

## Recreation Services COVID-19 Safety Plan Archie Browning Sports Centre

December 7, 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 advances 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 Archie Browning Sports 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 transmission 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 space in the Sports Centre

Space	Capacity
Crow's Nest	40
Upstairs Lounge	40
Arena Surface	Sport Specific on Approved Plans
Curling Rink	Sport Specific on Approved Plans
Curling Rink Hallway	10
Meeting Room A/Men's Lounge	8
Small Lounge/Women's Lounge	5
Boardroom	6
Player's Benches (in Arena)	5 (+ extended into identified arena seating area)
Penalty Bench	3

Arena Lobby - Lobby Section by Concession Converted to "Changeroom A"	14
Arena Lobby - Lobby Section by Concession Converted to "Changeroom B"	14
Main Entrance Lobby	16
Hockey Hallway	8
Dressing Rooms*	8
Women's/Accessible Dressing Room	3
Arena Stands	48 (No seating, standing on top level by rail only.)
Referee Room	2
Storage Locker	1
Minor Hockey Office	2
Cougar Dressing Room	14
Cougar Office	4
Admin Office Space	10
Admin Office Space Breakout Room A	1
Admin Office Space Breakout Room B	1
Admin Office Reception Area	2
Reception Area – Maintenance Supervisor Office	2
Reception Area – Facility Booking Office	2
Reception Office Space	3

\*Showers are not available.

### Conversion for additional changerooms:

#### Arena lobby lower level -

"Changeroom A" and "Changeroom B" (capacity 14)  
(Benches added between posts; privacy  
installed; privacy partition added)



### **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
- Wear a mask in all transitional spaces. 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 and authorities.

#### **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. Wear a mask.
- 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. Wear a mask unless at workout station and 2 metres apart.
- 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-19 Risk Assessment and Response Plan](#) which includes:

- How physical distancing will be maintained;
- Sanitization protocols for participants and equipment and;
- Commitment to ensure no participants, staff or attendees, participate if unwell – and how this is being maintained.

### **Rental/User Group Protocols:**

Following guidance provided by [British Columbia Parks and Recreation Association](#), [viaSport](#) and Municipal Insurance Association all rental clients must complete a [COVID-19 Risk Assessment and Response Plan](#) which acknowledges user groups accessing our facilities are doing so solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants. (See Appendices)

User groups will also be advised that failure to adhere to the same could result in user group's rental agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities. This is communicated through their rental agreement contract, where a signed copy is obtained before a user accesses the site space. (See Appendices)

A coordinated approach for allocation of dressing room spaces and building traffic flow includes:

- Converting a stand section and lower level of arena lobby to changerooms for arena users
- Converting main lobby to curling shoe-change area
- Arena lobby room/birthday party room identified as second referee room
- Upper Lounge allocated for programs
- Crow's Nest allocated for personal training services
- Township food and beverage services will not be available for 2020 (with the exception of vending machines)
- See Appendices for site plans.

## **Cleaning protocols**

See appendices for cleaning checklist and products used.

## **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**

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 CHECKLIST

### Archie Browning Sports Centre

All Outside Entrances	Employee Initial
Wipe down all doors and handles	
Empty garbage cans and wipe down cans	
All Washrooms	Employee Initial
Disinfect door handles, both sides of both doors	
Bathroom stall handles	
Bathroom doors	
Toilet handles	
Toilet paper dispenser	
Sink handles	
Paper towel dispenser	
Admin office	Employee Initial
Front computer (Francis) keyboard, mouse, phone, file cabinet, desk and counter, photocopier screen and buttons, cupboard door handles	
Vacuum Admin office and reception area – couple times a week	
Door handles (inside/outside) including Admin office and breakout rooms	
Light switch plates in office and on landing and the elevator button upstairs	
Kitchenette – fridge, sink faucet, soap dispenser, kettle, paper towel dispenser, toaster and counter	
Meeting Table	
Table and phone in breakout room	
Wipe down stair railings	
Lounge	Employee Initial
Clean all high touch points including chairs, tables and equipment	
Wipe down key pad for Lounge alarm	
Open the Lounge door and switch to stay open	
Vacuum – once a week	
Crowsnest	Employee Initial
Wipe down key pad for Crowsnest alarm	
Clean all high touch points including chairs, tables and equipment	
Open the Crowsnest door and switch to stay open	
Boardroom	Employee Initial
Unlock the Boardroom, prop door open, wipe down door handles	
Wipe down boardroom table	
Wipe down Chair armrests	
Vacuum – once a week	
Meeting Room A	Employee Initial
Wipe down door and handle	
Wipe down table and chairs	
Women's Curling Room	Employee Initial

Unlock door and wipe down door handle	
Wipe down chairs	
Vacuum – once a week	
<b>Men’s Curling Room</b>	
Unlock door and wipe down door handle	
Wipe down chairs	
Vacuum – once a week	
<b>First Aid Room</b>	
Disinfect entire room after each use	
<b>Curling Hallway</b>	
Wipe down high touch points	
Wipe down benches	
Mop floor	
<b>Front Reception and Offices</b>	
Wipe down door and door handle	
Wipe down alarm key pad	
Wipe down all high touch points including doors to offices	
Vacuum – once a week	
<b>Main Lobby</b>	
Wipe down all high touch areas including bench, railings, stairs	
<b>Arena Lobby</b>	
Wipe down all high touch areas including benches and doors	
<b>Skate Shop</b>	
Wipe down all high touch points, door, handle, gate – before and after each use	
<b>Concession</b>	
Wipe down all high touch points, door, handle, gate – before and after each use	
<b>Birthday Party Room</b>	
Wipe down door and handle	
Wipe down table and chairs	
Mop floor	
<b>Arena Concourse</b>	
Wipe down all high touch areas including railings	
<b>Arena Dressing Rooms and Hallway</b>	
Wipe down all high touch areas including doors and handles, toilets, sinks, benches	
Mop floor	
<b>Maintenance Workshop and Lunchroom</b>	
Wipe down all high touch areas including doors and handles, tables and chairs	

**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: SIGNAGE

- Controlled access signage at entrances will also communicate:
  - Do not enter if you are sick or required to self-isolate.
  - Adhere to physical distancing (keep 2 metres part)
  - Sanitize hands upon entry and during your visit
- Signs posted throughout facility:
  - Adhere to physical distancing (keep 2 metres part)
- Hand washing instructions by sinks in the washroom.

### Arena players entrance

#### ARENA RENTALS ONLY

**THIS ENTRANCE FOR BOOKED ICE USERS ONLY.**

**Facility admission by reservation (no walk-ins)**

- Do not enter if you are sick or required to self-isolate.
- Adhere to physical distancing (keep 2 metres part).
  - Sanitize hands upon entry and during your visit.
- Follow sport operating guidelines. Failure to adhere could result in user group's rental agreement being revoked.

For more information on our gradual re-opening, please visit:

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



### Rear entrance by parking lot

#### CURLING RENTALS ONLY

**THIS ENTRANCE FOR BOOKED CURLING USERS ONLY.**

**Facility admission by reservation (no walk-ins)**

- Do not enter if you are sick or required to self-isolate.
- Adhere to physical distancing (keep 2 metres part).
  - Sanitize hands upon entry and during your visit.
- Follow sport operating guidelines. Failure to adhere could result in user group's rental agreement being revoked.

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### Front entrance

#### DELIVERY OR APPOINTMENT ACCESS ONLY.

**BOOKED CURLING & ARENA ICE USERS ENTER FROM DESIGNATED ENTRANCES ONLY.**

**Facility admission by reservation (no walk-ins)**

- Do not enter if you are sick or required to self-isolate.
- Adhere to physical distancing (keep 2 metres part).
  - Sanitize hands upon entry and during your visit.

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### Stands/Railing

#### SEATING AREA CLOSED. Standing space only.

**FAMILY MEMBERS OF BOOKED ARENA ICE USERS ONLY.**



**NO ACCESS TO SEATING**



**WASH HANDS UPON ARRIVAL**

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### All Areas

You are now  
entering a public  
space, wearing a  
mask is  
mandatory

