



City of Courtenay Covid-19 Resuming Operations Safety Plan

Site Specific Plan for: Custodian Operations – Lewis Centre, Florence Filberg Centre, Native Son’s Hall, Tsolum Building, Salish Building, Lewis Park Washrooms,

Simms Parks Washrooms,

An electronic copy of this document can be found: T:\COVID-19\Safety Plans\Finalised Safety Plans and RAs\Recreation

1.0 Introduction:

This plan has been developed as a result of completing an “Infectious Disease Exposure Risk Assessment” for this work group/work area which was completed in consultation with members of the management team, workers and the Joint Occupation Health and Safety Committee.

2.0 PROTOCOLS FOR EMPLOYEES IN THIS AREA

PERSONAL DISTANCING - LIMITED OCCUPANCIES

1. Employee must adhere to occupancy limits posted on the doors of all rooms, common meeting rooms, lunch rooms, etc.
2. COVID-19 occupancy limitations include all persons in space and are as follows:

Lewis Centre

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Cozy Corner	10
Craft Room A	9
Craft Room B	6
Activity Room	28
Wellness Centre	20
Gallery (Lounge)	3
Gallery (Meeting)	3
Staff Break Room	2
Vern Nichols Gym	50
MP Hall	50
Meeting Room	7
Squash Court	2
Main Office	6
Building Friendship Office	3
Custodial Office	2
Upper Offices	1

City of Courtenay Resuming Operations – Custodial Operations

Florence Filberg Centre

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Conference Hall	50
Stage Half	18
Back Half	23
Conference Hall Kitchen	6
Soroptimist Lounge	5
Billards Room	4
Rotary Hall	40
Stage Half	12
Back Half	20
Craft Room	5
Evergreen Lounge	12
Lower Lobby	5
Lower Kitchen	2

Native Son's Hall

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Grand Hall	50
Upper Kitchen	3
Upper Bar	1
Custodial Storage	1
Upper Men's Washrooms	2
Upper Women's Washrooms	2
Upper Accessible Washroom	1
Mezzanine Storage	2
Lodge Room	12
Dinning Room	8
Lodge & Dinning Room	20
Parlor Room	5
Lodge Room Storage	2
Custodian Office	2
Lower Men's Washroom	1
Lower Women's Washroom	1
Lower Accessible Washroom	1S
Lower Kitchen	3
Utility Room	2

LINC Youth Centre

City of Courtenay Resuming Operations – Custodial Operations

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Skateboard Bowl	6
Skateboard Park	3
Skateboard Washroom	1
Rec Room	6
Foyer	1
Kitchen Area	2
Canteen	1
Office Entry	1
Front Office	1
Back Office	1
Back Rec Room	4
Back Office Entry	2
Back Offices	1
Storage	2
Basketball Court	25

Lawn Bowling Building

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Storage Room	2
Office	1
Mudroom	1
Utility Room	1
Dinning Room	10
Foyer	1
Women's Washroom	1
Men's Washroom	1
Kitchen	3
Kitchen Pantry	1
Patio	4
Bowling Green	50
Shed 1	2
Shed 2	1

Bill More Park

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Concession with Sink	2
Concession	1
Concession Storage	1
Batting Cage	
Football Building 1 st Floor	2
Football Building 2 nd Floor	2

City of Courtenay Resuming Operations – Custodial Operations

Football Building 3 rd Floor	2
Balcony	1

Valley View Clubhouse

<u>Room/Space</u>	<u>Maximum Occupancy Limit</u>
Large Fenced Area	8
Kitchen	3
Kitchen Storage	1
Utility Room off storage	1
Women's Washrooms	2
Men's Washrooms	2
Utility Room btw washrooms	1
Storage Next to Men's Washrooms	1
Garage	1
Men's Change rooms	3
Women's Change rooms	3

USE OF EMPLOYEE AND PUBLIC WASHROOMS

1. Employees are directed to use Staff Washrooms if available

LIMITING SOCIAL INTERACTION

Employees are encouraged to minimize their in-person social interaction as much as possible by practising the following:

1. Try to substitute in person meetings with conference calls / phone calls or other meetings when practical.
2. Alternate break times for lunch or coffee breaks and minimize use of lunch spaces
3. Remove all common area furniture fixtures and restrict seating allowance on fixed benches
4. Access to office spaces for assigned staff only
5. Use supplied PPE when physical distancing is not possible
6. Only 1 person per vehicle

HANDLING OF MAIL/ DELIVERIES AND SUBMITTALS FROM PUBLIC

1. Mail / other document submittals which are not priority are to be left untouched by employee for a period of 24 hours prior to being handled – immediate hand washing/disinfecting to take place after handling as needed
2. If there is priority mail / other documents that must be handled disposable gloves should be worn.

SANITATION OF COMMON TOUCH SURFACES AND EQUIPMENT

1. Employees are to clean and disinfect shared work stations before and after each use and shift.
2. Custodians shall clean and sanitize common area touch surfaces at opening, midday and closing. This includes door handles, handrails, light switches, countertops, etc. ensuring full coverage of available designated space checklists.

City of Courtenay Resuming Operations – Custodial Operations

3. Cleaning carts and equipment are to be cleaned after each use by employee: brooms, mops, etc.
4. Employees are to use and initial checklist items after each space is used including but not limited to tables, chairs, door knobs, light switches, etc. as required.
5. PPE and cleaning/disinfecting supplies will be made available in easy to access locations.
6. Interior doors may be propped open to minimize touch points, considering safety and security.
7. Employee who utilize photocopiers and printers must sanitize the workstation prior to each use. Cleaning solutions, paper towels, and garbage receptacles are to be provided at each of these locations. Do not spray electronics including printers directly with cleaning solution. Apply the solution first to a towel and then wipe down the surfaces with the moistened towel. Employee should wash their hands after using any cleaning solutions.

DESIGNATED TRAFFIC PATTERNS FOR TRAVELING WITHIN THE OFFICE/BUILDING

Directional arrows/indicators installed in hallways to direct employees and aid in safe personal distancing. Adhere to any directional indicators as far it is reasonable and practicable to do so.

3.0 PROTOCOL FOR PUBLIC INTERACTIONS

ENTERING AND EXITING THE FACILITY

1. Public may access facility as per registered program only.
2. Site Ambassador will direct public according to public communication guidelines

SITE AMBASSADOR / PUBLIC COMMUNICATION

Lewis Centre:

A site ambassador may be located outside the main entrance and will greet members of the public at a safe distance and ensure that the members of the public are aware of the following:

- Entrance hand sanitization.
- Physical distancing, designated traffic patterns will need to be followed.
- If at facility to for a program/activity/office they will need to go straight to its location and exit facility immediately once completed.
- Staff will meet scheduled visitors at the building entrance and will review facility guidelines.

INTERACTION WITH EMPLOYEES / CUSTODIANS

1. Public/contractors will be required to maintain physical distancing with employees and each other when visiting facilities.
2. Floor markers and closed custodial office doors will be in place to ensure physical distancing control where physical barriers are not always practical.

TRANSFER AND HANDLING OF DOCUMENTS

1. Custodial employees are to encourage public/contractors to submit documents electronically to assist in limited physical submissions. Contractors are to complete the Contractor/Visitor Covid 19 Orientation paperwork prior to entering any worksite.

City of Courtenay Resuming Operations – Custodial Operations

2. Public/contractors who are submitting documents are to place them in a designated tray who will wear gloves when handling the designated tray. If the document is not a priority it will be placed in a box for 24 hours. Employees will then sanitize hands and inside of tray.
3. Following each pick up / delivery of documents, employees will disinfect workspace counters and any touched equipment, then wash/sanitize their hands.

FRONT COUNTER ACTIVITIES

Custodians shall clean and sanitize front barrier and counter surfaces at opening, midday and closing. This includes any touch points ensuring full coverage of front counter public facing areas.

SITE VISITS / FIELD INSPECTIONS / USE OF COMPANY VEHICLES

1. Ensure social distancing is maintained at all times. In unoccupied buildings, this involves limiting the people on site and in attendance. In occupied buildings, if social distancing cannot be maintained or achieved then appropriate PPE shall be worn.
2. Follow any additional site specific COVID protocols specific to each facility.
3. Company vehicles used by staff must be cleaned and disinfected before and after each use ensuring all commonly touched areas (handles steering wheel, seatbelt, gear shifts, etc.) are sanitized. Staff are to follow Vehicle Cleaning instructions, Appendix B.

4.0 SUMMARY OF ALTERATIONS TO FACILITY ARRANGEMENT / FURNISHING

1. Facility signage in place to direct staff and public on proper facility protocols
2. Markers installed on doors, walls, floor, physical distancing dots for line ups and directional arrows for traffic flow
3. Occupant load signs posted doors
4. Furnishings removed from public spaces
5. Crowd control stanchions placed to designate areas for public line up
6. Door Entrance/Exit Signage in place

THE FOLLOWING SIGNAGE WILL BE IN PLACE FOR THIS DEPARTMENT/WORK GROUP:

#	Location	Sign Content
1	Facility Main Entry Doors (outside)	“Facility Closed” “Deliveries-Please Knock Loudly on Door”
2	Facility Entry Doors (outside)	“Do not enter if you are feeling ill” sign listing Covid-19 symptoms.
3	Front Entrance	“Please Drop of documents in tote/ drop box”
4	Washrooms	Cover if you cough sneeze & Hand Hygiene



City of Courtenay Resuming Operations – Custodial Operations

5	Assorted Locations	Physical Distancing
6	Elevator	Elevator Occupancy by both buttons
8	Room doors	Occupancy limits according to above numbers

6.0 REFERENCE DOCUMENTS

1. BCRPA Restarting Guidelines
2. Municipal COVID-19 Health and Safety Best Practice Guideline V.6

7.0 DOCUMENT APPROVAL

Date	Name and Title (OH&S Advisor and Department Director)	Signature
July 8, 2020	Paige Knapman, OH&S Advisor	
July 13, 2020	<u>Dave Snider, Director of Recreation and Cultural Services</u>	

8.0 DOCUMENT CHANGE MANAGEMENT

Revision No.	Date	Description of Change	Authored by/ Change made by (name and title)
0	July 8, 2020	Initial Release of Document	Carol Millar, Recreation Manager

List of Appendices:

Appendix A: Infectious Disease Risk Assessment for Recreation Operations Custodial

Appendix B: Vehicle Cleaning Instructions

Appendix C: Contractors/Visitors Covid-19 OHS Considerations