

# COVID-19 SAFETY PLAN (RECREATION & FITNESS PROGRAMS)

## RETURN TO SAFE PROGRAM OPERATIONS

The City of Revelstoke is committed to adapting parks, fitness and recreation opportunities which align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives. All recreation and fitness programs offered by the City of Revelstoke must meet these requirements for maintaining public health during the COVID-19 pandemic. The [BCRPA Guideline for Restarting Recreation](#) provides the City with a framework to apply to the provision of recreation and parks services during the pandemic.

This document is intended to provide our instructors/volunteers and participants an understanding of the City of Revelstoke's protocols and the requirements of participants, and instructor/volunteers who are conducting recreation and fitness programs. Recreation programs will be re-evaluated, and adjustments will be made as regulations from the Provincial Health Officer may change.

## SAFETY PRINCIPLES

The purpose of this Safety Plan is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission. The plan highlights measures that may be taken to manage physical distancing, common touch areas, and flow of participants.

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

### Five Principles For Every Situation

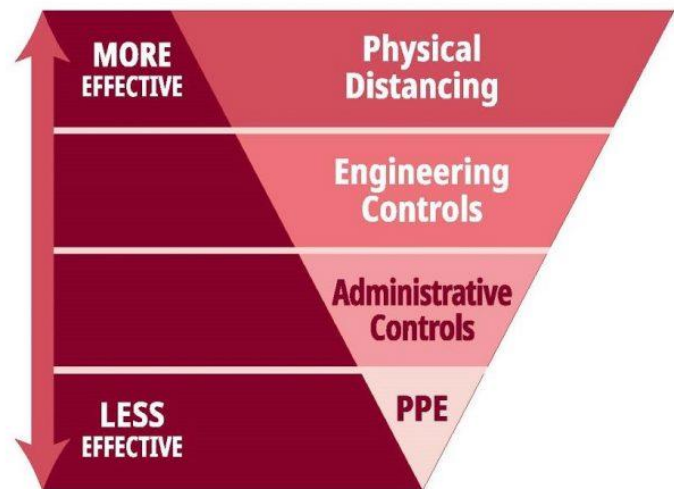
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: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

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

## Hierarchy of Controls For COVID-19

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

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



## SAFETY CRITERIA

Considerations for each program being offered through the City of Revelstoke

### 1. RECREATION FACILITY/LOCATION SELECTION

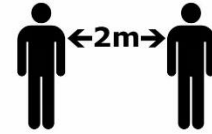
- The facility(s)/location provides flexible options for managing various group sizes in order to maintain social distancing.
- Handwashing stations and washrooms are easily accessible and available.
- Indoor and outdoor recreation facilities available within walking distance of each other, such as gymnasiums, arenas, pools, sports fields, playgrounds and hiking trails.
- Appropriate recreation equipment storage available on site so that equipment can be divided and disbursed to minimize touch points.
- Programming will be outdoors whenever possible

### 2. PHYSICAL DISTANCING IN A RECREATION ACTIVITY SETTING

This will be the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide at least two metres of space between people where possible.

The City of Revelstoke is following the [BCRPA Guideline for Restarting Recreation](#) for Restarting Operations for determining the spacing and occupancy numbers for recreation and fitness programs.

### Spacing Requirements:



- 2 metre between people
  - 1 metre radius per person for static activities
  - 2 metre radius or more per person for active activities
  - 5 metre square per person to calculate occupancy for ensuring 2m distance can be maintained between people.
- Static Activities (e.g. Yoga) – allow a 1 metre radius around the centre of each person. This will create a two metre between individual.
  - Active Activities (e.g. Aerobics) – allow a 2-5 metre radius depending on the activity.
  - Create a minimum 7' x 7' personal space per participant for programs indoors
  - Provide activities that participants can do on their own
  - Plan/provide activities that participants can do without equipment
  - When possible, have participants bring their own equipment
  - No drop-in programming at this time.
  - Where possible maintain a 2-metre distance between participants
  - No sharing of equipment or supplies, apart from those items that are not touched by hands
  - Provide and ensure signage is in place to denote sign in procedures and markers showing 2 metre spacing between families.

### 3. CLEANING AND DISINFECTING EQUIPMENT

The City of Revelstoke will ensure adequate hand washing facilities are available and/or will provide hand sanitizer. Instructors, volunteer and participants are required to wash/sanitize their hands when they arrive and leave the program location.

- If City of Revelstoke equipment is used for a program, the Instructor/Volunteer will be responsible for ensuring that equipment is cleaned before and after use.
- The City will provide disinfectant in a spray bottle and paper towels to wipe down equipment.
- The following products will be used for cleaning and disinfection control:
  - [EP50 Multi-Purpose Cleaner](#)
  - [Oxivir](#)
  - Paper towel
- The disinfectant and paper towels for Instructors/Volunteers will be located in the fitness centre, janitorial storage rooms and rooms where programs will be run.
- Program participants are not allowed in the equipment or janitorial storage locations, this is to minimize touch points on equipment.

- A cleaning schedule and task list for staff will be created that includes disinfecting high touch areas (doorknobs, light switches, faucet handles, and handrails emptying garbage's).
- Disinfectant wipes and gloves to clean equipment and facility spaces will be provided
- Establishing a “used” and “clean” bin for equipment to be placed so that the right equipment can be cleaned at the designated time

### 3.1 HAND HYGIENE

#### Participants will be encouraged to:

- Wash your hands frequently with soap and water. If soap and water are not available, please use hand sanitizer wipes.
- Carry and use hand sanitizers.
- Refrain from touching your face.
- Cough and sneeze into tissue or elbow.

#### Instructors will be encouraged to:

- Minimize requirement to handle paperwork with participants. Sanitize hands before and after handling shared documents.
- Post a step by step hand washing processes for participants to see when they arrive at the program
- Establish hand wash stations with proper handwashing steps posted
- As per BC Centre of Disease Controls Guidelines children will be washing their hands:
  - When they arrive and before they head home
  - Before and after any transition in activities
  - Before eating and drinking
  - After using the washroom
  - After playing outside
  - After sneezing or coughing into hands
  - Whenever hands are visibly dirty
- Staff will wash their hands when listed above in addition to:
  - After cleaning tasks
  - After handling garbage
  - After removing gloves

### 4. STAFF PLANNING

- Ensuring that proper instructor training and program planning can take place prior to the start date of the program
- Program ratios 1:5 up to 1:8 depending on the characteristics of the program such as: age of the kids, program environment, nature of the activity
- Routine daily symptom screening for staff and participants (see Appendix A)

- Clear procedures in place for participants and staff who have symptoms

## 5. STAFF PPE REQUIREMENTS

- Gloves and masks for staff are not required as per the BC Centre of Disease Controls Guidelines for K-12 School Settings but will be provided if requirements change.
- For other recreation & fitness programs facial masks are not mandatory. If an instructor/volunteer chooses to wear one, they are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found on the [BC Centre for Disease Control website](#).
  - Fabric masks are to be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.
  - Paper masks are to be disposed of after each day of use in accordance to the link above.
- Disposable gloves are not required unless an instructor/volunteer is conducting first aid or carrying out duties that regularly require the use of them.
- Gloves are not to be used as replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand.
- Staff will wear PPE during 1<sup>st</sup> aid emergencies.

## 6. PROTOCOLS

### FOR GROUP FITNESS

- Group classes will only be offered where physical distancing measures can be maintained. The provincial health officer prohibition on mass gatherings of more than 50 people applies to fitness or group classes.
- Programs will be offered mostly outdoors to ensure the 2-metre physical distancing requirement is maintained.
- High-intensity classes may result in greater dispersion of droplets from each participant due to higher intensity breathing in addition to participant movement. Instructors will be positioned well away from participants and follow guidance from public health on the appropriate spacing between participants in these types of activities.
- The use of high-powered fans will not be permitted in fitness classes. Reducing class sizes to maintain room temperature at manageable levels without the use of high-powered fans.
- A designated exercise area will be marked out for each participant.
- Participants will be informed that there is to be no socializing or gathering before, during or after the program including in the parking lot.

- Participants will be informed that they should arrive 5 minutes prior to class and please leave immediately after the class.
- Instructors will ensure the room occupancy does not exceed posted limits.

## FOR YOUTH PROGRAM

### Physical Distancing Controls in a Day Camp Setting

Physical distancing may be difficult to maintain in a day camp setting, however, steps are being taken to support it.

- Creating a minimum 7' x 7' personal space per participant for programs indoors – these would be clearly defined spaces that would be assigned to each child. Meeting the social distancing guidelines provided by the Provincial Health Officer.
- Minimize the frequency of physical contact with each other
- Breaking children into smaller groups to maintain a degree of distance
- Taking children outside more often
- Avoiding close greetings such as hugs and high fives
- Determining max capacity based on space
- Providing signage and markers such as cones, tape etc.
- Reducing the ratio of number of children to each staff member

### Activity packs

- If using supplies for crafts, each child will have their own activity pack to keep at camp
- Each activity pack will be stored by program leaders somewhere, ensuring the outside of the box is disinfected before putting away and storing for the evening
- At the end of the week those items that can't be disinfected can go home with the child so there is a new kit for the following week with new children

### Food and Mealtimes

- Parents and caregivers are solely responsible for bringing all of their child/ren's food to the program, including sufficient water for the duration of camp
- Parents and caregivers are encouraged to bring thermos containers and/or insulated lunch bags all of which will be kept in children's backpacks until lunch and/or snack times
- Program leaders will double check with the parents and caregivers when they are dropping off their children that they have sufficient water and food for the day

### The following food practices will be followed consistently:

- Wash hands thoroughly before and after eating food.
- Do not have communal meals/snacks- food must not be shared.

- Use individual plates, cutlery and serving utensils only (if applicable).
- Do not touch anyone else's food. If food falls onto a table or floor, clean it up and discard it in the garbage.
- Practice physical distancing (staff and children sit two metres apart) while eating food.
- A staff member will clean and disinfect any tables or chairs after use.
- After meals or snacks, participants will put all their food away in their backpack and wash their hands.

### **First Aid Controls**

- Instructors/volunteers will be required to following the OFAA protocols during the COVID-19 pandemic for first aid protocols.
- Instructors will have portable first aid kit with them onsite.
- Instructors will be provided with PPE for first aid care to utilize if they cannot maintain physical distancing.

## **7. ILLNESS PROTOCOLS**

### **Illness Protocols for Participants**

- Have staff greet participants at sign in and ask common health assessment questions. For example, "How are you feeling today?"
- The procedure if a **participant** is identified as having symptoms is:
  1. Recommended to put on a mask and return home.
  2. Contact their family physician, primary care provider or Health Link BC at 8-1-1. If the patron needs to wait for a ride home, they should sit in one location wearing a mask until their ride arrives.
- If a participant starts showing symptoms of what could be a cold, influenza or COVID-19 during camp, we will:
  1. For youth programs the participant's parent or caregiver will be contacted to come and pick them up immediately.
  2. Have a separate and supervised area where the participant will remain until their parent or care giver can come and pick them up.
  3. Continue to practice good hand hygiene and respiratory hygiene, such as coughing in elbows instead of hands and throwing tissues out immediately after use.
  4. Do a thorough cleaning and disinfection of the space once the participant has been picked up.
- If staff observe any participant exhibiting symptoms such as a cough, fever, runny nose or sneezing, they have the right to discreetly request that families do not attend the program for a minimum of 10 days.
- IF a participant or staff member tests positive, all families and staff who have been in contact with that individual will be notified immediately. Programs and or camps may be cancelled should an outbreak occur.



### Illness Protocols for Staff

- Supervisors to be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- The procedure if an **employee** is identified as having symptoms is:
  - If an employee is at home when they identify as having symptoms, they must:
    1. Inform their supervisor immediately.
    2. Remain at home.
    3. Contact their family physician, primary care provider or Health Link BC at 8-1-1.
  - If the employee is at work when they identify as having symptoms, they must:
    1. Inform their supervisor immediately.
    2. Immediately put on a mask, maintain physical distancing from others and return home.
    3. Contact their physician, primary care provider or Health Link BC at 8-1-1.
  - If the symptoms are severe such as shortness of breath (ie. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
- If an employee has a COVID-19 diagnosis, the local Public Health department will identify any co-workers who may have been exposed to the sick person.

### 8. WASHROOM USE

- Signage will be displayed in the washrooms to remind participants to wash their hands and leaders with youth programs will double check with children upon returning to the group.

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## ADDITIONAL STEPS DURING THE REGISTRATION PROCESS

- Program participants will be asked to complete a prescreening form.
- Parents will receive an information package prior to the start date of the program, outlining important details and reminders.
- Instructors will complete daily routine screening with program participants.



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## REFERENCE MATERIAL

These references provide the guidelines for the recreation & fitness program safety plan. The City of Revelstoke's plan for providing safe recreation programming will be shared with the community through various City communication channels.

### **BC Ministry of Health: Public Health Guidelines for K-12 School Settings**

Direction from the Provincial Health Officer. Public Health Guidance for K – 12 School Settings during the COVID 19 pandemic.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

### **Public Health Agency of Canada: Cleaning and Disinfecting Public Spaces during the COVID-19 Pandemic**

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

### **BCRPA Guideline for Restarting Operations**

The BCRPA provides a connection between Municipal Recreation Departments in the Province. The BCRPA hosts Province wide video conference meetings that allow Municipal Recreation professionals to discuss and create coordinated plans for providing recreation services while maintaining health and social distancing requirements.

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

### **Guidance and Consideration's for Children's Day Camps during COVID-19 Pandemic – BCRPA document.**

### **Considerations for Youth and Summer Camps**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

**BCCDC guidance for recreation facilities:** <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>

### **Recommendations from Provincial Sport Organizations: Return to High Performance Sport Framework**

Guidelines for offering sport programs are provided by the various provincial sport organizations.

<https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>

## APPENDIX A: SCREENING FLOW CHART

### BC COVID-19 Self-Assessment Tool Flow Chart

source: <https://bc.thrive.health/covid19/en>

