

COVID-19 Safety Plan

Revised: January 20, 2022
Facility: Upper Skeena Recreation Centre



Recreation Excellence’s number one priority during this time is employee and public safety. This COVID-19 Safety Plan has been developed in compliance with WorkSafeBC requirements, as a means of appropriately adjusting policies and procedures to minimize the risk of transmission of COVID-19 at facilities operated by Recreation Excellence Hazelton.

The COVID-19 Safety Plan will cover the following items:

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Risk Assessment:

Identified Areas of Highest Risk:

- Front Desk/Cash Office
- Break Rooms
- Changerooms
- Zamboni Room

Identified Job Tasks at Highest Risk:

- Customer Service Representative (CSR) – frontline employee working directly with the public; handling cash

Identified Shared Equipment:

- Computers
- Desk Space
- Zamboni Equipment

Identified High-Touch Surfaces:

- Debit/Credit Machines
- Front Desk Counter Space
- Door Handles
- Restroom (sinks, stall door locks, paper towel dispenser)
- Changerooms (stall door locks)
- Elevator Buttons
- Stairwell Railings
- Weight Room Equipment
- Fitness Class Equipment

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Protocols to Reduce the Risks:

Elimination Measures:

Elimination measures are changes to business practices that reduce face-to-face interaction and therefore reduce the risk of exposure.

- Wherever possible, meetings will be conducted virtually.
- Site visitors are strongly discouraged at this time. Program spectators are considered visitors, and are required to provide proof of full vaccination and government ID.
- All programs offered are operating at a reduced capacity; structured programming is being utilized to limit the number of people in the facility at any one time and to provide sufficient time between programs for cleaning and adequate air filtration.

Environmental Measures:

Environmental measures are changes to the physical environment that reduce the risk of exposure, such as increasing ventilation, and frequent cleaning and disinfection.

- Plexiglass barriers have been installed at the front desk where CSR employees may not be able to keep physically distant from the public; cleaning of barriers is included in cleaning protocols.
- Ventilation:
 - Where possible, outer doors and/or windows will be left partially open for fitness classes to increase ventilation.
 - All mechanical heating, ventilating, and air conditioning (HVAC) systems will be maintained to ensure they are in working order.
 - Fresh air intake on ventilation systems is increased as much as possible.
 - Floor and wall fans will not be used in the gym or during fitness classes.
- Cleaning and Disinfection:
 - All shared equipment (e.g. exercise machines, floor mats, weights, etc.) will be cleaned and disinfected between each use by staff or guests; supplies and signage are provided throughout the facility.

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- Other high touch surfaces (e.g. door handles, sink faucets, etc.) will be cleaned and disinfected at least once per day.
- See Appendix A for detailed cleaning protocols.

Administrative Measures:

Administrative measures include the implementation of policies, procedures, training and education that reduce the risk of exposure.

- Wherever possible, employees will not share computers or desk space; computers and desk space must be cleaned before use by another employee.
- All employees are required to complete a temperature screening and health questionnaire prior to starting their shift.
- Wherever possible, employee will keep at least 2 metres apart.
- Signage with occupancy limits for each area is posted so staff and guests are aware and ensure that capacity is not exceeded.
- Physical Distancing and Minimizing Physical Contact:
 - Physical distance of 2 metres between each guest is recommended; floor marking and signage are posted throughout the facility as a reminder.
- Booking and Registration:
 - Guests are encouraged to pre-register for their desired program. They will be informed when they book that they must not come in if they are feeling sick and are encouraged to cancel their booking. Drop-ins will be accepted if the occupancy limit will not be exceeded.
 - Guests are asked to not arrive earlier than their scheduled arrival time.
 - By paying to enter the facility, guests are agreeing to follow the safety protocols. Failure to follow the safety protocols may result in removal from the facility with no refund.
- Reducing Group Congregating:
 - Programming where guests may be arriving and/or leaving at the same time are scheduled to provide time for staggered arrival and staggered exit.

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- Wherever possible, different doorways for entrance and exit will be utilized, so guests are not entering and exiting simultaneously.
- Staff and guests are encouraged to bring or use a personal water bottle and not drink directly from shared water fountains.

Personal Measures:

Personal measures are actions individuals can take to protect themselves and others. Examples include vaccination, physical distancing, minimizing physical contact, frequent hand washing, practicing respiratory etiquette and staying home if sick.

- In accordance with the [Public Health Order – Face Coverings](#), all guests, employees, and contractors must wear a face covering in common areas of the facility. Exceptions are indicated in this document.
- Signage regarding the appropriate use of masks is posted in the facility for view by the public and employee.
- Resources with information on the proper use of masks are available to all employees.
- Sections of the order relevant to the Recreation Centre environment are summarized in Appendix B.
- Hand Hygiene:
 - Employees must wash their hands when they arrive at work, before and after breaks, after using the restroom, after handling cash or other materials that have come into contact with the public, before and after handling shared tools and equipment, and before and after using personal protective equipment.
 - Hand washing signage is displayed in all staff and public restrooms.
 - Guests are encouraged to practice hand hygiene before and after a workout.
 - Hand sanitizer dispensers are located at each facility entrance, and at various points throughout each facility.
- Guests are encouraged to arrive in exercise attire to minimize use of change rooms.
- Proof of vaccination is required for all participants aged 12 years and older (government photo ID is also required for all participants aged 19 years and older) for the following:

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- Fitness: all individual and group exercise, drop-in sports (unless session is designated only for participants 21 years and younger)
- Events within USRC

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Department-Specific Protocols

Front Desk and Sales:

- Spaces are marked on the floor where people can stand at the front desk with intervals of 2 metres for guests to line up.
- Plexiglass barriers are installed at the front desk.
- Guests are encouraged to pay with a contactless payment method, but cash will be accepted.
- All unnecessary communal items have been removed.
- Plenty of pens are placed at the check-in desk to allow for one pen per person when checking in.

First Aid Protocols:

Cardiopulmonary Resuscitation (CPR) Modifications:

At the USRC, there will be no history of drowning. As such, it is reasonable for the employee to do compression-only CPR until the arrival of appropriate equipment (if not immediately available). During compression-only CPR, employees must use a protective covering over the victim's mouth and nose, such as a towel, light clothing, or gauze.

Mitigating Risk of Infection When Administering First Aid:

When administering first aid, the following principles should be applied to help reduce the risk of transmission. These do not replace first aid assessment and treatment skills, but rather provide supplemental considerations for use throughout the treatment process.

- Employees should put on gloves, a surgical mask, and a face shield for all first aid interventions.
- It is reasonable for employees to wear surgical masks with eye protection when performing first aid, if available.

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- Maintain physical distancing (2m) whenever possible. It is reasonable to maintain physical distancing when doing so will not impact the outcome for the victim.
- Employees should minimize the number of people in direct contact with the victim.
- Victims should be encouraged to wear a mask, if tolerated.
- In the event of a high-risk major emergency (i.e. aerosolized spray is expected), gowns are available for staff use. Alternatively, employees who choose not to don the gown are required to shower after the rescue and clothing worn will be laundered.
- Where there is a relative or household member willing to assist with first aid interventions, employees will provide verbal direction to guide the individual through the appropriate treatment.

Further information regarding the resuscitation guidelines can be found [here](#).

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Policies:

Employees Policies:

All adjusted Employee Policies can be found in the COVID-19 Addendum in the Employee Manual. In addition to Employee Policies in the COVID-19 Addendum in the Employee Manual, the following policies apply until further notice:

- Face coverings are mandatory for Recreation Excellence employees at all times while in the facility. Masks may be removed temporarily if eating or drinking.
- All employees are required to self-screen for signs and symptoms of COVID-19 before every shift. Upon arriving for a shift, employees are required to sign the *Employee Health Assessment* form (see Appendix C). Employees who are experiencing signs and symptoms of COVID-19 are not permitted to come to work. Employees must follow the flow chart in Appendix D when calling in sick.
- Until further notice, temperature screening is required immediately upon entering the facility. Employees and contractors have the right to refuse testing, however an employee or contractor who refuses to be tested will not be admitted to the workplace. This is on the basis that their attendance could jeopardize the health and safety of others. Information regarding temperature screening is outlined in Appendix E.

General Policies:

- Anyone who is experiencing signs or symptoms of COVID-19 will not be permitted in the facility. Symptoms include fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and muscle aches.
- Visitors are not permitted in the facility. Only on-shift employees and members of the public who are actively using the facilities will be permitted.

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- Physiotherapists and/or personal trainers working with clients are permitted in the facility when working with clients.
- Support workers who are working with clients are permitted in the facility when working with clients.
- Spectating of youth programming is discouraged at this time; all spectators are required to provide proof of vaccination and government-issued photo ID.
- Face coverings are mandatory at all times. Face coverings must be worn in accordance with the Public Health Order – Face Coverings.

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Communications Plan and Training:

Management:

- All members of the management team directly receive this COVID-19 Safety Plan when updates are made; all members of the management team are required to be familiar with the most up-to-date policies and procedures to ensure consistency in communication of them.

Staff:

- All employees are required to be familiar with the most up-to-date policies and procedures. All updates to the COVID-19 Safety Plan are communicated with staff via When2Work and email in a timely manner.
- All new employees are required to review the COVID-19 Safety Plan and supplemental documentation.

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Monitoring the Workplace:

Policies and procedures will be continuously re-evaluated based on the changing conditions of the COVID-19 pandemic. Recommendations for updates to policies and procedures will be reviewed and decided on by the management team. All updates to policies and procedures will be communicated to all employees of Recreation Excellence Hazelton in a timely manner.

Employees of Recreation Excellence are responsible for reporting any health or safety concerns they may have as it pertains to COVID-19. All health or safety concerns related to COVID-19 should be reported directly to the Recreation Excellence Health & Safety Committee and/or the employee's department manager.

The Recreation Excellence Health & Safety Committee is responsible for investigating and addressing any raised health or safety concerns as they pertain to COVID-19. The Health & Safety Committee will work in collaboration with department managers and employees to ensure the safety of all site staff.

In the event that an employee of Recreation Excellence begins to experience signs or symptoms of COVID-19 while on shift, they must immediately inform the on-site supervisor or manager and exit the facility. The on-site supervisor or manager must connect with the employee to gather the following information: (1) other employees that they may have been in contact with; (2) areas of the facility that they were in; and (3) equipment and/or tools that they may have used while on shift. The on-site supervisor or manager will facilitate the cleaning of the areas, and equipment and/or tools that the employee may have been in contact with. The other employees are permitted to stay at work, but are advised to continue to self-monitor for signs and symptoms of COVID-19.

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Appendix A – Cleaning Protocols

Standard Cleaning Procedure:

1. Wash hands with soap and water.
2. Put on gloves.
3. Collect cleaning supplies (bucket containing cleaning solution and area-specific cloths, second bucket for dirty cloths).
4. Take cloth from bucket containing cleaning solution.
5. Wring extra liquid from cloth.
6. Fold cloth twice to maximize use of each cloth ([eight sides for each cloth](#))
7. Thoroughly wipe surface that needs to be cleaned.
8. Place dirty cloth in appropriate bucket.
9. Take bucket of dirty cloths to designated spot to be washed at next laundry cycle.
10. Remove and dispose of gloves.
11. Wash hands with soap and water.

Disinfection Procedure – Facility:

1. Wash hands with soap and water.
2. Put on gloves.
3. Collect cleaning supplies (bucket containing cleaning solution, multiple area-specific cloths, second bucket for dirty cloths).
4. Ring out excess liquid from cloth.
5. Thoroughly wipe surface that needs to be disinfected.
6. Place dirty cloth in appropriate bucket.
 - Dirty cloths are NOT to be dipped in bucket containing cleaning solution a second time.
7. When all surfaces have been disinfected, empty bucket containing cleaning solution in janitorial closet.
8. Take dirty cloths to designed spot to be washed at next laundry cycle.

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9. Remove and dispose of gloves.
10. Wash hands with soap and water.

Disinfection Procedure – Cloths:

1. Wash hands with soap and water.
2. Put on gloves.
3. Soak dirty cloths in cleaning solution for 10mins prior to loading into washer.
4. Wash cloths in hot water.
5. Remove and dispose of gloves.
6. Wash hands with soap and water (after putting cloths in wash and again before proceeding to Step 7).
7. Move cloths to dryer and dry with high heat.
8. Before proceeding to Step 9, wash hands with soap and water.
9. Remove cloths from dryer and sort by colour.
10. Deliver buckets of sorted cloths to appropriate location for use.
11. Wash hands with soap and water.

End of Day Cleaning Procedures:

1. Wash hands with soap and water
2. Put on gloves
3. Follow *Disinfection Procedure – Facility* for all frequently touched surfaces (i.e. fitness equipment, countertops, door handles, restroom stall doors, barriers, etc.)
4. Follow *Standard Cleaning Procedure* for non-frequently touched surfaces (i.e. mirrors, windows, floors, etc.)
5. Ensure all items on End of Day Cleaning checklist are completed and signed off.
6. Return all cleaning supplies to designated spots.
7. Remove and dispose of gloves.
8. Wash hands with soap and water.

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Appendix B – Face Coverings (COVID-19)

Face coverings required in indoor public spaces, school spaces and post-secondary spaces and at inside events – visitors

- 2 (1) Except as provided under section 3 a visitor must wear a face covering, in accordance with subsection (2), while inside an indoor public space, a school space or a post-secondary space or present at an inside event.
- (2) A face covering must be worn in a manner that covers the nose and mouth.
- (3) A visitor who is not wearing a face covering as required in subsection (2) must not be inside an indoor public space, school space or post-secondary space or present at an inside event.

Exemption from use of face covering in indoor public spaces, school spaces and post-secondary spaces and at inside events – visitors

- 3 (1) Section 2 (2) does not apply as follows:
 - (a) To a visitor who is less than 5 years of age;
 - (b) To a visitor who is unable to wear a face covering because of
 - (i) A psychological, behavioural or health condition, or
 - (ii) A physical, cognitive, or mental impairment;
 - (c) To a visitor who is unable to put on or remove a face covering without the assistance of another person;
 - (f) While the visitor is consuming food or drink;
 - (g) While the visitor is participating in exercise activity or sport at a fitness facility or sport facility or at an inside event;
 - (h) If the face covering is removed to permit the visitor to engage in an activity that cannot be performed while wearing a face covering;

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- (j) While communicating with a person with a disability or diverse ability for whom visual cues, facial expressions, lip-reading or lip movements are essential

Face coverings required in indoor public spaces or at an inside event – operators, organizers and workers

- 4 (1) Except as provided under Section 5, an operator, organizer or worker must wear a face covering while inside an indoor public space or at an inside event in accordance with subsections (2) and (2);
- (2) When in an indoor public space or a working area or at an inside event, an operator, organizer or worker must wear a face covering
 - (a) When providing a personal service to a client;
- (3) A face covering must be worn in a manner that covers the nose and mouth.
- (4) An operator, organizer or worker who does not wear a face covering due to the application of an exemption in Section 5 must not engage in an activity described in Section 4 (2), unless there is a physical barrier between the operator, organizer or worker and any visitor.

Exemption from use of face covering in indoor public spaces and at inside events – operators, organizers and workers

- 5 Section 4 (3) does not apply to an operator, organizer or worker as follows:
 - (a) If the operator, organizer or worker is unable to wear a face covering because of
 - (i) a psychological, behavioural or health condition, or
 - (ii) a physical, cognitive or mental impairment;
 - (b) If the operator, organizer or worker is unable to put on or remove a face covering without the assistance of another person;
 - (d) While the operator, organizer or worker is consuming food or drink;
 - (e) The operator, organizer or worker is participating in an exercise activity or sport at a fitness facility or sport facility;

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- (h) While communicating with a person with a disability or diverse ability for whom visual cues, facial expressions, lip-reading or lip movements are essential;
- (i) There is a physical barrier which blocks the transmission of droplets between
 - (i) the worker and other workers, or
 - (ii) the worker and a visitor.

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Appendix C – Employee Health Assessment Form

Employee Health Assessment

This form must be completed by all employees, supervisors, and managers at the start of every shift until further notice.

By signing below, I understand and agree to the following:

- I am not experiencing any signs or symptoms of COVID-19, which include fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headaches, fatigue, diarrhea, loss of appetite, nausea and vomiting, and muscle aches.
- If I begin to experience any of the aforementioned signs and symptoms of COVID-19, I will inform my department supervisor/manager, contact 811 for further instruction, and follow the instructions given to me by Public Health.
- I have not been outside of Canada within the last 14 days.
- I will take appropriate measures (i.e. wearing a mask, frequent handwashing, and remaining physically distant wherever possible) to protect myself, my coworkers, and the community within the Upper Skeena Recreation Centre.
- My temperature is below 38°C (100.4°F)

Date: _____

Employee Name	Employee Signature	Supervisor/Manager Name	Supervisor/Manager Signature

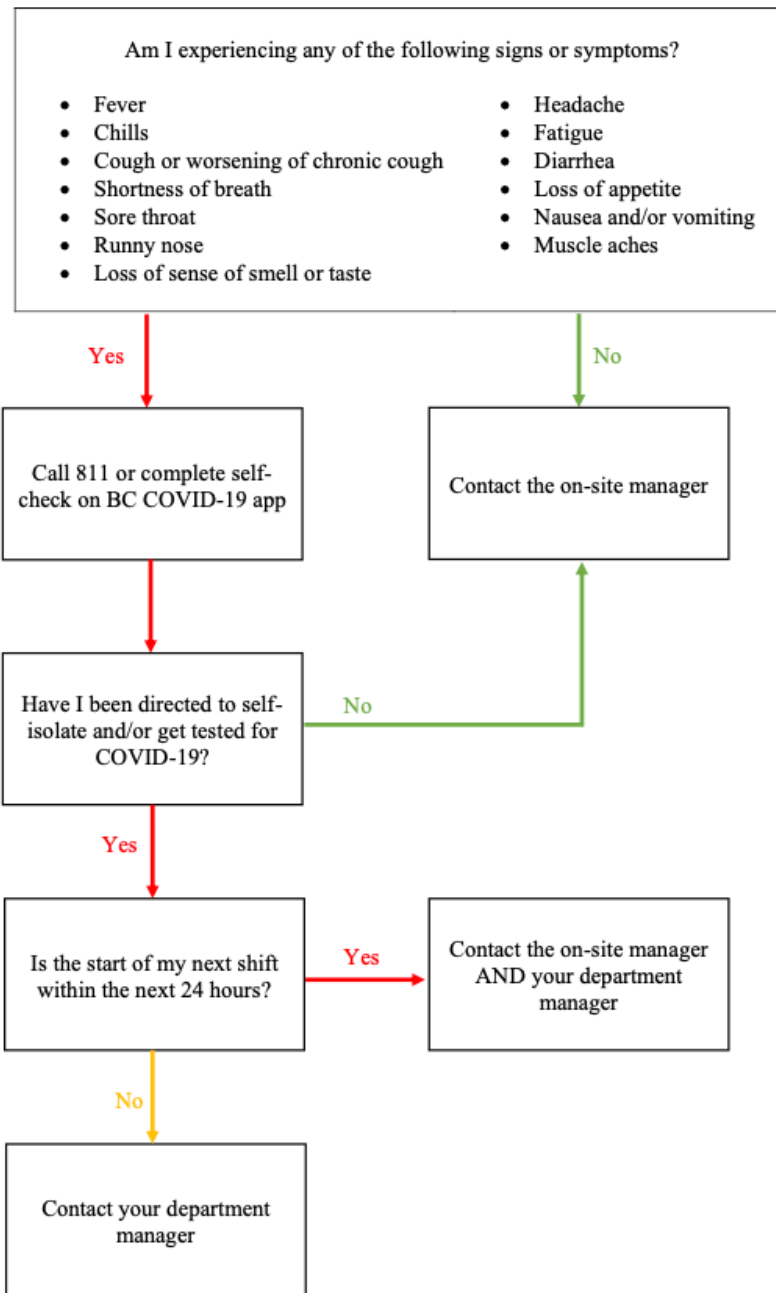
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Appendix D – Employee Flow Chart for Calling in Sick

Flow Chart for Calling in Sick During COVID-19



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Appendix E – Temperature Screening Protocol

Temperature screening will take place for all employees and contractors entering facilities operated by Recreation Excellence until further notice. The practice of temperature screening will be evaluated for termination when the Province of British Columbia’s state of emergency has been declared over. Employees and contractors who are entering facilities operated by Recreation Excellence will be screened utilizing [Temperature Detection Tablets](#) manufactured by TCS Canada. Temperature screening is only a means of detecting fever in an individual, not detecting COVID-19 specifically, and will be used in conjunction with the previously implemented health screening questionnaire. Both measures are being used in an effort to minimize the presence of individuals experiencing signs and symptoms associated with COVID-19 within facilities operated by Recreation Excellence.

Temperature screening for employees and contractors of Recreation Excellence is as follows:

- Temperature screening will be conducted utilizing Temperature Detection Tablets, which provide no-contact body temperature measurement, and do not require designation of personnel to specifically perform temperature screenings.
- Employees and contractors will be tested in a designated area immediately upon entering the facility for their scheduled shift.
- Test results will not be collected, recorded, stored, used, or disclosed for any purpose aside from determining whether the employee or contractor should be permitted to enter the workplace. The employee or contractor will sign the health assessment form, as previously implemented, with an added statement confirming that their temperature is not at or above 38°C (100.4°F).
- Employees and contractors with temperatures at or above 38°C (100.4°F), or who are experiencing signs or symptoms of COVID-19, will be advised to return home, self-isolate, and call 811 or complete the self-check on the BC COVID-19 app for further instruction.

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- Employees with temperatures at or above 38°C (100.4°F) must immediately exit the facility and contact the on-site manager or supervisor from outside the facility.
- Consent will be obtained from the employee or contractor before performing the temperature screening. Employees and contractors have the right to refuse testing, however an employee or contractor who refuses to be tested will not be admitted to the workplace. This is on the basis that their attendance could jeopardize the health and safety of others.

Recreation Excellence reserves the right to refuse entry to any persons with a temperature at or above 38.0°C (100.4°F), or any individual who refuses to take a temperature test. This measure is a security ground to protect the staff who work in facilities operated by Recreation Excellence. Staff have the right to a safe working environment, and Recreation Excellence is responsible for the safety of its employees.

Temperature screening results of 38.0°C (100.4°F) or higher may occur for any number of reasons besides COVID-19. As such, all CSRs will receive the appropriate information that will allow them to be sensitive to the nature of this screening procedure, as a temperature reading of 38.0°C (100.4°F) or higher is only indicative of a fever, not COVID-19 specifically. Some examples of causes of fever or elevated body temperature are as follows:

- A virus
- A bacterial infection
- Heat exhaustion
- Certain inflammatory conditions, such as rheumatoid arthritis
- Some medications, such as antibiotics and drugs used to treat high blood pressure or seizures
- Some immunizations, such as diphtheria, tetanus, and acellular pertussis (DTaP) or pneumococcal vaccine¹

¹<https://www.mayoclinic.org/diseases-conditions/fever/symptoms-causes/syc-20352759>

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Staff Training:

1. Ensure the screen is “awake” and “read ready” prior to the session start time by waving your hand or standing in front of the screen.
2. Employees should stand in front of the screen so the green box is hovering on the forehead area. The device will instruct whether the employee needs to move closer to or further away to accurately read their temperature.
3. Employees do not need to remove their face masks. The reader is able to detect the temperature with a mask in place and will ask the employee to put on their mask if not wearing one. Note: temperature will still be taken and displayed even if a mask is not worn
4. If the temperature is within normal range, the screen will say “temperature is normal” and employee can proceed into the facility as normal
 - a. Employees must continue to complete the Employee Health Assessment and note that their temperature was normal
5. In the event an employee’s temperature reads 38.0°C or above, the screen will say “abnormal temperature detected”. The employee must leave the facility immediately and speak with an on-site manager or supervisor by phone from outside the facility.
 - a. Upper Skeena Recreation Centre (250) 842-6662
 - i. If the employee is scheduled to open the facility and receives an abnormal read, please leave the building immediately and contact your direct supervisor by phone if the facility opening will be affected.
6. The temperature reader must be cleaned following our standard cleaning policy for COVID-19 if anyone touches the screen. Note: The reader is *touchless* so there is no need to touch the screen during the sessions.