maintain our hygiene and safety protocol.



# S.O.A.P NOTE

Patient Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Session Type \_\_\_\_\_ Duration \_\_\_\_\_

## SUBJECTIVE

Client symptoms and information given by referring healthcare provider and by client

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## OBJECTIVE

Clinical observations derived from interviews, palpation, visual exam and posture assessment

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## ASSESSMENT

Treatment used and client response to treatment

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## PLAN OF TREATMENT

Treatment options, recommendations and self-care plan

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## ADDITIONAL NOTES

Insurance ID number \_\_\_\_\_ Date of injury \_\_\_\_\_

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Modality Type (code):

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Modality Type (code):

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Current medications:

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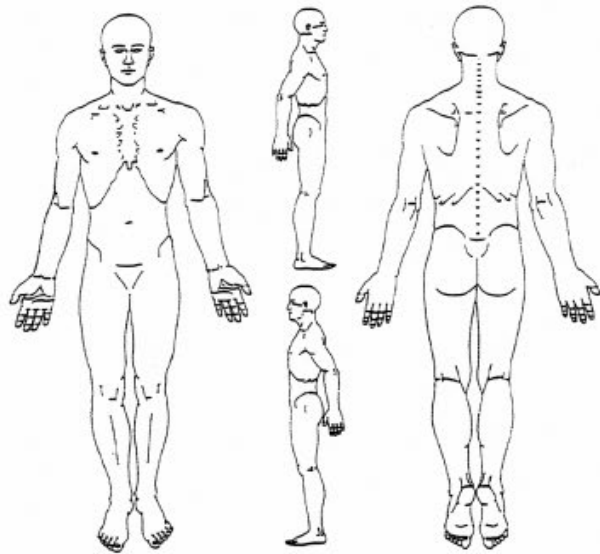
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## Symptoms:

Location/intensity/Duration/Frequency/Onset



- Adhesion
- Rotation
- Pain
- Tender Point
- Hypertonicity
- Spasm
- Inflammation
- Trigger Point
- Elevation

Add Additional Notes

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## Mitigation and Operating Plan

### **MULTI DAY OPERATIONS:**

#### **On-river daily screening of all Guests and guides:**

Each morning a team member will screen all Guests and other crew including these elements:

1. The symptom questionnaire listed above in “Before Arrival”.
2. Temperature check using a no-touch infrared thermometer.
3. Oxygen saturation check using a pulse oximeter.

#### **If someone experiences Covid-19 symptoms during a trip**

The crew will immediately notify office, review symptoms and develop an evacuation plan if needed. Base manager will notify the closest local health officials and with head office.

Until evacuation occurs or if evacuation is not warranted or feasible, the symptomatic person will be isolated from others as much as possible for the remainder of the trip. Protocols will be followed and appropriate medical treatment will be provided. A customer liaison will be assigned if possible and a guide (assign PPE) will be assigned as a health care provider; temperature, oxygen saturation, and vital signs will be monitored and documented. Enhanced PPE will be provided for crew designated to provide care to the person with symptoms including N95 masks, disposable face masks and gloves.

#### **The infected / ill / symptomatic person will:**

- Be required to wear a mask for the remainder of the trip
- Be kept at least 6 feet from others for the remainder of the trip, if feasible.
- Sleep in isolation for the remainder of the trip with equipment dedicated to that person.
- Use a single make set of utensils for the remainder of the trip.
- Use a separate toilet designated for those with symptoms.
- Be advised to cough into elbow creases.
- Be kept well hydrated.

## PRECAUTIONS TO MINIMIZE TRANSMISSION RISK

### Raft Loads:

Guests traveling together will be grouped together on individual boats. We have 4 different boat types including:

1. **16/18 ft. Oar boats** accommodate **up to** six Guests and one guide. There will be enough oar boats to separate groups or separate individuals in the bow or stern of the boat with at least 10 ft of physical distance between Guests not in the same group. These boats allow 2 - 5 feet of distance between Guests and guides.
2. **14/16 ft. Paddle boats** accommodate up to 6 Guests and one guide with 2 - 3 feet of distance between individuals. Please assess whether the paddle boat is appropriate for each trip depending on the size of groups traveling together and paddle interest.
3. **Inflatable kayaks** accommodate one person and are the best craft for social distancing. They will be cleaned before and after use with soap and water.

### Transportation:

The number of Guests in buses will be reduced to accommodate spreading out of Guests as much as possible. Groups traveling together will be seated together. Assign seats by bubble groups putting as much distance as possible between bubbles. Guests will be required to wear masks on the bus.

### Group Sizes:

1. The multi-boat configuration of our trip allows us to accommodate 5-6 different family groups of up to 4 people isolated from each other. 10-12 different family groups can be accommodated using bow and stern seating for groups of 2.
2. A typical group size is 18 guests and 6 guides, but it is possible for us to run with as few as 10 guests and 4 guides.

### Individual Equipment:

Guests are assigned the following equipment for the entirety of the trip:

1. **Dry bags:** sleep kit, clothing and personal effects, day bag
2. **Tent:** tents are assigned to individuals or couples
3. **Lifejacket:** lifejackets are labelled
4. **Paddles:** if the paddle boat is used on a trip, paddles will be disinfected daily and assigned to an individual daily.

### Social distancing measures:

Social distancing (see protocols for specific areas of work below) is incorporated into all aspects of the trip including pre-trip packing, during briefings, meals, hikes, stops, at camp, during meals.



### **Food Service Guidelines:**

Each boat will have its own water jug to be used only on that boat. As much as possible, guides will dispense water at coordinated times for the entire group. When refilling water bottles on boats and in camp, hands must be washed or sanitized first. Water jug caps and handles will be sanitized after group bottle refilling events; sanitizer in spray bottle to be stored near water jug on rafts and in camp and used to sanitize jug after use.

### **Rafting Gear:**

1. All equipment is cleaned and sanitized before and after the trip .
2. Individual tent bags will be sanitized before entering communal tent bags.
3. Sleep kits are contained in a drybag.
4. All equipment including tents, dry bags, lifejackets, etc. are sanitized between trips.

### **Vehicles:**

- All vehicles will be cleaned and sanitized after each trip. All surfaces should be wiped down including all handles (inside and outside), seat belts, seat belt latches, hard surfaces (windows), dash, knobs, steering wheel, etc.
- Hand sanitizer will be available in vehicles.
- Drivers and passengers will be required to wear masks in vehicles.

Guests will use the restrooms in a staggered way to provide distance from each other and other visitors. Handwashing before and after use will be mandatory.

### **HAND WASHING ON THE RIVER/TRAIL:**

- Hand wash systems will be set up first when arriving in camp or at any other stopping point and remain set up for the duration of the stop.
- Handwashing stations will be set up at entrance to toilet facilities and near the kitchen area.

### **Hand washing will occur:**

- Upon arrival in camp
- After blowing one's nose, touching face, coughing or sneezing.
- Before and after using the toilet.
- Before eating or preparing food.
- Before putting dishes away and/or packing up the kitchen.
- After removing gloves or before donning new gloves.
- After contact with a person who is ill.

- Wash hands upon arrival at the equipment store, between any tasks
- Crew briefing to cover new procedures.
- Encourage social distancing of at least six feet.
- Minimize any physical contact - no hand shaking, hugs, etc.
- Assign tasks prior to beginning work.
- Encourage single person tasks except when lifting or moving heavy objects.
- Discourage sharing of workspace, tools, or other equipment.

### **Pre-trip Orientation:**

- Encourage social distancing of at least six feet.
- Minimize any physical contact - no hand shaking, hugs, etc.
- Orientation guide washes hands upon entering the expedition hotel.
- All surfaces must be sanitized with wipes or disinfectant spray prior to guest arrival.
- Set-up the room so people are more than 6 feet away from the speaker.
- Set-up screening station outside the conference room.
- Sanitizer will be available in the conference room.
- Guests and orientation staff must wear masks during orientation.

### **Drives - Driver and Crew:**

- Drivers and guides are required to wear masks during transit.
- Not stopping except to fuel the truck or check the load is recommended.
- Driver must wear disposable gloves while fuelling the truck.
- Wash hands or use hand sanitizer after fuelling.
- If other stops are made and guides get out they should wash or sanitize hands.

### **Treks & Camping:**

- Choose camps that are suitable to the group size and promote social distancing.
- Bag line - wash hands first, avoid touching the face, wash hands thoroughly after.
- Encourage guests to space their tents away from each other.
- Set-up the kitchen to maximize flow and the opportunity for social distancing.

### Food Service - At Camp:

1. Guides should be issued individual PPE from the PPE box. Wear PPE and know when to change single use gloves.
2. Guests will not help with any kitchen tasks including food preparation, cooking, handling kitchen equipment and cleaning.
3. Sanitize all kitchen surfaces before and after meal prep with bleach solution (½ cup bleach / 1 gallon water) and paper towels.
4. Frequently sanitize between tasks.
5. Prepare and serve all meals wearing gloves and masks.
6. Serve all meals including beverages.
7. Encourage social distancing in the serving line.
8. Set up dishes and utensils in a way that minimizes the risk of multiple hands touching surfaces.

### Dishwashing:

1. Guides and Guests must wash their hands prior to dish washing.
2. Observe social distancing - do not crowd the line. If not possible, masks are required.
3. The washing of kitchen equipment and personal utensils, plates, and bowls requires guide supervision.
4. Monitor and maintain water temperature in wash and rinse buckets, and chlorine/KMNO4 level in the final rinse.

### Meals:

- **Breakfast:** Guides serve.
- **Lunch:** Guides either pack lunches in the morning (i.e. sandwiches)
- **Appetizers:** Guides will serve drinks / beverages / appetizers.
- **Dinner:** Guides cook, serve and clean the meal.
- Regularly disinfect all condiment containers. Hand sanitizer will be available on the condiments table.
- **Snacks:** no shared snacks, snacks must be pre-packaged or packaged by guides for each passenger.

### Encountering other groups:

- Encourage social distancing and wearing of masks when appropriate.
- Be aware of shared common surfaces like handholds.
- Encourage the use of hand sanitizer if touching shared surfaces.

### Toilet System:

- PPE must be worn for setup and takedown.
- Second toilet must be available on all trips in case of illness.
- Encourage social distancing while waiting in line.
- Wash hands before and after using the toilet - follow **Hand Washing on River guidelines** .

### Take-Out Procedures:

- Set-up hand wash system upon arrival at the take-out. Encourage hand washing or sanitizing between tasks.
- Wash hands upon arrival to take-out.
- Encourage social distancing.
- Clean tents, boats and equipment as per usual.

### Post Trip Storage:

- Upon arrival guides must wash hands using a hand wash setup outside the store.
- Minimize any physical contact between people - no hand shaking, hugs, etc.
- Encourage social distancing of at least six feet except when needed for carrying heavy items.
- Encourage single person tasks. Discourage sharing of workspace, tools, or other equipment.
- Avoid spending time in the office or touching office surfaces as much as possible. Sanitize if necessary.
- Pressure wash or sanitize (with bleach or isopropyl alcohol) all equipment including:
  - Boxes, kitchen equipment, tables, chairs, toilet
  - Drybags - passenger, boots, chairs, tents, backpacks
- Lifejackets should be washed in soap, rinsed and finally dunked in sink-the-stink.
- Launder: all fabric items including sleeping bags, table cloths etc.
- Head cook is limited to one helper who will be briefed on procedures and PPE.