



**OUTWARD BOUND
CANADA**

2022 COVID-19 FIELD PROCEDURES

Initially reviewed and approved by National Safety Committee: July 22, 2020

Initially reviewed and approved by National Medical Advisor: Dr. David Wong, July 30, 2020

Updates reviewed and approved by National Safety Committee and National Medical Advisor: January 28, 2021

Updates reviewed and approved by National Medical Advisor: June 4, 2021

Updates reviewed and approved by National Medical Advisor: July 15, 2021

Updates reviewed and approved by National Medical Advisor: November 30, 2021



Outward Bound Canada: COVID-19 Overview

Coronaviruses have been identified as human pathogens since the 1960s. In late 2019, a novel coronavirus, SARS-CoV-2, was identified. The virus, known as COVID-19, is highly infectious. The outbreak was declared a Public Health Emergency of international concern on January 30, 2020.

In late December 2020, the Government of Canada acknowledged that variants of concern (VOC) of the SARS-CoV-2 virus had been identified in the United Kingdom (B. 1.1.7), in South Africa (B.1.351), in Brazil (P.1) and in India (B.1.617). By the Spring of 2021, the Delta variant propelled most provinces into a consequential third wave of the pandemic.

As of May 2021; over 1.3 million cases have been documented in Canada. Wide scale testing and vaccination programs are playing an important role in reducing the number of new cases across the country. 16.6 million doses of vaccines have been administered to Canadians so far, and thousands of tests are conducted each day. Link: [Data Visualizations of COVID-19 \(Health Canada\)](#).

By November 2021, 1.8 million cases have been reported in Canada. The Delta variant (B.1.617) continues to represent most identified cases. On November 24th, 2021, a new variant, (B.1.1.529) was reported in South Africa, later named Omicron. Early findings suggest the variant is highly transmissible, but the symptoms are mild. There have been no reported deaths because of Omicron, but as of December 6th, it has been identified in 38 countries. 84% of the population has been fully vaccinated, with booster jabs becoming widely available for adults. Youth over 5 years old can now get vaccinated.

New information on COVID-19 transmission rates, vaccinations and new variants is ongoing and we recognize the possibility that the most recent data may not be reflected in this document. We will strive to make the appropriate updates in a timely manner.

Viral Transmission

As information regarding COVID-19 continues to evolve, field protocols and guidelines must be sufficiently robust and nimble to do the same. Given the ongoing flux of the situation and the variability of environments in which we operate, a basic understanding of viral transmission is essential to ensure all members of OBC's team can make independent and appropriate judgment calls whilst adhering to organizational, provincial and federal guidelines.

Evolving National Response and Impact on OBC

The management of COVID-19 in Canada has been a joint federal, provincial, and territorial effort. Each province has independent guidelines and regulations, with provinces changing restrictions through a series of identified gradual phases. This is particularly concerning given the likelihood of multiple waves. As a highly mobile national operation, OBC will need to ensure alignment not only with the evolving industry practices but all national, provincial, territorial, and regional requirements for both the organization and individual team members.



Current Evidence-based Knowledge

- Exposure to viral droplets can result in infection transmission. Air, direct contact or fomites (i.e., contact with a virus occurs via secondary surface or fecal/oral, followed by touching one's eyes, nose or mouth) are all vectors for transmission.
- The most common way that COVID-19 is transmitted is through close contact (less than 2m) with an individual who is infected with the virus, regardless of them showing symptoms or not.
- In April 2021, the Centers for Disease Control and Prevention (CDC) reported that less than 10% of COVID-19 transmissions occurred outdoors.
- The most effective control method is physical distancing, the use of face coverings and frequent handwashing.
- Other effective control methods: frequent surface cleaning, avoiding touching face/mucosal membranes, use of personal protective equipment.
- Symptoms vary greatly among individuals and include low fever, cough, shortness of breath, fatigue, GI upset and more. Link: [List of COVID-19 Symptoms](#)
- Period of infectious communicability is about 3-5 days prior to onset of symptoms, and up to 8-10 days after onset of symptoms.
- Enclosed spaces with recirculating air drastically increase the probability of transmission.
- The virus can remain active on surfaces for a few hours up to a few days depending on the surface.
- The VOCs include mutations that can make the virus more infectious, allowing it to spread more easily. They can also affect the severity of the disease.
- Vaccines provide 95% protection against COVID-19 and its known variants. Vaccination rates have had a significant impact on reducing the spread of COVID-19.

Evolving National Response and Impact on OBC

The management of COVID-19 in Canada has been a joint federal, provincial, and territorial effort. Each province has independent guidelines and regulations, with provinces changing restrictions through a series of identified gradual phases. This is particularly concerning given the likelihood of multiple waves. As a highly mobile national operation, OBC will need to ensure alignment not only with the evolving industry practices but all national, provincial, territorial, and regional requirements for both the organization and individual team members.

Federal, Provincial, Territorial, and Municipal regulations that are current at any given time will supersede the procedures outlined in this document



Table of Contents

OUTWARD BOUND CANADA'S FIELD PROCEDURES

5

1. 5

2. 5

3. 5

3.1 5

3.2 6

3.3 6

3.4 6

3.5 8

3.5.2 8

3.5.3 8

3.6 9

4. 9

4.2 9

4.3 10

4.4 11

4.5 11

4.6 12

4.7 13

4.8 13

4.9 14

4.10 14

4.11 15

4.12 15

4.13 16

4.14 16

5. 17

5.1 17

5.2 18

5.3 18

5.3.1 18

5.4 19

5.5 OVERVIEW

20



Outward Bound Canada's Field Procedures

At OBC, awareness and management of risks for participants and staff has always been paramount, with a new focus on COVID-19. To that end, here is an outline of what OBC is currently doing to mitigate these risks. This document is continuously evolving to reflect updates as our understanding and knowledge of COVID-19 evolves.

1. Oversight

The field protocols were created by the Regional Program Team and the National Safety Manager, with the support of the National Safety Officer. The protocols were reviewed by OBC's National Safety Committee, Risk Oversight Committee, and OBC's medical advisor.

The Regional Directors have oversight on the implementation of all field protocols established in this document. Regional Directors report to the National Safety Officer.

Any changes to the field protocols must be approved by the National Safety Officer.

2. Review

The field procedures are reviewed on an ongoing basis to support the dynamic nature of the pandemic. Communication between the Head of the Eastern and Western Canada schools and the Risk Management Team (National Safety Officer and National Safety Manager) are ongoing to ensure mitigation measures are adequate and successful at reducing the risk of COVID-19 transmissions.

The formal review will be conducted by the Program Team and the Risk Management Team. The findings and resulting changes (if any) will be presented to the National Safety Committee for review and approval. Significant changes will need to be further approved by the Risk Oversight Committee and the medical advisor.

The National Safety Officer has oversight on the review process.

3. COVID 19 Pre-Course Mitigation Measures

3.1 Vaccination Policy Program

Outward Bound Canada (OBC) has implemented a mandatory vaccination policy to increase the protection and safety of OBC staff and participants. Achieving high vaccination rates is part of a range of measures and actions that can help prevent and limit the spread of COVID-19. Vaccinations against COVID-19 help reduce the number of new cases and severe outcomes.

The policy applies to all staff and participants, youth and adults, that are contracted or registered to join a course.

- As of November 1st, 2021, Outward Bound Canada will require that all staff and participants be vaccinated against COVID-19, as a condition of enrollment.
- OBC will grant exemptions to the vaccination policy, on a case-by-case basis, for medical



reasons or other grounds protected under applicable human rights laws.

- OBC is committed to providing exempt participants with reasonable accommodations, up to the point of undue hardship. Accommodation requests will be handled on a case-by-case basis. They will typically include COVID-19 testing, in addition to compliance with all other applicable health and safety protocols.

Read our full vaccination policy [here](#)

Read our Frequently Asked Vaccination Questions [here](#)

3.2 Admissions and Pre-Course Screening

All participants prior to coming on a course will complete a Confidential Medical History form. It is expected that all course applicants will be honest and thorough when providing information to the Admissions Department.

On top of the usual Admissions Screening procedures, unvaccinated participants (due to exemptions) with pre-existing conditions for risks associated with the contraction of COVID-19 will be required to consult with their physician before participating in an Outward Bound Canada course.

In the 1-2 weeks leading up to the course, the Admissions Department is contacting all participants and families to ask screening questions following the questionnaire provided by provincial public health units. If a participant does not pass the screening questionnaire, they will not be permitted to participate on their course.

3.3 Documentation

Each region will need to familiarize themselves with their provincial government guidelines to establish the COVID-19 related documents that will need to be in place to operate. Documents include:

- COVID-19 Safety Plan (Field Procedures)
- Outbreak Management Plan
- Office posters that indicate maximum capacity, hygiene protocols, and screening questions.

Each region may also develop additional lines of protection (LOP) to suit the specific needs of their region, their participants and staff, their course location and their activities.

3.4 PCR Testing

All participants and staff who receive a vaccination exemption will need to get a polymerase chain reaction (PCR) test prior to their course start date. PCR testing has emerged as an important tool to help stop the spread of COVID-19 and has been widely adopted by public and private sector organizations. We do not require fully vaccinated staff or participants to get a PCR test.

- The PCR test needs to be taken 3-5 days prior the course start date, staff training, arrival to site or course prep.
- Test results should be submitted to OBC's database within 24 hours of the start of a course.
- Asymptomatic testing is available at private clinics and requires advanced booking.
- Participants and staff who receive a positive test result will not be permitted to participate on their course.



OUTWARD BOUND CANADA

- Participants who are not able to provide a test result 24 hour prior to the start of a program will not be permitted to participate on their course.
- If a negative PCR test result is provided in the 24 hours following the start of a course, participants may be permitted to join the course at the discretion of OBC. This will be a case-by-case decision made by the Heads of Eastern and Western Canada. It is most likely that day camp participants will be allowed to rejoin.



3.5 Base Operations

3.5.1 Base Cleanliness

A high degree of cleanliness should be a focal point for all activities within the course. A thorough cleaning of the base and all facilities should be performed by the course team prior to the first day of prep and the first day of course. The course team will continually monitor for cleanliness and clean according to the Provincial and Municipal guidelines in that region. Cleaning supplies should always be readily available. Additional signage in line with local health regulations should be prominently displayed where appropriate. Soap, hand sanitizer, disinfectant wipes, paper towel should be readily available with replenishments on site for refills as needed. Amounts should be frequently checked in kitchens and bathrooms to ensure all stations have ample supply. Course vehicles that are responsible for transporting staff and participants should be cleaned frequently and thoroughly.

Link: [List of Approved Cleaners](#)

3.5.2 Staff Daily Health Checks

Prior to entering any OBC office, all staff must complete the screening questionnaire provided by their respective provincial public health unit. Depending on the location, screening can be completed independently, verbally with a supervisor or co-worker or online, using a self-assessment app. Staff who fail the screening questionnaire should not enter the office and contact their supervisor immediately.

3.5.3 Contact Tracing

The Heads of Eastern and Western Canada and the Program Managers must be aware of the maximum capacity of their offices, and ensure it is not surpassed. A sign indicating office capacity should be posted in a visible location, if required by the provincial government. A log will be kept of every person that enters the office to facilitate contact tracing if necessary. Office visitors should be avoided whenever possible. The contact tracing log should include:

- the staff/visitor's name and phone number
- the date and time of their arrival at the office
- staff / visitor initials acknowledging the completion of the daily health check.



3.6 Course Design

During course planning, an extended stay (24hours) in base camp should be considered to establish solid routines and to monitor participant health. Logistically, the course team should consider routes that have easier access and egress and have ample opportunity to access water to ensure a higher level of hygiene and cleanliness is maintained for the group. Course days, by design, should be shorter (i.e., distance travelled, curriculum delivered etc.) to accommodate the establishment of new routines within the group regarding COVID-19. Routes that require less chances of breaking physical distancing (i.e., creek crossings during hiking), routes that are easily accessible to larger parts of the population, smaller campsites etc. should be avoided. Routes should also be selected to limit any unnecessary interactions with the public.

4. COVID-19 On Course Mitigation Measures

4.2 Participant and Course Gear

Participants will be instructed by Admissions to bring as much of their own clothing and personal items as possible. To assist with packing and gear-related questions, participants will be provided with a video to outline the importance of gear selection and packing that is specific to your course region and activity.

Assigned equipment will include, but is not limited to PFD, paddles, backpacks, water bottles and cookware. Shelters will vary across regions and be appropriate for the region and conditions in which the course takes place. 4-person, 3-person and single shelters are available, depending on comfort levels with proximity to others.

Course Support will continue with the practice of pulling gear and setting it aside for course use to limit the handling of gear in general stores. This includes course-related paperwork. Access to general stores should be limited to the CD.

Post-course gear cleanliness should be of high priority and monitored closely. Regional Programming Teams should adhere to Provincial guidelines regarding isolation timelines of gear post-course before returning to the field or general stores. Participants and staff that are involved in gear cleaning should familiarize themselves with the personal protective equipment (PPE) and cleaning process recommended by each cleaning product and adhere to these recommendations. Any gear that was handled by a staff or participant but does not go in the field should be set aside and cleaned following the manufacturer's cleaning recommendation.



4.3 On Course Health Measures*

OBC will adhere to all guidelines brought forward by the Health Authorities as it relates to hygiene, masks and physical distancing:

- Programs will have a strongly emphasis on **frequent and effective hand washing**, as well as cleaning gear and equipment throughout the course.
- **Physical distancing** will continue to be encouraged between participants and staff whenever it is possible to do so
- **Personal face masks** must be worn wherever it is mandated to do so by Provincial Health Authorities, regardless of vaccination status

At this time, personal face masks remain on the packing list, and should be:

- disposable, medical masks, also referred to as surgical and procedural masks.
- comfortable. Mask strap extenders should be considered for people who find it painful to wear masks for longer periods of time.
- plentiful. Participants should plan to bring 1 mask/day (disposable) or 2-3 cotton reusable masks. Masks should be changed when they become damp or dirty.
- easy to store. Masks should be easily accessible during the day and contained in a bag that will keep them dry and clean.

Link: [Appropriate Mask](#)

Hand sanitizer and disinfecting wipes should be considered a secondary means of hand hygiene on course and support a more frequent and robust routine of hand washing. Opportunities to increase group hand washing should be explored throughout the course.

Link: [Hand Washing Technique](#)

Link: [Approved Hand Sanitizers](#)

*Please note that these protocols may change as COVID-19 trends change.

Hand sanitizers should be at least 60% alcohol based and disinfecting wipes should consist of a Federally approved base such as hydrogen peroxide or quaternary ammonium compounds.



4.4 Course Food

Proper hand washing and masks should be worn when packing food to go into the field. During the course, instructors should provide adequate supervision to students who are cooking, demonstrate appropriate food preparation techniques and put in place a hand washing system for all cooks prior to meal prep. Personal cookware items like a cup, bowl and spoon should be labeled or easily identifiable by the participant. If appropriate, participants will be issued a personal supply of water treatment (such as Aquatabs or Pristine) for the duration of the course.

Outward Bound Canada has adjusted to meal cooking styles that:

- emphasize the importance of hygiene pre- and post-meal
- limit personnel numbers in the kitchen
- wear masks during food preparation
- streamline the food serving process (cooks should be the only ones serving food)

Groups on course will consider pre-making lunch during breakfast time to limit the need to unpack and handle food multiple times and while on trail.

4.5 Transportation

Transportation for your course should be discussed as per normal during prep. During this discussion these points should be considered and outlined to the transportation provider if applicable:

- OBC will work with transportation providers to refrain from using recirculated air during transportation of participants, instead opting to open windows whenever possible.
- OBC will work with transportation providers to provide more frequent breaks during transportation to and from, due to excessive mask use in the vehicle.
- OBC staff should familiarize themselves with transport companies COVID-19 policies and procedures to ensure they align to OBC's standards.
- OBC will work with transportation providers to provide a high level of cleanliness to all vehicles required for group transportation
- All vehicle drivers and passengers are required to wear masks when inside the vehicle.

All Outward Bound Canada vehicles should be cleaned frequently and thoroughly with an approved disinfectant cleaner. A system should be in place to ensure the vehicle is cleaned every time a new driver uses it. Link: [List of Approved Cleaners](#). The group should remain self-contained and avoid unnecessary interaction with the public – consider using remote or low travel stops to limit exposure from external factors.



4.6 Meeting Participants on Arrival

On the first day of course, OBC instructors will meet participants and direct them to a separate 'screening station'. There, participants will get their temperatures checked with infrared thermometers and will be screened using the COVID- 19 screening questionnaire provided by their respective provincial public health units.

Participants will only be allowed to join their cohort once they have completed a medical screening.

The OBC team will have on hand a cleaning station consisting of alcohol-based disinfecting wipes and hand sanitizer. Parents/Drivers not on the course will be kept separate from screened participants.

Any participant responses indicating Covid-19 symptoms will be addressed with the Program Manager and/or the Head of Eastern or Western Canada. An assessment of the participants suitability to engage in the course will be discussed immediately, in consultation with the Regional and National Safety Officer. Until their participation status is determined, the participant in question should be isolated from the group.

Link: [COVID-19: Symptoms and treatment - Canada.ca](#)

Link: [Aviation Measures in Response to Covid-19](#)



4.7 Course Director Talk

During the traditional “CD Talk” which takes place on arrival, the Course Director (CD) will now include the following information for the entire group at the start of their course:

1. Co-Management of COVID-19 risks: The responsibility for co-managing the spread of COVID-19 is to be considered a shared responsibility among the entire group. All protocols will be clearly communicated and demonstrated to course participants. Everyone should understand their personal roles and responsibilities in reducing the potential spread of any infectious illness and if not, should ask. Additionally, all participants must also understand that continued delivery of courses is contingent on following all established protocols.
2. New protocols: emphasis that frequent hand washing, physical distancing, and precautions such as sneezing into the elbow and covering your mouth when coughing is considered appropriate management techniques. CDs will bring to the participant’s attention signage that encourages hand washing-locations of hand washing stations etc.
3. Changes in participant health: CDs will address the necessity to alert instructors if there is a change in their personal health, COVID-19 related or otherwise.

4.8 Duffle Shuffle (Packing / Assigning equipment and gear)

Instructors should front load with participants that this is an individual activity and as much as possible, avoid handling participants’ personal clothing and gear. If help with packing is needed, instructors will assist after sanitizing their hands thoroughly.

Participants will be encouraged to bring personal bottles of sunscreen, insect repellent, toothpaste, hand sanitizer and liquid soap to eliminate sharing. OBC will provide these to participants if they do not have them. In addition to the above items OBC will provide toilet paper, a pair of medical gloves and a stuff sack to participants to keep these items individualised and organised.



4.9 Daily Health Checks

Instructors will conduct daily health checks with each participant to assess the presence of symptoms associated with COVID-19. The daily health check will align with the screening questionnaire provided by provincial public health units. Instructors should set a screening area within eyesight of the group, but not within earshot. Meeting with students one at a time, the instructors will record answers in the course logbook. Instructors will also complete a daily health check for themselves.

The logbook will also have additional space dedicated to COVID-19, to record any information related to student wellness, adherence to procedures and protocols, unplanned interactions with people outside the cohort etc. The logbook, including student and instructor health checks must be completed every day.

4.10 First Aid and Evacuation Protocols

As first aid scenarios usually require unexpected proximity, medical grade masks and eye protection will be donned before administering first aid, in addition to disposable gloves. OBC will, in general, have a lower threshold for evacuation for those that present with COVID-19 like symptoms during their course.



4.11 Symptomatic Individuals

If a participant or instructor presents symptoms associated with COVID-19, they will be isolated from the group, and instructors will call course support (CD/PM/HoE/W) immediately to discuss the situation. In conjunction with OBC 's medical adviser, and public health recommendations, a determination of the suitability of that participant or instructor to continue the course will be decided, as well as the need for a PCR test to be administered.

Local public health unit: always contact the public health unit where the expedition is located to received advice regarding symptomatic individuals.

If it is decided that an evacuation will take place, the individual's family, guardian, or emergency contact should be contacted as soon as possible to plan the transfer of care process.

A symptomatic individual that is leaving the course should wear a medical mask throughout the evacuation. Anyone providing care to a symptomatic individual should do so wearing a medical mask. The symptomatic individual should be kept away from the rest of the cohort until the evacuation begins. Masks and physical distancing should be maintained for the duration of the evacuation.

4.12 Transporting symptomatic individuals

If it is decided that a participant or staff should be removed from the course to be administered a PCR test to confirm the diagnosis, they should be transported by a staff member who has a fitted N95 mask. Staff without fitted N95 masks, as well as asymptomatic participants should not travel in a vehicle with symptomatic people.

Prior to travel, the driver should ensure that:

- Physical distancing can be maintained for the duration of the trip.
- The vehicle can have open windows or has a non-recirculation ventilation system.
- They can avoid touching the same surfaces as the symptomatic individual
- They have their personal, fitted N95 mask, and 60% alcohol-based hand sanitizer
- Additional time has been considered for eating and drinking breaks. Not in the vehicle.
- The symptomatic individual is wearing a medical grade mask with a spare and has a personal bottle of 60% alcohol-based hand sanitizer.



4.13 Isolation

Following an evacuation, symptomatic individuals must be administered a PCR test to confirm the diagnosis and placed in isolation until results are returned. Unless decided otherwise, participants will not isolate under the supervision of an OBC staff.

While waiting for the PCR test result, the remainder of the cohort should stay stationary in the field and isolate from any other members of the public, if in a populated area. If logistically beneficial, the group can continue to travel if it can remain isolated from the public. Participants should wear masks and physical distance.

If the symptomatic individual receives a positive PCR test result, they must stay in self-isolation at home and follow their home's local public health units' recommendations.

If a symptomatic individual returns a negative PCR test, a case-by-case decision will be made by OBC staff on the suitability of the individual returning to the field to rejoin their cohort.

All regions who may isolate a person under the supervision of an OBC staff should have an isolation plan in place that includes:

- Identification of isolation location(s) removed from contact with other participants and staff. The isolation location(s) should be able to house up to 10 individuals separately, with individual bathrooms or a robust sanitization plan between each use. Food should be provided to all individuals without them having to leave their isolation space.
- A communication plan to report cases to public health, OBC and the symptomatic person's family, guardian, or emergency contact. Probable and confirmed cases need to be reported to the local public health unit.
- A plan to ensure adequate supervision of minors while they are isolating and waiting to return home.

Each CD/PM/RD should familiarize themselves with their specific provincial requirements for isolation:

4.14 Confirmed Cases

If a PCR test confirms the COVID-19 diagnosis of a symptomatic individual, an OBC staff must contact the local public health unit where the expedition is located to report a confirmed case of COVID-19 and seek recommendation for the remainder of the cohort that is in the field.



If the cohort must be evacuated, each participants family/guardian or emergency contact should be contacted as soon as possible to plan the transfer of care process.

Vehicle transport out of the field should follow the procedures outlines in 2.4 Transportation and 2.12 Transporting symptomatic individuals. OBC drivers should wear their fitted N95 masks.

While waiting for the transfer of care to be completed, the cohort should stay physically distanced from one another, wear medical masks, and remain isolated from anyone who is not part of their cohort.

Outward Bound Canada must follow up with each participant after they have received the result of their PCR test. Any additional positive results for COVID-19 must be reported to the local public health unit where the expedition took place.

5. Outbreak Management Plan

The federal government defines a COVID-19 Outbreak as “two or more confirmed cases of COVID-19 epidemiologically linked to a specific setting and/or location. Excluding households . . . [and] cases that are geographically clustered.”

The aim of an outbreak management plan is to prevent the spread of COVID-19 within a cohort or larger community and minimise the impact of COVID-19 on staff, other participants, and the organisation.

5.1 Oversight

The Heads of Eastern and Western Canada have oversight on all measures in place to support the mitigation, preparedness, response, and recovery to a COVID-19 outbreak within a cohort or a regional staff team.

The Heads of Eastern or Western Canada will work in conjunction with their local public health unit, OBC’s medical advisor, OBC’s National Safety Officer/Head of Program, as well as the National Safety Manager to gather relevant information and make informed decisions on the course of action to undertake if an outbreak is declared.

The Heads of Eastern and Western Canada will also work in collaboration with the regional program managers, course directors and instructors to support the effective implementation of COVID-19 transmission mitigation measures, as well as the appropriate actions to undertake in case of an outbreak.



5.2 Reporting

The Heads of Eastern or Western Canada will communicate any probable or confirmed case to the public health unit where the expedition took place, as well as seek guidance on the testing and isolation requirements for high and low risk contacts. Only the public health unit can declare an outbreak if there are more than 2 confirmed cases.

5.3 Communication

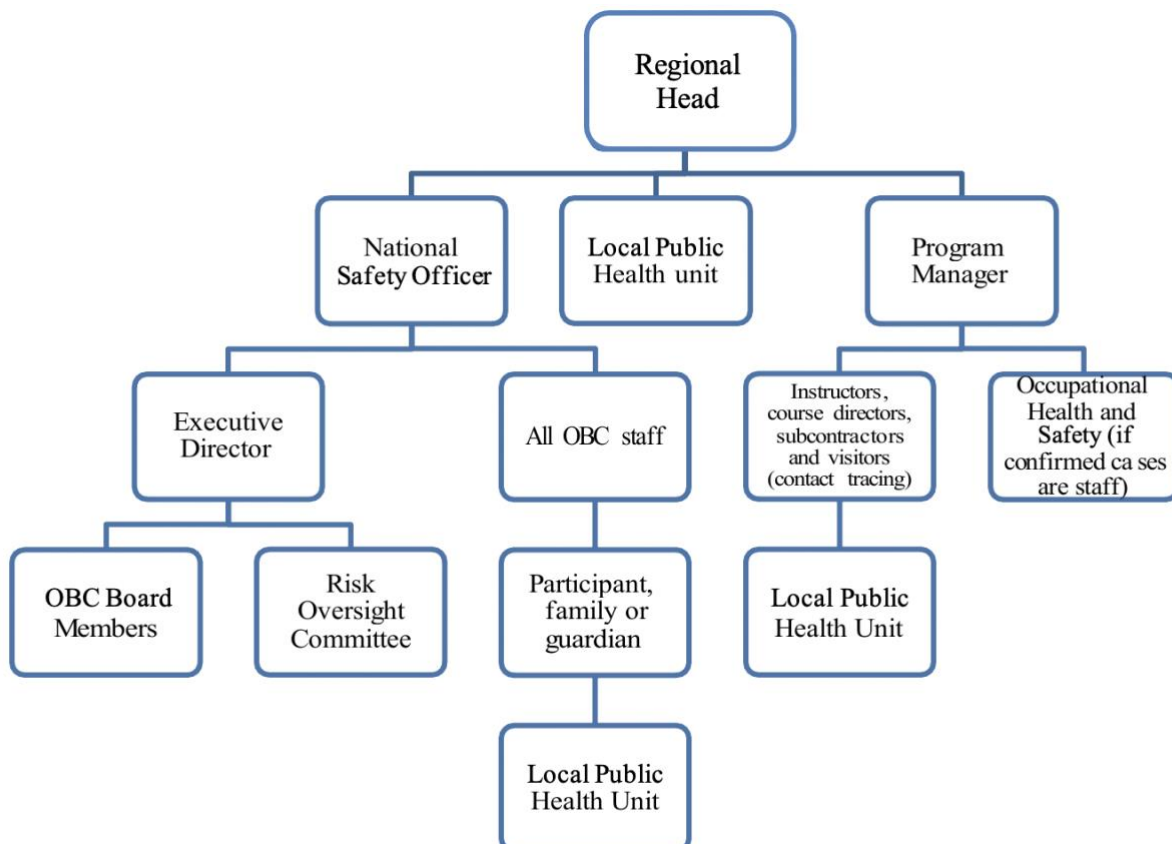
If an outbreak is declared, the The Heads of Eastern or Western Canada will communicate this information following the order indicated in the chart below.

Only relevant information will be shared with each party. All recommendations given to people who have been in contact with confirmed cases will be generated by public health units only. OBC will strongly recommend that all people that have been in contact with a confirmed or probable case also contact their local public health unit to advise them of the situation and seek further guidance.

The Heads of Eastern and Western Canada will task the program manager with the contact tracing process. The program manager will review the office visitor check in sheet, and will contact instructors, course directors, subcontractors and any other people who were in contact with the confirmed cases. They will be advised to contact their local public health unit to seek further guidance immediately.

If a confirmed case is an OBC staff, the program manager will contact Occupational Health and Safety.

5.3.1 Communication Flow Chart





**OUTWARD BOUND
CANADA**

5.4 Review

Following the confirmation of an outbreak, an internal review will take place to understand the source of the outbreak, and if the policies and procedures in place are sufficient to mitigate the risk of future transmissions and outbreak in the region.

The review process will be conducted by the National Safety Manager, with the support of the National Safety Officer, the Heads of Eastern and Western Canada, and the appropriate provincial public health units.

All guidance and recommendations established by the local public health units will be respected.

Any gaps identified in our policies, procedures or process will be addressed immediately.