Recreation Centre COVID-19 Safety Plan

June 12, 2020

Since the outset of the COVID-19 pandemic, the Township of Esquimalt (The Township) has followed recommendations issued by the Public Health Officer and WorkSafeBC in order to ensure the safety of our staff and residents, while ensuring that all essential services have continued. Some of these steps have included:

- Closure of facilities to the public since mid-March;
- Increased cleaning and sanitizing in the workplace;
- Implementation of processes to allow staff to work from home, and,
- Staggering shifts to maintain physical distancing.

As the Province moves to Phase Two in their management strategy (BC's Restart Plan), the Township is reviewing their current practices and has refined them based on WorkSafeBC's sixstep process: *COVID 19 and Returning to Safe Work Operation,* done in collaboration with staff, the Office of the Provincial Health Officer, and industry associations including British Columbia Parks and Recreation Association, Via Sport, and the Lifesaving Society – British Columbia and Yukon Branch.

During this next phase of the COVID-19 pandemic, the Township will continue to take direction from the Provincial and Regional Health Officers who, under Provincial legislation, are delegated the responsibility and authority to protect public health.

The Township is committed to providing a safe and healthy workplace for its employees, clients, and residents and this document outlines the steps the organization has or will be taking in order to suppress the transmission rate of COVID-19 at the Esquimalt Recreation Centre. This Safety Plan can be found on our website at esquimalt.ca.

Step 1: Assess Risks in the Workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching contaminated surfaces before touching the face.

Each Programmer in coordination with the Department Occupational Health and Safety Committee conducted COVID-19 risk assessments to determine the level of risk. The risk assessment looks at all elements of the work including:

- Proximity to others;
- Ability for workers to maintain physical distancing;
- Identifying common areas where people gather and outlining the maximum number of people who can be in a common area at the same time;
- Ability to modify in-person interactions;
- Identifying and maintaining cleanliness of high-touch locations such as tools, doorknobs, light switches, equipment and common areas; and,
- Identifying necessary personal protective equipment (PPE).

Potential risk areas include all clients facing staff, which includes most team members and warrants accommodations to limit capacity in indoor spaces and provide masks, where a 2 metre physical distance cannot be maintained. An exception to this is indicated with interactions with children where health authority are encouraging no physical contact versus maintaining the physical distance, due to the low-risk of transitioning between children and/or children and an adult along with the contraindications of the social-emotional impact on children when endeavoring to ensure physical distance.

Step 2: Implement Protocols to Reduce the Risk

Employer Responsibilities:

- Ensure that workers and public have the ability to maintain physical distancing;
- Ensure cleaning protocols are in place for all work spaces including vehicles and public areas;
- Controlled points of entry and exit;
- Provide access to hand washing stations, access to hand sanitizer where hand washing stations are not available within the facility or for staff operating in the field;
- Provide staff with access to PPE as required or requested;
- Place posters in washrooms and over sinks outlining effective hand washing techniques;
- No gathering or loitering in common areas designated as pathways only;
- Place posters with occupancy limits on door of each room in Recreation Centre:

Recreation Centre

	Sq.	
	Footage	Capacity
Weightroom First Floor	2756	18 people
Weightroom Mezzanine	1647	8 people
Men'sChangeroom – capacity based on# of toilet cubicles/urinals	525	3 people
Womens Changeroom-capacity based on# of toilet cubicles	275	3 people
Seniors Centre	770	10 people
Convertible atrium space	531	8 people
Atrium	1740	No access
Pioneer A	702	18 kids
Pioneer B	756	20 kids
A & B	1332	40 kids
Constance Cove	760.5	20 kids
Craigflower room	931	12 people
Viewfield room .	162	2 people
Kanaka Room	361	4 people
Jubilee Hall	3528	30 people
Fernhill Room	221	4 people
Lower Multi Purpose	855	10 people
Kitchen	256	3 people

- 3 staff allowed behind reception counter at one time;
- 4 people allowed in the lunchroom at one time;
- 1 person allowed in Janitors office at one time;
- 1 person allowed in the Reception Supervisor office at one time;
- 1 person allowed in behind the volunteer desk photocopy area
- Place posters outlining that Esquimalt Recreation Centre occupancy limit for the elevator is 1 person (plus a care aid), and ensure elevator panels are routinely disinfected;

- Cleaning checklists (included in <u>Appendix A: Cleaning Protocol for Rooms and</u> <u>Departments</u>) have been developed for the Esquimalt Recreation in addition to area/program specific checklists for fitness services, reception services, childcare operations, and administrative services (Refer to <u>Appendix B: Disinfectant Cleaner</u> for details on the product the Township is using);
- Provide disinfectant spray in most common rooms such that users can spray down after use;
- Cleaning of high-contact surfaces throughout day;
- Plexi-glass barriers have been installed at the reception counter, and will be installed at the wellness centre desk in order to protect staff and the public from the possible transmission of the COVID-19 virus.
- Staff have been provided with instructions and tools to conduct virtual meetings;
- Processes have been created to deal with possible COVID-19 exposure within the operation (outlined below);
- Provide timely training and communication to staff regarding rules and guidelines pertaining to COVID-19,
- Keep the public information with operating guidelines through signage, website and program specific correspondence to participants and;
- Signage posted indicating that employees, contractors, or visitors exhibiting COVID-like symptoms or if required to be in quarantine for any reasons are not allowed to enter any of our facilities or participate in programs.

Employee Responsibilities:

- Learn and follow all applicable policies and procedures;
- No physical contact between individuals including hand shaking;
- Practice good hygiene including frequent hand washing and avoiding touching your face;
- Keep work environment clean using appropriate products to clean and disinfect items including desk, work surfaces, phone, keyboard;
- Maintain physical distancing;
- If employee has any COVID-19 symptoms including a cough, sneezing, runny nose, sore throat or fatigue, they must:
 - Stay home;
 - Call 8-1-1 and follow their direction;
 - Not return to the workplace until after 10 days has lapsed since they first developed symptoms, or;
 - Until they produce a negative test result for COVID-19, and they no longer have any symptoms.
- If an employee comes to work with these symptoms they will be sent home unless they have confirmation from a doctor that the symptoms are not contagious (e.g., hay fever);
- Stay away from the workplace for 14 days after returning from travel outside of Canada, or if anyone in their household returns who is not self-isolating separately;
- Do not come to work until tested if they have been in close contact with someone with a confirmed case of COVID-19;
- If employees have the risk of more severe illness (over the age of 60 or compromised immune systems) they must speak with their Manager who, with the assistance of medical professionals will determine risk and extra precautions that need to be met; and,
- Report any unsafe conditions or acts to their Supervisor.

Step 3: Policies and Processes

Recreation Services protocols have been established as follows:

General operating protocols:

The following general protocols while using our facilities will support our efforts to maintain health and safety.

- Do NOT use the facility if you are sick
- STAY home if you have traveled in the past 14 days, are required to be in quarantine OR if someone in your household is sick
- Wash your hands frequently
- Follow physical distancing guidelines keep 2 metres apart from each other at all times; children to follow no contact guidelines
- Follow coughing and sneezing guidelines
- Do not loiter, no congregating in facility
- Do not share equipment
- Bring your own (filled) water bottle
- All public spaces and common touch points will be cleaned regularly
- Patrons are encouraged to bring their own hand sanitizer and use it each time you touch a surface such as a door handle, payment machine, etc.

People not adhering to this protocol risk the closure of the facilities and will be asked to leave the premises.

Esquimalt Parks & Recreation is following the direction of public health experts.

Program protocols:

More specifically to programs, please note the following in effect to support the health and safety of program participants and staff:

- Limited program capacity.
- Advanced registrations only (no walk-ins).
- Health declaration will be required upon registration for every session.
- For fitness classes, arrive ready for workout as no changeroom access available.
- Maintain physical distancing at all times (lockers are not available, do not bring valuables).
- Please check-in for program at the specific location, arriving no more than 5-minutes before the start of your program. Instructors/program facilitators will take attendance. No chit from reception will be required.
- Where possible, clients are asked to enter from side doors, which will be open 5-minutes to the start of the program (signage will be posted).
- If queuing for entry outside the facility, please adhere to physical distancing of 2 metres between persons and follow the marked signage, where available.
- When entering the facility, wash hands (participants are welcome to bring own hand sanitizer). Program spaces with designated hand washing sinks include Fernhill, Kanaka, Rec Centre Kitchen, Pioneer B & Constance Cove.
- Do not share equipment. For select classes, participants may be required to bring own equipment. This will be communicated upon registration. Where equipment is used, sanitization supplies will be provided. Clients will be asked to sanitize equipment before and after use.

• No loitering after class or in facility to allow for additional sanitization and ensure physical distancing is maintained.

Esquimalt Recreation operates programs delivered by both staff and contractors. Contractordelivered programs will only be considered when accompanied by a COVID Operating and Response Plan which includes:

- How physical distancing will be maintained;
- Sanitization protocols for participants and equipment;
- Commitment to ensure no participants, staff or attendees, participate if unwell and how this is being maintained and;
- a completed WorkSafe BC COVID-19 Response Plan.

Wellness Centre Admissions:

To maintain the safety of patrons and staff and prevent the spread of COVID-19, wellness centre use will look different upon re-opening. This includes the requirement for all weight room users to reserve their time slot in advance. Reservations allow us to ensure physical distancing is maintained and provide time for additional cleaning.

- Maximum 20 participants in the Weight Room at one time. This is lower then the room capacity of the first and second level to allow for movement between the two floors.
- Reservations required. No drop-ins permitted at this time.
- Do NOT use the facility if you or if a household member are sick. Cancel your reservation by phone at 250.412.8500 at least one-hour before scheduled time to receive refund.
- Wash or sanitize your hands before and after your visit. Participants encouraged to bring own sanitizer. Access to hand sanitizer and handwashing stations provided. A cleaning kit will be issued to each participant for own use on equipment.
- Follow physical distancing stay 2 metres apart (no congregating).
- Clean equipment before and after use with disinfectant and paper towel.
- Do not bring valuables. If using a cubby, clean your cubby with disinfectant spray and paper towel before and after use.
- Adhere to the reserved time block selected. Late departures not permitted.
- Equipment should not be shared or used simultaneously (i.e., working in sets).
- No spotting only lift what you can manage on your own.
- Some equipment will not be accessible.
- Water fountain is not available, bottle refill only. Participants are encouraged to bring their own filled water bottles.
- Washrooms available with limited capacity.
- Changreooms and showers not available.

Rules are subject to change and will be updated as needed. Those disregarding rules may be asked to leave the facility.

Wellness Centre Hours & Reservation Information

- Reserve up to 14 days in advance for your preferred session.
- Payment required at the time of reservation and can be done by credit card, or by applying a credit to your account. Please call 250.412.8500 to purchase credit on your account.
- Reserve your space online 24 hours/day, seven days a week.
- Reserve your space by phone 250.412.8500 Monday-Saturday 7am-7pm.
- To redeem admission by punch pass, please call 250.412.8500.

Admission Rates:

	Single	10 x Punch Pass	25 x Punch Pass
Adult	\$5.75	\$51.75	\$120.75
Senior	\$4.25	\$38.25	\$89.25
Youth	\$3.00	\$27.00	\$63.00

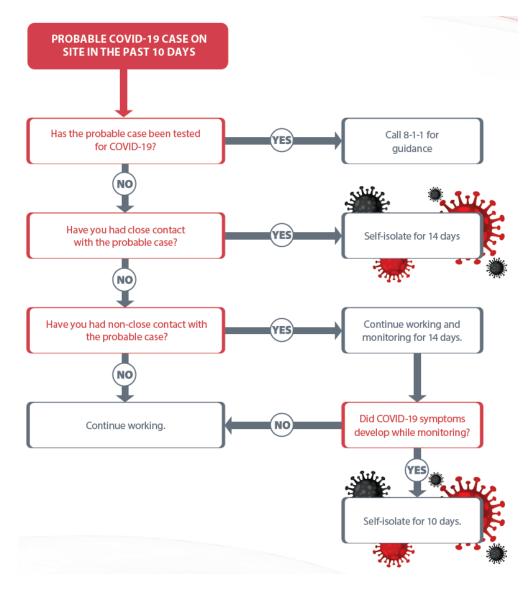
Arrival, Sign In, and Exiting:

- There will be no access to the Esquimalt Recreation Centre until the scheduled start time.
- Those arriving early must line up outside the main Esquimalt Recreation Centre entrance, maintaining physical distance. Spacing will be identified on sidewalk.
- 5 minutes before the scheduled start time, staff will check in those who are already waiting outside the entrance.
- Doors to the centre will be opened at the scheduled start time.
- Sanitize your hands upon entering the facility.
- Upon entering the facility for the use of the wellness centre, each person will be given a kit which includes a bottle of disinfectant spray and paper towel to use for the duration of their workout.
- Observe signage provided, follow designated paths of entry and exit.

Staff protocols:

Additionally, internal polices for staff have been developed or modified in response to COVID-19 addressing attendance and including if any staff meets the criteria of being either confirmed as being infected with COVID-19, or a probable case. Listed below is a flow chart outlining the various steps to take. If a Township employee is confirmed as having COVID-19 and has recently been at work, the following steps will be followed:

- Manager to call Health Link BC at 8-1-1 for guidance. The steps below still apply, but testing or other actions may also be required, such that Health Authorities may determine facility closures and provide guidance and direction on cleaning procedures and reopening of the facility.
- Identify any individuals who have been in CLOSE CONTACT with the probable/confirmed case. These individuals should self-isolate for 14 days. CLOSE CONTACT means:
 - Had direct contact with infectious body fluids of the confirmed case (coughed or sneezed on); and,
 - Had close contact (within 2 metres) with the confirmed case while the confirmed case had symptoms without consistent use of PPE.
- Identify any individuals who have been in NON-CLOSE CONTACT with the confirmed case. These individuals should be monitored for symptoms (including daily temperature checks) for 14 days and should maintain physical distancing and other measures. Should they develop any symptoms, they should self-isolate.



The following flowchart can be used as a reference:

Other scenarios where public access/interaction:

Deliveries:

• Signage is posted on the exterior of each facility such that suppliers and/or delivery persons understand the safety protocols including dropping off goods at building entrances.

Visitors Attending Pre-booked Appointments

- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19; and,
- Visitors limited to specific areas of the facilities to ensure that developed cleaning protocols are followed for pre- and post-meeting areas.

Step 4: Develop Communications Plan and Training

Employer Responsibilities:

- Ensure all staff receive training and have access to policies and plans on:
 - The risk of exposure to COVID-19, and the signs and symptoms of the disease;
 - \circ The risk controls, protocols, and checklists referred to in this plan;
 - Location of hand washing stations;
 - Proper use of PPE (for specific individuals);
 - How to report an exposure to, or symptoms of COVID-19; and,
 - Ensure Parks & Recreation Occupational Health and Safety Committee is involved in the review of Safety Plans, with recommendations from the Committee forwarded to management for review.

Employee Responsibilities:

- Attend training and follow policies and procedures; and,
- Report unsafe practices to management first, and then to the applicable Occupational Health and Safety Committee.

Step 5: Monitor and Update Plans as Necessary

Employer Responsibilities:

- Review policies and plans periodically with staff;
- Update plans as necessary; and,
- Ensure Esquimalt Parks & Recreation's Occupational Health and Safety Committee is involved in the review.

Employee Responsibilities:

- Report unsafe work conditions to your supervisor; and,
- Provide feedback on plans, policies, and procedures to your supervisor.

Step 6: Assess and Address Risks from Resuming Operation

The Township has continued operations throughout the pandemic and have reviewed and adhered to the recommended steps necessary to resume operations. All staff returning to work will receive training on updated plans, procedures, and protocols. **RESOURCES**

- BC Centre for Disease Control <u>www.bccdc.ca</u>
- Provincial Health Services Authority: <u>www.phsa.ca</u>
- Health Canada: www.canada.ca/en/health-canada.html
- World Health Organization: www.who.int/emergencies/diseases/novel-coronavirus-2019
- BC Construction Safety Alliance: <u>www.bccsa.ca</u>
- Health Canada: Public health management of cases and contacts associated with coronavirus disease 2019 (COVID-19)

Proposed Phased Reopening

1) Weight Room

External Communication to be launched June 17:

Distribution:

- PM email database
- Adapted to park/rec notice board on website and facility update page
- Shared on social media

Additional advertising:

- Marquee to be updated directly clients to esquimalt.ca/recreation for reservation information
- Building signage/posters
- Social media

Weight Room to open by reservation on Tuesday, June 23

To maintain the safety of staff and clients, the Esquimalt Recreation Centre Wellness Centre (weight room) will be opening by reservation only. As staff and the community adapt to new operating protocols, a reservation system with the following schedule will be in place for Tuesday, June 23; Wednesday, June 24 and Thursday, June 25:

7:00 a.m. to 8:30 a.m.

11:30 a.m. to 1:00 p.m.

5:30 p.m. to 7:00 p.m.

This schedule will expand as of June 29th with reservations available Monday to Friday (closed July 1st):

6:30 a.m. to 8:00 a.m.

8:30 a.m. to 10:00 a.m.

11:30 a.m. to 1:00 p.m.

1:30 p.m. to 3:00 p.m.

3:30 p.m. to 5:00 p.m.

5:30 p.m. to 7:00 p.m.

Reservations will also be available on Saturday starting July 4th:

8:00 a.m. to 9:30 a.m.

10 a.m. to 11:30 a.m.

The Esquimalt Recreation Centre will be closed on statutory holidays.

Communication to Public:

What do I need to know about advanced reservation?

Reservations can be made online 24 hours/day up 14 days in advance at esquimalt.ca/recreation. To learn more about navigating your online account and to view a video showing how to reserve your spot online, please visit esquimalt.ca/onlineaccount. Alternatively, reservations can be made over the phone at 250.412.8500 Monday-Friday 7:00 a.m. to 7:00 p.m.

To access your online account, please use your email address as your username. This will prevent duplicate accounts from being created in our booking system and should allow you to access any credit on your account to reserve your space.

As announced on June 5, 2020 our team is refunding all timed-passes. All pass holders will have a prorated amount credited to their account. The credit may be used towards the purchase of single activity registrations.

Should you wish to purchase a punch card or redeem a L.I.F.E. admission, please call reception at 250.412.8500 to reserve your space.

Learn more {link}

What protocols are in place for the safe use of the weight room?

To maintain the safety of patrons and staff and prevent the spread of COVID-19, wellness centre use will look different upon re-opening. This includes the requirement for all weight room users to reserve their time slot in advance. Reservations allow us to ensure physical distancing is maintained and provide time for additional cleaning. Please also be advised of the following in place for your safety:

- Maximum 20 participants in the Weight Room at one time.
- Reservations required. No drop-ins permitted at this time.
- Do NOT use the facility if you or if a household member are sick. Cancel your reservation by phone at 250.412.8500 at least one-hour before scheduled time to receive a credit.
- Wash or sanitize your hands before and after your visit. Participants encouraged to bring own sanitizer.
- Follow physical distancing stay 2 metres apart (no congregating).
- All participants issued individual sanitizing kits
- Clean equipment before and after use with provided disinfectant and paper towel.
- Do not bring valuables. Lockers are not available at this time. If using a cubby, clean your cubby with disinfectant spray and paper towel before and after use.
- Sessions are 1.5 hour blocks with a half hour cleaning between each session.
- Adhere to the reserved time block selected. Late departures not permitted.
- Equipment should not be shared or used simultaneously (i.e., working in sets).
- Avoid spotting only lift what you can manage on your own.
- Some equipment will not be accessible.

- Water fountain is not available, bottle refill only. Participants are encouraged to bring their own filled water bottles.
- Washrooms available with limited capacity.
- Rules are subject to change and will be updated as needed. Those disregarding rules may be asked to leave the facility.
- Learn more {link}

When will fitness classes resume or the pool open?

Our services will be opening in phases and we will provide you with specific dates, and a description of the modified services, with as much notice as possible. Advanced reservation will be required for all admissions, no walk-ins will be permitted. More information will be made available in this capacity as specific plans for re-opening are announced; your continued patience is appreciated.

Fitness Classes: We are hopeful to have select fitness classes available in July.

Aquatics Centre: Our guiding representatives of swimming pools are currently planning for the reopening of waterfront areas and outdoor pools in the province; it is not anticipated that indoor pools will be permitted to re-open for some time.

Learn more {link}

2) Fitness Classes – Proposed Opening July 6 – plans being developed

- a. Registered outdoor Classes
- b. Jubilee Hall with Entrance and exit through external doors
- c. Personal Training in the Sports Centre Crowsnest

APPENDIX A: CLEANING PROTOCOL FOR SPECIFIC AREAS

Date: _____

Reception Area	MORNING	NOON	EVENING
Disinfect:			
all counters/surfaces including barriers			
all cupboard handles and door knobs			
 reception gates including lock 			
fridge door			
calculator and staplers/hole punch			
reception photocopier and card printer			

Public Side of Reception	MORNING	NOON	EVENING
Disinfect:			
 public facing side of counters 			
stanchions			
volunteer desk surfaces			
main photocopier			

Supervisor Office/Safe Room	MORNING	NOON	EVENING
Disinfect:			
 door handles, both sides of both doors 			
 safe door and handle 			
 cash trays 			
main float box			
 desk surface, keyboard, and phone 			
chair arms			

At Beginning of Each Shift		
Disinfect:		
keyboard, mouse, and computer screen		
 phone, pin pad and receipt printer 		
till drawer and chair arms		

Other things to disinfect as they are used:

- keys
- equipment we loan out (basketballs etc.)
- pens

Wellness Centre Cleaning Protocols

Date: _____ Time: _____

Downstairs	1 st Session	2 nd Session	3 rd Session
Disinfect:			
 all hand rails in hallway and stairwell 			
all handles and door knobs			
 reception gates including lock 			
Staff desk surface and sneeze guard			
stanchions			
waterfountain			

Upstairs	1 st Session	2 nd Session	3 rd Session
Disinfect:			
hand rails along perimeter fence			
stanchions			
all handles and door knobs			

Bathrooms/Change Rooms	1 st Session	2 nd Session	3 rd Session
Disinfect:			
door handles, both sides of both doors			
 bathroom stall handles 			
bathroom doors			
toilet handles			
 toilet paper dispenser 			
 sink handles 			
Paper towel dispenser			

Cleaning Caddies	1 st Session	2 nd Session	3 rd Session
Disinfect:			
Spray bottles			
caddies			
dry erase pens			

Other things to disinfect as they are used:

- keys
- equipment we loan out
- pens
- Wellness Centre Desk, computer keyboard if used.

APPENDIX B: DISINFECTANT CLEANER

Details for **Percept**, a concentrated general virucide disinfectant cleaner used by the Municipal Hall for sanitizing surfaces.

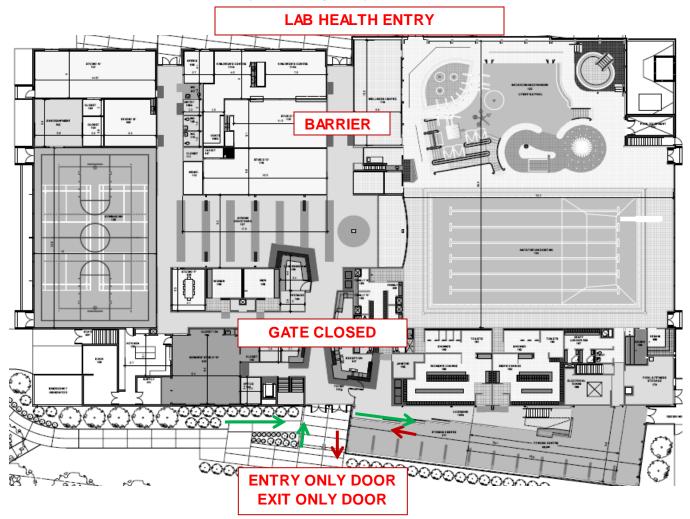
This product is listed on Health Canada's "list of hard-surface disinfectants with evidence against COVID-19".

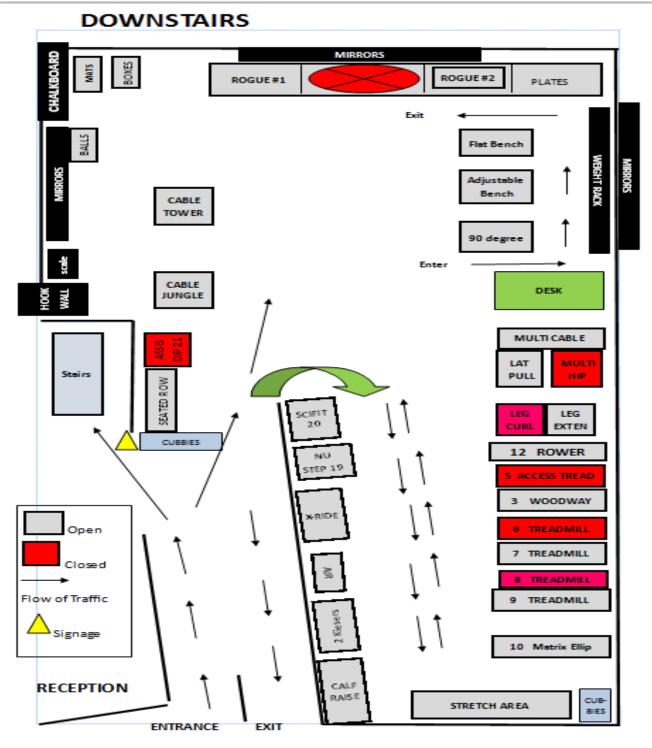
Drug identification number (DIN)	Product name		Active ingredient(s)	Product form
2241255	Percept	Diversey Inc.	Hydrogen Peroxide	Solution

APPENDIX C: TRAFFIC FLOW

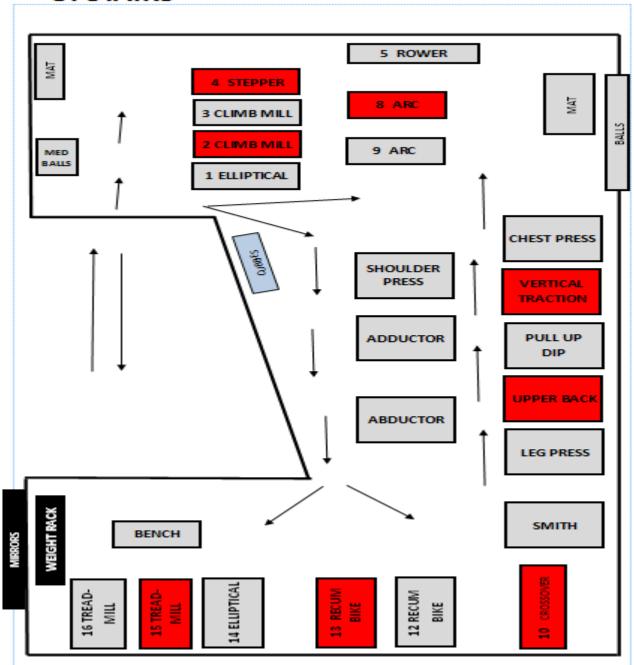
Manage customer entry points. Recommendation: Place markers such as tape or cones every two metres at entrances to provide patrons with visible queues that encourage physical distancing.

Directional arrows to indicate path of entry and paths of exit •





APPENDIX C: TRAFFIC FLOW



UPSTAIRS

APPENDIX D: SIGNAGE

Post signs

Recommendation: Place signs at any entrance to notify patrons that they should not enter if they have the symptoms of COVID-19 (see #4 below). Signs should be posted throughout the facility to HPES – Version #1 – May 13, 2020 make patrons aware of the physical distancing requirements, enhanced sanitation procedures (including reminders for members to wipe equipment after each use), and any other instructions and limitations, as applicable.

- Sandwich boards to be placed at points of entry / exit advising users:
 - Do not enter if you are sick or required to self-isolate.
 - They must adhere to physical distancing (keep 2 metres part)
 - o They must adhere to time limitations in place and posted sanitation requirements
 - Access to facility and programs is by registration only general drop-in admissions are not permitted.
- Sanitization signage to state:
 - Clean equipment before & after use. Return sanitization kit to designated station when finished workout.
- Hand washing instructions by every hand washing stations
- Floor decals to provide physical distancing instructions

Floor Decals

Samples:

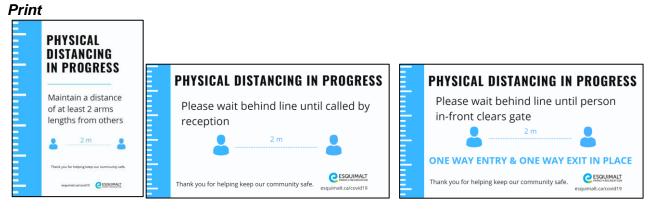


Digital Screens





APPENDIX D: SIGNAGE



SAFETY GUIDELINES

The health and safety of the public and staff is our top priority. It is everyone's responsibility to help prevent the potential spread of COVID-19. The following protocols while using our facilities will support our efforts to maintain health and safety.

- Wash your hand frequently
- Follow coughing and sneezing guidelines
- Follow physical distancing guidelines keep 2 metres apart from each other at all times
- Do NOT use the facility if you are sick
- STAY home if you have traveled in the past 14 days OR if someone in your household is sick
- Do not loiter
- Do not share equipment
- All public spaces and common touch points will be cleaned regularly
- Patrons are encouraged to bring their own hand sanitizer and use it each time you touch a surface such as a door handle, payment machine, etc.
- Bring your own water and water bottle

People not adhering to this protocol risk the closure of the facilities and will be asked to leave the premises.

Esquimalt Parks & Recreation is following the direction of public health experts.

"Be kind. Be calm. Be Safe."

- Dr. Bonnie Henry, BC Provincial Health Officer



Thank you for helping keep our community safe.

esquimalt.ca/covid19