



<b><i>Village of Tahsis</i></b>	<b>File #: VOT 009</b>
<b>TITLE: Recreation Center COVID-19 Safety Plan</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. (The swimming pool and sauna are covered under the Aquatics Safety Plan.)**

**PROTOCOLS**

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

This safety plan implements the Order of the Provincial Health Officer (Gatherings and Events) dated March 12, 2021 (“the Order”), other PHO Orders.

**MANAGING PEOPLE INSIDE AND OUTSIDE THE FACILITY**

- All patrons maintain a distance of two metres from one another in common areas when standing or sitting. Patrons who reside together in the same private residence are not required to social distance in common areas.
- Masks are worn by all patrons inside the facility at all times, except in the case of:
  - Patrons who are less than 12 years of age
  - Patrons who are unable to wear a mask due to a medical condition
  - Patrons while participating in a solo high intensity exercise or group sport, as defined in the Order.
- Signage is posted at the facility entrance directing patrons and staff not to enter if exhibiting COVID-19 symptoms.

- Patrons are required to book appointments to use the fitness room, bowling lanes, gym and climbing wall.
- 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 COVID-19 protocols are communicated verbally to patrons when booking appointments. The protocols are posted on the Village website on the "Recreation" page. Persons interested in booking an appointment are referred to the web page.
- Rec Centre staff record the name of the person booking the appointment and the person's phone number or other method of contact. The names of all persons attending must be provided when booking. Only persons who are named when booking are permitted to attend.
- 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 will ask patrons to vacate the Recreation Centre if they do not follow facility policies.
- Patrons who do not follow rules may be prevented from using the facility in the future.
- Signs are posted inside and outside the facility reminding patrons to social distance.
- Patrons who reside together are not required to social distance in common areas.
- Group gatherings and events are not permitted, except as per the Order.

## **FRONT COUNTER AND COMMON AREA**

- Patrons and staff must wear masks at the Front Counter and all public areas unless an exception applies based on this safety plan or the Order.
- 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.

## **GATHERINGS AND EVENTS**

- Only gatherings and events permitted by the Provincial Health Officer are held in the Rec Centre gym.
- A checklist has been prepared (attached to this safety plan) for staff to use to ensure that all requirements are met by groups or individuals planning a gathering or event.
- The maximum number of persons permitted in the gym for a gathering or event is 20.

## **FITNESS ROOM**

- Areas are designated for use of equipment
- Only one person is permitted in the fitness room at one time, except two persons are permitted if they reside together in a private residence.
- If two persons are in the fitness room at one time, they must remain three metres apart while using equipment.
- Masks must be worn by all persons in the fitness room except while participating in a fitness activity or any other exemption which applies.
- Signage directs patrons on sanitizing equipment before and after use.

## **BOWLING LANES**

- Team indoor bowling for persons over age 22 is prohibited as per PHO orders.
- Bowling is permitted for two persons only. Each person must use a separate lane, unless they reside in the same private residence.
- No more than two persons are permitted to bowl.
- Masks do not need to be worn while bowling
- Sanitizing rules are posted and provided to patrons.

## **CLIMBING WALL**

- Two persons are permitted to use the climbing wall at one time.
- 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.
- Patrons using the climbing wall must maintain 3 metres distance from each other unless they reside together in the same private residence.
- Masks must be worn in the gym unless permitted by the Order.

## **GROUP SPORT**

- Group sport, as defined in the Order, may be played in the Rec Centre gym.
- As per the Order, only two persons may participate in a group sport, such as floor hockey.
- Participants must remain three metres apart while participating in the group sport, unless they reside in the same private residence.
- No spectators are permitted to watch the group sport, unless the spectator is necessary to provide care to a participant.

## **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 complete the daily health check in log when arriving at work.
- The daily health check in log is retained for one year.
- Employees with COVID-19 symptoms as listed on the BC Centre for Disease Control Website [Symptoms \(bccdc.ca\)](https://www.bccdc.ca) including headache, sore throat, fever, sneezing, or coughing and all other symptoms listed must be tested for COVID-19 before entering the workplace.

- Employees who test negative are permitted to return to work subject to direction from health care professionals.
- Employees who test positive must follow the direction of health care professionals.
- Employees who have travelled internationally must follow federal and provincial rules before returning to work.
- Employees who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating must follow the direction of health care professionals.
- If employees report having COVID-19-like symptoms while at work:
  - They are sent home to and must be tested.
  - Their work areas and equipment that they were using as part of their job are cleaned and disinfected
  - Direction from Island Health is followed.
- 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.
- Employees must wear a mask in all public places.
- 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).
- 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

## **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.
- 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.

**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:  March 18, 2021
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