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## COVID 19 RISK MITIGATION PLAN (SAFETY PLAN) COMMUNITY CENTRE

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The following plan is provided to assist in minimizing the risk of exposure to the virus that causes COVID19. This plan will be re-evaluated during operation on an on-going basis. Adjustments to the plan will be made as required and if the measures identified in the plan cannot be reasonably achieved, the community centre will be closed.

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### **PART 1: RISKS IN THE WORKPLACE**

We have involved frontline workers, supervisors, and the joint health and safety in assessing the risks in the workplace.

- ✓ We have identified areas where people gather, such as break rooms, offices and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations.
- ✓ We have identified the office equipment, furniture, tools and manuals that workers share while working.
- ✓ We have identified surfaces that people touch often.

#### **AREAS WHERE PEOPLE GATHER:**

- ⇒ Lobby area
- ⇒ Hallways
- ⇒ Entrance ways
- ⇒ Kitchen
- ⇒ Front reception area
- ⇒ Bathrooms
- ⇒ Meeting rooms
- ⇒ Offices

#### **JOB TASKS AND PROCESSES WHERE WORKERS ARE CLOSE TO ONE ANOTHER OR MEMBERS OF THE PUBLIC:**

Front desk staff: Program registration & facility booking process, pool / facility admission, meeting room set up, lost and found maintenance, deliveries, customer inquiries at front desk, facility maintenance and cleaning and patron management.

#### **TOOLS & EQUIPMENT THAT WORKERS SHARE WHILE WORKING:**

Photocopier / printer, hole punch, facility binders, manuals, calculator, filing cabinet, files, laminator, membership scanner, POS station, debit machine, master keys,

deposit bags, cash drawer, control pad for facility lights, lost and found bin, safe, office chairs, cleaning supplies (mops, brooms etc..), workstations, radios.

### **SURFACES THAT PEOPLE TOUCH OFTEN:**

Desks, countertops, chairs, tables, handi-cap buttons, door handles, vending machines, light switches, kitchen appliances (coffee pot, toaster), fridge handle, sink taps, debit machine, benches, sink taps, bathroom fixtures, office equipment (phones, staplers, pens, till drawers, files and filing cabinet, lost and found items, towels, equipment in gym facility, garbage cans and recycling bins.

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## **PART 2: PROTOCOLS TO REDUCE THE RISKS**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- ⇒ The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- ⇒ The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

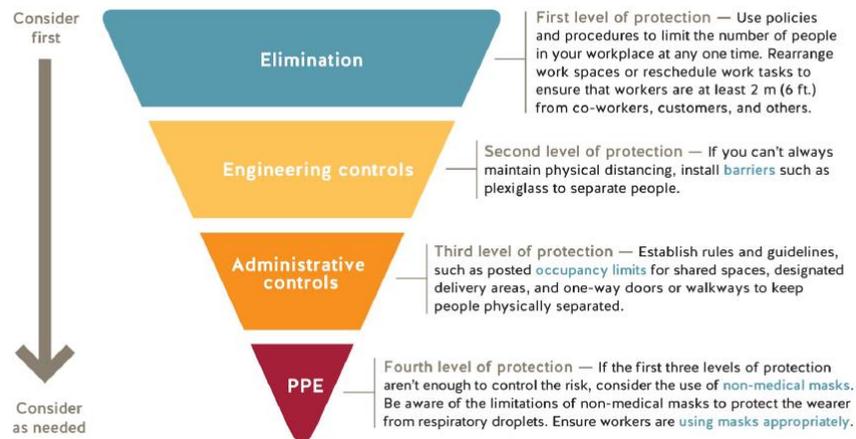
With this in mind, we have chosen to use the protocols that offer the highest level of protection for the workplace using the following framework (1.0) levels of protection.

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### **1.0 Framework for protection protocols**

#### **REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION**

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection. We consider controls from additional levels if the first level isn't practicable or does not completely control the risk. It is likely needed to incorporate controls from various levels to address all the risk at the workplace.



## WORKPLACE PROTOCOLS FOR COMMUNITY CENTRE OPERATIONS

### ELIMINATION:

- ⇒ Number of worker's in workplace have been limited.
- ⇒ Cohorts of workers who work together have been established.
- ⇒ Designated workspaces are at least 2 m (6ft) apart from co-workers, and others.
- ⇒ Where possible start times for staff have been staggered.
- ⇒ Work from home arrangements will be considered if physical distancing cannot be achieved.
- ⇒ Occupancy limits for common areas have been established so that physical distancing requirements can be maintained in those areas. Occupancy limits have been posted.

Staff Kitchen Area	1 employee
Reception Desk	2 employees per shift
Lobby area	10 persons
Library Washrooms	3 persons
Fitness Room	4 persons
Dance Studio	6 persons
MacPherson Room	15 persons
Boulder Room	5 persons
Multi-purpose Rooms	Dependent on set-up. Maximum permitted is 50 persons

- ⇒ Workstations will no longer be shared. Each employee will have a designated workstation, along with designated desktop accessories.
- ⇒ Lobby furniture and magazines have been removed.

- ⇒ Water fountain has been disabled. Touchless water bottle fill station is available in lobby area.
- ⇒ Towel rental program has been suspended until further notice.
- ⇒ Touchless taps and soap dispensers have been installed in all washrooms and throughout the facility.
- ⇒ Where possible communal doors will be left open to reduce contact with door handles.
- ⇒ The 4<sup>th</sup> street entrance into the building has been designated as the staff entrance. Members of the public will enter the building using the Campbell Avenue entrance.

### **ENGINEERING CONTROLS:**

- ⇒ A plexiglass barrier has been installed around the front desk to eliminate direct contact with the public.
- ⇒ Barrier will be cleaned at least once daily by staff.
- ⇒ Physical distancing stickers have been installed throughout the building and office area to remind employees and patrons to practice physical distancing.
- ⇒ Communal pathways have been converted to directional pathways to reduce personal interactions.
- ⇒ Signage has been installed directing one-way traffic flow, and where two-way traffic is necessary, to yield to oncoming traffic.
- ⇒ Stanchions and panel and post barriers will be used to guide employees and visitors.

### **ADMINISTRATIVE CONTROLS:**

- ⇒ Signage has been installed near the entrance of the building informing customers (and reminding employees) not to enter the facility if they are exhibiting symptoms of illness consistent with COVID 19; and to hand sanitize upon entering and leaving the building.
- ⇒ Employees have been informed not to come to work when sick.
- ⇒ Employees have been asked to store all personal belongings in their assigned locker.
- ⇒ Employees have been instructed to clean their workspace before commencing their shift and at the end of their shift.
- ⇒ Employees have been instructed to clean and disinfect shared equipment after each use.
- ⇒ Employees have been instructed to wash and sanitize hands after coming into contact with public items.
- ⇒ Employees have been instructed to use their own equipment (such as pens, staplers, computers).
- ⇒ Breaks will be staggered. Employees will be encouraged to take breaks outside.

- ⇒ Employees will be required to bring and wash their own dishes and utensils. There will be limited access to kitchen area. Fridge, Microwave and toaster oven will be available for use.
- ⇒ Staff meetings will be held outdoors (weather permitting) or in larger meeting rooms.
- ⇒ Non-essential in-person meetings between staff and visitors are prohibited. Staff have been advised to use virtual meeting tools, email, online booking or telephone.
- ⇒ Employees have been instructed to update anyone inquiring about the use of the facility of our protocols for reducing the risk of COVID19 transmission.
- ⇒ We are encouraging the use of online payment options instead of cash. Where cash is used, staff have been instructed to wash hands after handling cash, membership cards, and other shared items.
- ⇒ Individuals booking the fitness centre will be reminded to reschedule if they experience symptoms typical of COVID19 or are placed on self-isolation.
- ⇒ All changes made to the usage of communal areas have been communicated to workers.

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- ⇒ Non-medical masks and gloves will be available for staff to use.
- ⇒ Staff and members of the public are required to wear masks in all common areas.
- ⇒ Staff have received instruction on using masks appropriately.
- ⇒ Staff will be instructed to wear masks if they are performing tasks with another employee and physical distancing cannot be achieved or if they are assisting meeting room patrons with set up.

#### **CLEANING AND HYGIENE PRACTICES:**

- ⇒ Janitorial staff will be responsible for cleaning the facility at the end of the day.
- ⇒ Handwashing facilities and hand sanitizing stations are available throughout the facility as well each employee workstation is equipped with hand sanitizer and sanitizing wipes.
- ⇒ Good hygiene practices have been communicated to workers and posters have been posted throughout the facility.
- ⇒ Employees will be given training in proper cleaning supplies and techniques.
- ⇒ Employees will be responsible for cleaning their workstations at the start and end of their shift.
- ⇒ Staff members have been asked to minimize the use of shared equipment, but in the event that equipment is shared, staff members have been asked to sanitize equipment before and after each use.
- ⇒ Staff members will wipe down any surfaces touched in the break room / kitchen after use.

- ⇒ Staff members have been asked to practice frequent handwashing.
- ⇒ High touch surfaces will be cleaned mid-day and at the end of the day.

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### **PART 3: DEPARTMENT POLICIES**

The following policies have been developed to manage the workplace:

- ⇒ Guidelines for providing a safe workplace during the COVID19 Pandemic.
- ⇒ COVID19 Return to Work Guide for Employees.
- ⇒ Working Alone Policy
- ⇒ Telecommuting Policy
- ⇒ Violence in the Workplace Policy.
- ⇒ Visitors have been limited in the workplace.
- ⇒ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

These workplace policies are to ensure workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Specifically,

- ⇒ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ⇒ Anyone directed by public health to self-isolate.
- ⇒ Anyone who has arrived outside of Canada or who has had contact with a confirmed
- ⇒ COVID-19 case must [self-isolate for 14 days and monitor](#) for symptoms.

#### **Illness Protocols for Staff**

1. Supervisors to be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
2. If an employee is identified as having symptoms, the following procedure should be followed:
  - ⇒ 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 (i.e. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
  - ⇒ Any surface that the ill worker has come into contact with will be cleaned and disinfected immediately.
3. 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.

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#### **PART 4: COMMUNICATION PLANS AND TRAINING**

The Department has implemented measures to ensure that everyone entering the workplace, including workers from other employers, (contractors etc.) knows how to keep themselves safe while at our workplace.

- ⇒ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ⇒ All workers have received a copy of workplace policies and have gone through in detail the policies for staying home when sick.
- ⇒ Signage has been posted in the workplace, including occupancy limits and effective hygiene practices.
- ⇒ Signage has been posted at all facility entrance points indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ⇒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- ⇒ This safety plan will be posted on site and on the City's website.

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#### **PART 5: MONITOR**

This plan will be reviewed on an on-going basis and is subject to change. As the situation with COVID19 evolves, we will continue to assess our business operations and implement any additional protocols that may be required to minimize the risks of transmission.

Current policies and protocols will need to be reviewed on an on-going basis. If a new area of concern is identified or if the new measure in place is not working staff will be instructed to update their supervisor immediately so that we can review the area of concern and take necessary steps to deal with it. To assist with this process, the supervisor will have daily COVID 19 check in's with staff, and more formally, a COVID19 check in will be added to the monthly staff meeting agenda.

When a new area of concern is identified, staff will be involved in finding a solution to address the concern. If further assistance is required in resolving the issue, we will involve a representative of the Joint Health & Safety Committee.

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## **PART 6: ASSESSING AND ADDRESSING RISKS FROM RESUMING OPERATIONS.**

The facility has been closed for an extended period of time, due to the COVID-19 pandemic, accordingly, we recognize the need to manage risks arising from restarting business.

Therefore, we have:

- ⇒ A training plan for new staff.
- ⇒ A training plan for staff taking on new roles or responsibilities.
- ⇒ A training plan around changes to our business, such as new equipment, processes and products.
- ⇒ Reviewed the start-up requirements for equipment that has been out of use.

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### **NOTES:**

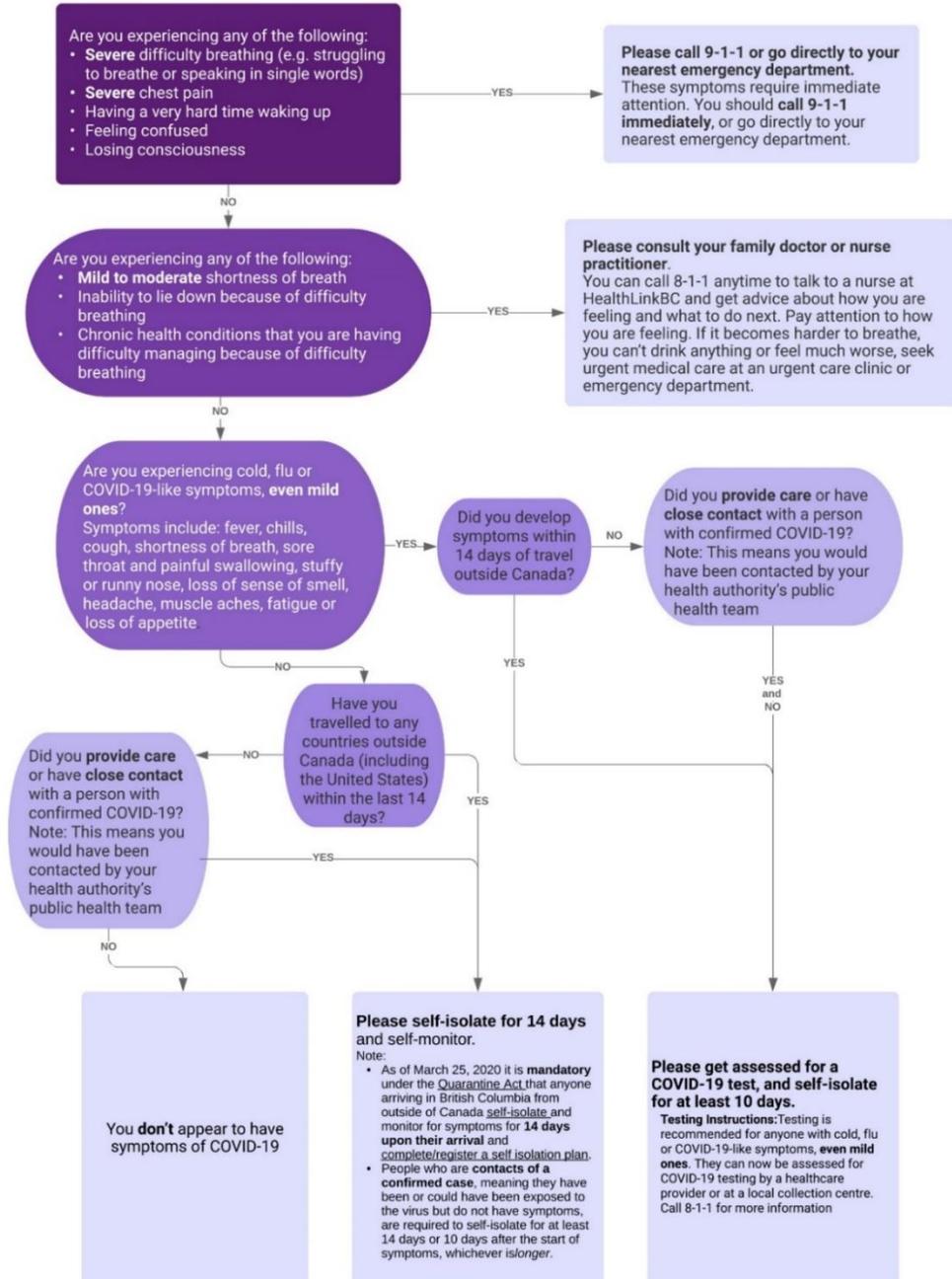
The following reference were used in creating the Department's safety plan:

1. Worksafe BC- COVID19 Safety Plan
2. BC Municipal Safety Association
3. BCRPA Guideline for Restarting Operations
4. WHO. Getting your workplace ready for COVID19.

## APPENDIX A: SCREENING FLOW CHART

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

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



## APPENDIX B: INSTRUCTIONS ON WEARING A MASK

### HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

#### DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

#### DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

#### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

#### DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

#### DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



## APPENDIX C: CLEANING CHECKLIST

**Cleaning Checklist for High Contact Surfaces  
To be performed mid-day (sign, date & time required)**

Week of: \_\_\_\_\_

Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time							
Task							
Door Handles							
Light Switch							
Plexi Glass							
Bathrooms							
Kitchen Table							
Kitchen Chairs							
Kitchen Counter							
Appliances (fridge, microwave, toasters)							
Faucets							
Staff Initial							

(not sure if staff or janitors should be responsible for mid-day clean)