

# COVID-19 SAFETY PLAN

## RECREATION AND INDOOR FACILITIES

Revised June 18, 2021

The Regional District of North Okanagan (RDNO) is committed to adapting its COVID-19 Policies, Procedures and Protocols to align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives.

The RDNO responded to the direction from our public health officials to close recreation facilities due to the COVID-19 pandemic. The RDNO is now responding to the BC's Restart Plan and directive to cautiously reopen our recreation and community facilities, with the health and safety of staff and the community being the priority. The [BCRPA Guideline for Restarting Recreation](#) provides the RDNO with a framework to apply to the provision of recreation and park services during the pandemic.

As the owner of the Mabel Lake Community Hall, the RDNO is required to develop a COVID-19 Safety Plan. This document provides users with an understanding of the required protocols for the Community Hall Manager, as well as the requirements for lessees and user groups who are renting or using the facility.

### COMMUNITY HALL MANAGER PROTOCOLS

The Community Hall Manager is responsible to:

1. Complete a Facility Assessment of all its indoor facilities prior to opening the spaces up for permitted use.
2. Keep closed any facilities that cannot meet the 5 principles for every situation in the BC Restart Plan.
3. Develop a COVID-19 Safety Plan for the facility.
4. Place signage throughout the facility outlining COVID-19 expectations from the public. (See Appendix).
5. Develop an appropriate cleaning and disinfection schedule.
6. Update the facility rental agreement terms and conditions for user group bookings with COVID19 information as recommended by the Municipal Insurance Association of BC (MIABC) through the use of the Facility Use COVID-19 Addendum.
7. Require completed facility rental agreements be submitted by user groups. User groups will be required to provide the Community Hall Manager with the required documents including: their organizational/event COVID-19 Safety Plan, MIABC Addendum for Facility Use and confirmation of comprehensive general liability insurance naming the RDNO as additional insured prior to permitting use of the facility for any organized activity (can be secured through [eventpolicy.ca](http://eventpolicy.ca)).

8. Review the completed COVID-19 Safety Plans from all user groups who are booking the facility prior to using the facility.
9. Develop a COVID-19 Operational Health and Safety Plan for employees working within the facility which is in compliance with WorkSafe BC or any provincial authority (if applicable).
10. Comply with any public orders issued by the Provincial Chief Medical Officer, Interior Health Authority, or any provincial authority (See Appendix).
11. Comply with WorkSafe BC guidelines for Restaurants, cafes, pubs: Protocols for returning to operation with respect to the operation of any concession, restaurant, food, or liquor services within the facility (See Appendix).

## COMMUNITY HALL USERS / RENTER REQUIREMENTS

The user groups or renters are responsible to:

1. Provide a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (i.e WorkSafe BC if applicable). The Safety Plan must identify who will be responsible for ensuring compliance within the user group. The Safety Plan must be posted by the organization and/or available during on-site activities.
2. Sport organizations must review the [viaSport Return to Sport Guidelines](#) and their Provincial Sport Organization Return to Sport Guidelines (if applicable) and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of. The Safety Plan must be approved by their local board of directors and submitted to facility operator. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental agreement holder.
3. Non-sport user groups are required to provide a COVID-19 Safety Plan approved by the organization's board of directors and submitted to the RDNO. For non-sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental agreement holder.
4. Other user groups who have access to facility buildings (i.e. meetings) need to include COVID-19 protocols in their Safety Plan relating to the use of the building(s).
5. Users groups are responsible to ensure that all participants are aware and are complying with the COVID-19 Safety Plan of the user group and all RDNO COVID-19 related Plans, Policies and Procedures relevant to the activity and site which can be found on the RDNO's website.
6. Complete a facility rental agreement with the facility operator and provide all required documents including comprehensive general liability insurance prior to utilizing the facility for organized activity. Outdoor user groups who have access to park buildings will need to include COVID-19 protocols in their Safety Plan around use of the building(s).

## COVID-19 SAFETY PLANS – BACKGROUND INFORMATION

The purpose of COVID-19 Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants

The Province has highlighted 5 principles for every situation in the [BC Restart Plan](#):

## Five Principles For Every Situation

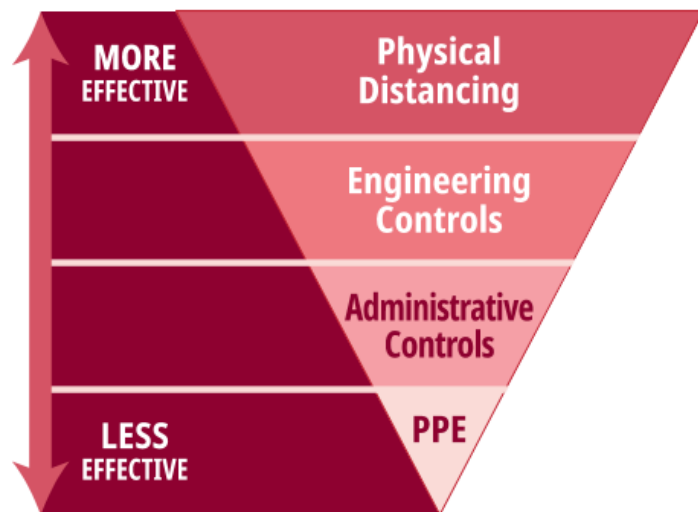
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations:

### Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



The [BCRPA Guideline for Restarting Recreation](#) provides a checklist outlining considerations for user groups:

<b>Physical Distancing (of at least 2 metres )</b>	Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan. Procedures outlining how spectators will maintain physical distancing. Procedures for access and egress from facility including parking lots
<b>Frequent Hand Hygiene</b>	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
<b>Cleaning and Disinfection</b>	Users will sanitize their own equipment and do so with their own cleaning supplies.
<b>Gatherings (group size determined by physical distancing requirement)</b>	Confirmation of adherence to facility use area(s) maximum participant count for space being used. (Maximum 50 for static events and 25 for aerobic events)
<b>Participants Who Are Ill</b>	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.
<b>Sharing of Equipment</b>	Procedures for managing equipment needs for participants to avoid sharing of items.
<b>Communication Plan</b>	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.
<b>Training of Employees/Volunteers</b>	Evidence of training for individuals leading or supporting activities, per industry requirements (i.e. WorkSafeBC, etc) New coaching/instructor guidelines
<b>Emergency Procedures</b>	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks

The [viaSport Return to Sport Guidelines](#) provides a COVID-19 Safety Plan Template in Appendix G which is a recommended tool to guide user groups through the planning process.

Calculations for occupancy will be based on Physical Distancing Space Calculation contained in Appendix 1 of the BCRPA Guidelines for Restarting Operations, which can be found here: <https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

## IMPORTANT RESOURCES

### PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: [https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from\\_embed](https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed)

BC COVID-19 Go-Forward Management Strategy: [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc\\_covid-19\\_go-forward\\_management\\_strategy\\_web.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

B.C. Go Forward Strategy Checklist: [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergencyservices/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergencyservices/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf)

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

### HEALTH RESOURCES

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines:

<https://www.canada.ca/content/dam/phacaspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/enhandwashing.pdf>

WorkSafe BC – Restaurants, cafes, and pubs: Protocols for returning to operation:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safeoperation/restaurant-cafes-pubs>

Health Canada Personal Protective Equipment against COVID-19:

<https://www.canada.ca/en/healthcanada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19:

<https://www.canada.ca/en/healthcanada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: [http://www.bccdc.ca/Health-InfoSite/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-InfoSite/Documents/CleaningDisinfecting_PublicSettings.pdf)

### POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: [http://www.bccdc.ca/Health-ProfessionalsSite/Documents/COVID19\\_PhysicalDistancingPoster.pdf](http://www.bccdc.ca/Health-ProfessionalsSite/Documents/COVID19_PhysicalDistancingPoster.pdf)

## **APPENDICES – EXAMPLE INFORMATION FOR COVID-19 Safety Plans**

- A. Signage Plan and Placement**
- B. Occupancy Limits**
- C. Cleaning Plan**
- D. Participant Risk Mitigation and Safety Guidelines**

### **Appendix A - Signage Plan and Placement**

A	Entry Signs, hand washing, physical distance	Posted outside of entrance doors	Coroplast or alupanel
B	Hand Washing	Immediate Entrance	Poster
C	Hand Hygiene	Washrooms/Kitchen	Poster
D	Keep it Clean	Meeting Room Area/Kitchen	Poster

## **Appendix B - Occupancy Limits**

Following the order of the Provincial Health Officer, events that exceed 50 persons will not be permitted, and may require fewer depending on the Physical Distancing Space Calculations.

Calculations for occupancy will be based on Physical Distancing Space Calculation contained in Appendix 1 of the BCRPA Guidelines for Restarting Operations, which can be found here: <https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

Main Hall	Static - seated (i.e. Meetings)	
Main Hall		
Main Hall		
Washrooms	NA	
Kitchen	NA	



## Appendix C - Cleaning Plan

	<p>Check cleanliness of hall, including toilets, kitchen, tables and chairs. • Check supply of consumable items – toilet rolls, soap, paper towels, etc</p>
	<p>Clean and disinfect bathroom fixtures and all high touch areas          Cleaning of the main hall and bathroom floor areas          Clean stair rails (if applicable)          Vacuum mats          Cleaning of entry ways and halls          Cleaning of exterior entrances to facility •          Cleaning of tables used for event          Clean kitchen stove, microwave and fridge (if required)          Clean and disinfect sink, counters and floors in kitchen area (if required)          Empty all waste containers          Replacement of cleaning supplies – refill empty paper, soap dispensers, etc.          Sweep all entrances and fire exits to keep outside walkways clear of dirt, cigarette butts, etc.          Snow and ice removal and salting of outside entrances</p>
	<p>Clean and disinfect bathroom fixtures (if required)          Cleaning of the main hall and bathroom floor areas (if required)          Vacuum mats (if required)          Cleaning of entry ways and halls (if required) •          Cleaning of exterior entrances to facility (if required)          Empty waste containers as necessary (if required)          Clean kitchen stove, microwave and fridge (if required)          Clean and disinfect sink, counters and floors in kitchen area (if required)          Replacement of cleaning supplies – refill empty paper, soap dispensers, etc.</p>
	<p>Vacuum/dust blinds          Dust all pictures, ledges and baseboards          Clean windows – inside and outside          Clean all kitchen shelves, cupboards and drawers          Line stove and oven with foil          Clean coffee urns with vinegar          Clean storage area floors          Remove cobwebs from ceilings and corners in all areas of hall</p>

## **Appendix D - Participant Risk Mitigation and Safety Guidelines**

While mitigation strategies will continue to evolve by phase and associated program area, facility and operational approach, the following guidelines serve to ensure baseline participant safety.

### **A. Prior to Participating**

- Participants are recommended to check online to familiarize themselves with the facility participant and operational protocol, as well as safety plans.
- All guidelines will also be posted in the facility and should be reviewed for additional information.

### **B. Participant Screening and Illness Protocol**

- All participants will be required to complete a daily screening assessment prior to participation.
- Anyone with COVID-19-like symptoms such as, a sore throat, fever, sneezing, or coughing, will be asked to refrain from entering the Facility, get tested and self-isolate at home for a minimum of 10 days from onset of symptoms until their symptoms are completely resolved.

### **C. Physical Distancing**

- Physical distancing means limiting close contact with other people to slow the spread of an infectious disease by keeping at least two meters (six feet) away from one another.
- Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.
- Avoid crowded places and non-essential gatherings.
- Greet people with a wave instead of a handshake.

### **D. General Hygiene**

- The coronavirus is most commonly spread through respiratory droplets generated when someone coughs or sneezes. These can be transmitted to other through close, prolonged contact, such as shaking hands or through touching a surface with the virus on it and touching your mouth, nose or eyes before washing your hands.
- In order to minimize the risk of infection or spreading the infection to others, it is recommended that all participants practice good general hygiene:
  - Hand washing prior to participating, after using the washroom and as often as possible.
    - Wash hands with soap and water for at least 20 seconds.
    - If soap and water are not available, alcohol-based hand sanitizer can be used.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
  - Spitting and clearing nostrils is prohibited within the Facility. If this must occur, please do so into a tissue and dispose of the tissue immediately into a waste bin. Hands must be washed immediately afterwards.
  - Where incidental or intentional contact will occur between participants, participants should shower before and after training at home.
  - Alcohol-based hand sanitizer will be available for customer use at all facilities.

### **E. Physical Environment and Interaction**

- Anticipate the use of physical queue line controls through crowd control cones or floor markers at the entrances and throughout the facility.
- The number of users entering and the leaving the facility will be monitored. Once the maximum number of people for the facility has been reached, one person in for every person that leaves will be enforced.
- Programs and spaces will have significantly reduced capacities, particularly in early phases.  
Please be aware that limitations on spectators will also be in effect.
- Where possible, incoming and outgoing customer flow will be separated

#### **F. Activity specific Requirements**

- Participants should anticipate unique participation protocol by sport, space and phase that will also outline arrival and departure procedures.

#### **G. Kitchen**

- The kitchen area will be available for events only.
- The number of people allowed in the area is limited to          and all must maintain physical distancing.
- In order for the kitchen area to be used, the user will be required to provide a COVID-19 Safety Plan that aligns with the WorkSafe BC guidelines Restaurants, cafes, and pubs: Protocols for returning to operation as well as any other authority guidelines or requirements including the Interior Health Authority

#### **H. Equipment**

- Shared equipment can increase the risk of spreading the infection to others. It is for this reason that shared equipment be introduced in accordance with physical distancing measures put forth by the Provincial Health Authority.
- To reduce the risk of infection or spreading the infection to others, it is advised to clean personal and shared equipment on a regular basis.
  - Each participant should have their own water bottle and towels. These should be cleaned after every session.
  - Personal equipment (equipment brought from home i.e. sticks, balls, gloves, etc.) should be cleaned after each training session.
  - Shared equipment will be phased in and should be cleaned before, during (when possible) and after each use.