

# POWELL RIVER RECREATION COMPLEX



**RESTART PLAN 2020**

# Powell River Recreation Complex Restart Plan



We are facing a unique set of circumstances due to COVID-19. Since our facility closure in March, preparations have been underway for the reopening of the Powell River Recreation Complex which will occur in phases until further restrictions are lifted and we return to normal operations.

This plan is designed to align with the response and recovery approach of the Province of BC which includes identifying and establishing steps to minimize the risk of exposure to the coronavirus for employees and the public using the strategies and protocols. Our restart is dependent on provincial, regional, and regulatory bodies affirming it is safe to do so and upon employees and the public following the safety plans that have been established.

This restart plan will be continually monitored and evaluated based upon the directives issued by the Province of BC, the Public Health Officer, and Vancouver Coastal Health Authority.

**HEALTH & SAFETY**

The health and safety of our employees and patrons is paramount and we respectfully request everyone’s support taking the steps to protect against the spread of the coronavirus.

Table 1

**Five Principles For Every Situation**

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

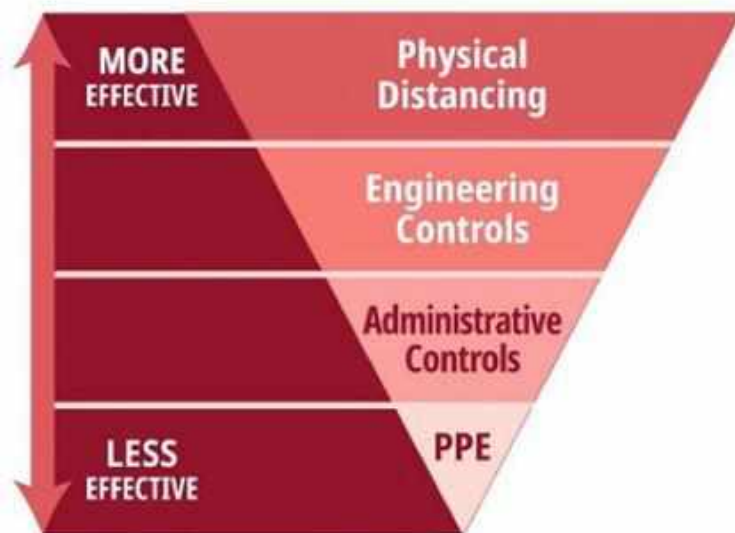
The Province of BC developed the BC Restart Plan [www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs\\_restart\\_plan\\_web.pdf](http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf) and have reinforced the principles in Table 1 to assist with preventing the transmission of the coronavirus. These five principles are based upon establishing controls which are fundamental to mitigating the risk of exposure to the virus.

Table 2

**Hierarchy of Controls For COVID-19**

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



In response to the directives, the City of Powell River (COPR) has developed a COVID-19 Safety Plan which is a WorkSafe BC prescribed document required for the employer and is posted in the facility and available on the COPR website at [www.powellriverprc.ca](http://www.powellriverprc.ca). We have incorporated it and relevant strategies and protocols into our Powell River Recreation Complex Safety Plan. A fact sheet, which is a summary of the safety plan, will be made available to patrons and employees (Appendix F).

The BC Recreation and Parks Association, “Return to Recreation” (website link below) and Via Sport BC “Return to Sport” (website link below) have provided guidelines to assist recreation facilities, programs/sports organizations with the phased restarting approach. It is important to note that there is not one specific plan that encompasses all facilities due to their unique layouts and characteristics. In developing the Powell River Recreation Complex Restart Plan, we have considered the unique aspects of our facility and the ability to host activities while meeting these directives. Guidelines, protocols, procedures, training and orientation will be provided to the employees to minimize risk of exposure.

We have prepared this document to provide information regarding the guidelines for the Powell River Recreation Complex so that employees, user groups, sports organizations and the public understand the protocol to support the reopening of the facility. It is our goal to work collaboratively to provide a safe and secure environment for our patrons and employees.

#### Website Links:

The BC Recreation and Parks Association, “Return to Recreation”

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

Via Sport BC “Return to Sport”

[www.viasport.ca/return-sport](http://www.viasport.ca/return-sport)





## ROLES & RESPONSIBILITIES

### SUPERVISORS/MANAGERS

- Maintain an understanding of the COPR's directives and adapt to any changes required;
- Ensure that employees are instructed on the controls for hazards including administrative, physical, cleaning, disinfecting, and PPE;
- Direct work to be conducted and completed in a manner that minimizes or preferably eliminates the risk to employees;
- Ensure employees receive orientation for the protocols for reporting illness and in situations where symptoms of illness are observed, then send them home;
- Ensure employees understand and follow the procedures, protocols, and safety plans.

### EMPLOYEES

- Follow the established procedures and protocols as directed by the Supervisor;
- Know the hazards of the workplace and the controls that have been implemented;
- Use and wear PPE properly as instructed;
- Report any unsafe conditions or acts to the Supervisor;
- Self monitor for COVID-19 symptoms and report any signs to the Supervisor;
- Stay home if displaying symptoms of illness and contact 8-1-1 or use the BC COVID-19 Self Assessment Tool to help determine if you need further assessment of testing for COVID -19. Report this to the Supervisor and do not return to work until the symptoms have resolved.

## **PUBLIC/SPORT ORGANIZATIONS AND GROUPS**

It is the responsibility of the public/sports organizations and groups to provide to the facility a Return to Sport Safety Plan that is relevant to their participants or members of their group, and is aligned with the Powell River Recreation Complex Restart Plan. They will be responsible to revise their plan as directives change, where applicable, and advise the City of Powell River accordingly.



The Return to Sport Safety Plan shall be consisted with the guidelines and directives provided by the Province, P.H.O., City of Powell River, Worksafe BC, governing sports associations, and development of plans will be through collaboration and cooperation between the program provider and the City of Powell River.

Plans must include:

- Name and contact information of their designated “Communications Officer” who will be responsible for communication with the City of Powell River’s representative;
- Orientation plan for their members and participants to follow the established procedures and protocols of the two plans;
- A description of the planned event or activity with how physical distancing will be maintained;
- Intended means of egress to activity or rooms;
- Insurance coverage and completed permits for use;
- Communication plan coordinated with COPR for reporting and caring of illness of their participants;
- Details to address cleaning and storage of equipment;
- Handling of patrons or enforcement for those that are not following the directives;
- First aid protocols for participants and members.

## **COVID-19 TRAINING/ORIENTATION**

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- Training and orientation relevant to COVID-19 shall form an integral part of the Return to Sport and Powell River Recreation Complex Restart Plans.
- COPR employees with frequent public contact will receive training on COVID-19 safety, cleaning and sanitation protocols.
- Organizations, groups and contractors are responsible to provide similar training to their members and associates. This shall include but not be limited to players, participants, coaches, instructors, staff, officials, parents and guardians.

## **EMPLOYEE/PATRON HEALTH**

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### **PHYSICAL DISTANCING**

- COPR employees and patrons will be advised to practice physical distancing by maintaining a minimum of two metres from other people while standing in lines, using washrooms, or moving around the facility or property.
- In other areas of the facility where programs or activities will occur, this distance will be increased to five square metres wherever possible.
- Layouts of tables, chairs, and other equipment for facility rentals will be arranged to ensure physical distancing and a means of egress is identified for the purpose of entering and exiting.
- Any areas where the public or employees are required to wait in line will be clearly marked for physical distancing.

### **SIGNAGE**

- Health and hygiene reminders will be placed throughout the facility.
- Entrances and exits, washrooms and wherever possible, corridors and high traffic areas will be designated and signed.
- Floor markings and arrows for direction flow have been installed.

### **EMPLOYEE/PUBLIC HEALTH**

- COPR employees will be ready to provide support to each other and to patrons at the facility as needed.
- Employee shifts start and end times and rest breaks will be staggered.
- Anyone displaying signs of illness after entering the facility are to be advised to leave and return home.
- Employees and the public who develop symptoms of illness should complete the self assessment tool and follow the recommendations which are available at <https://bc.thrive.health/covid19/en>

**PERSONAL HYGIENE**

Correct hygiene and frequent handwashing with soap is essential to minimize the spread of viruses and bacteria. COPR employees have been instructed to regularly wash their hands, or use sanitizer when a sink is not available and after any of the following activities:

- Using the washroom
- Sneezing or blowing their nose, touching the face
- Cleaning, sweeping, mopping
- Eating, drinking
- Entering and leaving the facility and prior to and after rest breaks.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- PPE will be worn by all employees based on their role and responsibilities and in adherence to regulations and procedures.
- Training on how to properly use and dispose of all PPE will be provided.
- Employees will be supplied by the COPR with their own PPE wherever applicable and the worker will be responsible for the cleaning, wearing, and proper care of their PPE.
- In areas where physical distancing cannot be maintained then it is recommended that a mask be worn.





### ARRIVAL OF PUBLIC TO POWELL RIVER RECREATION COMPLEX

During the initial restart phase of the facility, a COPR employee or designated individual (COVID Ambassador) will greet visitors upon entry to the facility. A “Notice to Visitors” sign is posted at the entrance and visitors are asked to not enter the facility if they answer yes to any of the following:

- They have travelled outside of Canada or have been in close contact with someone who has travelled outside of Canada within the past 14 days;
- They have had close contact with someone with respiratory illness or a confirmed or probable case of COVID-19;
- They have illness symptoms that include any of the following:
  - Fever, cough, shortness of breath, body aches, any flue-like symptoms

Staff and public will be advised that entry is not permitted if they answer yes to any of these questions.



*A hand sanitizing station has been set up at the West entrance for patrons entering and exiting the facility*

## PROTOCOLS – CONTROLS

The facility regularly uses cleaning products and protocols which are effective against viruses, bacteria, and other airborne and bloodborne pathogens. Due to COVID-19, the COPR is working with our vendors and suppliers to ensure an uninterrupted supply of these cleaning products and necessary PPE. An infection disease exposure risk assessment was completed for the Powell River Recreation Complex for restarting and physical barriers and controls have been established to mitigate the risk of exposure.

During the in initial restart phase of the facility, a sign is posted at the front entrance and visitors are asked to not to enter if they are sick or have respiratory symptoms. Patrons are also reminded to:

- Wash hands frequently;
- Cover cough or sneeze with elbow;
- Practice social distancing

### Avoid public spaces

Avoid crowded public spaces and places where you cannot physically distance yourself from others.

### PUBLIC/Common SPACES

#### *Lower Foyer*

- The front entry automatic doors are the designated entrance and exits to the facility.
- A sanitizing hand station has been set up for patrons to use when entering and existing the building.
- A variety of wall hand pump sanitizing stations have been installed throughout the lower foyer.
- Access to the upper floor has been restricted.
- Tables, couches, and chairs have been removed for the initial reopening phase and will be reviewed as restrictions are eased.
- Water fountains have been closed however water bottle fill stations remain open.
- Sneeze guards have been installed at the reception desk along with physical distancing markers for patron lineups.

#### *Concession/Vending Services*

The concession will continue to operate on a takeout basis only. Vending machines will remain open to the public and the ATM will be available based upon the service availability by the contractor.

#### *Skate Shop*

The skate shop will be closed until further notice.

#### *Washrooms*

The washrooms located in the Rink Warm Lobby and Arena Warm Lobby will remain open and are limited to a maximum of 2 people at a time.

- Specific sinks, urinals, toilet stalls have been designated as “Out of Service” to ensure physical distancing.
- Washrooms will be kept stocked with paper towel, toilet paper, hand soap and hand sanitizers will be available.

- Signage will be placed to identify the maximum allowed for occupancy which is two people for each washroom until further notice. This will be evaluated and adjusted as conditions warrant.
- Signage will be placed to encourage hand washing prior to and after using washrooms
- Procedures exist for maintenance staff to clean and disinfect the frequent or high points of contact regularly and a checklist for documentation has been implemented. A complete and thorough cleaning and disinfection of the washrooms and fixtures will be conducted at night by the maintenance staff.

### *Aquatic Change Rooms*

The male and female changerooms will be closed until aquatic centre operations resume. The family change room washroom is currently open for fitness facility patrons only.

### *Meeting Rooms*

- Signage is placed to identify the maximum allowed for occupancy. This will be evaluated and adjusted as conditions warrant.
- Meeting room rentals must provide a room set up that provides for physical distancing measures. Safety plans must also be submitted for each rental.
- Room setup by employees shall be provided to allow for physical distancing according to activity.
- Tables and chairs will be cleaned and disinfected by maintenance staff upon completion of each use.
- No food or beverage service will be allowed in meeting rooms until restrictions are eased

Elm Room:	15 persons
Cedar Room:	30 persons
Arbutus Room:	50 persons
Spruce Room:	5 persons
Birch Room:	Closed
Poplar Room:	Closed



*All meeting room rentals must provide a COVID 19 Safety Plan that identifies physical distancing measures and that new occupancy limits are obtained.*

## EMPLOYEE SPACES

### Reception/Offices

- The Reception desk has been modified with physical barriers to protect both the public and COPR employees.
- A maximum of 4 employees may be at the reception desk at any given time.
- The frequency of cleaning and disinfection has increased in the high traffic areas with an emphasis on the frequent high touch points of contact areas in the administration area.
- Cleaning and sanitizing protocols are also in effect for mechanical and ice plant rooms and other areas restricted for access.
- Employees will be responsible for cleaning and disinfection of their own offices and workstations.



### Shared Equipment

- Shared tools and equipment will be cleaned and sanitized by employees before, during, and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers, payment terminals, staff room implements, maintenance tools, portable equipment, keypads and computer workstations.
- Maintenance employees shall have the responsibility for cleaning and sanitizing the frequent contact areas of the mechanical, electrical, refrigeration plant, Zamboni rooms and the workshop. This will also include ice maintenance and janitorial equipment that will be cleaned/sanitized after each use.
- Employees shall wash their hands prior to and after each use of the Zamboni and ice edger.

#### Heating/Ventilation/Air Conditioning

- The frequency of air filter replacement and HVAC system cleaning and maintenance will be conducted at regular intervals with fresh air exchange maximized wherever possible.

#### Domestic Water

- Showers will be unavailable until further notice.
- Water bottle fill stations are available, and patrons must bring their own water bottle.
- When showers are allowed, the maximum occupancy will be one person at a time.

## **ARENA/RINK PROTOCOLS**

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Maximum occupancy level for the on ice/dry floor surfaces in the Arena and Rink is 20 persons which includes all participants, coaches, instructors and assistants. The public/sport organization and groups shall be responsible for complying to these levels.

#### **CLEANING/DISINFECTING**

Maintenance employees will clean and disinfect the high touch points of contact areas in the dressing rooms, corridors, meeting rooms and lobby prior to and after each use. This will include the following:

- Door handles
- Sinks, shower fixtures and stall partitions,
- Seating and shelves
- Floors

A thorough cleaning and disinfection will be completed each night by maintenance.

#### **DRESSING ROOMS**

Dressing rooms will be made available based on the Return to Sport plan aligned with the Powell River Recreation Complex Restart Plan.

- Occupancy signage has been installed outside of each dressing room using 5 sq/metres per person.
- All showers and water bottle fill stations have been closed until further notice.
- Rooms will be available 20 minutes prior to the start of booking and shall be vacated 20 minutes after the end of the booking.
- Physical distancing shall be established when rooms are being used.
- Room occupancy has been posted as follows:
  - Regals Room: 8 persons
  - Kings Dressing Room: 8 persons
  - Dressing Room 3: 5 persons
  - Dressing Room 5 & 6: 6 persons
  - Dressing Room 4, 7, 8, 9, & 10: 4 persons
  - Referee Room: 2 persons
  - Arena Warm Room: 23 persons
  - Rink Warm Room: 27 persons

**SPECTATOR SEATING**

- A designated seating area will be available for specific activities and session based upon the Return to Sport Plan and aligned with the Powell River Recreation Complex Restart Plan. When allowed by the COPR, the ratio will be one parent/adult per participant in a session to a maximum of 20. This will be reviewed and adjusted as determined by the COPR.
- Access and exit to spectator seating shall be designated by signage to provide physical distancing.
- When spectator seating is allowed, families of the same household may sit in a group, as long as maximum occupancy levels are maintained.
- This occupancy will be monitored by the designated sport COVID Ambassador.

**PATRON CONSIDERATIONS**

- Physical distancing requirements of 2 metres shall be established whenever possible.
- Hand sanitizer stations are located at multiple locations throughout the facility.
- Spitting, nose blowing without tissues and other unsanitary activities are prohibited.
- Supervision of child is required at all times in the facility.
- Disposal of garbage not within designated containers is prohibited.
- Soap dispensers will be provided in dressing rooms and washroom areas.

**ICE/DRY FLOOR USE**

Permits are issued through the Booking Clerk and are required for all bookings at the Powell River Recreation Complex. To be considered complete and valid, the following information must be included:

- Full details regarding the booking including type of activity, age group involved and number of participants.
- Certificate of insurance provided naming the COPR as an additional insured party;
- Signatures of authorized renter and COPR representative on the permit included the COVID-19 Addendum (need to include as appendix)
- Schedules for bookings shall allow for length of booking and time allotted to address cleaning/disinfection, pickup and drop off of patrons, occupancy levels, means of egress, ice/floor maintenance and availability of ice or dry floor surfaces. During the restart of the Powell River Recreation Complex the allotted time will be varied dependent on the type of activity and the COPR shall be responsible for determining the length of time required;
- Special events that require a special occasion license will not be permitted until further notice.

## **WEIGHT ROOM PROTOCOLS**

The weight room at the Recreation Complex will be available for patron use based upon a reservation system. The layout of the room has changed, and some equipment has been moved to the Dogwood Room to provide for increased physical distancing

### **RESERVATIONS**

To control access and to ensure proper physical distancing, access to the weight room will be offered on a reservation basis and limited to a maximum of one visit per person per day. Specific one-hour time slots have been created with a maximum occupancy of 15 persons per hour. Reservations can be made online or over the phone two weeks in advance of use. These are provided on a first come, first served basis. Schedules are subject to change.



*Weight Room layout has changed to provide greater physical distancing between patrons.*

### **PAYMENT**

Payment can be made online at \$5.00 per person or members may utilize existing memberships. Note that members must call 604-485-2891 to reserve spots.

### **PATRON REQUIREMENTS**

Patrons are asked to show up no more than 10 minutes prior to their reserved time. Upon check-in, patrons will be provided with a disinfectant wipe bottle to ensure that all equipment is wiped down after each use. Additional wipes and hand sanitizer stations have been installed in the weight rooms.

- Please bring your own personal towel
- Water fill stations remain open, but patrons must bring their own water bottle.
- Change rooms and showers are not available at this time.

### **CLEANING/DISINFECTION**

Throughout the day, maintenance staff will conduct regular cleaning of the weight room cleaning and a full thorough cleaning will be completed at the end of each day. Hand sanitizer stations and additional disinfectant wipe stations have also been installed. Patrons are reminded to wipe down all equipment after each use.

# Hand Hygiene Signage – Appendix A



## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



### Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery**

#### HOW TO HAND WASH

**1**



Wet hands with warm (not hot or cold) running water

**2**



Apply liquid or foam soap

**3**



Lather soap covering all surfaces of hands for 20-30 seconds

**4**



Rinse thoroughly under running water

**5**



Pat hands dry thoroughly with paper towel

**6**



Use paper towel to turn off the tap

#### HOW TO USE HAND RUB

**1**



Ensure hands are visibly clean (if soiled, follow hand washing steps)

**2**



Apply about a loonie-sized amount to your hands

**3**



Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**





## Notice to visitor's signage – Appendix B



# DO NOT ENTER if you are sick or have respiratory symptoms

To help support the health and safety of our community we would like to remind you of the following:

- Wash your hands frequently with soap and water
- Cover your cough or sneeze using your elbow
- For general information about COVID-19 call 1-888-COVID-19



If you are concerned that you may have symptoms of COVID-19 call your primary care provider or call 8-1-1.

**STAY HOME IF YOU ARE SICK**



### Risk Assessment – Appendix C

<b>STEP 1</b>	<b>Job Site or Building</b>	Powell River Recreation Complex
	<b>Date</b>	June 4, 2020
	<b>Completed By</b>	Melissa Furlotte, Head Lifeguard; Adam Hueston, Safety Coordinator

<b>STEP 2</b>	<b>Risk Assessment BEFORE Controls</b>		
	Low Risk <input type="checkbox"/>	Moderate Risk <input type="checkbox"/>	High Risk <b>X</b> <input checked="" type="checkbox"/>
	Exposure to employees, public or shared materials or workstations is rare.	Exposure to employees, public or shared materials or workstations occurs several times per day.	Exposure to employees, public or shared materials or workstations occurs several times per hour.

<b>STEP 3</b>	Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
	<b>Activity and Hazard</b>	<b>X = YES</b>	<b>Controls</b>
	Exposure through contact with employees.	X <input type="checkbox"/>	<input type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Single-person travel. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Staggered start/end and break times. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> Teleworking.
	Exposure through asymptomatic carriers.	X <input type="checkbox"/>	<input type="checkbox"/> Staying home if you have any illness symptoms. <input type="checkbox"/> Self-isolating for 14-days when returning from outside of Canada. <input type="checkbox"/> Staying home if in close contact with someone who is diagnosed or who has infectious disease symptoms.
Exposure through contact with the public. - Staff to use tunnel entrance - Fitness spaces will be by appointment	X <input type="checkbox"/>	<input type="checkbox"/> Close facility. <input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Alternate entry. <input checked="" type="checkbox"/> Physical barrier (sneeze guard). <input checked="" type="checkbox"/> Meetings by appointment only. <input type="checkbox"/> Appointment pre-screening. <input checked="" type="checkbox"/> Reduced service. <input checked="" type="checkbox"/> Cleaning and sanitizing.	

Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
Activity and Hazard	X = YES	Controls
Exposure through contact of vehicles and equipment.	X <input type="checkbox"/>	X <input type="checkbox"/> Single-person travel. <input type="checkbox"/> Barrier between front and rear seats. X <input type="checkbox"/> Cleaning and sanitizing. <input type="checkbox"/> PPE – gloves. X <input type="checkbox"/> Hand washing and sanitizing supplies.
Exposure through the handling of materials.	X <input type="checkbox"/>	<input type="checkbox"/> Delivery by appointment only. <input type="checkbox"/> PPE - gloves. X <input type="checkbox"/> Hand washing and sanitizing supplies. X <input type="checkbox"/> Cleaning and sanitizing.
Exposure through contact of tools.	X <input type="checkbox"/>	X <input type="checkbox"/> Cleaning and sanitizing. X <input type="checkbox"/> PPE – gloves. X <input type="checkbox"/> Hand washing and sanitizing supplies.
Exposure through contact of personal protective equipment (PPE).	X <input type="checkbox"/>	X <input type="checkbox"/> Cleaning and sanitizing. X <input type="checkbox"/> Disposable PPE. X <input type="checkbox"/> Assigned PPE; no sharing. X <input type="checkbox"/> Hand washing and sanitizing supplies.
Exposure through sharing common spaces with others. Occupancy limit signs posted when space is limited	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. X <input type="checkbox"/> Hand washing and sanitizing supplies. <input type="checkbox"/> One-person restriction in shared space. X <input type="checkbox"/> Staggered start/end and break times. X <input type="checkbox"/> Cleaning and sanitizing. Moved Lunch room to larger space
Exposure through work on computer, desk or office.	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. X <input type="checkbox"/> Cleaning and sanitizing.
Exposure when handling cash.	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. X <input type="checkbox"/> Physical barrier (sneeze guard). X <input type="checkbox"/> Hand washing and sanitizing supplies. X <input type="checkbox"/> Cleaning and sanitizing. <input type="checkbox"/> Stop accepting cash.
Exposure when passing others in hallways or aisles.	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. <input type="checkbox"/> One-way route. X <input type="checkbox"/> Cleaning and sanitizing.

STEP 3 CONTINUED

STEP 3 CONTINUED	Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
	Activity and Hazard	X = YES	Controls
	Exposure to biohazardous materials. - If splash risk is present use a face shield and or/eye protection with a mask	X <input type="checkbox"/>	X <input type="checkbox"/> Cleaning and sanitizing. X <input type="checkbox"/> PPE – gloves. X <input type="checkbox"/> PPE – respirator X <input type="checkbox"/> PPE – gown or coveralls X <input type="checkbox"/> Hand washing and sanitizing supplies. X <input type="checkbox"/> Face shield/eye protection
	Exposure when performing first aid treatment to a WORKER.	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. X <input type="checkbox"/> Cleaning and sanitizing. X <input type="checkbox"/> PPE – gloves. X <input type="checkbox"/> PPE – respirator. X <input type="checkbox"/> PPE – Gown or coveralls X <input type="checkbox"/> Hand washing and sanitizing supplies. X <input type="checkbox"/> Face shield/eye protection
	Exposure while performing first aid treatment to a member of the PUBLIC.	X <input type="checkbox"/>	X <input type="checkbox"/> Physical distancing. X <input type="checkbox"/> Cleaning and sanitizing. X <input type="checkbox"/> PPE – gloves. X <input type="checkbox"/> PPE – respirator. X <input type="checkbox"/> PPE – Gown or coveralls X <input type="checkbox"/> Hand washing and sanitizing supplies. X <input type="checkbox"/> Face shield/eye protection

STEP 4	Identify the additional controls the have been implemented to reduce exposure to infection diseases	
	<b>Worker policies and procedures</b>	Exposure control plan
	<b>Public procedures</b>	Exposure control plan
	<b>Work environment or work processes</b>	Exposure control plan

STEP 4 CONTINUED	<b>Training</b>	<p>X <input type="checkbox"/> Workers receive education or training in the following:</p> <ul style="list-style-type: none"> <li>• The risk of exposure to pandemic influenza and SARS, and the signs and symptoms of the disease.</li> <li>• Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.</li> <li>• Location of washing facilities, including dispensing stations for alcohol-based hand rubs.</li> <li>• How to seek first aid.</li> <li>• How to report an exposure to, or symptoms of, pandemic influenza or SARS.</li> </ul> <p>X <input type="checkbox"/> Workers receive education or training in the department-specific safe work procedures.</p> <p>X FA Attendants updated for COVID procedures</p>
	<b>Communication</b>	<p><input type="checkbox"/> Weekly staff updates from senior management.</p> <p>X <input type="checkbox"/> Daily check-in with supervisor or manager.</p>

STEP 5	<b>Risk Assessment AFTER Controls</b>		
	Low Risk X <input type="checkbox"/>	Moderate Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
	Exposure to employees, public or shared materials or workstations with NO infectious disease controls is rare.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per day.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per hour.

STEP 6	<b>Response After Case Or Outbreak</b>	
	<b>Policies and procedures</b>	<p>X <input type="checkbox"/> Contact Island Health to obtain their assistance:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact tracing.</li> <li><input type="checkbox"/> Testing.</li> </ul> <p>X <input type="checkbox"/> Worker(s) self-quarantine or self-isolation.</p> <p>X <input type="checkbox"/> Communication.</p> <p>X <input type="checkbox"/> Work area sanitizing.</p> <p>X <input type="checkbox"/> Work area isolation.</p> <p>X <input type="checkbox"/> Building or service closure.</p> <p>X <input type="checkbox"/> Personal protective equipment.</p>

<b>Additional Comments</b>

## Facility Use Agreement – Appendix D



**CITY OF POWELL RIVER  
Parks, Recreation &  
Culture Department**

### **APPENDIX B RULES FOR MITIGATING SPREAD OF INFECTIOUS DISEASE**

The Licensee and City recognize the health hazards of the COVID-19 Pandemic and the importance of acting to reduce the spread of COVID-19.

1. The Licensee will comply with all enactments of the Provincial Health Officer, the Vancouver Coastal Health Authority Chief Medical Health Officer, and the Province while using the Facility. For greater clarity, the Licensee will not permit the gathering of 50 or more persons at the Facility at any point.
2. The Licensee will make all reasonable efforts to comply with any directives, recommendations or letters issued by the Provincial Health Officer, the Vancouver Coastal Health Authority Chief Medical Health Officer, or equivalent.
3. In addition to sections 1 and 2, the Licensee will make all reasonable efforts to reduce the risk of transmission of infectious diseases during their use of the Facility, including, as appropriate:
  - a. requesting all persons considering using the Facility refrain from doing so if they are exhibiting symptoms of illness or reside with a person exhibiting symptoms of COVID-19 or similar infectious diseases;
  - b. cleaning and sanitizing all high use or high touch surfaces before, during and after use of the Facility;
  - c. ensuring all Facility users are able to maintain two metres of social distance from other Facility users at all times;
  - d. retaining contact information for persons attending any event or activity during their use of the Facility, in the event there is a need for contact tracing on the part of the Medical Health Officer; and
  - e. providing the City with a copy of the Licensee's COVID-19 safety plan that meets the guidelines of the Provincial Health Officer, the Vancouver Coastal Health Authority Chief Medical Health Officer, WorkSafe BC and the BC Recreation and Parks Association.

## VCH Safety Plan Template– Appendix E



# COVID-19 Safety Plan Small Temporary Events and Gatherings

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**Coordinator's Name and Contact Information:** [Click here to enter text.](#)

**Business Name and Address:** [Click here to enter text.](#)

**Event Name:** [Click here to enter text.](#)

**Event Venue Address:** [Click here to enter text.](#)

**Type of Event:** [Click here to enter text.](#)

**Event Date and Hours:** [Click here to enter text.](#)

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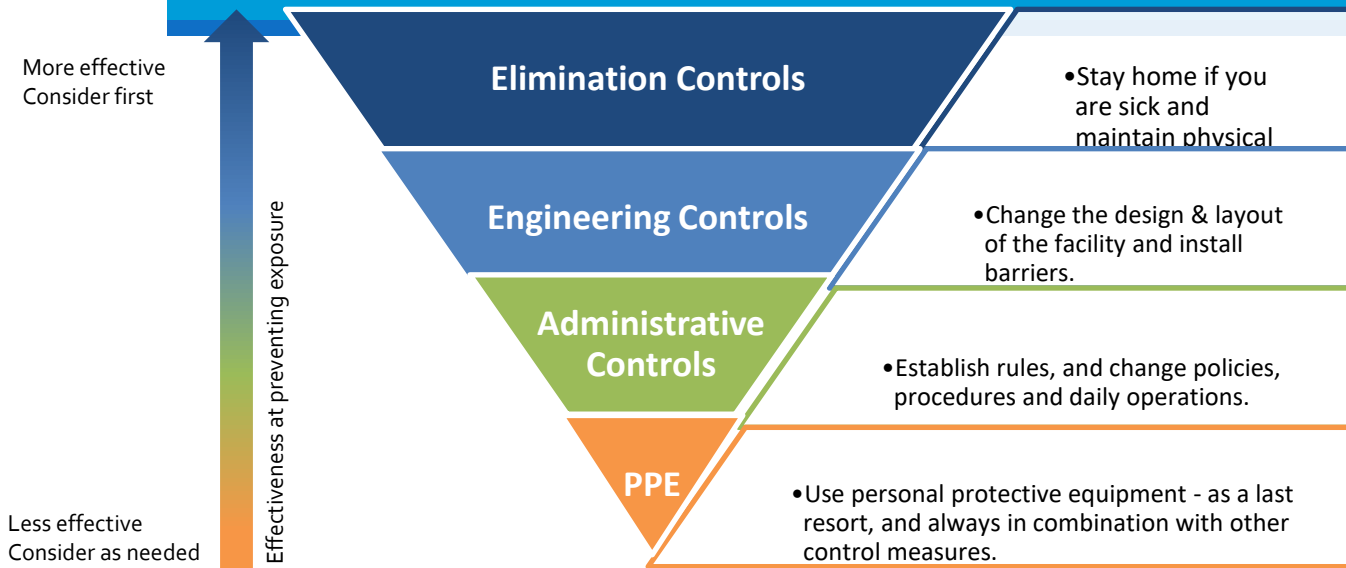
The Provincial Health Officer, Dr. Bonnie Henry, has issued a Public Health Act Order restricting gatherings, including Temporary Events, to no more than 50 people. A copy of the Order can be found [here](#) which details this requirement including some specific conditions for drive-in events.

Temporary events with less than 50 people are able to proceed; however special considerations are still required to ensure the safety of attendees during the COVID-19 pandemic. This document is to help organizers of temporary events or gatherings think about how they can reduce COVID-19 risk at their event. Some examples of small events or gatherings are weddings, funerals, workplace gatherings, faith-based gatherings and community events or performances. It remains highly recommended that online tools be used in place of in-person meetings as much as possible.

Vancouver Coastal Health (VCH) has existing resources for Temporary Event coordinators to aid in planning events [here](#). While the Public Health Act Order applies to all organized events, some events do not require review by Environmental Health. Private, invite-only events do not generally require approval from Environmental Health. Events where any member of the public may enter to purchase food or personal services generally do require Environmental Health approval. **There is no food and beverage service permitted at drive-in events.**

To see if your event requires approval, consult the [Temporary Event Coordinators Planning Guide](#). To submit your temporary event application or if you have any questions, contact [ehvc@vch.ca](mailto:ehvc@vch.ca)

**As the Event Organizer, you are best positioned to evaluate and address COVID-19 risks that may be associated with your event**



## Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

## Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure

## Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene practices.

## Level 4: Personal Protective Equipment (PPE)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

Other resources:

[WorkSafeBC Hospitality and Covid-19 Safety](#)

[WorkSafeBC Protocols for Restaurants, Cafes and Pubs](#)

[VCH Environmental Health COVID-19 Resources](#)

**Complete all applicable fields and check all boxes that apply**



## Attendance

**Determining how many people are allowed at your event or gathering is critical to being able to maintain physical distancing.**

How many people, before the pandemic, would normally be allowed at the venue?

[Click here to enter text.](#)

How many people, with COVID-19 prevention measures in place, are going to be allowed at the venue? For drive-in events, include a count for both vehicles and guests.

[Click here to enter text.](#)

How did you determine this number?

[Click here to enter text.](#)

**Events utilizing multiple rooms within a venue will not be considered separate and are subject to a 50 person limit. Even if no one room will have more than 50 individuals at one time, your total attendance should reflect those that are at the venue for the purposes of your event regardless of any physical separation within the venue.**

**Events at the same venue with significant time gaps between guests can potentially be considered separate events.**

We are managing the **number** of attendees by:

- Restricting attendees to essential and/or known guests
- Implementing a "+1" maximum accompanying guest policy
- Holding multiple smaller events across multiple times or days

We are managing the **risk profile** of attendees by:

- Advising individuals aged  $\geq 65$  years or with pre-existing medical conditions that they may be more at risk than other attendees
- Requiring pre-registration of guests (email and phone contact information support public health contact tracing, if necessary)

## Before the Event

## Preventing sick people from attending your event greatly reduces the risk of COVID-19 transmission.

We are encouraging prospective guests to stay home if experiencing symptoms through:

- Communicating “stay home if sick” messaging to guests prior to the event
- Posting signage requesting guest self-screening at entrance
- Providing video recording, or internet broadcasting, of event for individuals unable to attend

Describe how “stay home if sick” messaging will be communicated to guests:

[Click here to enter text.](#)

The person responsible for managing the guest list and occupancy limit is (name & contact):

[Click here to enter text.](#)

We are ensuring physical distancing at event by:

- Prearranging seating with no more than 6 guests per table
- Planning the event space to accommodate safe physical distancing (to space attendees or attendee groups 2m apart)
- Limiting communal activities or games with high levels of contact
- Monitoring and limiting the amount of people using the washroom at one time
- Dedicating staff or volunteers to monitor guests entering, exiting and congregating in event areas

We have modified the risk by:

- Holding the event outdoors
- Limiting the total event time to the least amount of time needed (please specify)
  - o Event duration = [Click here to enter text.](#)
- Limiting the time for each participant to a set duration (please specify)
  - o Average Participant duration = [Click here to enter text.](#)
- Staying informed about the local COVID-19 situation in the community

***For religious gatherings,*** how have you modified practices to lower the risk of transmission? Consider limiting person-to-person contact with faces and hands, or the sharing of cups and vessels.

[Click here to enter text.](#)

We will establish a contingency plan by:

- Establishing a procedure to help sick guests leave the event as soon as possible
- Becoming aware of local hospitals and health facilities in the area
- Identifying actions to take if the event is postponed or cancelled
- Ensuring staff and volunteers are able to explain event precautions and handle disruptive attendees

The procedure if a guest is identified as having symptoms is:

[Click here to enter text.](#)

We will prepare a PPE kit for the event, and including:

- Masks – How many? [Click here to enter text.](#)
- Gloves – How many? [Click here to enter text.](#)
- Telephone number for the local ED: [Click here to enter text.](#)

Are you doing anything else in preparation for the event not mentioned above?

[Click here to enter text.](#)

## During the Event

**Organizing the venue well and keeping it clean can make your event proceed smoothly and display to your guests that you have taken steps to reduce their risk.**

We have modified the flow of guests at the event by:

- Placing signs to remind of physical distancing throughout the venue
- Installing markers on ground to outline proper spaced entry to event, including pre-event line-ups and areas of potential crowding
- Labelling and indicating movement around the main event room
- Planning and labelling designated directions for common areas, with signage or paths on the floor/ground
- Separating entrance and exit paths

We will promote cleaning and hygiene at the event by:

- Providing washroom facilities with running water, soap, and a sanitary means for drying hands
- Encouraging guests or members to greet each other with a smile and a wave as opposed to a hug or handshake
- Establishing cleaning procedures for frequently touched objects like microphones or podiums
- Eliminating hand-to-hand exchanges such as receiving lines, diploma exchanges, handshakes before speaking and high-fives
- Advising guests to observe respiratory/cough etiquette at event

Describe how you will limit communal activities and hand-to-hand exchanges at your event:

[Click here to enter text.](#)

A **pre-event safety briefing** email, mailout and/or speech to inform guests of event safety policies is a useful way to streamline communication. Please be mindful of various educational, lingual, and cultural differences in guests.

Who will conduct the **pre-event safety briefing** and when will they do it?

[Click here to enter text.](#)

Describe the areas where signage has been posted:

[Click here to enter text.](#)

Where have you placed hand sanitizer throughout the event venue?

[Click here to enter text.](#)

Do you have a place to isolate guests if they become ill at the event? Where is it?

[Click here to enter text.](#)

Are you doing anything else during the event not mentioned above?

[Click here to enter text.](#)

## After the Event

**Retaining contact information for a period of time after your event can make sure Public Health can contact them quickly should they need to.**

We will ensure adequate record keeping and follow-up by:

Keeping guest information for at least 30 days post-event

The **name** and **contact information** for the person responsible for guest record keeping is:

[Click here to enter text.](#)

Are you doing anything else after the event not mentioned above?

[Click here to enter text.](#)

## Personal Protective Equipment (PPE) Controls

The first three levels of controls will minimize COVID-19 transmission at small events. Event organizers should stock personal protective equipment on-site in case of an emergency situation where a guest becomes sick at the event and requires isolation and/or medical attention. **An event participant developing symptoms should be supported to leave promptly, provided with a mask, and separated from others if they are not able to immediately leave the venue.**

A small package of clean disposable masks may be obtained. Event organizers should don a mask to help sick attendees and when providing ill attendees PPE.

Describe the Personal Protective Equipment plan in place for your event:

[Click here to enter text.](#)

## APPENDIX F – COVID 19 SAFETY PLAN

**General**

- Plexiglass barriers, COVID-19 signage and distancing markers to be in place.
- Fitness and Day camp spaces will be spread out to assist with social distancing of public and staff

**Scope & Purpose**

- The Exposure Control Plan (ECP) identifies hazards and specifies controls to minimize spread of pandemic flu viruses, including Covid-19, at the Recreation Complex.
- The plan enables compliance with WorkSafe BC regulation 6.3, *Exposure Control Plans*.

**Documents and Procedures**

Referenced plans, documents, procedures and signage can be accessed in shared drive folder:

<S:\Safety Documents\Safety Programs\0.1 Safety Program Folders>

<b>Responsibilities - Employer, Supervisors &amp; Workers</b>	
<b>Employer</b>	<ul style="list-style-type: none"> <li>• Provide planning, risk assessments and control measures to protect the public &amp; workers</li> <li>• Supply resources and equipment necessary to enable control measures</li> <li>• Provide training and supervision to workers to ensure controls are effective</li> </ul>
<b>Supervisors</b>	<ul style="list-style-type: none"> <li>• Be familiar with the risks, controls and processes in the plan</li> <li>• Ensure procedures and controls are working as intended; make corrections if necessary</li> <li>• Train adequate numbers of staff in safe work procedures and contingency measures</li> <li>• Hold regular safety meetings to review plan effectiveness and document communication</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>• Know the hazards that apply to your job and work area</li> <li>• Participate in training and education, follow procedures and protective equipment protocols, give feedback on processes</li> <li>• Report incidents, injuries, exposure sources, and equipment / supply issues to supervisors without delay</li> </ul>
<b>JOHS Reps</b>	<ul style="list-style-type: none"> <li>• Know details of hazards, controls and infrastructure specified in the plan</li> <li>• Enable positive safety culture; support other workers and supervisors enacting new procedures</li> <li>• Provide communication and feedback on effectiveness of control measures</li> </ul>

<b>Hazard Identification</b>	
<b>Covid- 19 Virus</b>	<ul style="list-style-type: none"> <li>• Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).</li> <li>• Coronavirus is transmitted via liquid droplets when a person talks, coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact.</li> <li>• It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough.</li> <li>• The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin</li> </ul>



Risk Assessments	
Appendix A	<ul style="list-style-type: none"> <li>• HAZ 2640-20-0011-V1 Recreation Complex Infectious Disease Exposure Risk Assessment</li> <li>• Sanitation strategy in HAZ 2640-20-0011-V1 Recreation Complex Covid-19 Cleaning Frequency Assessment</li> </ul>
Engineering Controls	
Appendix B	<ul style="list-style-type: none"> <li>• Sanitation strategy in PLN 2640-20-011-V2 Recreation Complex Covid-19 Cleaning &amp; Sanitizing Plan</li> </ul>
Administrative Controls	
Appendix C	<ul style="list-style-type: none"> <li>• SWP 2640-20-0011-V1 Covid Virus &amp; Contact Precautions</li> <li>• SWP 2640-20-0011-V1 Contagion Control Hand Washing</li> <li>• SWP 2640-20-0033-V1 First Aid Attendant precautions – Covid-19</li> <li>• SWP 2640-20-0027-V1 Workplace Violence Response</li> </ul>
Protective Equipment	
Appendix D	<ul style="list-style-type: none"> <li>• SWP 2620-20-0011 Glove Use &amp; Removal</li> <li>• SWP 2640-20-0011-V1 Protective Mask Use for Contagion Control</li> </ul>
Notification & Signage	
Appendix E	<ul style="list-style-type: none"> <li>• Occupancy Limit Sign (Worksafe)</li> <li>• "Do Not Enter If" Sign (Worksafe)</li> </ul>

**Training Checklists**

Appendix F

- **ORI 2640-20-0011-V1 Recreation Complex Covid-19 ECP Training Checklist**