

<b>Subject:</b> COVID-19 Safety Plan	
<b>Applies to:</b> Comox Valley Sports and Aquatic Centre's	<b>Date:</b> June 2020
<b>Developed by:</b> Health and Safety, Human Resources	<b>File code:</b> 340-50

### Background:

The Comox Valley Regional District (CVRD) has developed a COVID-19 Safety Plan in readiness of opening CVRD facilities. This COVID-19 Safety Plan (Plan) represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafeBC. The CVRD will continue to take direction from the advice of the PHO and the Provincial Government. How we interact with the public will change. To develop this Plan, a hazard analysis was completed based on the "Hierarchy of Controls for COVID-19" as recommended by the PHO. This framework addresses physical distancing followed by engineering controls, administrative controls and lastly, personal protective equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

In order to prevent and reduce the risk of exposure to COVID-19, anyone entering CVRD facilities is required to follow this Plan as well as all procedures set out in the Coronavirus COVID-19 Exposure Control Plan and the Arena Policy and Emergency Procedures Manual.

## CONTENTS

<b>IF YOU ARE ILL:</b> .....	2
Hand Hygiene.....	2
Cough/Sneeze Etiquette.....	2
Safe Physical Distancing .....	2
<b>Barriers and Partitions</b> .....	3
<b>Rules and Guidelines</b> .....	3
Customer Policies .....	4
<b>Unsafe Work</b> .....	5
<b>Personal Protection Equipment</b> .....	5
Facial Masks.....	5
Disposable Gloves.....	6
<b>Cleaning Protocols</b> .....	6
<b>Education and Training</b> .....	6
<b>Other Links</b> .....	6
<b>APPENDICES</b> .....	6
<b>APPENDIX A - Customer Service Representatives (CSR):</b> .....	7
<b>APPENDIX B - Recreation Facility Attendants (RFA):</b> .....	7

<b>APPENDIX C - SC Operations:</b> .....	7
<b>APPENDIX D - Lifeguards/Instructors:</b> .....	8
<b>APPENDIX E - Fleet Vehicle Use and Cleaning COVID-19 Procedures</b> .....	9
<b>APPENDIX F - Refusing Unsafe Work Procedure</b> .....	10
<b>APPENDIX G - Arena Policy and Emergency Procedures Manual</b> .....	11

### **Physical Distancing and Other Preventive Measures**

The aim is to do everything possible to limit in-person interactions, while finding new and more protective ways to operate within the physical infrastructure of the workplace. With this in mind, everyone in the workplace must adhere to the following:

#### **IF YOU ARE ILL:**

Do not come to work if you are sick! As per the [CVRD COVID-19 Illness Policy](#), anyone who has symptoms of COVID-19 must self-isolate for 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

#### Hand Hygiene

Respiratory viruses like COVID-19 spread when mucus or droplets containing the virus get into your body through your eyes, nose or throat. Most often, this happens through your hands. Hands are also one of the most common ways that the virus spreads from one person to the next. During a global pandemic, one of the cheapest, easiest, and most important ways to prevent the spread of a virus is to wash your hands frequently with soap and water.

Below is a step-by-step process for effective handwashing, to remove all traces of the virus:

- Step 1: Wet hands with running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including back of hands, between fingers and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean cloth or single-use towel
- Step 6: Use towel to turn off the faucet

#### Cough/Sneeze Etiquette

Our workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container
- If tissue is not available, cough or sneeze into the sleeve on your elbow. Turn your head away from others when coughing or sneezing.
- Wash your hands immediately after coughing or sneezing if able and regularly

#### Safe Physical Distancing

Safe physical distancing must be a top priority for both staff and patrons.

Our Work from Home program, remote work locations and adjusted work schedules will continue to allow for fewer employees in the workplace.

Eliminate in-person meetings whenever possible.

- Use conference calling, on-line meeting programs, email, phone calls.
- When in person meetings are required, use larger meeting rooms, following occupancy guide lines.
- Patrons and staff must follow all rules in place while in the facility to ensure safe physical distancing.

First aid will be performed and instructed as per WorkSafeBC protocols, as shown in the Arena Policy and Emergency Procedures Manual.

#### Common Space Occupancy Numbers

Meeting rooms, common spaces and elevator all have maximum capacity numbers that should be followed at all times. Using a one person to five square metre guideline, as well as considering the amount of furniture/equipment and the shape of the room, a new occupancy number was set for each. Maximum capacity signs are posted throughout the facility.

As well as being posted throughout the facility, a chart showing the maximum occupancy numbers can be found in the attached Arena Policy and Emergency Procedures manual.

All registrations will be done online and not accepted at any facility reception areas.

Facility users will be directed to arrive immediately before their registered start time – there will be no waiting permitted in lobby area. Parents will need to wait outside to pick up children.

When the public is in attendance, they will be required to follow COVID-19 protocols in regards to physical distancing, traffic flow, hand hygiene, and not entering the premises if they are showing or experiencing signs of illness. They will be asked to leave any facility if they are showing signs of illness.

- Signage will be displayed directing individual to not enter if they are exhibiting COVID-19 symptoms.
- Masks will be available for immediate protection if member of public appears to be ill and needs to leave.
- Floor markings to provide two metre safe distancing to the public on arrival, while using gym equipment and leaving the facility.

#### **Barriers and Partitions**

- Plexi-glass is in place at reception to provide spray protection and distancing between receptionists and members of the public.
- Plexi-glass to be installed in offices where members of the public or staff may face the worker.
- Ensure the plexi-glass partitions are included in the office cleaning procedures.

#### **Rules and Guidelines**

Everyone must follow the rules and guidelines in order to reduce the risk of airborne transmission.

### Customer Policies

- If you have underlying medical conditions, it is recommended that you not visit any of our CVRD facilities
- Anyone displaying symptoms of COVID-19, which primarily displays as a persistent cough, will not be permitted on the premises. If you are sick, please stay home
- If you have travelled outside Canada, you are not permitted on our premises until you have self-isolated for a minimum of 14 days
- If you live in a household where someone is showing symptoms of COVID-19, please stay home.
- Physical distancing is required at all times. Patrons must maintain physical distance of 2 metres from other patrons and staff
- Failure to observe physical distancing risks the closure of the facility, and as such, you will be asked to leave the premises
- Washrooms on the premises are disinfected frequently; hand sanitizers are located outside all washrooms and in the reception area
- Registration for all programs will be done online only
- We ask that any financial transactions be conducted electronically and not in cash

### Employee Policies

Workers must follow new procedures specific to their duties as attached in the Appendix as well as the workplace rules below:

- [APPENDIX A - Customer Service Representatives](#)
- [APPENDIX B - Recreation Facility Attendants](#)
- [APPENDIX C – Sports Centre Operations](#)
- [APPENDIX D - Lifeguards/Instructors](#)

### **All Employees must:**

- Practice physical distancing by working at least two meters apart from co-workers and others whenever possible. Follow PPE instructions below in regards to wearing masks when you cannot consistently maintain a two metre physical distance from others.
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor, joint health and safety committee, worker representative or the Occupational Health and Safety Coordinator
- Stay home if you are sick or might be sick. Use the BC Ministry of Health tool for self-assessment. Follow the [CVRD Illness Protocol](#).
- Avoid touching your face.
- Wash your hands for a minimum of 20 seconds at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, after using a tissue, after handling cash or credit/debit cards, after touching common items, after each delivery (if contact was made) and at the end of your shift.
- Regularly clean work area.

In order to lessen touchpoints in our facilities:

- Leave light switches in on position.

- Keep doors open when possible.
- Avoid using shared workspaces. If necessary to do so, disinfect before and after use.
- Lessen the use of shared equipment when possible. If necessary to do so, disinfect before and after use.
- Remove secure print touch screen necessity.
- Clean/wipe down/disinfect common space areas before and after use.
- Clean/wipe down/disinfect shared office equipment before and after use.
- Follow Vehicle Use and Cleaning COVID-19 Procedure.

#### [APPENDIX E - Fleet Vehicle Use and Cleaning COVID-19 Procedures](#)

### **Unsafe Work**

Workers in BC have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity. In these circumstances, the worker should follow the specific steps outlined in the attached Unsafe Work Procedure document.

#### [APPENDIX F - Refusing Unsafe Work Procedure](#)

### **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.

#### [BC Centre for Disease Control 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.

### **Cleaning Protocols**

Current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of different materials. The thorough cleaning of surfaces and structures, followed by disinfection, is therefore a best practice measure for prevention of COVID-19.

Hand sanitizer, disinfectant wipes, gloves, garbage bags and sufficient hand washing facilities are available throughout the office.

Specific cleaning and disinfectant procedures along with timetables and cleaning products information can be found in Appendix E.

### **Education and Training**

A key component to ensure worker's safety is education and training. Employees will be provided with education and training. Supervisors and workers will be provided with information as to the hazards of COVID-19 and the controls in place to minimize harm.

- The risk of exposure to pandemic COVID-19, and the signs and symptoms of the disease
- Safe work procedures to be followed, including hand washing and cough/sneeze etiquette
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Requirement to clean personal work area with disinfectant wipes
- Proper use of personal protective equipment
- How to report an exposure to, or symptoms of, pandemic COVID-19 virus

All supervisors and workers education and training will be documented. Training material and attendance information will be kept on file.

### **Other Links**

[CVRD Exposure Control Plan-Coronavirus Disease \(COVID-19\)](#)

[CVRD Safety Re-opening Plan \(COVID 19\).pdf](#)

### **Connect CVRD Staff**

Provides staff with updated COVID-19 information, FAQ's., videos, links

### **CVRD COVID-19 Records**

- Safe Work Procedures
- Working from Home or Remote Procedures
- WorkSafeBC and BC Centre for Disease Control Files
- WorkSafeBC reports

## **APPENDICES**

#### **APPENDIX A - Customer Service Representatives (CSR):**

- Assign duties to each worker for entire shift to lessen use of shared equipment.
- Equipment to be moved into mutual space.
- Do not use pool staff room – breaks can be taken at the back desk or leave facility.
- Clean counter after dealing with each customer.
- If wearing gloves, do not use personal equipment after touching common areas or equipment.
- Do not take or store any personal items for customers.
- Disinfect POS machine after each use.
- First and last CSR on shift to disinfect all common use equipment/touched areas.

#### **APPENDIX B - Recreation Facility Attendants (RFA):**

- Do not accept shoes as collateral from skate rental customers.
- Maximum of two RFA's in the skate at a time – one responsible for figure skate rentals, the other responsible for hockey rentals.
- No use of the lunch rooms.
- Use meeting rooms for day-camps ONLY in poor weather, using proper physical distancing and the designated occupancy allowances.
- One RFA to provide, disinfect and return equipment necessary for programs.
- Only use shared equipment when necessary.
- Disinfect all common used equipment before and after each shift, including:
  - Radios
  - Keyboard and mouse
  - Phones
  - Stereo
  - PA System
- Disinfect counters every two hours with Saval.
- Radio should be for RFA use only, do not share with FMW.
- Have personal pens in cubby holes.
- Once open, leave the shop windows open.
- Use hand sanitizer before entry and touching keypad.

#### **APPENDIX C - SC Operations:**

- Under normal operations, FMW/custodians are to maintain social distancing. If duties require two or more staff working in close proximity and safe 2-metre distancing cannot be maintained, workers should wear face masks and any other PPE that may be required.
- Disinfect all common used equipment before and after each shift.
  - Radios
  - Custodial Cell phone
  - FMW Cell phone
  - Keyboard and mouse
  - Hand/power tools
  - All other shared equipment/touch points as per cleaning protocols
- Wash drying rags daily.

**APPENDIX D - Lifeguards/Instructors:**  
TBD before pool opening



## APPENDIX E - Fleet Vehicle Use and Cleaning COVID-19 Procedures



### Procedure

<b>Subject:</b> Safe Work Procedure – Fleet Vehicle Use and Cleaning – COVID 19	
<b>Applies to:</b> All CVRD departments	<b>Date:</b> March 2020
<b>Developed by:</b> Health and Safety, Human Resources	<b>File code:</b> 340-50

#### **PURPOSE:**

To reduce the risk of exposure to COVID-19 for all Comox Valley Regional District (CVRD) workers.

Travel should be limited to essential CVRD business and operations only at this time.

- If workers have the need to travel, one person per vehicle is the preferred way to travel.
- If necessary, and two workers need to share – rather than sitting side by side, they should be seated as far apart as possible. One in the front driver's seat, the other in the back seat behind the front passenger seat.
- Keep the windows open as it increases air flow reducing the chance of transmission
- Fleet cleaning instructions must be following before and after each use.

#### **FLEET VEHICLE CLEANING**

A clean work area promotes a healthy environment. All workers have a role in keeping their work area clean. If you share a work vehicle with others, you should sanitize the high-touch areas, before and after every time you take over the vehicle, especially during flu season.

#### **Instruction:**

Follow these easy steps:

1. Use a disposable disinfectant cloth to wipe down the following:
  - Steering wheel
  - Seatbelt clasp
  - Door handles
  - Other areas that are commonly touched
2. Carefully dispose of the cloth immediately after use.
3. A disinfectant or anti-bacterial spray can also be used, especially on fabric services.
  - The key to proper protection is to cover the surfaces with the mist and allow them to remain wet for 30-seconds or up to 10 minutes. The active ingredients in the spray needs time to work.

The CVRD stocks a variety of antibacterial supplies. If the necessary disinfectant cleaning supplies are not available in your work area, please speak with your supervisor.

## APPENDIX F - Refusing Unsafe Work Procedure



### Procedure

<b>Subject:</b> Refusing Unsafe Work	
<b>Branch:</b> All CVRD departments	<b>Date:</b> May 2020
<b>Department:</b> Health and Safety, Human Resources	<b>File code:</b> 340-50

### Steps to follow when work might be unsafe!

- 1. Report the unsafe condition or procedure**
  - As a **worker**, you must immediately report the unsafe condition to a supervisor or employer.
  - As a **supervisor or employer**, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker. In the meantime, the worker can be assigned other duties, without loss of pay.
- 2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task**
  - As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.
  - This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union.
- 3. If a worker still views work as unsafe, notify WorkSafeBC**
  - If the matter is not resolved, the **worker** and the **supervisor or employer** must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

If you any questions, speak to your supervisor, contact your Joint Occupational Health and Safety representative, or call Colleen Robson, Occupational Health and Safety Coordinator.

Tel: 250-334-6015

Email: [crobson@comoxvalleyrd.ca](mailto:crobson@comoxvalleyrd.ca)

**WORK SAFE BC**

## **APPENDIX G - Arena Policy and Emergency Procedures Manual**

To access the Arena Policy and Emergency Procedures Manual or for more information please contact:

Comox Valley Sports Centre

250-334-9622