



City of Courtenay Covid-19 Resuming Operations Safety Plan

Site Specific Plan for: Outdoor Fitness & personal training

An electronic copy of this document can be found:

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. Employee must adhere to occupancy limits posted on the doors of common meeting rooms, lunch rooms, etc.
2. Tentative occupancy limitations are as follows:
 - a. Salish Building – 7 persons
 - b. Outdoor stage/Area in front – 16 persons

USE OF EMPLOYEE AND PUBLIC WASHROOMS

1. Employees are instructed not to use public accessed washrooms during this time.
2. Employees are instructed to direct public to public washrooms only located at pool building.
3. Signage posted in all washrooms on how to properly wash hands.
4. Employees will use washroom in Salish Building.

LIMITING SOCIAL INTERACTION

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

1. Any extra communication's needed by staff or management will be done via email or phone.
2. Maintaining safe physical distance between staff and public.
3. All fitness classes and personal training sessions will take place outside. Instructors will have access to the Salish Building to retrieve equipment, emergency cell phone, first aid kit and use bathroom.
4. Only a maximum of 16 participants per class and 1 instructor will be allowed.
5. In the event of inclement weather, classes will be cancelled or if group is under 8 people, the outdoor stage can be used for shelter while ensuring safe distancing is maintained.
6. Any supervisor/instructor interactions will take place outside, via phone or email.
7. Only 7 people in Salish at any given time. Occupancy limits are posted. Fitness instructors must be aware of this.
8. There will be no overlapping classes, participants will be asked to arrive no greater than 10-15 minutes prior to start of class.

City of Courtenay Covid-19 Resuming Operations Safety Plan

9. Fitness instructors/personal trainers must don PPE when administering first aid to a participant as per the Active Living First Aid Procedure (attached).
10. Fitness instructors will receive training on how to perform their duties while maintaining safe physical distance. If unable to ensure safe distancing, disposable masks will be used by both instructors/trainers and clientele.

HANDLING OF MAIL/ DELIVERIES AND SUBMITTALS FROM PUBLIC

1. Participants will be required to register for their class online or via phone, no physical documents will be handed to instructors or vice versa. All confirmations, receipts and waivers will be electronic.
2. If there are other documents that must be handled disposable gloves shall be worn.

SANITATION OF COMMON TOUCH SURFACES AND EQUIPMENT

1. Minimal equipment will be used, if used, participants will be required to wipe down everything at the end of class (time will be provided)
2. Instructors/trainers are required to sanitize touch points after using staff washrooms. They will also do one final wipe of all equipment after participants have left, wearing appropriate PPE.
3. Facility custodians will be cleaning and sanitizing at the end of each day.
4. Instructors/trainers must sanitize iPad at the end of class after use.
5. Staff must follow PPE & equipment Sanitization procedure for using and disinfecting equipment (see attached).

DESIGNATED TRAFFIC PATTERNS FOR TRAVELING WITHIN THE OFFICE/BUILDING

Directional arrows/indicators installed in Salish will help direct instructors and aid in safe personal distancing. Adhere to any directional indicators, as long as it is reasonable and practical to do so. Distancing markers will be marked for check in as well as circles on the field indicating socially distanced workout areas for each participant.

3.0 PROTOCOL FOR PUBLIC INTERACTIONS

Entering and exiting the facility

1. Public cannot enter the Lewis Centre.
2. All classes/session will be held outdoors.
3. Only fitness class participants and personal training clients will have access to washrooms located on the exterior of the outdoor pool. Although lining up will be discouraged, markers will be placed by the stage to ensure safe flow of people in and social distancing when checking in. Please see Touchless check in procedure(attached)
4. Only fitness instructors and personal trainers will have access to the Salish Building. Floor is marked for safe flow of people in and out of building.

Site Ambassador / Public communication

1. Information on programming will be posted on City website, Facebook, and Twitter.

City of Courtenay Covid-19 Resuming Operations Safety Plan

2. A FAQ sheet has been created to give to participants and post on social media, that will answer all questions participants may have and help direct them to their class location, as well as, what we will expect for them when attending our programs.
3. All pertinent information will be available to view at registration or articulated by office staff via phone
4. Site ambassadors will be present (provided by Summer camps) that may help to direct camp participants and fitness participants to the appropriate places if present.

Interaction with Instructors

1. Participants will be required to maintain social distancing with instructor/trainer and each other when visiting this department.
2. Signage and ground markings will be used to designate areas for participants to line up for verbal check in
3. Checking in will be done verbally, one at a time and follow the Touchless Check in Procedure (see attached).
4. Chalk Markers will be used on sidewalk to indicate where public are to stand when instructors sign them in
5. All check-ins with participants will be done outdoors. Every class, participants are required to verbally verify that they (or other household/close contacts) are not showing any symptoms which may be COVID 19 related, have not been asked to isolate, and have not left the country in the last 14 days.

Transfer and handling of documents, equipment and items

1. Fitness related equipment must be handled following the PPE & Equipment sanitization Procedure (see attached).
2. Participants and staff will be asked to bring their own equipment such as mats, and will all be required to wipe it down after use using hydrogen peroxide wipes. Staff will complete a final spray of any equipment with VIREX, while wearing required PPE.
3. No documents will be transferred change hands before, during or after classes.

4.0 SUMMARY OF ALTERATIONS TO FACILITY ARRANGEMENT

1. All programming will be outside.
2. A one way enter/exit system implemented for Salish Building.
3. Distance marked on sidewalk for participants to stand while waiting to check in
4. Distanced marked on field for participants to use during class



City of Courtenay Covid-19 Resuming Operations Safety Plan

The following signage will be in place:

#	Location	Sign Content
1	Check in area beside stage	"Fitness class participants only & Where/how to line up" Sign
2	Check in area beside stage (outside)	"Do not enter if you are feeling ill" sign listing COVID 19 symptoms. Health Declaration.
3	Washrooms(pool)	Cover if you cough sneeze & Wash hands instruction
5	Salish	Occupancy limit of this room is 7 & No public access

- a. **REFERENCES:** Documents utilized when developing the associated risk assessment and procedures include: BCRPA Restarting Guidelines, Service Area Template, WorkSafeBC Protocols.

6.0 DOCUMENT APPROVAL

Date	Name and Title (OHS Advisor and Depart. Director)	Signature
July 13, 2020	Paige Knapman, OH&S Advisor	
July 13, 2020	Dave Snider, Director of Recreation and Culture	

7.0 DOCUMENT CHANGE MANAGEMENT

Revision No.	Date	Description of Change	Authored by/ Change made by (name and title)
0	July 10, 2020	Release of Procedure	Catriona Smith

An electronic copy of this document can be found at:

List of Appendices:

- Appendix A: Fitness Instructor Hygiene procedure
- Appendix B: Staff PPE & Equipment Sanitization Procedure
- Appendix C: Active Living First Aid Procedure
- Appendix D: Active Living Touchless Check in Program Procedure
- Appendix E: Participant Illness in Program Procedure
- Appendix F: Staff Illness in Program Procedure
- Appendix G: Working alone procedure