



City of Courtenay Covid-19 Resuming Operations Safety Plan

Site Specific Plan for: Lewis Wellness Centre

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. Masks must be worn at all times in the facility including common areas such as hallways, washrooms and in the Wellness Centre by both staff and participants.
3. A minimum of 3 meters physical distance must be maintained between individuals at all times.
4. Tentative occupancy limitations are as follows:
 - a. Wellness Centre - 16 participants, max of 3 staff
 - b. Attendant Office - 2 persons (1 back of office, 1 front of office)

USE OF EMPLOYEE AND PUBLIC WASHROOMS

1. Employees are instructed not to use public washrooms during this time, if possible.
2. Employees are instructed to direct public to public washrooms only located outside Wellness Centre upper level.
3. Signage posted in all washrooms on how to properly wash hands and maintain social distancing.
4. Employees will be directed to use staff washroom by front office.

LIMITING SOCIAL INTERACTION

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

1. Maintain a safe physical distance Minimum 2 metres between staff and public.
2. Occupancy limits are posted. Only a maximum of 16 participants per booking allowed. Attendants and all other staff must be aware of these limits.
3. Supervisor and attendant communications/interactions will be encouraged to take place via phone or email, if in person, social distancing must be adhered to.
4. There will be no overlapping shifts or bookings, participants will be asked to arrive no greater than 5 minutes prior to start of their booking.
5. Attendants must wear PPE when administering first aid to a participant as per the Active Living First Aid Procedure (attached).

City of Courtenay Covid-19 Resuming Operations Safety Plan

6. Wellness Centre attendants 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 attendants and clientele.

HANDLING OF MAIL/ DELIVERIES AND SUBMITTALS FROM PUBLIC

1. Participants will be required to pre-register for their weight room time slot online or via phone, no physical documents will be handed to attendants, office staff 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. Amount of equipment has been greatly reduced by approximately 50%, when used, participants are required to wipe down equipment before and after use
2. Attendants are required to sanitize high traffic touch points such as handles, levers, screens, railings, weights and benches throughout their shift with wipes and also complete one final wipe of all equipment after participants have left, wearing appropriate PPE. Updated cleaning task list will assist in this to confirm tasks are being completed.
3. Facility custodians will also be following stringent cleaning, sanitizing and fogging procedures throughout the day and at the end of each day.
4. 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 the Lewis Centre and around the Wellness Centre will help direct attendants, staff and participants and aid in safe personal distancing. Adhere to any directional indicators, as long as it is reasonable and practical to do so. Distancing markers spaced 2 metres apart will be marked for check in on the exterior ground of the Wellness Centre and in front of the reception desk.

3.0 PROTOCOL FOR PUBLIC INTERACTIONS

ENTERING AND EXITING THE FACILITY

1. Public may enter only if they have pre booked their time slot.
2. Public will not be allowed entry to the facility more than 5 minutes prior to next scheduled time slot.
3. Public will only be allowed to enter through Wellness Centre exterior doors, maintaining physical distancing.
4. All participants must complete a verbal health screening prior to entering any recreation facility. Public will also self-declare health at time of registration and declare again at Wellness Centre entrance prior to facility entry.
5. Public will only be allowed to enter the Wellness Centre and exit one at a time.
6. Public will sanitize their hands upon entry and exit of the Wellness Centre.

City of Courtenay Covid-19 Resuming Operations Safety Plan

7. Public will not have access to anywhere else in the Lewis Centre, except for upper level public washrooms and Wellness Centre during booked time.

SITE AMBASSADOR / PUBLIC COMMUNICATION

1. Information on programming will be posted on City website, Facebook and Registration site.
2. A FAQ sheet has been created to give to participants and post on social media, that will answer all questions participants may have, guide them through the registration process, help direct them through the facility and what to expect before, during and after their workout.
3. All pertinent information will be available to view at registration or articulated by office staff via phone and printed on receipts.
4. Plan to film a “walk through the Wellness Centre” video to provide a visual of the changes and what is expected of the public when they use our services.

INTERACTION WITH ATTENDANTS

1. Participants will be required to maintain social distancing of at least 3 meters with Attendants and each other when visiting this department.
2. Signage and ground markings will be used to designate areas for participants to line up for check in and how to enter facility.
3. Attendants will not be allowed to perform any spotting duties for public
4. Interactions should be kept to a minimum and reinforced by attendants to not engage if prompted
5. Checking in will be done verbally, in hallway outside of Wellness Centre by an office staff. Public 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.
6. If participant or staff is showing symptoms, they will be isolated immediately to current isolation area at the outdoor pool office (see attached staff & participant illness in program procedure).

TRANSFER AND HANDLING OF DOCUMENTS

1. Wellness Centre machines and equipment must be handled following the PPE & Equipment Sanitization Procedure (see attached).
2. Participants and staff will be required to wipe down all equipment before and after use, using hydrogen peroxide wipes. Staff will complete a final disinfection of any equipment with VIREX, while wearing required PPE during 30 minute transition period between bookings.
3. No documents will be transferred or change hands before, during or after booking.

City of Courtenay Covid-19 Resuming Operations Safety Plan

4. Customers will be encouraged to bring their own weight belts, gloves, towels, etc. as they will not be provided by attendants. No outside equipment allowed.

4.0 SUMMARY OF ALTERATIONS TO FACILITY ARRANGEMENT


1. Approx. 50% of equipment has been removed from facility
2. Remaining equipment has be rearranged and distanced at least 2 metres apart to promote better flow of the facility and space requirements
3. Attendant desk inside front entrance has been removed and relocated outside the centre to be occupied by office staff for check in
4. Equipment that requires spotting, has been removed
5. Facility flow indicators have been implemented on the floor providing direction for participants and staff
6. Socially distanced markers for participants waiting to check in have been marked in hallway
7. Bench inside of Wellness Centre will be blocked off, only to be used in emergencies
8. Portions of cubbies will be blocked off to aid in social distancing
9. Caddies are provided to store personal items such as keys and water bottles

The following signage will be in place:

#	Location	Sign Content
1	Wellness Centre interior entrance & Attendant office	Occupancy limit's and no public access
2	Wellness Centre interior entrance	"Do not enter if you are feeling ill" sign listing COVID 19 symptoms. Health Declaration.
3	Washrooms	Cover if you cough sneeze & Wash hands instruction
4	Wellness Centre	Signage for social distancing reminders and disinfecting procedures
5	Wellness Centre	Red tape on floor to indicate bottle neck area's in which only 1 person may be present at a time

- 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 (Department Manager/Director)	Signature
July 24, 2020	Dave Snider, Director of Recreation and Cultural Services	

City of Courtenay Covid-19 Resuming Operations Safety Plan

7.0 DOCUMENT CHANGE MANAGEMENT

Revision No.	Date	Description of Change	Authored by/ Change made by (name and title)
1	November 23, 2020	Public Health Order release Nov.19	Caleigh Ellis

An electronic copy of this document can be found at:

List of Appendices:

- Appendix A: Wellness Centre Attendant Hygiene procedure
- Appendix B: Wellness Centre Attendant PPE & Equipment Sanitization Procedure
- Appendix C: Active Living First Aid Procedure
- Appendix D: Participant Illness in Program Procedure
- Appendix E: Staff Illness in Program Procedure