



Village of Tahsis	File #: VOT 009
TITLE: Recreation Center COVID-19 Safety Plan	Number of Pages 5

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.

MANAGING PEOPLE INSIDE AND OUTSIDE THE FACILITY

- Signage is posted at the facility entrance directing patrons and staff not to enter if exhibiting COVID-19 symptoms.
- 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 and proof of a medical exemption is provided
 - A face shield is not a substitute for a face mask
- Staff verify proof of vaccination of all persons (over 12 years old) in the facility to participate in exercise, group fitness class, swimming or aquatics, adult recreation, meeting, lecture, presentation or workshop or any other event or gathering that is included in a public health order issued by the Provincial Health Officer.

- Verifying proof of vaccination is done by using the BC Vaccine Card Verifier app on the Rec Centre cell phone to scan the QR code and by confirming the identification by requiring the person to produce a valid BC government form of ID (driver's licence or BC Services Card) which is checked by staff to confirm that the names on the QR code and government ID match. (Temporary driver's licence which is usually printed on yellow paper is acceptable.)
- 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.

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.

HAND HYGIENE

- 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.

MEETINGS AND GATHERINGS

- Meetings with up to 50 persons are permitted in the gym
- Meetings of up to 10 persons are permitted in other meeting rooms

- Proof of vaccination is required to attend any meeting or gathering in the facility.
- Proof of vaccination must meet the requirements described above and/or on the BC government website.
- Face masks must be worn at all times.
- Hand sanitizer is provided for use of those attending the meeting.
- Hard surfaces are disinfected by staff before and after the meeting.

FITNESS ROOM

- Proof of vaccination is required to enter the fitness room.
- Areas are designated for use of equipment
- Drop in is permitted.
- Maximum 4 persons permitted in the fitness at any time.
- 2 metres separation required at all times between persons
- Masks must be worn by all persons in the fitness room including while exercising.
- Signage directs patrons on sanitizing equipment before and after use.

BOWLING LANES

- Bowling is permitted
- Proof of vaccination is required to bowl.
- Two lanes can be used at any one time.
- All bowlers must remain masked at all times, except when eating or drinking.

CLIMBING WALL

- Proof of vaccination is required to use the 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 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.
- Patrons using the climbing wall must maintain 3 metres distance from each other unless they reside together in the same private residence.
- Face masks must be worn while using the climbing wall

SPORTS

- Sports may be played in the Rec Centre gym.
- Maximum number of participants and spectators is 25
- All participants and spectators must produce proof of vaccination as per this safety plan.

LOCKER ROOMS, SHOWERS AND WASHROOMS

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

FACILITY 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.
- High touch surfaces are cleaned and disinfected daily.
- All equipment is included in the facility's cleaning and disinfecting plan.
- Patrons are encouraged to bring their own equipment (e.g., yoga mats).

EMPLOYEE PROTOCOL

- 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 but who have symptoms must self-isolate until symptoms have dissipated.
- 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
- Employees must wear a mask when working at the reception counter and in any common areas. Employees working alone at a desk in an office 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: January 20, 2022
Replaces: Version issued on June 1, 2021	Issued on Date January 20, 2022