

TOWN OF LADYSMITH

PARKS, RECREATION & CULTURE

COVID-19 SAFETY PLAN

current as of 2020.08.25

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GUIDING PRINCIPLES

The Town of Ladysmith is committed to providing a safe and healthy workplace for all employees, representatives of the Town, volunteers, and customers. All employees, representatives of the Town, and volunteers are required to follow the procedures set out in this exposure control plan to prevent and reduce the risk of exposure to COVID-19 Coronavirus.

This plan includes the objectives developed in accordance with restrictions prescribed by the Provincial Health Officer, Island Health Authority, and WorkSafe BC. Information supplied by British Columbia Recreation & Parks Association (BCRPA), BC Lifesaving Society, and Via Sport is also included as appropriate.

RESPONSIBILITIES

Management is responsible for:

- Performing risk identification and assessment for potential occupational exposure to COVID-19 Coronavirus.
- Developing, implementing, and documenting the appropriate site-specific control measures necessary to mitigate risks associated with COVID-19 Coronavirus.
- Ensuring that materials (i.e.: soap, tissues, disinfectant wipes, gloves, hand sanitizers, and washing facilities) and other resources such as employee training materials required to implement and maintain these procedures are readily available as required.
- Providing employees with information, instruction, and training to minimize the potential for exposure and to prevent the spread of COVID-19 Coronavirus.
- Maintaining records as required by this plan.
- Reviewing procedures outlined herein annually or as changing conditions warrant.
- When warranted, limit service to the public to protect employees, representatives of the Town, and volunteers against exposure to COVID-19 Coronavirus.
- Immediately report any employee or representative of the Town, or volunteer who becomes ill with COVID-19 Coronavirus symptoms to Human Resources.

Supervisors are responsible for:

- Providing adequate instruction to employees, representatives of the Town, and volunteers on the hazards and the control of COVID-19 coronavirus.
- Selecting and implementing the appropriate control measures.
- Ensuring employees, representatives of the Town, and volunteers are trained in the use of the controls, safe work procedures, and the use and care of required personal protective equipment.
- Enforcing the use of controls, safe work procedures, and personal protective equipment.
- Sending employees and representatives of the Town, and volunteer's home if they are ill with COVID-19 Coronavirus symptoms and, consequently, immediately report to the department exempt manager and Human Resources.

Employees, representatives of the Town, and volunteers are responsible for:

- Knowing how COVID-19 Coronavirus is transmitted, the signs and symptoms of exposure, and the required actions necessary to minimize exposure and transmission.
- Following or exceeding established safe work procedures.
- Using and maintaining all required personal protective equipment.

- Reporting to their exempt manager and not attending or immediately leaving work if suffering from COVID-19 Coronavirus symptoms.
- Following Town, provincial, and federal orders regarding COVID-19 Coronavirus.

COVID-19 CORONAVIRUS

Coronaviruses are a large family of viruses. They cause a variety of illness ranging from the common cold to more severe diseases – such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), a virus closely related to the SARS virus. Common symptoms include fever, cough, and shortness of breath. A running nose and sore throat are less common. While the majority of cases result in mild symptoms, some progress to pneumonia, severe acute respiratory syndrome, kidney failure, and death.

Transmission

Coronaviruses are zoonotic meaning they originally pass from animals to humans. But some, like the current coronavirus that causes COVID-19, can also pass directly between humans.

Coronavirus is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter via these droplets through the eyes, nose or throat if you are in close contact. The virus is not known to be airborne (i.e.: transmitted through the particles floating in the air) and it is not something that can be contracted through the skin.

The BC Center for Disease Control (BCCDC) advises that exposure is also possible via fecal-oral transmission. The World Health Organization is assessing ongoing research on the ways COVID-19 is spread and the Town of Ladysmith will continue to share updated findings.

Symptoms

According to the World Health Organization, signs of infection can include respiratory complaints, fever, cough, shortness of breath, and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure, and death.

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. Symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for this disease. Most estimates of the incubation period for COVID-19 is between 2 and 14 days, most commonly around 5 days. The BC Centre for Disease Control (BCCDC) is currently investigating if the virus can be transmitted to others if someone is not showing symptoms. While experts believe that it is possible, it is considered to be rare.

The only way to confirm infection is with a laboratory test.

Symptom response

Fever, cough, and shortness of breath can be symptoms of COVID-19, but they are also symptoms of the seasonal flu and other common respiratory illnesses.

If you believe you have symptoms of COVID-19 and have been in contact with someone who is known to have the illness, the British Columbia Centre for Disease Control (BCCDC) denotes that your first step is to utilize its [online assessment tool](#). If the results suggest you should do so, call your health-care provider or HealthLine British Columbia at 8-1-1.

The same applies if you have symptoms and have returned from – an area with widespread community transmission of the COVID-19 illness. The BCCDC states that if you have no symptoms, mild symptoms, or are a returning traveler self-isolating at home, you do not require a test.

For non-medical questions related to social/physical distancing, travel, and accessing government assistance, you can call the province’s dedicated coronavirus hotline at 1-888-COVID19 (1-888-268-4319), 7:30am to 8:00pm.

It’s important to remember that the majority of people who get COVID-19 will only have mild to moderate symptoms, health experts say. For others, especially people who are elderly or have compromised immune systems, COVID-19 is life threatening.

That said, it is critical that any employee, representative of the Town, or volunteer with a cough, fever, shortness of breath, or feeling physically unwell should stay home and not return to the workplace until they are feeling better and have followed all orders required by the provincial Chief Medical Health Officer.

RISK IDENTIFICATION AND ASSESSMENT

Two primary routes of transmission are known for COVID-19, both of which need to be controlled. These include contact (direct and indirect), and droplet.

Contact Transmission (direct and indirect)

Direct contact involves skin-to-skin contact - close, prolonged personal contact, such as touching or shaking hands and contacting bodily fluids such as saliva, blood, nasal and eye mucus membrane. It is unclear at this time exactly how long the virus can live on skin but it is expected to be a number of hours.

Indirect contact involves an employee touching a contaminated intermediate object such as a table, doorknob, telephone, light switch or a computer keyboard, and then touching the eyes, nose, or mouth before washing their hands. Contact transmission is important to consider because Coronavirus viruses can persist for hours on hands and days on surfaces.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets travel approximately two meters through the air, and can be deposited in a person’s eyes, nose, or mouth or on inanimate surfaces (leading to indirect contact transmission).

EXPOSURE CONTROL MEASURES

Implementation of control measures is to follow the standard hierarchy of controls method. Control measures are to be considered in the following order:

Elimination

Elimination of face-to-face contact with an infected person is the best control possible. As the degree of risk increases, steps will be taken to decrease face-to-face contact through the implementation of the use of technology and adjustment to regular work practices.

Public access to Town facilities and workplaces may need to be restricted. The decision to restrict access and any measures required to mitigate the impact of COVID-19 coronavirus will be made and implemented should the Town be unable to provide minimum staffing needs, or as advised by the BC Provincial Health Service Authorities and the BC Center for Disease Control (BCCDC).

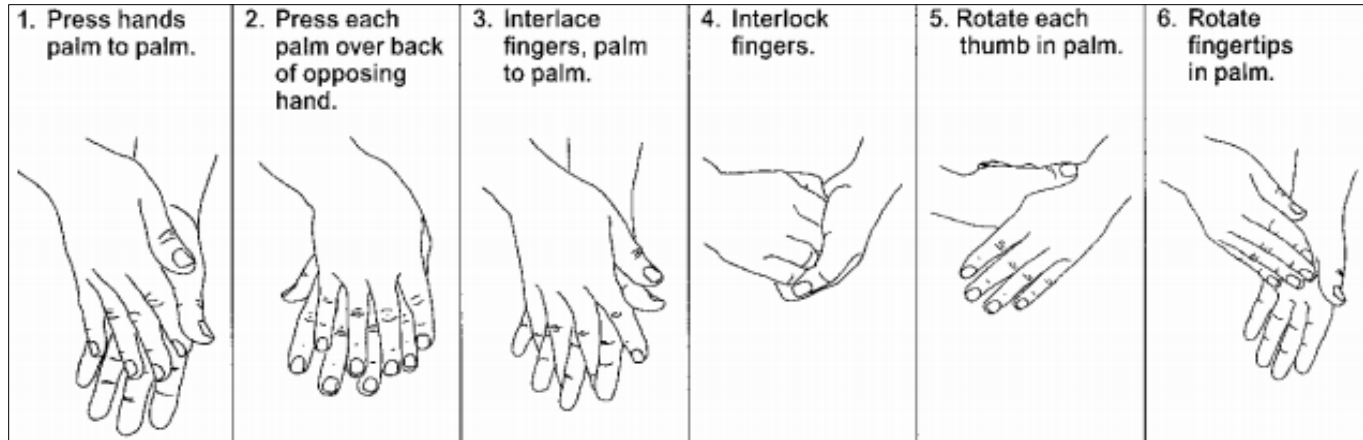
Engineering controls

Engineering controls include, where possible:

- The reconfiguration of workspaces to maintain a minimum two (2) meters separation between individuals. As the risk of potential exposure increases, as reported by various federal and provincial health authorities, separation distances will be increased from 2 meters
- All vehicles and equipment are to be disinfected prior to and after use, no one is permitted to use a Town vehicle unless authorized by Management
- Control points for entering Town workplace facilities shall be determined and maintained
- All controlled workplace entry points will display site-specific signage notifying potential occupants of safety protocol to be followed
- Maximum person capacities for each Town workplace will be determined, posted, and followed
- Upon entry to a Town workplace, individuals shall immediately practice proper handwashing
- All frequently touched common items (i.e.: door handles, light switches, toilets, taps, keyboards, photocopiers, phones, cell phones etc.) must be sanitized with disinfectant before and after use
- When necessary Employees are permitted to utilize personal workstations; all workstations, door handles, keyboards, phones, cell phones, photocopiers etc. must be sanitized with disinfectant before and after use

Administrative controls

Regularly and thoroughly washing of hands with soap and water or an alcohol-based hand rub. Use soap and warm water. If water is unavailable, use an alcohol based hand sanitizer. Wash and rinse your hands for at least twenty seconds. All sink facilities will have soap and paper towels. Multiple areas throughout Town facilities will have alcohol based hand sanitizer.



Steadfastly practice physical/social distancing. Physical/social distancing involves interacting with as few people as possible and ensuring that when interactions occur, you remain no fewer than two (2) metres apart.

Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Employees and representatives of the Town are expected to follow proper respiratory hygiene, which is a combination of measures that minimize the transmission of diseases via droplet or airborne routes. This includes the following components:

- Cover your mouth and nose with a tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- If tissue is not available, cough or sneeze into the crease of your elbow. Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

Employees will immediately report any symptoms of illness to their exempt manager. Managers will immediately report to Human Resources any Employee who is reporting symptoms of cold/flu.

Any employee who is sick with COVID-19 must stay home and away from others. The employee will not be permitted to return to the workplace until they are free of the COVID-19 virus.

The Public Health Agency of Canada requires any person who has even mild symptoms to stay home and seek treatment advice by calling [HealthLink BC](#) at 8-1-1 after using the [BC COVID-19 Symptom Self-Assessment Tool](#). They will provide advice on what the employee should do.

Employees, who have mild symptoms that can be managed at home, are required to self-isolate at home for 10 days after the onset of symptoms. After 10 days if their temperature is normal and they feel well they can return to work. A cough alone does not mean they need to continue the self-isolation. With any worsening of symptoms, they should seek medical advice.

Employees who have been medically recommended by a health care professional to self-isolate, will be asked to closely monitor for symptoms during their self-isolation. This recommendation is given when there is exposure to a lab confirmed COVID-19 case or a case with travel exposure. At the end of the 14 days of self-

isolation, and in the absence of symptoms, the health care provider/public health recommendation will end and the Employee can return to work.

In instances where employees who have been medically recommended by a health care professional to self-isolate, the Town of Ladysmith will create an inventory of all staff who have occupied said employees general vicinity then contact each employees to determine if close prolonged contact occurred. If close prolonged contact is determined the employee will be asked to leave the worksite, self-monitor, and work remotely (as applicable) for ten (10) days or until COVID-19 testing is determined as negative.

Personal Protective Equipment (PPE)

Personal Protective Equipment is defined as the wearing of masks, respirators, coveralls/turnout gear, gloves, goggles and/or face shields as required by tasks and respective risk of transmission. In situations where physical distancing of 2m cannot be maintained all employees shall wear a face mask or respirator to mitigate droplet transmission of COVID-19.

PHASE 1 – Return to Work

Assess Risks

Staff conducted COVID-19 risk assessments to determine the level of risk. The risk assessment looks at all elements of the work including:

- Proximity to others
- Ability for workers to maintain physical distancing
- Identifying common areas where people gather and outlining the maximum capacity
- Ability to modify in-person interactions
- Identifying and maintaining cleanliness of high-touch locations such as tools, doorknobs, light switches, equipment and common areas
- Identifying necessary personal protective equipment (PPE)

Mitigation Controls

- Employees must only report to work if they are feeling well, and not showing any signs and symptoms of COVID-19 including cough, fever, sore throat or difficulty breathing
- Employees attending the worksite shall stagger start and end times if crowding at entry and exit locations dictates the physical distancing requirement of at least 2 meters cannot be maintained
- Hand sanitizer stations shall be available to all employees at building entry points
- All employees must practice sufficient hand sanitation prior to entering and exiting the building
- Signage shall be posted at all entry points with COVID reminders
- Staff will adhere to maximum people per space restrictions posted in each common room
- Employees are expected to work collaboratively in scheduling their time on-site so as not to exceed occupancy limits
- Due to the narrow dimensions of FJCC hallways, all employees must complete a visual check ensuring a clear walking path maintaining physical distancing of 2 metres or greater from all other individuals

Workplace Operations

- Whenever operationally feasible remote work options shall be employed
- Whenever operationally feasible, alternating on-site shifts shall be employed to reduce the risk of exposure and maintain the physical distancing requirements
- No meetings or gatherings shall occur in person where physical distancing cannot be maintained

- Whenever operationally feasible, meetings shall be held by teleconference, video conference, or email. All necessary in-person meetings must ensure that physical distancing orders of 2 metres or greater can be consistently maintained

Personal Workstations

- If in person office attendance is required, all employees shall ensure that their personal work location allows at least 2 metres distance from other persons and communal pathways. When maintenance of 2 metres physical separation from other persons and communal pathways is not possible, protective barriers (doors, shields, etc.) shall be employed
- No meetings or gatherings where physical distancing cannot be maintained shall occur in person. Whenever operationally feasible, meetings shall be held by teleconference, video conference, or email. All necessary in-person meetings must ensure that physical distancing orders of 2 metres or greater can be consistently maintained
- The sharing of personal workstations shall be avoided. If employees must share personal workstations, disinfection of all touched surfaces and equipment within said workspace must occur before and after each use

Communal Spaces

- All frequently touched surfaces, door handles, and light switches must be sanitized at minimum twice daily
- Single-person restricted access must be maintained by all employees in personal workstations/offices, copier room, kitchen/lunchroom facility, and all washroom facilities
- All shared office equipment or public items (i.e.: keyboards, photocopiers, phones, cell phones, point-of-sale systems, etc.) must be sanitized with disinfectant before and after use
- All breaks shall be taken within the employees' personal workstation, outdoors, or at their personal residence
- Use of kitchen/lunchroom and its contents are to be used only with strict diligence for disinfection before and after each use. No greater than 4 people are permitted to occupy the kitchen at any given time
- Employees must not provide or consume communal food or drink
- Whenever possible, communal doors shall remain open throughout the workday to reduce contact with door handles
- Whenever possible, employees shall use their own equipment, such as pens, staplers, headsets, and computers

Outside Clients/Visitors

- Signage must be posted at building entry points to inform everyone of safety measures and requirements in place to reduce the transmission of COVID-19. This signage will clearly indicate that anyone experiencing symptoms typical of COVID-19 is prohibited to enter
- When arranging appointments, clients/visitors must be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation
- All visitor-facing employees will be provided with hand sanitizer for their use only
- Non-essential items such as brochures, magazines, pens, candy, etc. shall be removed from the reception area
- Reception area shall be partitioned from clients/visitors with glass/Plexiglas or similar equally effective method

- A waste can shall be maintained in the reception area to allow clients/visitors to dispose of used sanitizing wipes and other personal protective equipment

Deliveries

- Deliveries shall only be pre-arranged with staff responsible for delivered content
- Contactless delivery shall be requested to maintain physical distancing requirements (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required
- Interoffice deliveries shall be placed in the area designated inside the south entry point of the building. Employees external to FJCC are to enter on their own volition, leave items in the area designated, and disinfect any surfaces contacted prior to departure

Vehicle and Tool Use

- Employees are required to utilize vehicles and equipment only as assigned to and authorized by the Facilities Maintenance Supervisor or Management
- All vehicles, equipment, and tools are to be thoroughly disinfected prior to and after each use

Cleaning and Disinfecting

- All areas of the facility will be cleaned and disinfected daily utilizing approved cleaners and disinfectants
- Programming staff will be responsible for cleaning program equipment and supplies after each use
- Staff will increase cleaning frequently-touched surfaces such as door handles, light switches, toilet handles, taps, and table tops, etc to an hourly basis
- Increased time between bookings will be added to ensure sanitization between users
- Cleaning/checks of washrooms will be visible to the public and patrons
- Maintenance Staff will complete extensive cleaning and sanitization at the end of each day following guidelines set by Island Health in relation to Cleaning and Disinfection for Public Settings during COVID-19

Phase 2 – Return to Play

Staff implemented protocols to reduce the risk of transmission of Covid-19 in order to open facilities and offer in-person programs in a limited capacity

- All patrons and participants in programs will be prescreened through a series of wellness questions
- Start and end times will be strictly enforced
- Hand sanitizer stations shall be available to all patrons at building entry points
- All patrons must practice sufficient hand sanitation prior to entering and leaving the building
- Signage shall be posted at all entry points with COVID reminders
- Patrons will adhere to maximum people per space restrictions posted in each common room

It is understood that if a space or facility cannot adhere to physical distancing requirements for a desired number of people then the number has to be reduced to that which will ensure 2 metres between individuals. For example, when multiple programs are taking place resulting there will be more than 50 patrons in the facility, there must be controls in place to ensure each program space provides adequate physical distancing. Ingress and egress to that space must be managed in order to avoid any density of people in the lobby, change rooms, washrooms and hallways to allow adequate physical distancing.

Site Specific Considerations - Frank Jameson Community Centre (Dry Areas Only)**Staff**

- Supervisors must post signage to educate employees
- Staff must enter FJCC through main entrance
- Staff must use hand sanitizer upon arrival
- Staff must use Oxivir Plus spray bottles, disposable gloves and paper towel rolls
- Staff must disinfect all touch points before and after facility use
- Staff must Ensure SDS sheets are available in change room

Participants attending Fitness Centre Appointments

- No participants are permitted to “drop-in” without a scheduled booking
- All participants are required to enter FJCC through the lobby main entrance only and use hand sanitizer upon arrival
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene and prescreening prior to entry
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants must clean equipment before and after use
- All participants must bring their own water bottle and towel (towel service and water fountains are unavailable at this time)
- All participants should bring minimal items into facility
- Changerooms including showers are unavailable at this time

All equipment and high touch points will be disinfected between each class.

Participants attending Fitness Classes in Gymnasium

For fitness classes, except Yoga classes, instructors will provide equipment for each participant so no sharing of equipment is required. All equipment will be disinfected between each class. All yoga participants must bring their own yoga props and mats as staff are unable to disinfect these items according to safe guidelines.

- All participants must register in advance
- No participants are permitted to “drop-in” without advance registration
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene and prescreening completed prior to entry
- All participants are required to enter the FJCC through the gymnasium doors only and use hand sanitizer upon arrival
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants participate within their assigned exercise space
- All participants must use the assigned toilet if necessary
- All participants must leave the area at end of class

Participants attending Pickleball in the Gymnasium

- All participants must register in advance
- No participants are permitted to “drop-in” without advance registration

- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene
- All Participants must pre-screen for health at home and not visit FJCC if feeling unwell, even slightly, and/or if anyone in your household is ill
- All participants are required to enter the FJCC through the gymnasium doors only and use hand sanitizer upon arrival and departure
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants participate within their assigned area
- All participants must bring their own pickleball paddle, water bottle and towel; balls will be provided and disinfected between sessions
- All participants must use the assigned toilet if necessary
- All participants must leave the area at end of class

Participants attending Sports Programs or Classes in the Gymnasium

- All participants must register in advance
- No participants are permitted to “drop-in” without registering in advance
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene
- All Participants must pre-screen for health at home and not visit FJCC if feeling unwell, even slightly, and/or if anyone in your household is ill
- All participants are required to enter the FJCC through the gymnasium doors only and use hand sanitizer upon arrival
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants participate within their assigned area
- All participants must bring their own water bottle and towel; equipment will be provided and disinfected between sessions
- All participants must use the assigned toilet if necessary
- All participants must leave the area at end of class

Participants attending day camp - FJCC

- All participants must register in advance
- No participants are permitted to “daily or drop-in” sessions
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene
- All Participants must pre-screen for health at home and not visit FJCC if feeling unwell, even slightly, and/or if anyone in your household is ill
- All participants are required to enter FJCC through the back door only
- Unless an emergency, parents are not permitted in FJCC

Participants attending classes or programs in the Lower Program Room

- All participants must register in advance
- No participants are permitted to “drop-in” classes
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene

- All Participants must pre-screen for health at home and not visit FJCC if feeling unwell, even slightly, and/or if anyone in your household is ill
- All participants are required to enter the program room through the doors adjacent the skate board park use hand sanitizer upon arrival
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants stay within their assigned space
- All participants must use their individual equipment supplied by instructor
- All participants must use the assigned toilet if necessary
- All participants must leave the area at end of class

Site Specific Considerations - Forrest Field Programming

Staff

- Supervisors must post signage to educate employees
- Staff must enter Forrest Field through the main entrance
- Staff must use hand sanitizer upon arrival
- Staff must use Oxivir Plus spray bottles, disposable gloves and paper towel rolls located in the change room
- Staff must disinfect all touch points before and after facility use
- Staff must Ensure SDS sheets are available in change room

Participants attending Fitness Classes

For fitness classes, except Yoga classes, instructors will provide equipment for each participant so no sharing of equipment is required. All equipment will be disinfected between each class. All yoga participants must bring their own yoga props and mats as staff are unable to disinfect these items according to safe guidelines.

- All participants must register in advance
- No participants are permitted to “drop-in” without advance registration
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene and prescreening completed prior to entry
- All participants are required to enter the Forrest Field through designated entry only and use hand sanitizer upon arrival
- All participants must adhere to posted occupancy limits ensure physical distancing requirements are maintained at all times
- All participants participate within their assigned exercise space
- All participants must use the assigned toilet if necessary
- All participants must leave the area at end of class
-

Children attending Programs at Forrest Field

- Signage posted to educate participants
- All children are required to enter Forrest Field through main gate
- Every child will be prescreened with a verbal wellness check prior to entry
- Use hand sanitizer prior to entry
- Unless an emergency, parents are not permitted
- A booking system has been set up for parents to register their children for weekly daycamps
- No drop-ins or daily registrations are permitted

- When children register, COVID-19 policies have been shared
- Pre-determined maximum number of children has been set for each camp
- Children will be asked to leave immediately after the program ends.

Site Specific Considerations - Transfer Beach Programming

Staff

- Supervisors must post signage to educate employees
- Staff must enter Kin Shelter through the main entrance
- Staff must use hand sanitizer upon arrival
- Staff must use Oxivir Plus spray bottles, disposable gloves and paper towel rolls located in the change room
- Staff must disinfect all touch points before and after facility use
- Staff must Ensure SDS sheets are available in change room

Children attending Summer Day Camp – Transfer Beach

- All participants must register in advance
- No participants are permitted to “daily or drop-in” sessions
- All participants must agree to the **Asumption of Risk Waiver** at time of registration and adhere to COVID-19 policies including hand hygiene
- All Participants must pre-screen for health at home and not attend day camp if feeling unwell, even slightly, and/or if anyone in your household is ill
- All participants are required to enter Kin shelter through designated entry only
- Unless an emergency, parents are not permitted in FJCCC

Site Specific Considerations - Aggie Hall (User Groups)

Staff

- Supervisors must post signage to educate employees
- All staff are required to enter Aggie through the front main entrance
- All staff must use hand sanitizer prior to entry
- All staff must use Oxivir Plus spray bottles, disposable gloves and paper towel rolls are located in the front main entrance and kitchen
- All staff must wipe all touch points before and after room use.
- All SDS sheets must be made available in the front main entrance and kitchen

Users

- All users must adhere to signage posted regarding social distancing and maximum occupancy
- All users are required to enter Aggie Hall through the front main entrance
- All users must pre-screen for health at home and not visit Aggie Hall if feeling unwell, even slightly, and/or if anyone in your household is ill
- All users will use hand sanitizer prior to entry

RETURN TO PLAY – SPORTS GROUPS & USER GROUPS

Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by viaSport and the Provincial Health Officer's guidelines.

Sports & User Groups must provide the Town with the following:

- Letter from the organization's board indicating that the organization acknowledges and will assume the risk associated with play or use of facilities
- Copy of active insurance
- Return to Play Plan, which must include the following key considerations:
 - ✓ Physical distancing of at least 2 metres and procedures outlined how they will be maintained
 - ✓ Hand hygiene procedures in place advising participants to wash hands upon arrival and after play; hand sanitizer must be provided by user group if no washroom facility is accessible
 - ✓ Cleaning and disinfection procedures in place to ensure participants sanitize their own equipment and do so with cleaning supplies provided by the user group; products and procedures for surface touch points as well as high-use areas will follow BCCDC and WorkSafeBC safety protocols
 - ✓ Sharing of equipment policy for managing needs to avoid sharing of items
 - ✓ Process in place for advising participants in advance about personal health and addressing Individuals exhibiting signs of illness on site
 - ✓ Updated procedures for first aid, medical assistance, PPE supplies and protocol response to cases or outbreaks

Once information has been provided to the Town, a facility use agreement, which has been developed in consultation with Municipal Insurance Association of BC, that includes new provisions for COVID-19 transmission mitigation expectations will be issued for signing.

POLICIES & PROCEDURES LISTING (DOCUMENTS AVAILABLE UPON REQUEST)

- PRCCOVID-01 Covid-19 Control Measures
- PRCCOVID-02 PRC Educational Signage
- PRCCOVID-03 Patron Pre-Screening
- PRCCOVID-04 PRC Facility Overall Cleaning Plan
- PRCCOVID-4A General Facility Cleaning Procedure
- PRCCOVID-4B Cleaning Frequently Touched Surfaces Procedure
- PRCCOVID-4C Workstation Cleaning Procure
- PRCCOVID-4D Public Washroom & Shower Cleaning Procedure
- PRCCOVID-4E Fitness Equipment Cleaning Procedure
- PRCCOVID-4F First Aid Equipment Cleaning Procedure
- PRCCOVID-05 Housekeeping Practices Guidelines
- PRCCOVID-06 Garbage Handling Procedure
- PRCCOVID-07 Laundry Procedure
- PRCCOVID-08 Lost & Found Items
- PRCCOVID-09 Sharps Disposal Plan
- PRCCOVID-10 Minor Blood Spills & Other Body Fluids Procedure
- PRCCOVID-11 Removing Medical Disposable Gloves Procedure
- PRCCOVID-12 Hand Washing Procedure
- PRCCOVID-13 Accidental Exposure First Aid Treatment Procedure
- PRCCOVID-14 First Aid Procedure (STAFF)
- PRCCOVID-15 First Aid Procedure (PATRONS)
- PRCCOVID-16 PRC Vehicle Use Procedure
- PRCCOVID-17 PRC Weekend Site Inspections
- PRCCOVID-18 PRC Reception Control Plan