



CV Sports Centre – Arena &
Wellness Policy and
Procedures

Arena Wellness Policy and Emergency Procedures Manual

COVID -19

Comox Valley Regional District Sports Centre

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Staff Training Plan

Category: COVID-19 Procedures

Updated September 25, 2020

In-Person Training Topics

1. Personal Protective Equipment (All staff)
2. First Aid Procedures (Fitness Staff and RFA's)
3. Cleaning Procedures (All staff)
4. Cleaning Chemicals (All Staff)
5. New CVRD COVID – 19 Illness Policy (All Staff)

All training must be documented and signed by both staff member and supervisor.

Staff Health and Hygiene

Category: COVID-19 Procedures

COVID-19 Health Assessment

To avoid transmission between employees and customers, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff are required to verbally declare to their supervisor that they are symptom-free at the start of their shift.

Staff COVID-19 Self-Assessment

Any employee experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home from work and start to self-isolate immediately. Contact the Island Health COVID-19 Information line at 1-888-268-4319 for advice. Follow the advice you receive and inform your supervisor.

It is likely that you will be required to self-isolate at home for a minimum of ten days from the onset of these symptoms and to stay home until these symptoms are completely resolved. If you are advised to be tested for COVID -19 and your test result is negative, you must continue to isolate until your symptoms are resolved.

Sick Workers

Please refer to the CVRD COVID – 19 Illness Policy located in Appendix A.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

Physical Distancing

Physical distancing (or social distancing) can help slow the spread of COVID-19. It means limiting physical contact with others by staying away from crowded places where a virus can easily spread. Staff should maintain a safe distance of about 2 meters (the width of a car) away from co-workers and members of the public while at work.

Hygiene

Hand Hygiene

Employees must wash their hands upon entry and exit from the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for staff or customers needing assistance or first aid

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment.

Personal Protection Equipment

PPE is specialized clothing or equipment worn by an employee for protection against infectious materials. It should serve as a last resort that should not replace any other risk control and infection control measures. If you are required to wear PPE for your work duties, it is your responsibility to follow all CVRD safe work procedures and to ensure your PPE is a proper fit, clean and in good working order. If not, report to your supervisor immediately.

Facial Masks

As we enter new phases of COVID-19, the rules regarding PPE can change. We will continue to follow the BC Centre for Disease Control (BCCDC) and WorkSafeBC rules and recommendations in regards to masks. At this time, other than for providing first aid, they are not mandatory; however, the Public Health Office of Canada has suggested wearing masks is appropriate if you cannot consistently maintain a 2-metre physical distance from others.

Employees choosing to wear masks will need to supply their own, as well they will be responsible for the 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 BCCDC website.

In the event of an employee or someone from the general public is symptomatic in any of our facilities, disposable masks will be available for immediate one-time use.

BCCDC Website Masks

Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use.

Paper masks should be disposed of after each day of use in accordance to the link above.

Masks will be available at reception in case of the need arises to supply a mask to someone who is ill, so they can safely leave our premises.

Disposable Gloves

Gloves are not required unless an employee 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 COVID-19 as workers may unintentionally touch something or someone contaminated with the COVID-19 with their gloved hand.

Keeping Shared Spaces & Equipment Clean

Shared Staff Change Rooms

- Staff should arrive dressed in their uniform.
- Occupancy numbers for have been posted for all areas in the building, please abide by the occupancy limits set out.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the change room, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Lockers are not available for staff or customers.

Shared Equipment

- Equipment and tools must not be shared between employees (PPE, fanny packs, whistles, keys, etc.).
- Program equipment must be cleaned by a designated staff person at the end of every shift (i.e. hockey pucks).
- Clean staff room table before and after each use.
- Do not share cups, glasses, or utensils.
- Avoid sharing common objects (e.g. pens).
- Uniforms must be washed at home at the end of each shift.

Facility Admission & Access

Facility Admission

1. At the entrance, signs are installed to inform patrons that:
 - a. Patrons must not enter if they suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - b. Patrons must maintain physical distance of 2 metres from other patrons and staff
 - c. On arrival, patrons must wash their hands with soap and water or use hand sanitizer.
 - d. Avoid recreation facilities if patrons are at high-risk of COVID-19 contraction or severe illness.
 - e. Patrons must reserve their time prior to arrival.
2. Showers will not be available for gym patrons.
3. A reservation system and scheduled time limitations are in place to avoid crowds gathering and wait times.
4. Gym Patrons can arrive a maximum of 1-2 minutes prior to their start time.
5. Ice participants to arrive a maximum of 30 minutes prior to their star time.
6. Occupancy limit of 12 people in the Wellness Centre, 3 in the Alcove of the lobby and 5 in the Aquarium
7. Occupancy limit for ice user groups is 50 total for the building, groups must comply with dressing room occupancy limitations
8. Occupancy limit 40 people on the ice for public skating sessions.
9. Patrons must cancel their booking if they develop COVID symptoms after registering for a program or booking a facility.
10. Patrons are encouraged to wear a mask while at the facility unless the mask causes discomfort (i.e. too hard to breath due to the amount of physical exertion while exercising).

Facility Access

1. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
2. Signage, directional markings are in place to guide patrons in and out of the building.
3. Physical markers are installed which indicate two metre physical distancing for patrons waiting in line.
4. Signage and markings are installed in the change rooms to encourage physical distancing.
5. Occupancy limits posted for all public and staff spaces.
6. Staff visitors are prohibited.
7. Staff must leave the building immediately after their shift ends.

8. Spectators are not permitted in the facilities at this time. Spectators are defined as an individual who attends an event, but does not include event staff, volunteers (safety person, vendors, exhibitors, performers, presenters, the members of a team engaged in a sporting event, team managers, coaches, persons such as referees, time keepers or score keepers and staff associated with any of the foregoing. Attendance for all groups must be taken and kept for 30 days by the renter and the renter is responsible for ensuring that there are no more than 50 people total in the arena. This includes players, coaches, trainers, evaluators and essential volunteers. The renter is also responsible to ensure their spectators are meeting the physical distancing requirements.
9. User Groups will have limited access to the change rooms. Each group will have use of two dressing rooms with a max of 11 participants (if masks are worn). Benches are marked for social distancing.
10. Patrons in need of assistance due to physical limitations are asked to receive help from a family member.
11. Public is asked not to linger and leave the facility immediately when their time is up.

Occupancy Limits – Arena 2

Public Spaces	Maximum Occupancy
Dressing Rooms A-D	8 skaters + 1 Coach + a safety 11 if masks are worn
Dressing Rooms A-D for Organized Youth and Junior League Sports Teams	For organized sports groups that are NOT using Affiliate or Spare players (AP's) the dressing room is considered the field of play and teams are not limited to occupancy limits. Under this clause there is absolutely no unauthorized players allowed in the room, any safeties or parent supervisors must wear masks if in the rooms
Ice Surface	26 for organized sports / 40 skaters for public skates
Men's Public Washroom	2
Women's Public Washroom	2
Lobby	10
Referee Rooms A & B	1 per room
Zamboni Room	3
Ticket Booth	1
Skate Shop	2
First Aid Room	2
Staff Lunch Room	1
Janitors Closet	1

Mezzanine – meeting room	28
Mezzanine - Viewing area	12
Elevator	2
Senior Managers Office	3
Human Resource Office	2
Deck Storage Rooms	1
Timing Room	2

Occupancy Limits – Arena 1

Public Spaces	Maximum Occupancy
Dressing Rooms 1-4	8 skaters + 1 Coach + a safety 11 if masks are worn
Dressing Rooms 1-4 for Organized Youth and Junior League Sports Teams	For organized sports groups that are NOT using Affiliate or Spare players (AP's) in the dressing room is considered the field of play and teams are not limited to occupancy limits. Under this clause there is absolutely no unauthorized players allowed in the room, any safeties or parent supervisors must wear masks if in the rooms
Men's Public Washroom	2
Women's Public Washroom	2
Players Bench's	Considered field of play
Ice Surface	26 for organized sports /40 skaters for public skates
Arena 1 Lobby	15
Wellness Centre	12
Referee Room	4
Bleachers, Area at top of bleachers etc.	Bleachers – Open Max of 50 but spectators must be counted with group numbers
Coaches Room	3

Female Dressing Room	2
Pool Lobby	10
Staff Spaces	Maximum Occupancy*
Zamboni Room	5
FMW Staff room	2
Skate Shop	2
Manager of Administration Office	2
Glacier Kings Office	1
Pool Staffroom eating area	3
Pool staffroom Kitchen area	2
Pool staffroom locker area	1
Customer Service Supervisor Office	1
RIM Office	1
Aquarium meeting room – gym space	5
Sport Centre Coordinator Office	2
Occupation H & S Office	2
Facilities Booking Coordinator	2
Manager of Operations Office	3

Disinfection Procedures

Category: COVID-19 Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures which are located in Pool Safety Plan (for Aquatic/Fitness Staff), Arena Safety Plan (for RFA's) and the Operations Policy and Procedures Manual.

Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination of the wearer and surrounding area. Work uniforms should be washed after each shift. Gowns are strongly recommended and will be provided if requested by the worker.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

There are now detailed cleaning log which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the washrooms and are completed/signed off each time cleaning occurs.

- **Cleaning the washrooms is scheduled every 2-4 hours during operation scheduling.**
- **Dressing Rooms will be cleaned (Toilets, sinks & benches) between each user group**
- **Full disinfection of the dressing rooms and washrooms occurs daily during the evening/night.**
- **Cleaning of the gym equipment is done continuously throughout operation hours.**
- **Full Disinfection of the gym area will occur daily at the end of the fitness instructor's shift.**

Check sheet for daily cleaning in Appendix B

Fitness Equipment Cleaning Protocols

This procedure must be followed for cleaning each piece of fitness equipment. The public is encouraged to complete this task themselves before and after using each piece of equipment but if it is not done to standard it must be completed by staff. This cleaning will also be completed by the Fitness staff at the end of the shift each day on every piece of equipment including the mats, dumbbells etc.

1. Cordon off area if required and keep the public clear from the area (at least 2m back).
2. Wear safety protection. Gloves are mandatory and mask, face shield and gown are recommended but optional.
3. Spray paper towel (fresh piece required for each piece of fitness equipment) with SAVALL (disinfectant) to the point the towel is visibly wet (but not dripping) and then proceed to wipe down all possible touch points on each piece of equipment. Foot areas such as tracks on a treadmill do not need to be wiped down.
4. Allow the equipment to air dry before allowing another customer to use it. Do not wipe the equipment dry – allow it to air dry.
5. All waste including gloves and paper towel must go into a lined garbage can. This is to be taken out before it is full – please do not use your hand to stuff the garbage can fuller. Garbage bag to be tied when being taken to the dumpster.
6. Clean up spills or overflows immediately. This is your responsibility. Do not leave clean up overnight or for a later crew.
7. Clean hands as per procedure.

Additional Weight Room Area Cleaning to be completed by Fitness Staff:

- Complete the weight room equipment inspection daily.
- Vacuum and completely clean & wipe down equipment as required (at least once a day). This includes the treadmill tracks.
- Dry dust arena floor as needed and on at least a daily basis.
- Wipe down fans and any other equipment in use.
- Clean arena wall ledges daily.
- If there are any additional touch points in the arena #2 area, excluding washroom areas, disinfect throughout your shift.
- Ensure all of the arena #2 area disinfecting stations are fully stocked: hand disinfectant pumps, bottles of spray Savall, paper towel, Kleenex, lined garbage containers and clean tables.

Chemicals Used for Disinfection/Cleaning.

Product	Application	Who can Use	PPE	Dwell Time	Rinse
Savall	Mop, trigger spray bottle, auto scrubber, pump sprayer	Operations	Goggles, gloves	10 minutes	Rinse with water after 10 minutes
Incredibly	Mop, trigger spray, pump sprayer	Operations	Staff – Gloves, goggles	10 minutes	Optional
Savall	Spray bottles for gym equipment	All staff, public		Not needed	Remove thoroughly after applied
Krystal Glass Cleaner	Trigger spray bottle	All staff	Goggles, gloves	Not needed	Not needed

Assignment of Disinfection/Cleaning Tasks – Cleaning blocks every 2- 4 hour during operating hours

Staff	Change Rooms	Washrooms	Lobby	Weight Room	Staff Areas	Lesson Equipment
Lifeguards/ Fitness Staff			Door handles	All equipment, floor	Staff room	
Maintenance	Floors, garbage, toilets, urinals	Floors, garbage, toilets, urinals, partitions, walls, doors, counters, sinks, floors	Benches, floor vending machines			
RFA's					Skate Shop	Clean after the day camps end

Assignment of Disinfection/Cleaning Tasks – After-hours

Staff	Change Rooms	Washrooms	Lobby	Weight Room	Staff Areas	Lesson Equipment
Maintenance	Showers, benches, change tables, walls, lockers, garbage containers, partition walls, door handles, counters, soap dispensers, mirrors, sinks, paper dispensers, floors Floors, hosing, showers, toilets, urinals	Walls, sinks, doors, garbage containers, grab bars, mirrors, paper dispensers, soap dispensers Floors, toilets, urinals	Door handles, vending machines Public washrooms, floor		Staff room	
Lifeguards / Fitness Staff				All equipment, floor		
RFA's					Skate Shop	Clean after the day camps end

Programming

Category: COVID-19 Procedures

General

1. Occupancy limits are reduced to allow appropriate physical distancing.
2. Signage installed at the entrance to the facility (that they will read before entering the building) that informs patrons:
 - a. Do NOT enter if you feel sick or have been in contact, in the last 14 days, with anyone that may have COVID-19. This includes feeling tired, coughing, sore throat, difficulty breathing and/or having a fever.
 - b. Please wash your hands or use a hand sanitizer for 20 seconds before entering the facility.
 - c. Maintain a social distance of 2 meters at all times from all staff and facility users.
 - d. Maintain proper hygiene in the facility including washing your hands regularly, avoid touching your face, refraining from spitting and covering your face with a bent elbow or a tissue that you throw away immediately after use when you cough/sneeze (then wash your hands).
 - e. Anyone who has the symptoms of COVID-19 is recommended to call Island Health's COVID-19 Call Centre: 1-844-901-8442 or visit www.islandhealth.ca/covid19 for more information.
3. Signage installed at the front desk that they have to check in at before going to the rink informs patrons: If you are immunocompromised consider not using the aquatic facility. This would include anyone who has had recent surgeries, older adults, those with serious underlying medical conditions, chronic illness or who take certain medications.
4. Signage installed at the ice entrance to inform patrons that:
 - People at higher risk of COVID-19 should not participate in programmed activities.
 - Patrons should not share water bottles, towels, goggles, or any other equipment.
 - Water bottles should be filled at home.
 - The use of full face masks for ice activities is encouraged as extra protection.
5. We will be posting the following information in our Recreation Guide and it will be in a visible pop up box the customer has to click on each time they book or register for a program in our PerfectMind registration software:

Group Size for all User Groups

Sport organizations should consider the activities that they are looking to deliver and the appropriate group sizes in order to ensure proper physical distancing. They should also outline expectations related to coach to participant ratios. While these guidelines suggest reducing non-essential personnel other safety considerations such as the Rule of Two should be maintained so not to expose participants to other risk factors. Spectators are not permitted in the facilities at this time. Spectators are defined as an individual who attends an event, but does not include event staff,

volunteers (safety person, vendors, exhibitors, performers, presenters, the members of a team engaged in a sporting event, team managers, coaches, persons such as referees, time keepers or score keepers and staff associated with any of the foregoing. Attendance for all groups must be taken and kept for 30 days by the renter and the renter is responsible for ensuring that there are no more than 50 people total in the arena. This includes players, coaches, trainers, evaluators and essential volunteers. The renter is also responsible to ensure their spectators are meeting the physical distancing requirements.

COVID-19 Alert: When Visiting the Comox Valley Sports Centre:

- Do NOT come to the facility if you feel ill in anyway. In particular, tiredness, coughing and fever are possible signs of COVID-19. Be prepared staff may ask your health related questions before using the facility.
- If you are immunocompromised consider not visiting the facility. This would include anyone who has had recent surgeries, older adults, those with serious underlying medical conditions, chronic illness or who take certain medications.
- Maintain physical distancing of 2 meters from all staff and facility users.
- Maintain proper hygiene when in the facility including washing your hands regularly, refraining from spitting and covering your face when you cough/sneeze.
- Patrons must cancel their booking if they develop COVID symptoms after registering for a program or booking a facility.
- Patrons are encouraged to wear a mask while at the facility unless they are in the pool water or the mask causes discomfort (i.e. too hard to breath due to the amount of physical exertion while exercising).

Arena Users Please Read

- Please follow the facility signage. There are designated entrances and exits and flow patterns in place to encourage the physical distancing requirements.
- Space is limited so please come dressed to play if you can. Hockey players will have limited access to the changerooms. Each group will have use of two dressing rooms with a max of 8 participants and 1 coach in each room (2 & 4 or 1 & 3). Occupancy in dressing rooms can be increased to 11 if masks are worn. Benches are marked for social distancing.
- Please arrive a maximum of 30 minutes before the start of your ice time so the group before you can leave the building before you enter - we are trying to avoid a large gathering in the lobby.
- Patrons in need of assistance due to physical limitations should receive help from a family member.
- Please do not share water bottles, towels or other equipment and fill your water bottles at home.
- Skate aids will not be available for public skates, but you are allowed to bring your own from home.
- Please do not linger and leave the facility immediately when your time is up.

- Rental skates are available during public activities - it is recommended you bring a pair of fresh socks to change into for the way home and wash your hands after handing the rental skates.
- Please Note: We strongly encourage ALL skaters to wear a CSA approved hockey helmet - no helmets are available on site! Please bring one from home. Full face visors/shield recommended (i.e. fishbowl style that covers mouth and nose).
- Please note we are not accepting passes or drop-in's at this time for public activities. You must book your space.

Ice User groups –

- a. Advise participants to bring their own water bottles and towels if required.
- b. Coaches should come prepared with their own practice plans, training tools, technology and avoid sharing with other coaches
- c. Assigning the coach or one individual to be responsible for all set-up and take down of equipment (such as nets, cones, etc.) to reduce the number of contact points.

Weight Room Users Please Read:

- Changerooms and showers are not available at this time so please come dressed to work out.
- Please arrive a maximum of 1-2 minutes before the start of your workout time so the group before you can leave the building before you enter – we are trying to avoid a large gathering in the lobby.
- Please note: lockers are not available during this time. Leave as much as you can at home and then bring the remainder of your belongings in a small bag into the facility with you.
- Patrons in need of assistance due to physical limitations should receive help from a family member.
- Please do not share water bottles, towels or other equipment and fill your water bottles at home.
- Please note at this time only essential equipment such as barbells and dumbbells are available and must be disinfected between each user. So please bring your own skipping ropes, balls etc. from home if you need it.
- You must disinfect each piece of equipment after you use it.
- At this time, 20 min max per piece of equipment. Sign up for your cardio equipment when you arrive.
- Please do not linger and leave the facility immediately when your time is up.
- Please note we are not accepting passes or drop-in's at this time for public activities. You must book your space.

Patron Equipment

1. There is no public use of skate aids, hockey sticks or rental helmets.
2. Instructors may use equipment for lessons but must disinfect after each shift. Documentation will be required.

3. Rental skates are available during public activities - it is recommended that the public bring a pair of fresh socks to change into for the way home and wash their hands after handling the rental skates.
4. Please Note: We strongly encourage ALL skaters to wear a CSA approved hockey helmet - no helmets are available on site! Please bring one from home. Full face visors/shield recommended (i.e. fishbowl style that covers mouth and nose).

Public Skate Schedule

- The Everyone Welcome Skates will be limited in occupancy to 40 people total. There will be no Shinny hockey available.
- Participants must book for a spot ahead of time, there will be no drop in' admissions available.
- Booking is done either online or over the phone through Perfect Mind software.
- We will be retaining all basic contact information of group attendees in the event that there is a need for contact tracing on the part of the Medical Health officer.

Game Play – Communicating With Visiting Teams

As game play resumes, all user groups will need to submit an updated COVID 19 Safely Plan clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities and other relevant regulators. These updates should include, but are not limited to the following controls:

1. Field Of Play

- a) Maintain physical distance with those in your cohort when outside of the field of play (e.g, dressing rooms, hallways, staging areas, etc). Individuals should wear masks within the cohort environment when outside the field of play if they are not able to maintain physical distancing. This includes but is not limited to shared spaces such as dressing rooms, hallways, staging areas, etc.

2. Restricted Access

- a. Limit access to those that are essential to the approved activities (e.g. participants, facility staff, coaches)
- b. Spectators are not permitted in the facilities at this time. Spectators are defined as an individual who attends an event, but does not include event staff, volunteers (safety person, vendors, exhibitors, performers, presenters, the members of a team engaged in a sporting event, team managers, coaches, persons such as referees, time keepers or score keepers and staff associated with any of the foregoing. Attendance for all groups must be taken and kept for 30 days by the renter and the renter is responsible for ensuring that there are no more than 50 people total in the arena. This includes players, coaches, trainers, evaluators and essential volunteers. The renter is also responsible to ensure their spectators are meeting the physical distancing requirements.

3. Points of Access

- a. Home teams and user groups are responsible for communicating with visiting teams the safe plan for how to enter / exit the building

- b. Assign a COVID Safety person to monitor numbers of players, coaches and spectators to ensure the maximum capacity is maintained and to manage the flow of people in their group.
4. Arrival & Departures
 - a. Junior teams should not arrive for games earlier than 60 minutes prior to the start of the game
 - b. All other user groups should not arrive for games earlier than 30 minutes prior to the start of the game
 5. Equipment
 - a. Advise participants to bring their own water bottles and towels if required.
 - c. Coaches should come prepared with their own practice plans, training tools, technology and avoid sharing with other coaches
 - d. Assigning the coach or one individual to be responsible for all set-up and take down of equipment (such as nets, cones, etc.) to reduce the number of contact points.

Safety Education & Rule Enforcement Guidelines

Category: COVID-19 Procedures

Safety Education and Rule Enforcement

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're here to Help!**
- When possible, staff should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.

Applying the Guidelines

1. Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
2. Educate patrons concerning one-way traffic measures around the facility.
3. Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
4. Educate patrons about not sharing personal equipment such as water bottles, towels, goggles, etc.
5. Staff should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Staff should maintain physical distancing when providing information to other team members.
7. Fitness staff should follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.

RFA & Fitness Staff Personal Protective Equipment

Category: COVID-19 Procedures

Types of PPE used for First Aid

1. **Surgical mask (3-layered):** Reduces transmission of aerosol by 50% and protects from contracting aerosol route infection from others by 75-80%. Surgical masks must be dry to be effective.
 - a. **Masks and face coverings are prohibited in the water.**
2. **Eye protection:** Face shields or personal protective goggles prevent virus exposure of the eye mucosa. Protective goggles must fit the user's facial features and be compatible with respiratory protection. Eye protection may be used once disinfected.
 - a. **Corrective eye lenses and safety glasses are not approved PPE and should not be used for first aid purposes.**
3. **Body protection:** Long-sleeved water-resistant gowns should be used when performing high-risk first aid treatment. Practice personal hygiene following use.
4. **Bag-Valve-Mask (BVM) with viral filter (Fitness staff only):** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of the virus spreading during ventilations. Viral filters must remain in their original packaging and remain dry to be effective.
5. **Most PPE is required to remain dry to be effective.**

When to use Personal Protective Equipment for First Aid

NO CONTACT	DIRECT CONTACT	
<p>2m physical distancing maintained</p>	<p>LOW RISK (Non-aerosol generating)</p> <p>2m physical distancing not maintained</p>	<p>HIGH RISK (Aerosol generating)</p> <p>Chest compressions, ventilations, oxygen administration, abdominal thrusts, back blows</p> <p>2m physical distancing not maintained</p>
<p>Staff Member</p> <ul style="list-style-type: none"> • Face Shield or Safety Goggles • Surgical Mask • Gloves <p>Victim</p> <ul style="list-style-type: none"> • Surgical Mask 	<p>Staff Member</p> <ul style="list-style-type: none"> • Face Shield or Safety Goggles • Surgical Mask • Gloves <p>Victim</p> <ul style="list-style-type: none"> • Surgical Mask 	<p>Staff Member</p> <ul style="list-style-type: none"> • Isolation gown • Face Shield or Safety Goggles • Surgical Mask • Gloves <p>Victim</p> <ul style="list-style-type: none"> • BVM with viral filter & continuous seal maintained (CPR) – Fitness staff USE ONLY! • Surgical mask (Compression-only CPR) or other treatment • For CPR, mouth/nose must be covered at all times (sealed BVM or mask)

Keeping PPE Dry and Organized

- Each first aid attendant will have first contact PPE on their person including gloves and (2) surgical masks. The gloves and surgical masks must be kept in a re-sealable bag to avoid cross contamination.
- First aid attendants will also have small bottles of hand sanitizer on their person as well as a pen for personal use.

First Aid Procedures

Category: COVID-19 Procedures

General First Aid Protocols

- Universal approach – assume all victims are COVID-19 positive.
- For all rescues, minimize the number of rescuers who have contact with the victim.
- At each focal point, provide a dry container including hand sanitizer and PPE for (1) rescuer, (1) victim, and (1) bystander.
- Post rescue (resuscitation or first aid with bodily fluids): Hand hygiene, shower, change clothes, bag clothes to be washed, disinfect first aid equipment.

Respiratory Hygiene Measures

- Educate all victims to cover their mouth and nose with tissue or elbow when coughing or sneezing.
- Medical masks are available for first aid attendants and public when performing first aid.

Victims who require resuscitation should have a mask covering their mouth/nose or Fitness staff only may use a continuous BVM seal for CPR.

Use of Oxygen- Fitness staff only

- The use of high-flow oxygen is considered high-risk as it generates aerosols and therefore should only be reserved for:
 - Victims requiring resuscitation (CPR)
 - Children and infant victims (pulse oximetry of less than 94%)

First Aid for Children/Minors

- When possible, ask parents or caregivers to provide first aid to children or minors.
- Provide the parent or caregiver with PPE appropriate for the injury.
- Provide guidance to the parent or caregiver performing first aid.

Scene Assessment

1. Ensure scene is safe.
2. Assume universal approach – all victims COVID-19 positive.
3. Minimize the number of rescuers in contact with the victim.
4. 2m physical distancing at all times.
5. Don appropriate PPE (self, victim, bystander)
6. Victim history – COVID-19
7. Mechanism of injury
8. Continuous and dynamic scene assessment

Scene Assessment Guidelines

- Maintain physical distancing of 2m whenever possible.
- Collect information about the health status of the victim with regards to COVID-19:
 - It is important to pass this information on to EMS, allowing them to provide optimal treatment to the victim.
 - This information may be obtained from the victim, the victim's caregiver, or bystander.
 - Determining the victim's health status and COVID-19 infection can be accomplished by asking common questions.

Primary Assessment

** Conscious victims should self-examine where possible

1. Level of consciousness
2. Call EMS (if life-threatening illness found)
3. Secure airway
4. Check breathing
5. Check circulation
6. Treat for shock and prepare for transport if appropriate

Primary Assessment Guidelines

- Maintain physical distancing of 2m whenever possible.
- Determine if the victim's condition requires the first aid attendant to make direct contact with the victim.
 - Alternate options may include a victim's caregiver or family member administering first aid with first aid attendant direction for minor injuries.
 - Don the PPE required for the level of victim contact and first aid treatment. Both the rescuer and victim should don PPE.
- If the victim's history indicates positive or suspected COVID-19 symptoms, inform EMS.
- Proper hand hygiene is important after all first aid treatment.

Secondary Assessment

*Conscious victims should self-examine where possible

1. Vital signs*
2. History
3. Head-to-toe exam (verbal exam for conscious victims)

Secondary Assessment Guidelines

- Maintain physical distancing (2m) whenever possible.

- *Only take vital signs that can be observed from a distance (i.e. skin color, visual breathing check) or those required for victim treatment decisions (i.e. skin temperature on a possible heat stroke victim).

Resuscitation (CPR) Guidelines – Fitness Staff Only

1. Pocket masks should not be used. Bag-valve-masks are the preferred ventilation device.
2. PPE must be donned prior to resuscitation efforts.
3. The victim's mouth/nose must be covered (surgical mask, or sealed BVM mask).

Bag-Valve Mask Guidelines

- The device has three main components (bag, one-way valve, and mask).
- The bag is self-inflating. Once the bag is compressed, it re-inflates automatically.
- The one-way valve allows air to move from the bag to the victim, but prevents the victim's exhaled air from entering the bag.
- An oxygen reservoir should be attached and inflated.
- A HEPA viral filter should be attached and must remain dry to be effective.
- Two-rescuer BVM technique is preferred, since one rescuer is free to use two hands to hold the mask, while the other performs ventilations.
- If the one-rescuer BVM technique is used, an OPA must be inserted.
- Rescuers responding alone or with delayed back-up would perform compression-only CPR until the BVM arrives.
- A continuous seal must be applied to protect from airborne pathogens. If a continuous BVM seal is not applied, a mask must be covering the victim's mouth/nose.

CPR/AED Training

- The bag-valve-mask replaces the pocket mask in CPR-C training. Two-rescuers (1 compressor, 1 ventilator) at a minimum are required for CPR with ventilations.
- Aquatics staff will continue using the same training protocols provided in the CPR-C/AED course.
- Compressions and AED would take priority over application of a BVM.
- The bag-valve-mask is a supplementary training item as a response to the COVID-19 pandemic.
- OPA's must be used when using a bag-valve-mask.
- Training in the use of a bag-valve mask does not certify staff in CPR-HCP or BLS responder.
- CPR-C/AED award must remain current.

Post-Rescue Procedures

1. Take care to remove and dispose of PPE in a safe manner.
2. Disinfect all surfaces that may have come in contact with the victim or rescuer during treatment (chair, pen, clipboard, etc.).
3. Practice hand hygiene and disinfection if required.

Appendix A – CVRD COVID – 19 Illness Policy



**CAO
Approved**

Policy

Subject: COVID-19 Illness Policy	
Branch: Human Resources	
Department: Human Resources - Internal	File code: 340-50

Purpose

To provide guidelines to all employees and where applicable, the general public, in the appropriate guidelines and protocols for addressing illness in the workplace specific to COVID-19.

Scope

This policy applies to all employees and where applicable, the general public. This policy will be in place until such time as either revoked by the Chief Administrative Officer or delegate or all Public Health Orders and restrictions are lifted.

Guiding Principle

The Comox Valley Regional District (CVRD) provides sick leave to employees to ensure employees have the ability and time to address their health and wellbeing and do not have to choose between their job, their health, and the public interest. Employees are expected and required to stay home if they are sick.

The provisions set out below support existing sick leave provisions in CVRD policy or current collective agreements. No part of this policy will supersede existing policy or collective agreement sick leave provisions. However, certain requirements may be relaxed in compliance with BC Health recommendations and where a conflict of language or equitable application of provisions exist or is perceived to exist, this will be addressed in partnership with Human Resources, the Deputy Chief Administrative Officer, and the respective Union.

Policy Statement

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If an individual only has gastrointestinal symptoms they may not have COVID-19.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

Anyone who has symptoms of COVID-19 must self-isolate in accordance with the applicable paragraphs of the Self-Isolating provision below. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Unless otherwise stated below, employees will be eligible for sick leave.

Who to Inform

If an employee has any of the above symptoms:

1. While at Home
 - a. They should use the BC COVID-19 Self-Assessment Tool.
 - b. Contact their manager prior to the start of the next work day. If an employee is symptomatic on a weekend or scheduled day off they are still required to contact their manager prior to the start of the next work day.
 - c. Inform their manager of their symptoms and when they started (manager is to use the COVID-19 Screening Tool attached as Appendix 1, and forming part of this Policy).
 - d. Contact 8-1-1 or their general practitioner if symptoms persist or worsen.
 - e. Follow the advice and direction of public health authorities.
 - f. Their manager will either instruct the employee to stay home in accordance with the applicable paragraphs of the Self-Isolating provision below or follow-up with them in 24 hours¹.

2. While at Work²
 - a. Inform their manager immediately (by telephone or electronic means if possible).
 - b. The manager will ask the employee (by telephone if possible) the questions from the COVID-19 Screening Tool attached as Appendix 1.
 - c. The manager will provide the employee with a face mask which must be put on immediately and hands washed and sanitized.
 - d. The employee must go home immediately if directed to do so avoiding the use of public transportation.
 - e. If the employee needs to be picked up or requires transportation, they will be asked to isolate in their office until transportation is in place. If they do not have an office, their manager or Human Resources or the Occupational Health and Safety Coordinator will escort them to either a designated medical aid room or isolated office area to reduce contact with others.
 - f. Where an employee is not able to drive and pick-up is not available, the CVRD will arrange appropriate transportation for the employee to their place of normal residence.

¹ Your symptoms may be attributed to a pre-existing conditions or periodic illness and not COVID-19 related. It is important for employees to communicate with their managers if they feel this is the case.

² Where there is illness at work that may or may not be COVID-19 related, Safe Work Procedure Office Cleaning will be followed.

- g. Once home, employees are encouraged to use the BC COVID-19 Self-Assessment tool, monitor their symptoms, and contact 8-1-1 or their general practitioner if symptoms persist or worsen.
- h. Follow the advice and direction of public health authorities.
- i. Their manager will follow up with the employee the next working day and will instruct them to stay home in accordance with the applicable paragraphs of the Self-Isolating provision below or follow-up with them within 24 hours.

Medical notes will not be required for possible COVID-19 related illness. Managers are expected to keep in regular contact with the employee while they are in self-isolation to ensure an appropriate return to work date.

Confirmed Case

Where there is a confirmed case of COVID-19, the CVRD is required to take all steps necessary to ensure a safe workplace for both employees and the public.

If the employee is/was in the workplace and it is confirmed by a health care provider that they are/were infected with COVID-19 this would constitute a workplace hazard. As such, the employee has a duty to report this hazard to management. This information helps the employer determine a time period when the employee was in the workplace before self-isolation and if other employees could have been exposed.

When an employee reports to their manager they have tested positive for COVID-19 the manager will immediately and confidentially contact Human Resources and Occupational Health and Safety Coordinator. Human Resources will:

1. Contact the individual directly and provide them support including contact information for health care, Employee and Family Assistance Program, and where applicable their respective Union.
2. Human Resources will ask the employee questions about who they may have been in direct contact with at work.
3. Where there have been direct contacts, Human Resources will notify those employees affected and direct them to contact Island Health or 8-1-1 for assessment of whether they need to self-isolate.
4. The Employer will respect employees' privacy to the extent possible but may need to disclose if an employee has been diagnosed or exposed to COVID-19 in order to maintain a safe workplace including notifying the employee's bargaining unit representative.

Where there is a confirmed case of COVID-19 in the workplace, CVRD will follow the established Safe Work Procedure Office Cleaning.

Employees who do not have symptoms of COVID-19, who are residing in the same household as a confirmed or clinical COVID-19 case, will be required to self-isolate and self-monitor for the development of symptoms for 14 days.

Public Health Directive

Where an employee has been identified by Island Health as a close contact with a person with confirmed COVID-19 and is directed by Island Health to self-isolate, the employee must notify the CVRD immediately. The employee will be eligible for sick leave coverage or to work from home (See Working from Home below). The employee is required to follow the direction and guidance of Island Health and can only return to the workplace where they have been approved by Island Health to do so. If the employee presents symptoms while in self-isolation they must abide by the applicable paragraphs of the Self-Isolating provision below from the date their symptoms started.

Travelers

Unless an employee is exempt under the *Federal Quarantine Act*, all travelers arriving in B.C. from outside of Canada are required by law to self-isolate for 14 days and complete a self-isolation plan. If an employee has chosen to travel while travel restrictions are still in place and are required to quarantine for 14 days, sick time will not be approved. The employee will be required to use vacation time, bank time, or leave without pay. Alternatively see Working from Home below. If the employee presents symptoms while in self-isolation, they must abide by the applicable paragraphs of the Self-Isolating provision below from the date their symptoms started.

High Risk Individuals

Employees who may be in a high-risk group as identified by the BC Centre for Disease Control (BCCDC) or are living with someone in a high-risk group, should speak with their manager, Human Resources, and where applicable, the respective Union about their concerns. Information will be kept in strict confidence. Measures taken to ensure the safety and well-being of the employee and their families will be on an individual, case-by-case basis and may differ depending on circumstances including differing eligibility for leave provisions such as sick leave.

Self-Isolating

If an employee has symptoms of COVID-19, and did not develop symptoms within 14 days of travel outside of Canada, you must stay home and isolate yourself for at least 10 days from the start of any symptoms.

If you have symptoms of COVID-19, and you developed the symptoms within 14 days of travel outside of Canada, you must stay home and isolate yourself for at least 14 days in accordance with the Travelers provision above, or at least 10 days after the onset of symptoms, whichever period is longer.

People who are contacts of a confirmed case, meaning they have been or could have been exposed to the virus, are required to self-isolate for at least 14 days or 10 days after the start of symptoms, whichever is longer.

You may return to your regular activities, including work, when:

- At least 10 days have passed since your symptoms started OR 14 days from when you started self-isolating, whichever is longer; **AND**
- Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), **AND**

- You are feeling better (e.g. improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue), **AND**
- The 14-day Traveler's isolation period has passed, if applicable.

Employees will be eligible for sick leave while in self-isolation if they have not traveled outside of Canada while travel restrictions are in place.

Use of Masks

As CVRD enters new phases of the COVID-19 pandemic, the rules regarding Personal Protective Equipment (PPE) can and will change. The CVRD will continue to follow the BCCDC and WorkSafeBC rules and recommendations in regards to masks.

The CVRD considers masks as PPE and will follow the Control Measures for COVID-19 as outlined in the COVID-19 Exposure Control Plan and COVID-19 Safety Plan. At this time, masks are not mandatory; however, the Public Health Office of Canada has suggested wearing a mask is appropriate if individuals cannot consistently maintain 2-metre physical distance from others.

If an employee chooses to wear a cloth or disposable mask:

- Avoid touching the mask while using it.
- Wash or sanitize hands after putting on or taking off a mask.
- When removing a cloth mask, avoid placing the used mask on a table or work area. If this happens, consider using a new mask and sanitize the table or work area to prevent transmission to others.

Employees choosing to wear masks will need to supply their own, as well they will be responsible for the 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 [BCCDC website](#).

Working from Home (refer to the Working from Home Policy)

Employees are encouraged to work from home where this is practical. The purpose of this is to reduce the direct contact of employees by physical distance. Where an employee has been requested to self-isolate or quarantine (see Travelers) they may be able to continue to work from home without taking sick leave provided they are:

- (A) Already set up to do so; **AND**
- (b) well enough to do so.

General Public

The CVRD has taken the necessary measures in alignment with WorkSafeBC and the BC Health Authority to ensure a safe workplace for both employees and the general public. For the general public, measures include limiting the number of patrons in the office at one time, physical distance markers, physical barriers, and signage directing patrons to not enter the building if presenting symptoms.

In the event an individual of the general public comes into the office and is presenting symptoms, they will be provided a safety mask to put on immediately and requested to leave the building maintaining physical distance from others. Refer to the CVRD Exposure Control Plan and Safe Work Procedures Office Cleaning.

Approval History

Policy adopted date:	May 29, 2020
Policy amended:	



Screening Tool

Employee Name: _____
Department _____ Time: _____
Date: _____
In-Person:
Telephone Call:

If you are any members of your household have traveled outside of Canada (including the United States) within the past 14 days you are not permitted to enter CVRD facilities.

Are you experiencing any of the following symptoms that are new and with cause? **unknown**

• Fever	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
• Chills	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
• Cough	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of Breath	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
• Difficulty Breathing	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
• Have you had contact with any person with these symptoms, or under assessment for COVID-19 in the last 14 days?	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>

Employer Assessment

At work, the person being screened **was:**

- Unfit for work and sent home
- Sent to/back to work

If the employee was sent home, please describe method of transportation and if additional safety precautions were needed i.e., isolation to wait for pick up, etc.

At home, the person being screened **was:**

- Instructed to stay home per policy
- Advised they can return to work

Comments:

Screening completed by:

Print Name: _____ Signature _____

Position: _____

Appendix B - Daily Cleaning Checklist

Fitness Staff		
Stock Supplies for hand washing stations:	Time	
	Staff Initials	
Hand Sanitizer	Time	
	Staff Initials	
Paper towel	Time	
	Staff Initials	
gloves	Time	
	Staff Initials	
Garbage can with lining	Time	
	Staff Initials	
Tissue	Time	
	Staff Initials	
Disinfect all fitness equipment with Saval at closing	Time	
	Staff Initials	
Operations Department		
Clean Washrooms – every 2-4		Time
		Staff Initials
Disinfect sinks, fixtures, countertops		Time
		Staff Initials
Disinfect toilets and urinals		Time
		Staff Initials
Disinfect all washrooms as per Operations cleaning policy at close		Time
		Staff Initials

Appendix D – Arena 1 – Directional Map

