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| ***Village of Tahsis*** | **File #:** **VOT 006** |
| **TITLE: Recreation Center COVID-19 Safety Plan** | **Number of Pages 4** |

# PURPOSE

# This Safety Plan describes the policies, guidelines and procedures for employees and the public in the Recreation Center to reduce the risk of transmission of COVID-19.

# PROTOCOLS

# WorkSafe BC Protection Levels 1 through 4 are implemented based on the type of activity.

# MANAGING PEOPLE INSIDE AND OUTSIDE THE FACILITY

# Occupancy limits are instituted in all areas of the Rec Centre and signs posted

# Lobby/Common Area: 3 people

# Weight room: 2 people

# Climbing wall: 4 people

# Bowling alley: 4 people

# Gym: 20 people

# Patrons are required to book times to use the weight/cardio room and rules established to avoid crowding before and after booked appointments.

# Patrons are informed when they book an appointment of the policy restricting people exhibiting symptoms of COVID-19 and people who have come in contact with a person who has tested positive for COVID-19 from the facility.

# Patrons are also advised that they must cancel an appointment if they develop symptoms after booking an appointment.

# The facility’s illness policy and protocols are communicated verbally to patrons prior to booking appointments. The policy and protocols are posted on the Village website on the “Recreation” page. Persons interested in booking an appointment are referred to the web page.

# Visible and readable signs are placed at entrances informing patrons not to enter if they are exhibiting symptoms

# Traffic flow is managed by separate doors for entrance and exit. The “entrance only” and “exit only” doors are clearly signed.

# Subject to weather, doors are kept open to reduce surface touching

# Employees may ask patrons to vacate the Recreation Centre if they do not follow facility policies.

# Signs are posted outside the facility reminding people to social distance

# No personal training classes or instruction are allowed indoors.

# FRONT COUNTER AND COMMON AREA

# Floor decals are applied in the front desk area marking the places for people to stand (2 metre space intervals)

# Plexiglass barrier is installed at the front counter

# Hand sanitizer is available at the front counter for patron use

# Credit/debit card payment is encouraged; however, cash is accepted; POS device is cleaned after each use. Staff wash hands after handling cash or any shared items.

# No communal items are available at the front counter or common area.

# Tables and chairs are separated by at least 2 metres.

# Lined trash can is placed at the entrance and exit doors for depositing used wipes and other safety equipment.

# Only the Director of Recreation takes deliveries for the facility.

# HAND HYGIENE

# Handwashing guidelines are attached to this Safety Plan as part of the Cleaning and Disinfecting policy and procedures. Signage is posted throughout the facility.

# Patrons are instructed to wash their hands before and after a workout and to use hand sanitizer when transitioning between different equipment in the weight/cardio room.

# Hand sanitizers are placed throughout the facility.

# Lined trash cans are placed throughout the facility for the disposal of used tissues, wipes and safety equipment, e.g., gloves.

# EQUIPMENT LAYOUT IN THE WEIGHT/CARDIO ROOM

# Equipment is spaced at least 2 metres apart with greater distancing for aerobic equipment (treadmills, elliptical, rowing machine and stationary bikes)

# Areas are designated for use of equipment

# Non-stationary equipment has been removed

# CLIMBING WALL

# Occupancy limit is established and posted

# Route setting and climbing space is modified by zone, density adjustments and lanes (to reduce the number of anchors and removal or ropes)

# Handwashing station is situated near the climbing wall so chalk residue can be removed prior to hand sanitizing. Signs are posted to tell participants to wash hands or use hand sanitizer before and after using shared equipment.

# Social distancing is required by participants while waiting to climb.

# LOCKER ROOMS, SHOWERS AND WASHROOMS

# Occupancy limits established and posted for locker rooms and washrooms

# These areas are included in cleaning and disinfectant plan

# No communal items are available in locker rooms and washrooms.

# EQUIPMENT CLEANING AND DISINFECTING

# Policy requiring patrons to wipe down equipment before and after use is posted and to allow equipment surfaces to air dry naturally before using.

# Supplies and lined trash cans for disposal are provided where needed.

# All equipment is included in the facility’s cleaning and disinfecting plan (attached)

# Patrons are encouraged to bring their own equipment (e.g., yoga mats).

# EMPLOYEE PROTOCOL

# All employees are instructed to cover their nose and mouth with tissue paper while sneezing or coughing and disposing of tissue and washing hands immediately

# All employees are required to maintain physical distancing (at least 2 meters). Where physical distancing cannot be guaranteed, a non-surgical face mask must be worn by employees.

# No communal equipment, food, cups, glasses, plates or utensils.

# All employees must wash their hands before and after the following activities:

# Eating

# Taking a break

# Smoking

# Going to the washroom

# Being in contact with animals/pets

# Using shared equipment

# Providing routine care for another person who needs assistance

# Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Anyone with these symptoms should call 8-1-1 and possibly be tested for COVID-19

# Employees who have travelled internationally must remain away from the workplace and self-isolate for at least 14 days

# Employees who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating must remain away from the workplace and isolate for 10 days

# If employees report having COVID-19-like symptoms while at work:

# They are sent home to recover for the prescribed self-isolation period and advised to call 8-1-1 for direction

# Their work areas and equipment that they were using as part of their job are cleaned and disinfected

# Direction from Island Health is followed with regard to detailed cleaning, temporary closure and trace contacting

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# EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE)

# Where possible, each employee has their own PPE for each shift. If equipment must be shared, it is disinfected between each exchange

# Appropriate PPE (gloves, mask, face shields, goggles, coveralls) is worn when performing cleaning routines or administering first aid.

# Where physical distancing cannot be guaranteed, a non-surgical face mask must be worn by employees

# Staff avoid touching face with hand, gloved or not.

**STAFF ROOM**

# No more than one employee in the staff room at a time

# Staff room table after each use;

# The staff room, as well as its appliance and accessories (refrigerator, microwave, chairs, handles, etc.), is cleaned every shift to avoid cross contamination

# TRAINING AND COMMUNICATION

# All staff meetings are held with physical distancing or through virtual means.

# Employees who have been absent, or are new to the workplace, are oriented as necessary so that all COVD-19 related procedures are explained and understood

# All employees are trained on this safety plan and related procedures documented within the relevant appendices

# All employees have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity. The Village’s unsafe work policy in the Employee Handbook applies to this circumstance

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| CAO Signature: | Effective Date:  July 21, 2020 |
| Replaces: | Issued on Date  July 21, 2020 |
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