



City of Courtenay Covid-19 Resuming Operations Safety Plan

Site Specific Plan for: Indoor Programming at Lewis, Filberg, Native Sons Hall & LINC

An electronic copy of this document can be found: T:\Vesta\Public\COVID-19\Safety Plans and Completed Risk Assessments\Finalised Safety Plans and RAs

1.0 Introduction:

This plan has been developed as a result of completing an “Infectious Disease Exposure Risk Assessment” for this work group/function which was completed in consultation with members of the management team, workers and the Joint Occupation Health and Safety Committee. This safety plan will be posted on the workplace Safety bulletin board with the Risk Assessment for viewing by all employees

2.0 PROTOCOLS FOR EMPLOYEES IN THIS AREA

PERSONAL DISTANCING - LIMITED OCCUPANCIES

1. Employees must adhere to occupancy limits posted on the doors of common meeting rooms, lunch rooms, etc.
2. Tentative occupancy limits posted on entrance to all rooms
3. Pre-established program maximums must be adhered to as determined by Programming Staff
4. All staff and participants must maintain a minimum of 3 meters distance from one another in all common areas including hallways, washrooms, staff rooms, and program areas.
5. All staff and participants must wear masks when in recreation facility common areas including hallways, washrooms and entering program areas. Participants can remove masks during physical activities when they are able to maintain a minimum of 3 meters distance from other participants and staff. Masks are strongly recommended during all stationary activities even when 3 meters distance is being maintained.

USE OF EMPLOYEE AND PUBLIC WASHROOMS

1. Employees are instructed to avoid using public washrooms when possible
2. Signage posted in all washrooms on how to properly wash hands.
3. Employees are instructed to direct public to public washrooms in designated area only.
4. Public change rooms will not be available.

LIMITING SOCIAL INTERACTION

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

1. Maintaining safe physical distance between staff and public.
2. Registration will be done online or over the phone
3. Facilities will be open to registered program participants only
4. Participants will be required to show up no more than 5 minutes prior to the start of their program.
5. Employees will let participants into the facility at their program time as per the ‘Touchless Check-in procedure’
6. Participants must verbally complete a “health screening” prior to entering the facility

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7. Employees will not have access to break rooms and will be asked to eat lunch or take breaks outside of the facility when possible
8. Employees must wear PPE when administering first aid to a participant or staff member as per the 'First Aid Program' procedure

HANDLING OF MAIL/ DELIVERIES AND SUBMITTALS FROM PUBLIC

1. Participants encourage to submit all waivers online.
2. If not able to submit online, it can be printed and left in the City Hall drop-box labelled "recreation"
3. If not able to print we will provide a copy, staff will wear gloves and paper will be put in 24 hr quarantine before being touched. If possible, participants will sign waiver on iPad that can be disinfected between uses.
4. If there are other documents that must be handled disposable gloves shall be worn.

SANITATION OF COMMON TOUCH SURFACES AND EQUIPMENT

1. Employees are required to ask participants to sanitize any equipment they use prior to exiting the class using the wipes provided.
2. Employees are required to sanitize any other equipment used in the class that participants may not disinfect.
3. Facility custodians will be cleaning and sanitizing throughout the day, with deep cleaning taking place at night.
4. Tables and chairs will be sanitized and let air dry before being put away.
5. Staff must follow the 'Equipment Sanitization' procedure.

DESIGNATED TRAFFIC PATTERNS FOR TRAVELING WITHIN THE OFFICE/BUILDING

1. Arrows, signs, and tape will be used to indicate pathways inside the facility and hallways where needed.
2. There will be no seating areas for public use within recreation facilities, only for emergency or first aid
3. Benches or seating area's will be removed from the facilities or blocked off
4. No loitering/congestion signs placed in areas that may create bottlenecks.

3.0 PROTOCOL FOR PUBLIC INTERACTIONS

ENTERING AND EXITING THE FACILITY

1. Facilities will have limited pre-arranged access to registered program participants only
2. Participants will be required to show up no more than 5 minutes prior to the start of their program.
3. Instructors will let participants into the facility at their program time.
4. Parents will be discouraged from entering the facility with the exception of parent-child classes (early year's programs) or specific requests when required.
5. Participants will be asked to acknowledge the health declaration and sanitize hands upon entrance, then go directly to their program space.
6. Staff will ask that all participant, or parents picking up participants immediately after their class, leave immediately afterwards to prevent gatherings around the facility or parking lot.

SITE AMBASSADOR / PUBLIC COMMUNICATION

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1. Registration will be done online and over the phone, procedures will be reinforced at this point as well.
2. Participants given information at time of registration and sent an email before the start of program area specific information. All information will also be posted on the website. Facebook and Twitter can be used to help direct public to this information.
3. Via the City of Courtenay website, Public will be informed of the following: Screening protocols, Physical distancing requirements outside and inside of the facility, Cleaning protocols, and Programming changes (e.g., limitations on number of people permitted inside the facility at once, etc.).

INTERACTION WITH EMPLOYEES / ADMIN. CLERKS

1. The offices will be closed.
2. Program staff will interact with public but not from behind a desk, will ensure to enforce physical distancing during these interactions.
3. PPE will be made available to staff, as masks are required and must be worn while in the facility and when physical distance cannot be maintained ex. first aid. Staff must follow the 'PPE & Staff Hygiene' program procedure

TRANSFER AND HANDLING OF DOCUMENTS

1. Participants encourage to submit all waivers online.
2. If not able to submit online, it can be printed and left in the City Hall drop-box labelled "recreation"
3. If not able to print we will provide a copy, staff will wear gloves and paper will be put in 24 hr quarantine before being touched. If possible, participants will sign waiver on iPad that can be disinfected between uses.
4. If there are other documents that must be handled disposable gloves shall be worn.
5. Paper attendance folders will be located by the staff washrooms. Staff are to sanitize their hands when picking up and after dropping off.
6. Equipment and program supplies must be handled following the 'Equipment Sanitization' program procedure.

FRONT COUNTER ACTIVITIES

1. N/A – front counter closed and inaccessible to program staff.

4.0 SUMMARY OF ALTERATIONS TO FACILITY ARRANGEMENT / FURNISHING

1. Facility access limited to program participants only.
2. An enter/exit system implemented for the public.
3. Markers installed on the floor to indicate where public are to stand when needed.
4. Furnishings (couches/chairs) removed.

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



#	Location	Sign Content
1	Each Program Space	Occupancy Limits
2	Washrooms	"Hand washing" signage

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3	Every Facility Entrance	"Health Declaration" sign – listing COVID 19 symptoms
4	Throughout Facility	"Physical Distancing" signage
5	Throughout Facility	"No Congregating" signage
6	Facility Entrances	"No Loitering" and "Registered Participants Only" signage
7	Sinks	"Hand Washing" signage

5.0 REFERENCE DOCUMENTS: Documents utilized when developing the associated risk assessment and procedures include: BCRPA Restarting Guidelines, PHO Guidance for Childcare Settings, WorkSafeBC Industry Child Care protocols and WorkSafeBC Industry Recreation and Sport protocols, ViaSport Return to Sport Guidelines.

6.0 DOCUMENT APPROVAL

Date	Name and Title (OHS Advisor /Director)	Signature
Sep. 18, 2020	Paige Knapman, OHS Advisor	
Sept. 18, 2020	Dave Snider, Direct Recreation and Culture	

7.0 DOCUMENT CHANGE MANAGEMENT

Revision No.	Date	Description of Change	Authored by/ Change made by (name and title)
0	Sept 18, 2020	Initial Release	Caleigh Ellis
1	November 20, 2020	PHO update November 19,2020	Caleigh Ellis

An electronic copy of this document can be found at:

List of Appendices:

- Appendix A: Indoor Staff PPE & Equipment Sanitization Program Procedure
- Appendix B: COVID Hygiene & PPE Procedure
- Appendix C: Touchless Check-in Procedure
- Appendix D: Program Bathroom Procedure
- Appendix E: Indoor Programming First Aid Procedure
- Appendix F: Staff Illness in Program
- Appendix G: Participant Illness in Program