



<b><i>Village of Tahsis</i></b>	<b>File #: VOT 009</b>
<b>TITLE: Recreation Center COVID-19 Safety Plan v.3</b>	<b>Number of Pages 6</b>

**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.**

Definition of core bubble:

For most people, their core bubble is their immediate household. For others, their core bubble may contain a partner, relative, friend or co-parent who lives in a different household. **This should be a maximum of two people outside of those living in your immediate household.**

An immediate household is:

- A group of people who live in the same dwelling. For example:
  - If you have a rental suite in your home, the suite is a separate household
  - If you live in an apartment or house with roommates, you are all members of the same household

**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 or one core bubble of no more than 6 people
  - Fitness room: 1 person or one core bubble of no more than 4 people
  - Climbing wall: 4 people or one core bubble of no more than 6 people
  - Bowling alley: 4 people or one core bubble of no more than 6 people
  - Gym: 20 people or up to 3 core bubbles
- All Patrons must wear masks at all times in the facility (Updated Nov 20/20)
- Signage is posted at the facility entrance directing patrons and staff not to enter if exhibiting COVID-19 symptoms.(Updated Nov.20/20)
- Patrons are required to book times to use the fitness 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.
- If booking for a core bubble, the number of persons attending must be provided and their names. Only the persons named are permitted to attend.
- 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
- Patrons who enter with family members or others of their close core bubble will not be expected to social distance.
- Patrons are encouraged to wear masks while traveling to and from the fitness room.

## FRONT COUNTER AND COMMON AREA

- Patrons and staff must wear masks at the Front Counter and in the Common Area (Updated: Nov. 20/20).
- 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 fitness 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.

## FITNESS ROOM

- Areas are designated for use of equipment
- Only one core bubble at a time (no more than 4 persons).
- **Masks must be worn by all persons in the Fitness Room (Updated. Nov. 20/20)**

## INDOOR PROGRAMS

- **Masks must be worn while participating in programs. (Updated Nov. 20/20)**
- All indoor fitness classes are held in the gym
- Participants arrive dressed for the activity.
- Change rooms are closed.
- Gym occupancy limits to be followed
- No shared equipment among participant. Participants to bring what they need for the class. No additional items.
- Participants to arrive 5 minutes before class and leave immediately after
- 2 metre social distancing required between participants
- Gym doors left open if possible
- Athletic activity is permitted in the gym, except activities prohibited by the Provincial Health Officer, and spectators are not permitted.
- Hand hygiene rules to be followed
- **No High Intensity Interval Training (Updated Nov. 20/20)**

## **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 of 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.
- **Masks must be worn by all persons in the Gym and while using the Climbing Wall (Updated: Nov. 20/20).**

## **LOCKER ROOMS, SHOWERS AND WASHROOMS**

- Bathrooms available for patrons using the facility.
- Changerooms are closed.
- These areas are included in cleaning and disinfectant plan
- No communal items are available in 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**

- Employees must wear a mask when working at the reception counter and in any common areas. Employees working alone at a desk are not required to wear a mask.
- 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

#### **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.
- A mask must be worn by employees in all areas where the public is permitted and in staff only areas.
- Staff avoid touching face with hand, gloved or not.

#### **STAFF ROOM AND KITCHEN**

- Mask must be worn except while eating and drinking (Updated: Nov 20/20)
- No more than one employee in the staff room at a time
- Staff room table cleaned 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.
- Mask must also be worn in the kitchen area (Updated: Nov. 20/20)

## 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 COVID-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

CAO Signature: 	Effective Date: November 20, 2020
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