

4.3 COMMUNICATE & TRAIN STAFF & VOLUNTEERS

- Develop and post SWPs or summary posters in the trail operator's offices and at on-trail work sites (see [Appendix A.4](#) for an example poster).
- Notify staff and volunteers of the steps that are being taken by the trail operator to prevent the risk of transmission or infection and the role they must play (see [Appendix A.5](#)).
- Ensure all staff and volunteers are oriented to and trained in how to apply the SWPs, including physical distancing practices, sanitation and disinfecting measures, and the proper use of personal protective equipment, where required.
- Review risks and SWPs at all tailgate meetings prior to commencing work each day.



4.4 IMPLEMENT PREVENTION MEASURES

4.4.1 Screening

- Require all crew members who are feeling sick or have COVID-19 symptoms to stay home and not report to the work site.
- Screen crew members daily for COVID-19 symptoms during tailgate meetings, consider the use of a daily questionnaire or checklist that all staff and volunteers complete and signoff on prior to beginning work. For an example of a screening questionnaire, visit [Daily Fit for Work Screening Questionnaire](#).
- If a crew member reports to a work site and is sick, or becomes sick while there, isolate the member and work with them to find a safe way to get them home. All other members who have been in close prolonged contact with the person (less than 2m for 15 minutes or more) should also be isolated and safely transported home. All equipment and surfaces that individuals contacted must be disinfected. The names of all crew members the individual contacted at the worksite should be recorded.
- Encourage crew members with symptoms to complete their respective provincial or territorial COVID-19 self-assessment tool and, if possible, to get tested.
- Discourage crew members who are more vulnerable to COVID-19 from participating in trail crew work.