

## Township of Esquimalt Recreation Centre COVID-19 Safety Plan

June 26, 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 six-step 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](http://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's Changeroom – 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 (and 1 care aid), and ensure elevator panels are routinely disinfected;
- Cleaning checklists (included in Appendix A: Cleaning Protocol for Rooms and Departments) 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 Appendix B: Disinfectant Cleaner 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 informed 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).
- staff will sign people in. A line up will be created with tape; spacing people 5 square metres apart.
- participants will be checked-in one by one and then enter the work out area and then find a spot in the space. Each spot will be pre-determined and marked out with 5 square meters between each space.
- - participants must sign a disclosure statement during the registration process which ensure they agree to not arrive if feeling sick, ensure they wash there hands before arrival; bring their own hand sanitizer; cough or sneeze into their elbow and practice physical distancing.
- - spaces for personal items will also be set out ahead of time along the perimeter spaced out 2 meters apart.
- 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. Contractor-delivered 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](#).

## Indoor Fitness

- classes will be kept under 30 people max and will not exceed the room capacity
- classes will only be available via advanced reservation
- all participants will have sign off on a pre-screening health questionnaire at the time of registration
- participants will not share equipment
- equipment will be wiped down after class by staff
- some classes participants will get their own equipment and some classes staff will put out equipment prior to participants arriving. If participants are retrieving equipment themselves they will go into the equipment room 2 at a time always keeping physical distancing. Staff will let participants in with ample time to set up to allow for this. If staff are setting up equipment for participants they will do so by putting on gloves first.
- patrons will have access to hand sanitizer and will be asked to sanitize their hands prior as they enter the fitness space.
- participants will be spread out to achieve required physical distancing of 5 square meters. This will be achieved by taping a square on the floor - one for each person - which gives more than 5 square meters of space between participants.
- staff will not come within 5 square meters of participants
- participants will not be provided with Yoga mats, blocks or straps.
- if staff are using a headset they must use their own foam protector and sanitize the headset before and after use
- for participants using the Jubilee Room or Craigflower Room at the Recreation Centre: They will wait at the outside doors by the parking lot. These doors will be their entrance/exit. Doors will be propped open when entering/exiting. Physical distancing signage will be posted. Staff will let participants in to the facility 10-15 min before class (depending on class size). Staff will take attendance one, by one, with physical distancing as they come in the facility. Small squares will be taped off along the perimeter of the room keeping 2 meters apart for personal items.
- Bathroom and water fountain access for the Jubilee and Craigflower room will be the washrooms located in the hallway beside the seniors lounge. One door will be propped open for people to enter and exit to use the bathroom or go to the water fountain.
- for classes in the Curling Rink – participants will wait outside of the Curling Rink in the parking lot. These doors will be their entrance/exit. Doors will be propped open when entering/exiting. Bathroom and water fountain access will be in the skaters lobby.
- Personal work out areas will be taped off which both participants and staff will stay in while working out in the class.

The proposed schedule for indoor classes is: (All located in Jubilee Hall)

**Mondays:**

9:00-10:00am Stretch and Strength;  
12:10-12:55pm Spin  
5:30-6:30pm Mixed Interval Challenge

**Tuesdays:**

9:00-10:00am Spin Core and Stretch  
10:30-1:30am Zoomers  
12:10-12:55 Power Circuit

**Wednesdays:**

6:15-7:00am Spin  
12:10-12:55pm Spin

**Thursdays:**

9:00-10:00am Stretch and Strength  
12:10-12:55pm Power Circuit

**Fridays:**

6:15-7:00am Spin  
10:30-11:30am Zoomers  
12:10-12:55 TRX

## Outdoor Fitness Classes

- classes will be kept under 50 people
- Space will be marked out with cones ahead of time in order to establish maximums
- each participant will be assigned a specific spot that will be at least 5 square meters away from anyone else around them.
- participants must pre-register
- no equipment will be shared
- staff will sign people in. A line up will be created with tape; spacing people 5 square metres apart.
- participants will be checked-in one by one and then enter the work out area and then find a spot in the space. Each spot will be pre-determined and marked out with 5 square meters between each space.
- participants must sign a disclosure statement during the registration process which ensure they agree to not arrive if feeling sick, ensure they wash there hands before arrival; bring their own hand sanitizer; cough or sneeze into their elbow and practice physical distancing.
- spaces for personal items will also be set out ahead of time along the perimeter spaced out 2 meters apart.
- Staff will monitor the area to ensure un-registered visitors are not entering the space
- cleaning will be done by staff. If on the field there will be minimal high touch areas. If in the lacrosse box, staff will clean handles and gates.

- staff will ensure any sound system and/or headset used are cleaned before and after class. Hand sanitizer will be available to the instructor.
- all equipment and high touch areas will be disinfected after the class
- bathrooms will be available in the Lacrosse building.

## Physical Contact & Physical Distancing

- The instructor would not interact with the participants with less than 5 square meters between them.
- there is no need for physical touching. Instructor will demonstrate only.

## Cleaning Protocols

- High touch areas will be cleaned at least 3 times per day
  - All equipment will be disinfected after use
- staff will be responsible for cleaning any high touch areas before and after class. Those areas may include, handles, door knobs, gates, sinks, bathroom door locks and handles on the toilets. Cleaning agent will be PerCept and paper towel. Paper towel will be disposed of in outdoor garbage bins or bathroom garbage bins.
- signage will be posted at the check in area which states proper hygiene practices, expectations about staying home when sick, physical distancing rule and where people can wash their hands.

## Personal Hygiene

- staff will be oriented prior to teaching the class on proper hygiene practices, expectations about staying home when sick, physical distancing rules, where people can wash their hands and where to access PPE.

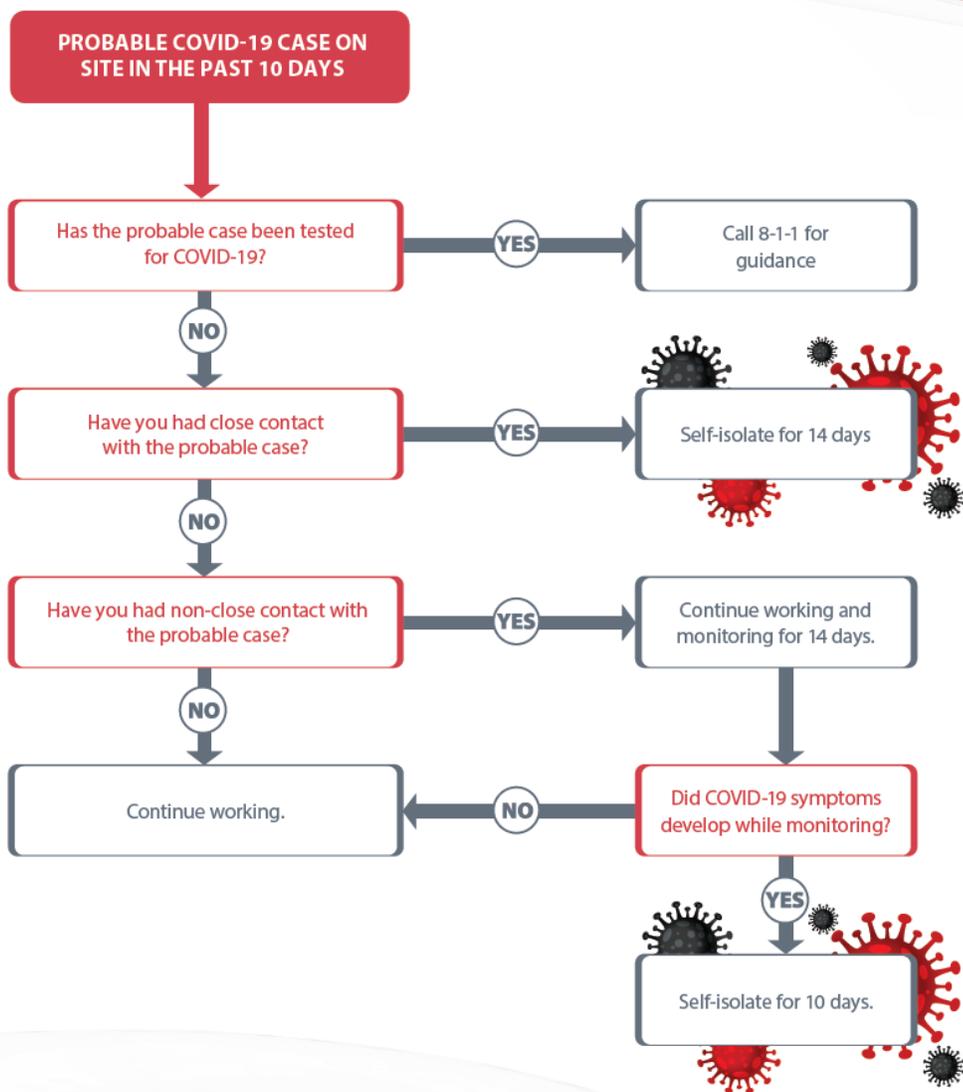
### Staff protocols:

Additionally, internal policies 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. 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 re-opening 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 meters) 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 of 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;
  - 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**

If you would like more information regarding the risks associated with COVID-19 for children, please review the following BC CDC publications:

- [COVID-19 Public Health Guidance for K-12 School Settings](#)
- [COVID-19 Public Health Guidance for Child Care Settings](#)

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 [www.bccdc.ca](http://www.bccdc.ca)
- Provincial Health Services Authority: [www.phsa.ca](http://www.phsa.ca)
- Health Canada: [www.canada.ca/en/health-canada.html](http://www.canada.ca/en/health-canada.html)
- World Health Organization: [www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019)
- BC Construction Safety Alliance: [www.bccsa.ca](http://www.bccsa.ca)
- Health Canada: [Public health management of cases and contacts associated with coronavirus disease 2019 \(COVID-19\)](#)

## APPENDIX A: CLEANING PROTOCOL FOR SPECIFIC AREAS

### Fitness Rooms & Equipment

Date: \_\_\_\_\_ Time: \_\_\_\_\_

General – All rooms	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session
<b>Disinfect:</b>			
• all hand rails			
• all handles and door knobs			
• all light switches			
• sinks & taps			
• table tops & chairs			
• fridge & handles			
• cupboards & handles			
• any shared equipment			
• Sound equipment			

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

Other things to disinfect as they are used:

- keys
- equipment we loan out
- pens

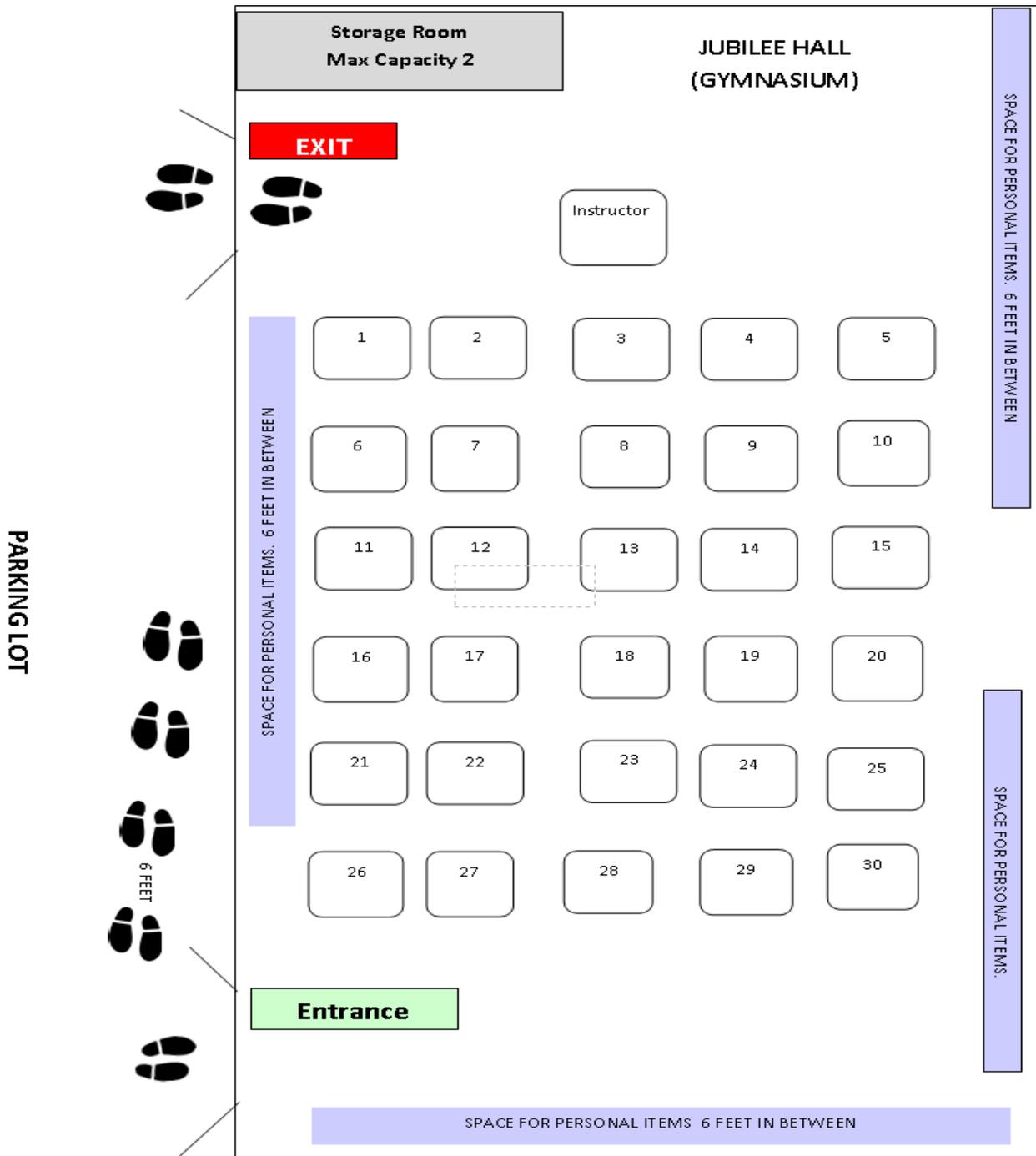
**APPENDIX B: DISINFECTANT CLEANER**

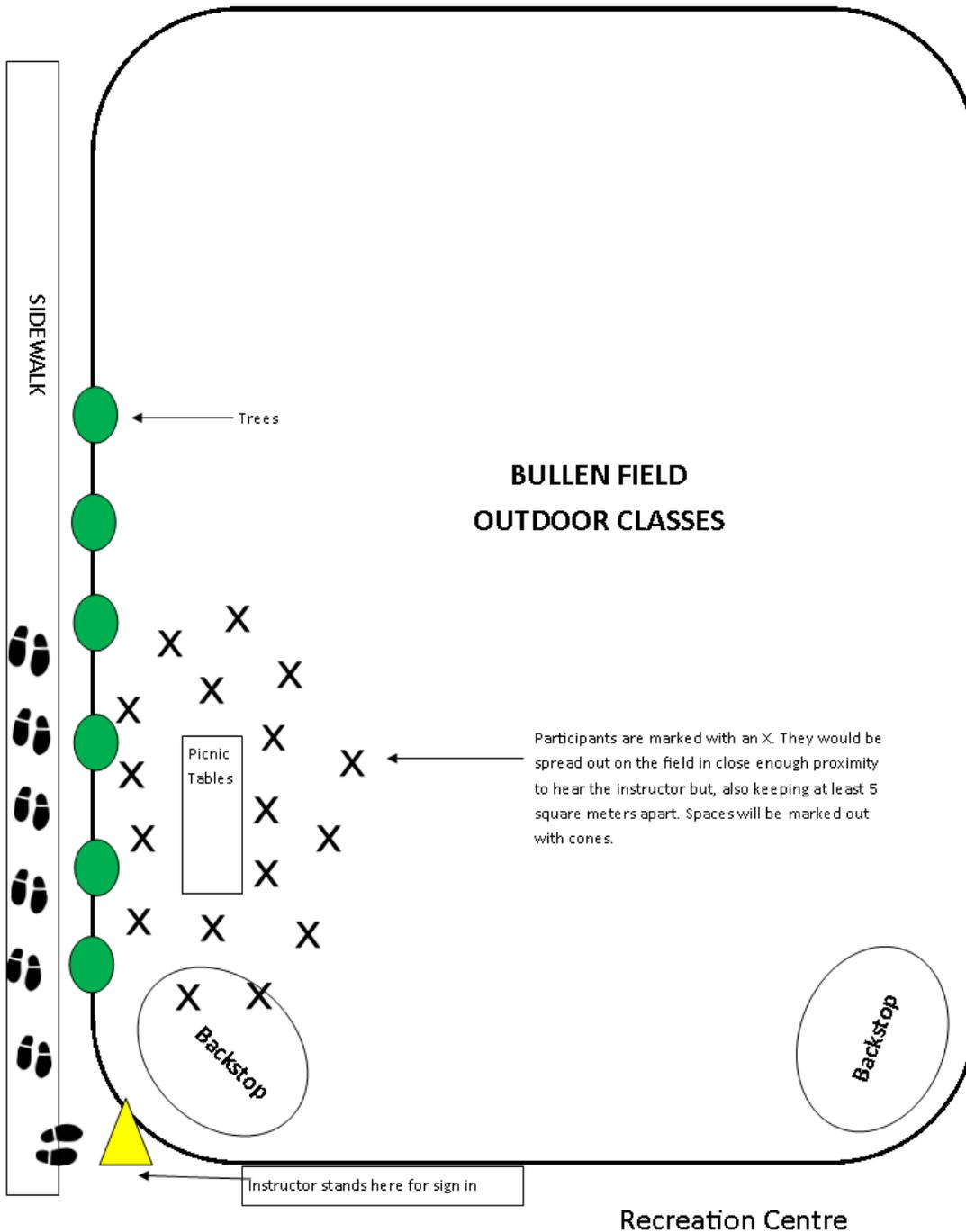
Details for **Percept**, a concentrated general virucide disinfectant cleaner used by the Municipal Hall for sanitizing surfaces.

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

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

**APPENDIX C: TRAFFIC FLOW**





**APPENDIX D: SIGNAGE**

**CONDUCT DAILY SELF ASSESSMENTS**

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.



**Sick Policy**

Children and staff may not attend camps or any program while they have any symptoms of illness including fever, cough, runny nose, diarrhea, sore throat or difficulty breathing.



**Conduct Daily Self-Assessments**

Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to camp. If a child is ill, with any common cold, influenza or COVID-19 like symptoms, parents/guardians must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

*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/recreation](http://esquimalt.ca/recreation)

