

**Fraser Valley Regional District
COVID-19 SAFETY PLAN**

HOPE AND AREA RECREATION CENTRE
PART 2: ARENA

September 2020

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Introduction

Various services and facilities provided by the Regional Services division of the Fraser Valley Regional District (FVRD) have been either closed due to COVID-19 or have been operating with limited amenities. While it is desirable for all services and facilities to become fully operational again, the health, safety and well-being of all staff, contract workers, and visitors remains the top priority in the wake of COVID-19.

Recognizing this priority, Regional Services is following the directions set out by WorkSafe BC which requires the development of a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures put in place to reduce the risk of COVID-19 exposure and transmission. The FVRD understands and has taken steps as outlined in this Plan, that all staff, contract workers, and visitors have a clear understanding around the health and safety measures that are being taken in order for this Plan to be successful.

The Hope and Area Recreation Centre [“Centre”], located in Hope, BC, consists of fitness rooms, an ice arena, dressing rooms, a leisure pool, and competition pool, a hot tub and sauna, a multi-purpose/conference room, a mezzanine, and a library (operated by the Fraser Valley Regional Library). This facility has remained closed to the public since the beginning of the Covid-19 pandemic. Due to the size of the facility and the range of functions, re-opening of the Centre is occurring in phases. The purpose of this WorkSafeBC COVID-19 Safety Plan, is to outline the COVID-19 related safety policies and procedures associated with the Arena, the associated washroom facilities, and the Hope Arena Lobby.

As per WorkSafe BC Guidelines, this WorkSafe BC COVID_19 Safety Plan for the Arena consists of the following sections:

1. Risk Assessment
2. Protocols to Reduce Risk
3. Develop Policies
4. Communication Plans and Training
5. Monitor and Update
6. Address Risks from Resuming Operations

This WorkSafeBC COVID-19 Safety Plan is informed by BC’s Restart Plan: Next Steps to Move Through the Pandemic ¹ and the BC COVID-19 Go Forward Strategy ², and is also keeping with the BC’s COVID-19 Go-Forward Management Checklist ³ and information on Worksafe BC’s COVID-19 Information and Resources website. Additional information used to compile this plan comes from having staff and management from the Fraser Valley Regional District fill out field forms based on WorkSafeBC

¹ <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

² ² https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf

³ https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

Guidelines⁴ that identify risks and appropriate policies and plans, on existing and draft FVRD protocols, and on guidelines from Recreation Facilities Association of British Columbia (RFABC)⁵ the British Columbia Recreation and Parks Association (BCRPA)⁶.

This plan is to be a fluid document and is subject to change dependent on new direction from senior levels of government, the Provincial Health Officer, other health authorities, and WorkSafeBC, as well as from observations and assessments made during facility operations. Plan monitoring and updating will occur as needed.

1. Risk Assessment for Regional Services Workplaces

The SARS-CoV-2 virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if a person touches a contaminated surface and then touches their face.

The risk of person-to-person exposure and transmission increases the closer a person comes into contact with another person, the more time a person spends in contact with another person, and the more people a person comes into contact with. The risk of surface exposure and transmission increases when many people come into contact the same surface [“high-touch surfaces”], when contact is frequent, and when the gap between people contacting the high-touch surfaces is short.

In an effort to mitigate and reduce the exposure and transmission of the virus, as per the WorkSafe BC COVID-19 Safety Plan guidelines⁷, a Risk Assessment was completed for the Hope and Area Recreation Center’s Arena, the associated washroom facilities and lobbies. Separate assessments were conducted for each of the main areas.

- ☑ We have involved frontline workers, supervisors, and the joint health and safety committee.
- ☑ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☑ We have identified job tasks and processes where workers are close to one another or to members of the public.
- ☑ We have identified the tools, machinery, and equipment that workers share while working.
- ☑ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

⁴ Sports and Recreation: Protocols for Returning to operations. [Worksafebc.com/COVID-19](https://www.worksafebc.com/COVID-19)

⁵ <http://www.rfabc.com/Library.htm>

⁶ The Recreation and Parks Sector Guideline for Restarting Operations. <https://www.bcrpa.bc.ca/COVIDGuideline>

⁷ <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

As a result of this assessment, the following locations at the Hope and Area Recreation Centre were identified as sites that represented potential risk for gathering of either workers or the public or sites that could place workers or the public within close proximity of others.

- Lobby/main area/breezeway
- Offices
- Staff Break Room
- Hallway outside of Break Room
- Courtyard outside of Lobby (including bike racks and outside seating area)
- Ramp in Breezeway
- Mezzanine and Stairwell
- Emergency Exit and Fire Doors
- Services Clerk Desk and Multi-use Desk
- Vending Machine Area
- Hallway leading to Change Room
- Washrooms (female, male, accessible)
- Weight Room
- Cardio Room
- Mezzanine Elevator

Tasks required at the Hope and Area Recreation Centre that may require workers to be in close proximity to each other or to visitors include the following:

- Administrative tasks (within the offices)
- Walking through the hallway
- Scheduled breaks in Break Room
- Concession seating set-up/take-down
- Aquafit coffee station, including set-up and take-down
- Birthday Party and kids camps, including set-up and take-down
- Emergency exit/evacuations
- Congestion on the ramp
- Use of Customer Service Desk (taking payments, greeting customers, answering questions)
- Walking through Lobby/Entrance
- Cleaning or restocking washrooms
- General cleaning/sanitizing
- Arena entrance and exits

Tools and equipment identified at the Hope and Area Recreation Centre that is typically shared amongst numerous workers include:

- Keys/FOBs
- Cleaning Supplies
- Spray bottles
- Janitorial Supplies
- Stereo (including Mic)
- Office Supplies and Clip Boards
- Phones
- Cash Register and POS Terminal Key Pad
- Gardening Supplies and Hose
- Zamboni
- Fitness Equipment

The Risk Assessment also identified several surfaces that are frequently contacted throughout the course of a day, including the following “high-touch surfaces”:

- Door Handles
- Computers
- Printers
- Desks, Chairs, Tables
- Front Counter (Customer Service)
- Vending Machines
- Sign-in Sheet and Waiver Binder
- Public Use Phone
- Coat Rack
- Water Dispenser/Fountain
- Hand Rails (down ramp)
- Kitchen Appliances (fridge, microwave, coffee maker)
- Kitchen Utensils
- Soap Dispenser
- Hand Sanitizers
- Paper Towel Dispenser/ Wipes Dispenser
- Toilets and toilet paper dispensers
- Sinks
- Lobby Bench
- Outside Benches
- Bike Racks
- First Aid Supplies
- Sanitary Bins
- Garbage Bins
- Sharps Disposal Containers
- Temperature Controls
- Light Switches

Additional areas, tasks, equipment, and surfaces are expected to be identified as operations resume and the plan will be amended accordingly.

2. Protocols to Reduce the Risks

To reduce the risk of the virus spreading through droplets in the air, the FVRD has implemented protocols to protect against the risks that were identified in the risk assessment. Different protocols offer different levels of protection (Figure 1). Wherever possible, protocol that offers the highest level of protection were applied. Controls from additional levels were considered if the first level was not practicable or did not completely control the risk. In many cases, controls from various levels were incorporated to address the risks.

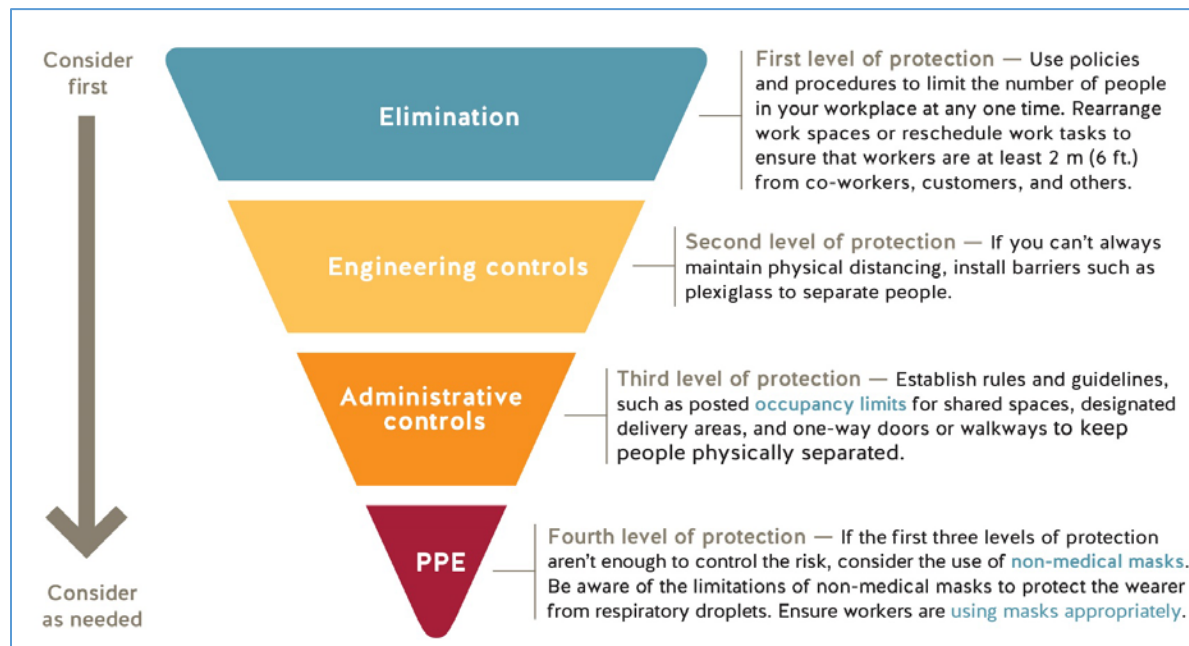


Figure 1. Levels of control to consider for reducing the risk of person-to-person transmission of COVID-19 (available at <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>).

2.1 Elimination - Limiting number of people and ensuring physical distance

The first level of protection for staff, contractors, or the public from COVID-19 exposure is with policies or procedures to limit the number of people permitted in the workplace at any one time. These include occupancy limits and other control measures that reduce the chance for human to human transmission.

- ☒ We have established and posted an occupancy limit for our premises.
- ☒ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☒ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☒ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.

Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This same rule of thumb has been applied to the recreation and parks sector⁸ and was used to determine maximum occupancies for the Hope and Area Recreation Centre's Arena.

Occupancy limits have been determined for the following locations based on the amount of unencumbered floor space available:

Room Name	Description	Maximum Capacity
Lobby/Main Entrance	Main public entrance and exit from the facility.	9
Standing and viewing area	The area around the glass at the east side of the arena	10
Bleachers	The raised bench style seating for viewing the ice surface	13
Dressing Room(s) 1-3	The Arena dressing rooms numbered 1-3	7
Dressing room 4	The dressing room located in the south east corner of the arena	5
Dressing room 5	The female changing room	3
Public Washroom (Female)	Used by both public and staff.	1
Public Washroom (Male)	Used by public and staff accessing the Arena.	1
Mechanical Room	Located off the hallway leading from the Lobby near the washrooms. Not accessible to the public.	3
Janitor Storage	Located off the Lobby towards the Mechanical Room.	2
Concession	Located in the Lobby	2
Staff Break Room	Located between the Concession Seating Area and Arena Lobby entrance. Used for coffee breaks and lunches. Also has a prep area for Coffee Service.	4
Concession storage area	Attached to the concession used for general concession storage	2
Mezzanine (Main Room, Meeting Room & Kitchen)	Open space used for Fitness classes, Recreation programs, Staff training and user group bookings transition area between	17
Mezzanine Stairwell	Stairwell – Transition from Arena to Mezzanine Open Space and Mezzanine Meeting Room.	3
Mezzanine Elevator	Elevator – Transition from Arena to Mezzanine Open Space and Mezzanine Meeting Room.	1

These rooms/spaces are shown in Figure 2.

Maximum Occupancy signs were created and posted at entrances for each applicable location and staff have been informed of the limits.

⁸ BC Recreation and Parks Association: The Recreation and Parks Sector Guideline for Restarting Operations. <https://www.bcrpa.bc.ca/covidguideline>

Hope Arena Directional Floor Plan

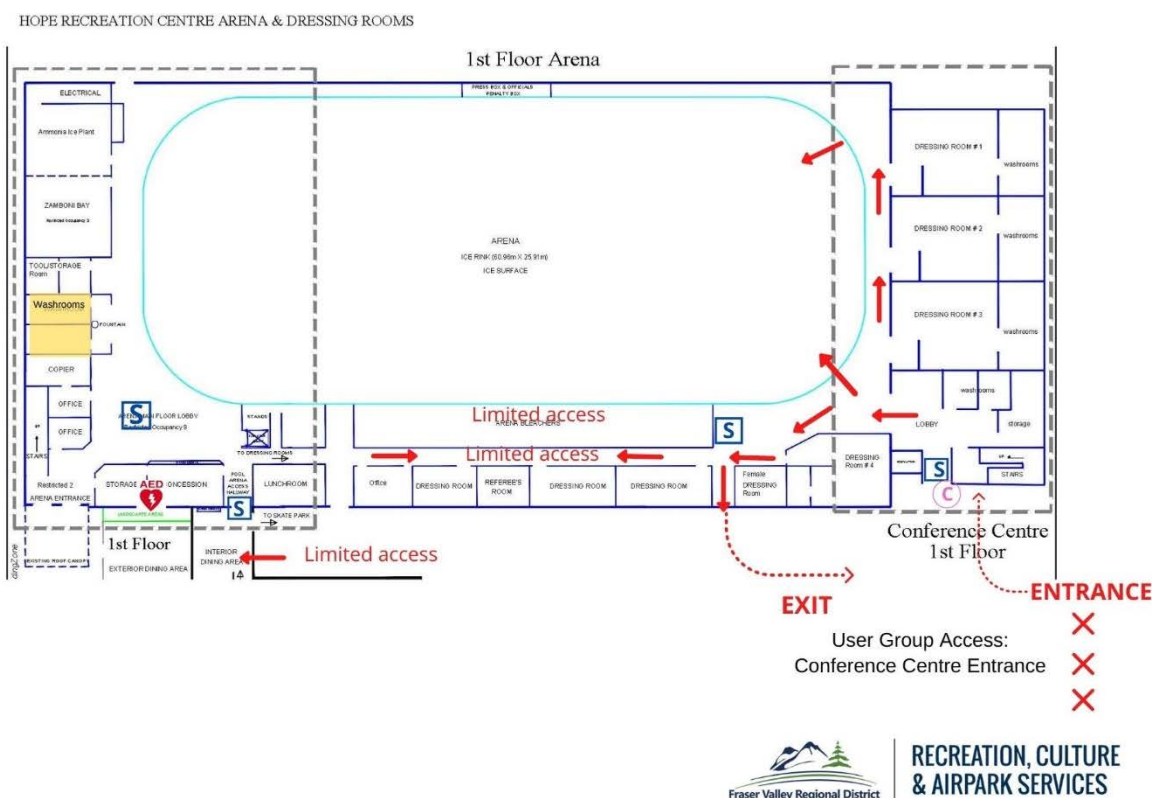


Figure 2 - User group access and flow

Additional first-level-protection measures that have been introduced include the following:

- Sections of the facility remain closed or have limited access by the public at this time.
- Limited and modified access to Hope Arena, including reduced hours.
- Programs registered and drop in are not being offered at this time and may be considered at a later date
- All arena usage requires a contract with the user group
- The Mezzanine (accessed through the arena) at this time will only be used for staff meetings/training.

Arena Use Procedures

Contract Process

Approved User Group Rental Contracts will include the FVRD Assumption of Risk forms (signed off), and an approved Safety plan (Appendix B). Sport Related User Groups will be required to provide a safety plan that meets their Provincial Sports Organization (PSO)⁹ or ViaSport¹⁰ Return to Play Guidelines (if your club or group does not fall under a PSO), as well as meeting the requirements of the FVRD Hope and Area Recreation Centre Safety Plan.

Non-Sport Related User Groups are required to provide a Safety Plan that meets the requirements identified in the BCRPA-Non-Sport Group Template ([Appendix B](#)) as well as the FVRD Hope and Area Recreation Centre Safety Plan.

In addition to the General Safety Plan, the following procedures have been put in place specific to the Hope Arena area:

physical distancing Ice slots will be booked in 1 hour increments per user group. Time periods between bookings will be 45 minutes to ensure proper cleaning and gap between arrivals and departures of user groups.

On June 10th the Ministry of Tourism, Arts and Culture announced a Ministerial Order extending liability protection to not-for-profit amateur sport organizations for damages resulting from exposure to COVID-19. This liability protection applies as long as sport organizations are complying with orders from the provincial health officer and following ViaSport's Return to Sport Guidelines.

- Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by ViaSport. Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19.

Learn more at www.viasport.ca/return-sport

⁹ PSO – Hockey Canada: <https://www.hockeycanada.ca/en-ca/home>

Sports BC: <https://sportbc.com/>

Skate Canada (BC/ Yukon): <https://www.skatinginbc.com/news/skate-canada-bcyk-covid-19-information>

¹⁰ ViaSport: https://www.viasport.ca/sites/default/files/Phase_3_Return_to_Sport_Guidelines_web_09-10-2020.pdf

Arena Rental Procedures

Entrance

- Arena user groups will access the facility through the second set of east side arena doors labeled “Hockey/Skating Entrance” and follow the directional signage and physical distancing markers. This will be coordinated by designated team official/volunteer.
- Arena user groups will exit the facility through the south side arena doors labelled “Exit Only”.
- Participants are encouraged to come fully dressed in gear; chairs will be allocated outside dressing rooms for groups to use for putting on/taking off skates.
- Parent/Guardian of skater are encouraged to drop off at door however, if this is not an option, one parent/guardian may accompany a child (no siblings or other children). Staff will not be available to assist with tying skates. Parents/ Guardians/ Spectators will be counted as part of the total number of user groups.
- User groups are responsible for the safety of their group which is gathering and will be contacted [by whom] when the ice is available for them to come in and use.

Upon Building Entry

- Player dressing rooms are not available for use at this time.
- Players will go to the marked seating locations outside dressing rooms #1 – 5.
- Seats are to be used to tie skates, fasten helmet, and remove skate guards.
- Skate guard's/street shoes will be left at the seat as the participants take to the ice.
- **NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE** – if caught, you will be asked to leave the facility immediately. Due to the high risk of COVID-19 transmission, this rule will be strictly enforced.

Ice Entry/Exit

- Entry and exit of ice surface will take place through the gate at the east end of the arena near dressing room #5.
- Once dressed, walk single file, maintaining physical distancing.
- There is no stopping to talk.
- Player benches can be utilized if physical distancing is maintained (maximum four (4) participants).
- Exit off ice in the same fashion as entry; proceed back to the chairs located outside dressing rooms to take off skates and exit immediately to allow for next group coming in.

Spectators

Spectators are included in total group size. Spectators will be decided based on user group and details outlined in the individual safety plans. If spectators are present, physical distancing must be maintained at all times.

Use of Facilities (Dressing Rooms, Washrooms, Amenities)

- ALL DRESSING ROOMS ARE CLOSED UNTIL FURTHER NOTICE.
- Patrons that require a change of attire/equipment/gear/etc. are asked to adhere to the following:
 - ✓ Dress in as much gear as possible prior to arriving
 - ✓ Utilize the designated off-ice space to put on final gear (such as goalie pads), skates, etc.
 - ✓ Arrive no earlier than 15 minutes of your scheduled slot
 - ✓ There will be no access to showers; you will need to shower at home
- Participants must immediately exit the facility following the removal of your gear (no more than 15 minutes)
- If you need to discuss items with teams, please do so outside or over the phone at a later time
- Water Fountains will not be in use. Bring your own water
- Limited access to public washroom available
- Concession and Vending Machines are not available
- Patrons and User Groups must follow all directional markers and signage, posted throughout the Arena

On-Ice Procedure

- Groups must follow guidelines set out in your organizations approved safety plan
- Physical Distancing must be maintained
- No sharing of water bottles

Hockey

- As per the guideline from Hockey Canada¹¹ the maximum number of participants & coaches is 20 players and up to a maximum of 5 coaches. The COVID-19 Safety Plan must indicate number of on-ice players and coaches and detailed information on how physical distancing will be ensured.
- Markers may be placed on the glass to provide reference to social distance in line.
- Drills & activities should be designed with the provincial sport organization (PSO) guidelines & endorsed by your Local Sport Organization (LSO).¹²
- Gloves and equipment must be left on the participants at all times. No handling of pucks by the players. Coaches are to pick up the pucks at the end of the skate.
- No tournaments, games or contact activities.

Non-Hockey Groups

- Training and or activities must be designed with provincial sport organization (PSO) guidelines & endorsed by your Local Sport Organization (LSO)
- If no PSO exists, then the maximum number of participants & coaches is 18 (16/2). (See [Appendix B](#) for Safety Plan Template Sample from BCRPA ¹³)

¹¹ <https://www.hockeycanada.ca/en-ca/home>

¹² <https://www.viasport.ca/>

¹³ <https://www.bcrpa.bc.ca/>

Safety Protocol

- Each team must have a “host” at the front door to supervise the group and ensure that unauthorized individuals do not enter the arena.
- Each rental group must have a volunteer/coach or parent to supervise the group and ensure the participants, parents, and spectators are following the COVID-19 protocols while in the facility.
- This person must be a visible presence (e.g. arm band signifier) in the facility.
- Washrooms access has been modified with capacity signage posted to the exterior, as well, as urinals sectioned off to ensure appropriate distancing is applied.

2.2 Engineering - Barriers and Partitions

The first level of protection (elimination) is not always practical or feasible for all worksites. In these cases, the second level of protection, engineering solutions, is to be considered to help protect staff, contractors, and the public from COVID-19 exposure. This level of protection includes installing barriers and partitions, such as Plexiglas, between co-workers or between workers and visitors to reduce the chance of human to human transmission in situations where physical distancing is not possible.

- | |
|--|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.<input checked="" type="checkbox"/> We have included barrier cleaning in our cleaning protocols.<input checked="" type="checkbox"/> We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle). |
|--|

Plexiglass has been installed at the Customer Service Representative (CSR) Station to separate the staff from incoming visitors checking in at the facility.

2.3 Administrative – Distancing Rules and Guidelines

Administrative Controls (rules and guidelines) serve as the third level of protection. These protocols are designed to keep people physically separated if elimination (occupancy limits) or engineering solutions (barriers) are not appropriate or feasible.

- | |
|--|
| <ul style="list-style-type: none"><input checked="" type="checkbox"/> We have identified rules and guidelines for how workers should conduct themselves.<input checked="" type="checkbox"/> We have clearly communicated these rules and guidelines to workers through a combination of training and signage. |
|--|

Several rules and guidelines have been implemented for ensuring and maintaining physical distancing for both staff and patrons:

For staff:

- 2 meter physical distancing rules between staff at all times
- No handshakes, hugs, or other forms of direct physical contact permitted between workers.
- Sharing of food disallowed
- Enhanced hygiene, respiratory etiquette and hand-washing/sanitization protocols in place
 - as per FVRD's COVID-19 Exposure Control and Transmission Prevention Policy

- Photocopier or computer will be used 1 person at a time
- Staff should use 1 workstation for their full shift and disinfect after use.
- Pens should not be shared, but still wiped down after use.
- Staggering break times to reduce congestion.
- Distancing of table and chairs available in lunchroom.

For patrons:

- Patrons are asked to pre-register for time slots, scheduled to reduce congestion upon arrival.
- Staff will be present at all times to assist patrons in and communicate COVID-19 safety requirements.
- Arena Staff will be available during operational hours to ensure Arena guidelines, cleaning and safety requirements and guidelines are adhered to.
- Use of masks are recommended when physical distancing cannot be maintained. For example, when a patron who is not part of your household or social bubble.
- Signage is installed to keep visitors within the open area and to maintain proper distancing and sanitation practices.
- Tape installed on the floor to ensure physical distancing is maintained.
- Patrons to wait in designated waiting areas 2 meters apart.
- Directional Arrows and Stop signs installed in narrow travel corridors to maintain distancing.
- Designated separate Entrance and Exit locations.
- Patron waiting areas, Entrance and Exit location to the arena are shown in [Appendix A](#).

The rules and guidelines have been communicated to staff through training and to patrons upon registration or attending as a drop-in. Signage is also provided at the entrance to the facility and the Mezzanine Entrance.

2.4 Using Masks

If the first three levels of protection are insufficient to control the risk for workers at the workplace, the use of non-medical masks may be considered for certain locations or situations where it may be warranted. The current advice provided by WorkSafeBC and the BC health authorities is that employers outside of health care should not consider disposable respirators, such as N95 or P100 Type masks as part of their workplace controls to protect against the spread of COVID-19 due to lack of availability and the need to be preserved for health care workers. Surgical masks may be considered, but should also be preserved for use by health care workers, whenever possible. Non-medical cloth or disposable masks provide some protection to others by preventing the wide spread of droplets from the wearer, but are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets. They are to be considered by employers for use by workers in combination with other controls and not to be relied upon as a sole protective measure.

- ☑ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☑ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☑ We have trained workers in the proper use of masks.

Due to the use of previously described safety protocols, barriers, and distancing rules, masks are not considered mandatory at this time for staff at the Hope and Area Recreation Facility during most day-to-day operations. Staff are permitted to wear masks if they choose. Masks will be required in the following situations however:

- When cleaning washroom and shower facilities,
- When performing tasks where physical distancing is not possible (e.g., lifting heavy objects),
- When providing First Aid responses.

Workers performing these functions have been informed of these requirements and were provided with training associated with the PPE¹⁴. Training on fitting will be provided using WorkSafe BC materials¹⁵.

2.5 Cleaning and Hygiene

COVID-19 is capable of spreading by touching a contaminated surface and then touching your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands. Consequently, cleaning and disinfecting of surfaces and frequent handwashing and good hygiene practices are essential to reduce the spread of COVID-19. Health Canada provides a list of disinfectants effective against COVID-19.¹⁶

- ☑ We have reviewed the information on cleaning and disinfecting surfaces.¹⁷
- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ☑ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☑ Workers who are cleaning have adequate training and materials.
- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

¹⁴ <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask>

¹⁵ <https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/fit-testing-your-respirator?lang=en>,
<https://www.worksafebc.com/en/resources/health-safety/toolbox-meeting-guides/putting-on-your-respirator?lang=en>

¹⁶ <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

¹⁷ <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting>

A detailed Washroom Cleaning Procedure and Enhanced Cleaning and Disinfecting Cleaning Procedure for COVID-19 can be found in Appendices C and D.

General Facility Cleaning

Cleaning of facility common areas and washrooms at the Hope and Area Recreation Centre facility and Dan Sharrers Aquatic Centre are the responsibility of Facility Operator staff. Should additional enhanced cleaning/sanitization be required a supervisor will be advised. Cleaning of facility common areas, Mezzanine and washrooms at the Hope and Area Recreation Centre are the responsibility of the Facility Operators. Cleaning of the Weight Room and Cardio Room are the responsibility of the Fitness Attendants and Facility Operators.

Minimum cleaning frequencies are as follows and impacted by touch frequency, activities, and occupational load include the following principles:

- Cleaning of washrooms at least twice daily or when visibly soiled.
- Clean and disinfect equipment before use by another user group of the facility
- Level of communicable disease activity, e.g., confirmed outbreak
 - Clean and disinfect high-touch surfaces
 - Clean and disinfect room and equipment after use by staff and patrons
 - Clean and disinfect all areas at the end of operating hours.
- Cleaning Schedule: Enhanced Cleaning Schedules & Checklists for each area have been prepared and communicated to staff.

Cleaning and Disinfection Methods

Cleaning is the physical removal of soil and debris through the actions of wiping with a clean wet disposable cloth/ wipe/ paper towel, mop or broom. The practice of using re-usable cleaning cloths is currently suspended. Use of disposable paper towel will reduce the possibility of cross contamination.

Surfaces must be cleaned of visible soil before they can be disinfected as dust, dirt and organic matter interferes with the effectiveness of the disinfectant.

The cleaner/disinfectant to be used on surfaces at the pool include Vert-2-Go Washroom Cleaner (citric acid) and Vert-2-Go SABER (dodecyl-dimethyl-ammonium chloride). Material Safety Data Sheets for these products are onsite and can be provided upon request.

Surfaces will be cleaned as per product label instructions, using disposable paper towels or wipes. The practice of using re-usable cleaning cloths is currently suspended. Workers responsible for the cleaning have been provided with training on how to follow proper cleaning and disinfecting protocols.

Disinfection is the inactivation of disease producing microorganisms through wetting of a surface with a ready-to-use disinfectant wipe or cloth saturated with a disinfectant solution prepared according to manufacturer's instructions.

To achieve disinfection, the surface must stay wet for the recommended contact time.

Where a disinfectant claims to have both cleaning and disinfecting properties, the product may be used for both steps following manufacturer's instructions.

Common areas and surfaces that may be frequently contacted have been identified. Each of these surfaces is to be disinfected throughout the day and at the completion of their shift or day, prior to use by the next staff person. In addition, specific protocols have also been developed for the following:

Washrooms>Showers/Change Rooms:

- See FVRD's Safe Work Procedure: Washroom Cleaning and Disinfecting During COVID-19 Pandemic ([Appendix C](#)).
- Shower facilities and change rooms remain closed at this time.

Garbage:

- staff to avoid handling visitor's personal items, unless it is required
- staff to wear disposable gloves while handling and solid waste and are to remove gloves and wash hands immediately after handling
- all bags are to be securely closed and immediately placed in the main disposal bin
- lids are to be disinfected twice per day.

Vehicles:

Zamboni

- To be wiped down by the user after each use. Areas to clean include:
 - Hand rails
 - Steering wheel
 - Auger controls
 - Water controls

Fleet Vehicle

- To be wiped down by the user after each use. Areas to clean include:
 - Seatbelt
 - Headrest
 - Door handles
 - Steering wheel
 - Hand holds.

Arena Cleaning plan/procedures

Cleaning of facility common areas and washrooms at the Hope and Area Recreation Centre facility and Dan Sharrers Aquatic Centre are the responsibility of Facility Operator staff. Should additional enhanced cleaning/sanitization be required a supervisor should be advised. Cleaning of facility common areas, Mezzanine Conference Centre and washrooms at the Hope and Area Recreation Centre are the responsibility of the Facility Operators.

Minimum cleaning frequencies are as follows and impacted by touch frequency, activities, and occupational load include the following principles:

- Cleaning of washrooms at least twice daily or when visibly soiled.
- Clean and disinfect equipment before use by another patron of the facility
- Level of communicable disease activity, e.g., confirmed outbreak
 - Clean and disinfect high-touch surfaces
 - Clean and disinfect room and equipment after use by staff and patrons/user groups

- Clean and disinfect all areas at the end of operating hours.
- Cleaning Schedule: Enhanced Cleaning Schedules & Checklists for each area have been repaired and communicated to staff.

Common areas and surfaces that may be frequently contacted have been identified (see risk assessment, above). Each of these surfaces is to be disinfected throughout the day and at the completion of their shift or day, prior to use by the next staff person. In addition, specific protocols have also been developed for the following:

Arena, Conference Centre and Mezzanine:

- Responsibility of Facility Operator to ensure cleaning protocols are followed.
- Frequently touched surfaces include:
 - Door handles, push and pull hardware
 - Light switches
 - Arena timer box mounted audio controls
 - Arena Equipment
 - Clean all touch points before and after use and user group bookings.
- Personal Staff Items:
 - Any item used throughout your shift should be sanitized before and after use
 - Personal items, such as phones, water bottles, bags, must be sanitized and should remain in the staff room during your shift.
- Public Personal Equipment:
 - Patrons are allowed to bring minimal personal equipment (e.g., water bottle, activity based specialized equipment). No special sanitization is required for personal equipment.
- Patrons must follow sanitization protocols with the ready-to-use wipes provided both before and after the use of our facility equipment. Staff are to encourage these guidelines.

Hygiene

Hand sanitizer stations are available for all staff and are visible and easily accessible at the entrance of the Hope and Area Recreation Centre. All staff arriving at the facility must wash or sanitize their hands immediately upon arrival at the worksite, after use of any shared equipment, after touching common surfaces, and after cleaning. They are also recommended to wash their hands before leaving a work area, after using washroom facilities, after removing any Personal Protective Equipment (e.g., protective gloves), after coughing or sneezing, and before eating, drinking, smoking, handling contact lenses, or applying makeup.

Effective hand washing consists of using soap and warm running water. If water is unavailable, a waterless hand cleanser that has at least 60% alcohol is recommended. Wash and rinse hands for at least 20 seconds. Coughing or sneezing into your sleeve or armpit, or using a tissue that is immediately disposed of, is recommended by WorkSafe BC to reduce aerosolizing spray that could affect others.

Safe hygiene protocols have been communicated to workers and signage has also been posted around the worksite about proper handwashing and about covering coughs and sneezes (Figure 3).

In addition, staff have been advised that they are not to bring in any shared utensils, plates, mugs, cups, or coffee makers. Where possible, staff must also avoid sharing stationary and office and other equipment and tools, including but not limited to pens, pencils, markers, headsets, computers, keyboards, tools and other equipment. Where not possible, items should be sanitized before and after each use.

Use of Gloves

Workers are to use disposable gloves while using the disinfectant. Disposable gloves should be safely removed as soon as possible if they become damaged or contaminated, and promptly after completing the task. Safe removal of gloves requires the following steps¹⁸:

- i. With both hands gloved, grasp the outside of the one glove at the top of your wrist.
- ii. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.
- iii. Hold the glove you just removed in your gloved hand.
- iv. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of the wrist.
- v. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.
- vi. Dispose both gloves promptly in a waterproof garbage bag.
- vii. Wash your hands thoroughly using soap and water before touching any objects or surfaces (including your face).

If non-disposal gloves are utilized, they are to be disinfected frequently.

The following procedures and plans are in place to manage and reduce the risk of exposure and transmission of COVID-19 in the workplace and to support employees when cleaning and disinfecting in a COVID- 19 environment:

1. Washroom Cleaning and Disinfecting During COVID-19 Pandemic ([Appendix C](#))
2. Enhanced Cleaning and Disinfecting Procedure During COVID-19 Pandemic ([Appendix D](#))
3. Hope and Area Recreation Centre Cleaning and Disinfecting Plan (available on request)

¹⁸ <https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en>

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

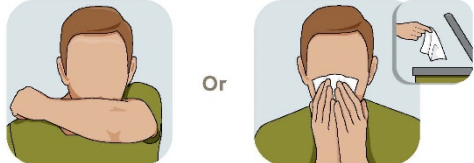
Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

worksafebc.com **WORK SAFE BC**

Help prevent the spread of COVID-19

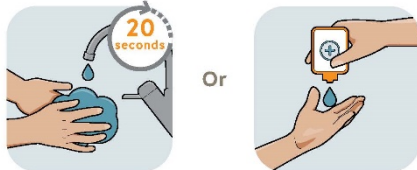
Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or

Clean hands with alcohol-based hand sanitizer.

worksafebc.com **WORK SAFE BC**

Figure 3. Instructions by WorkSafe BC on handwashing and safe coughing hygiene (available from www.worksafebc.com).

3. Corporate Policies

Organizations are to develop safety policies to manage workplaces during COVID-19. While these policies may overlap with safety protocols discussed earlier, they should extend further to include other procedures as well.

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Anyone directed by Public Health to self-isolate.
<input checked="" type="checkbox"/>	Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
<input checked="" type="checkbox"/>	Visitors are prohibited or limited in the workplace.
<input checked="" type="checkbox"/>	First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
<input checked="" type="checkbox"/>	We have a working alone policy in place (if needed).
<input checked="" type="checkbox"/>	We have a work from home policy in place (if needed).
<input checked="" type="checkbox"/>	Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.
Our policy addresses workers who may start to feel ill at work. It includes the following:	
<input checked="" type="checkbox"/>	Sick workers should report to first aid, even with mild symptoms.
<input checked="" type="checkbox"/>	Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
<input checked="" type="checkbox"/>	If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
<input checked="" type="checkbox"/>	Clean and disinfect any surfaces that the ill worker has come into contact with.

The following policies are in place to manage and reduce the risk of exposure and transmission of COVID-19 in the workplace and to support employees in a COVID-19 environment:

1. Fraser Valley Regional District COVID-19 Recovery Policy
2. Fraser Valley Regional District Hazard Assessment, Risk Assessment and Control Policy and Procedure
3. Fraser Valley Regional District COVID-19 Exposure Control and Transmission Prevention Policy
4. Fraser Valley Regional District Temporary Flexible Work Arrangement Policy and Procedure
5. Fraser Valley Regional District Violence in the Workplace Policy and Procedure
6. Fraser Valley Regional District Working Alone Policy and Procedure
7. Fraser Valley Regional District Safety Inspection Policy and Procedure
8. Fraser Valley Regional District Discrimination, Bullying and Harassment Policy

These policies can be provided upon request.

The following protocols are also in effect to help implement these policies and further reduce exposure and spread of COVID-19:

- FVRD Vehicle use policy (see Figure 4)
- FVRD Payment Protocols (see [Appendix E](#))
 - Online or phone registration and payment is preferred and will be encouraged
- FVRD Screening and Contact Tracing Form ([Appendix F](#)) to apply to drop-in patrons.
 - Online waiver to be completed when pre-registering. This is to include communication to patron regarding new Safety Measures and Expectations.
- COVID-19 signage will be posted in prominent places and must not be removed or defaced.
 - Includes notification to patrons that staff have the authority to deny access should someone appear ill.
- 2' x 4' self-assessment questionnaire for illness posted at entry points.
- Hand sanitizers have been installed throughout the facility, including at the entrance of the Hope and Area Recreation Centre.

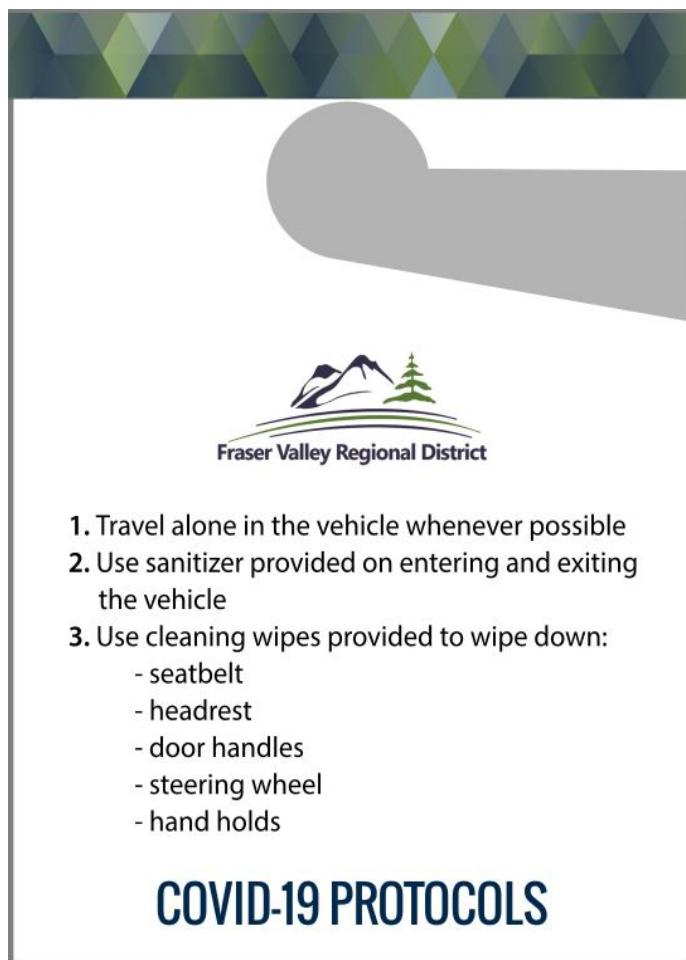


Figure 4. FVRD protocols for use of FVRD-vehicles.

4. Communication Plans and Training

Protocols, guidelines, policies, and rules are only effective if all workers are made aware of them. Everyone entering the workplace must know 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 the policies for staying home when sick.
- ☒ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable occupancy limit poster and handwashing signage are available on worksafebc.com.]
- ☒ We have posted signage at the main entrance 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.

Everyone entering the workplace is informed about how to keep themselves safe while at the facility. All staff have received the rules and procedures, including policies for staying home when sick.

- Signage has been posted, including occupancy limits, effective hygiene practices, and restrictions on entering the premises if certain conditions apply (e.g., expressing COVID-19 type symptoms).
- Staff will greet and communicate new procedures to patrons.
- All staff performing cleaning and disinfecting task are provided specific training about routine cleaning practices, additional precautions, basic cleaning principles, access to cleaning and disinfection products, recommended cleaning frequencies, and cleaning methods so that cleaning is safe and effective.
- Workers responsible for the cleaning have been provided with training on how to follow proper cleaning and disinfecting protocols and procedures including the PPE required.

5. Monitor Workplace and Updating Plans as Necessary

Things may change as the workplace operates, as new areas of concern become identified, if certain procedures do not appear to be working, or as new information regarding COVID-19 becomes learned. It is important to continue to monitor the effectiveness of the Safety Plan and provide updates as needed.

- ☒ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☒ Workers know who to go to with health and safety concerns.
- ☒ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Each month, this document will be reviewed with front line staff to identify any previously unrecognized gaps. Management will also stay aware of any new orders or recommendations by health authorities or

industry best practices and this plan will be updated accordingly. The FVRD will also communicate with other industry stakeholders to determine best practices and if further protocols should be considered.

Protocols and rules from this plan may be extended or modified as needed as our information regarding the management of Covid-19 changes and evolves. The FVRD's Joint Occupational Health and Safety Committee will be involved in resolving safety issues, when appropriate.

If an outbreak unfortunately occurs at the facility, the FVRD will work with WorkSafe BC or the local health authority to implement changes to this plan and will seek advice whether or not further closures may be considered.

6. Assessing and Addressing Risks from Resuming Operations

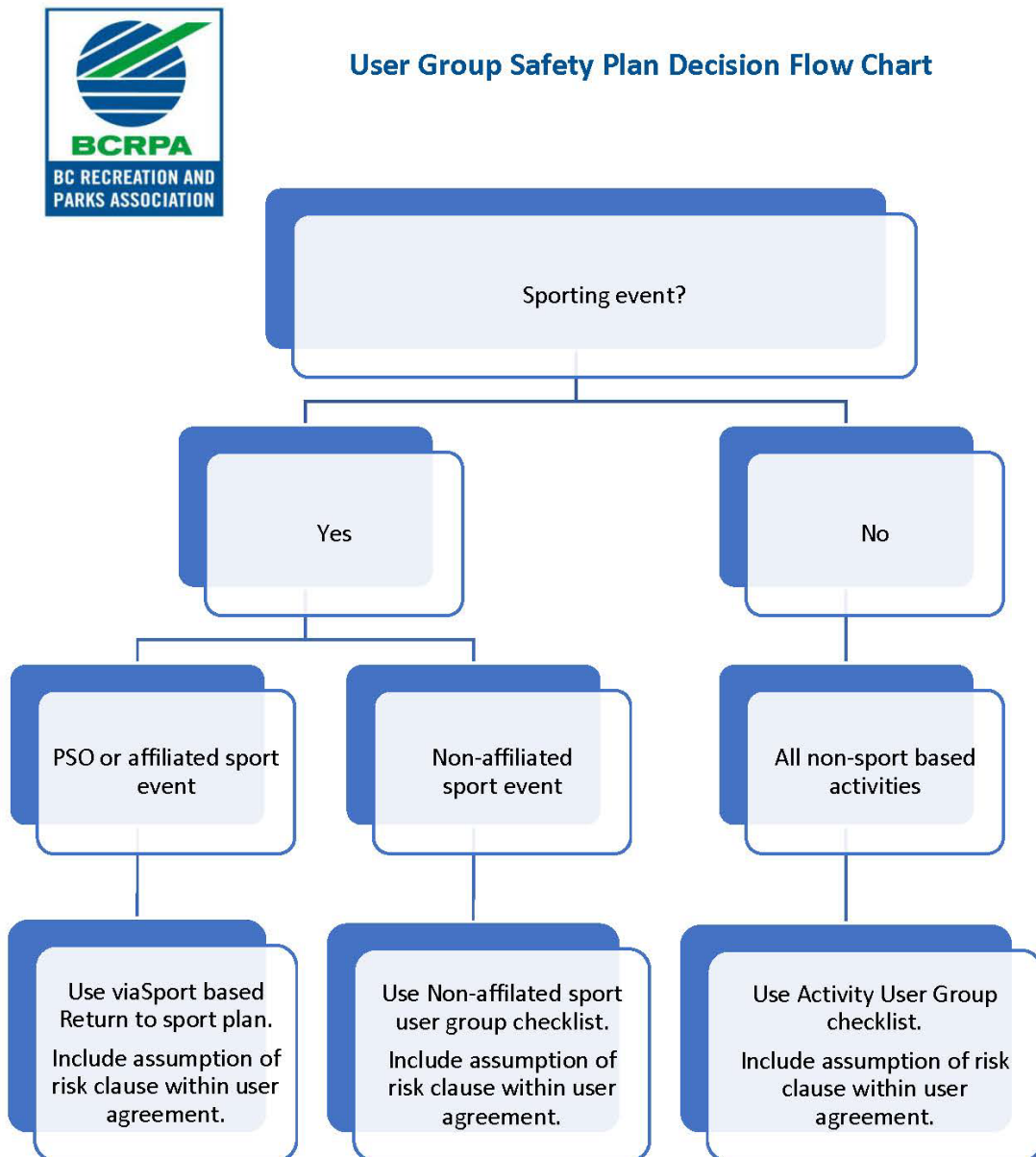
- ☒ We have a training plan for new staff.
- ☒ We have a training plan for staff taking on new roles or responsibilities.
- ☒ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☒ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☒ We have identified a safe process for clearing systems and lines of product that have been out of use.

7. Conclusion

Staff health and safety remains the FVRD's top priority, including the health of visitors to FVRD worksites. As the challenges of COVID-19 continue to evolve and emerge, information provided by the BC Medical Health Office, WorkSafe BC, and local health authorities provides ongoing guidance and direction critical to resuming functions and services in as safe a manner as possible. We have followed the template provided by WorkSafeBC for preparing this Hope and District Recreation Arena Part 2 COVID-19 Safety Plan and have prepared this Plan in good faith. This Plan follows best practices and represents current knowledge with respect to how we can reduce the risk of exposure and transmission of COVID-19 in the workplace. We gladly welcome suggestions on how we can make improvements to our Plan. The health and safety of our staff, our customers and our visitors remain our priority as we reopen the Arena to our user-groups.

To provide suggestions for how we can provide further improvements or to discuss safety protocols at the Hope and Area Recreation Centre, please contact leisure@fvrld.ca.

Appendix B: BCRPA User Group COVID-19 Safety Plan Flowchart and Sample Safety Plan Page



FVRD CONTRACT Addendum COVID-19

Please Read Carefully

The Fraser Valley Regional District is permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have developed and implemented WorkSafeBC COVID-19 Safety Plans, which are available for your review at [\[https://www.fvrd.ca/EN/meta/news/news-archives/2020/covid-19-coronavirus-information.html\]](https://www.fvrd.ca/EN/meta/news/news-archives/2020/covid-19-coronavirus-information.html). However, **the risk remains that a COVID-19 outbreak could occur despite our efforts.**

As the signatory to the Facility Use Agreement you:

- Confirm that you are the representative of your User Group;
- Have read and understand the FVRD's COVID-19 Safety Plan relevant to the facility you will be utilizing;
- Will circulate this Addendum to the participants in the activity for which you are utilizing our facilities.
- Will take all necessary steps to ensure that participants act in accordance with your submitted COVID-19 Safety Plan and any associated FVRD COVID-19 policies and procedures. Failure to adhere to the same could result in your user group's agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities.
- Will ensure that all participants comply with the following Prohibitions from Entry
 - No person will be admitted where they:
 - Exhibit or present with COVID-19 Symptoms;
 - Acknowledge that they have traveled outside of Canada without self-isolating for 14 days; or
 - Acknowledge that they live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
- Will ensure that if participants begin to develop symptoms at the facility, even if mild, they are to report immediately to you, the User Group representative. They must wash or sanitize their hands, be provided with a mask, isolated, and asked to go straight home where they are to consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing

and self isolation. If the participant is severely ill (e.g., difficulty breathing, chest pain), 911 will be called immediately

- All surfaces that the participant visited will be closed until cleaned and disinfected. Any participant who had been in contact with the ill participant will be asked to go home immediately and also report to 811.
- If required by the Provincial Health Authorities we will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities consent to the same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have read, understand and agree to this Addendum to Facility Use Agreement/Permit.	INITIAL HERE
I have reviewed the Fraser Valley Regional District's relevant COVID-19 Safety Plans.	INITIAL HERE
I have reviewed the Fraser Valley Regional District's relevant COVID-19 Policies and Procedures.	INITIAL HERE
I have reviewed this Addendum to Facility Use Agreement/Permit with all participants in the activity(ies).	INITIAL HERE

Print Name Clearly

Date

Signature

Organization

Cellular Phone Number

Emergency Email



Non-Affiliated Sport Group COVID-19 SAFETY PLAN CHECKLIST

The [BC Recreation and Parks Association](#) and [viaSport](#) have this checklist to assist sport groups not affiliated with organized sport at the local (LSO) or provincial (PSO) levels.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan. Provincial Sport Organizations have developed or are now developing their sport specific template to support Safety Plan development. These plans can be found on the [viaSport site](#) or on the PSO websites.

We have adapted this guide for sport from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract. Your group cannot exceed 50 individuals, including participants, coaches, assistants, and spectators.

Your COVID-19 Safety Plan must align with your sport's Return to Sport; see a listing [here](#). If your sport is not listed, align with the viaSport [Guideline](#). It is the responsibility of your group to ensure your safety plan is followed by all members of your group. Your Plan must clearly communicate that physical contact is not permissible in Phase 2, and will have a measured and gradual re-entry in Phase 3 of the BC Restart Plan.

The following steps will guide you through the development of your safety plan.

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- ☐ We confirm that our group will not exceed 50 individuals, including participants, coaches, assistants, spectators.

Step 2: Assess the risks at your sport

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified and have a mitigation plan for areas where people gather
- ☐ We have identified situations and processes where individuals are close to one another or members of the public
- ☐ We have identified the equipment that may be shared by individuals
- ☐ We have identified surfaces that people touch often
- ☐ We have a first aid response plan (e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

- ☐ Your sport-specific guidelines.

**For detailed Safety Plan templates, please see: <https://www.bcrpa.bc.ca/covidguideline/>*

Activity User Group COVID-19 SAFETY PLAN CHECKLIST SAMPLE

The [BC Recreation and Parks Association](#) has created this template to assist groups renting Municipal space in the creation of a COVID-19 Safety Plan. The template is applicable to those user groups whose activities are not sport based.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes any organized groups using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

We have adapted this guide for group activity from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your plan will not be approved by the municipality, but will be reviewed and will form an essential component of your rental agreement/contract.

Your group must not exceed 50 individuals including participants and spectators, and that all observe the 2- metre distance. It is the responsibility of your group to ensure your plan is followed by all members of your group.

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan specific to the facility/space we are requesting to use, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- ☐ We confirm that our group will not exceed 50 individuals.

Step 2: Assess the risks at your activity

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified areas where people gather.
- ☐ We have identified situations and processes where individuals are close to one another or members of the public.
- ☐ We have identified the equipment and /or objects that may be shared by individuals.
- ☐ We have identified surfaces that people touch often.

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☐ BCRPA recreation sector [Guideline](#)
- ☐ Municipal facility guidelines and safety plans (provided by the City and/or posted on city websites) Orders, guidance, and notices issued by the Provincial Health Officer (PHO)

Ensure you have a risk reduction plan that includes the following levels of protection cited by the BC Provincial Government:

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- ☐ We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.
- ☐ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have communicated to our participants the occupancy limits for common areas we are using such as lobbies, meeting rooms, change rooms, washrooms.

Measures in place

List your control measures for maintaining physical distance in your activity environment.

Second level protection (engineering): Barriers and partitions

- ☐ We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- ☐ We have discussed with the municipality the engineering barriers that may be required.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how participants, volunteers, spectators and others should conduct themselves in order to reduce transmission of COVID-19.
- ☐ We have clearly communicated these rules and guidelines in multiple ways (i.e. a combination of digital messaging, onsite facility orientation and signage).

Measures in place

List the rules and guidelines that everyone is required to follow in order to remain two metres apart. This should include movement from the parking lot or arrival area to the rented area and back. Include a description of how the 2 metre distance between participants will be maintained, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, and appropriate hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), actions to ensure there is no sharing of equipment, and requirements for sanitizing any frequently touched surfaces and shared equipment

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented/physical distancing cannot be maintained.
- ☐ We have trained individuals on the proper use of masks (if applicable).

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☐ We have reviewed the information on cleaning and disinfecting surfaces. Handwashing locations are visible and easily accessed.
- ☐ We have communicated good hand hygiene practices to participants, volunteers, etc.

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

Step 4: Develop policies

Develop the necessary policies to manage your activity. Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

- ☐ 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 from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel ill while participating. It includes the following:

- ☐ Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☐ Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- ☐ Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- ☐ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill participant has come into contact with.

Step 5: Develop communication plans

You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

- ☐ We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.
- ☐ We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
- ☐ We have a communication and training plan to ensure everyone is trained in policies and procedures. All participants have received the policies for staying home when sick.

Step 6: Monitor and update your plans as necessary

Things may change as your activity gets underway. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary. Individuals know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve designated health and safety representatives.

Step 7: Assess and address risks from resuming operations

If your activity has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your program.


- ☐ We have an education or training plan for new participants and volunteers, or those with new roles. We have identified a safe process for cleaning.

Step 8: Provide your municipal host with your COVID-19 Safety Plan

- ☐ We understand that before we will be permitted to participate in our activity on or in municipal recreation, our safety plan must be submitted to the Municipality.
- ☐ We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Note: It is not the role of the Municipality to approve the safety plan, but you must have one in order to have access to municipal spaces.

Appendix C: FVRD Washroom Cleaning Procedure

 <h1>SAFE WORK PROCEDURE</h1>		
Procedure:	Washroom Cleaning and Disinfecting During COVID-19 Pandemic	
Date Issued:	(draft – June 28, 2020)	Date Amended:
Approved by:		

Background

The Fraser Valley Regional District hosts a variety of washroom facilities for both staff and the general public. These washrooms can range from pit toilets (outhouses) within a park, to full service facilities at a recreation centre or campground. Some of these washrooms are remote and are not frequented often by the public, while others are under heavy demand.

It is important to note that COVID-19 can survive and remain infectious:

- in airborne droplets for a period of 3 hours;
- on hard, shiny surfaces such as door handles for up to 72 hours; and
- on porous surfaces such as cardboard for up to 24 hours.

This Safe Work Procedure speaks to two issues:

1. regular cleaning, which involves removing visible dirt, debris and grime from surfaces; and
2. disinfecting, which refers to the killing of germs such as bacteria and virus.

Cleaning alone does not kill germs but does help prepare the surface for disinfection. Cleaning and disinfecting products may be separate substances or may be already combined into one solution.

This Safe Work Procedure will serve to eliminate, reduce, and/or control the hazards likely to be encountered by workers performing cleaning and disinfecting of these facilities during the COVID-19 pandemic.

Hazards

Exposure to viruses and bacteria that may be present in the air or on surfaces including Covid-19.

Personal Protective Equipment (PPE)

During both cleaning and disinfecting, all staff must wear the following PPE:

- Non-medical grade N-95 mask (see WorkSafe BC suggestions for proper wear and maintenance of masks¹⁹)
- Disposable latex, rubber, or nitrile gloves
- Work gloves (if broken glass or sharp edges are present) – to be worn over the disposable gloves
- Eye protection (goggles or safety glasses)
- Full-face visor and tyvek suit as required (e.g., defecation in the washroom somewhere other than in the toilet)
- Rubber boots or waterproof boot covers (optional)

If any of your PPE becomes defective or torn while in use, stop what you are doing. Properly remove and discard the PPE (in accordance with the procedure outlined below), wash or disinfect your hands, and use new PPE.

Product Knowledge

Before staff conduct cleaning/disinfection, they should be aware of all chemicals (cleaners) that will be used for the job and need to review MSDS sheets (if it is a listed WHMIS product) or product instructions (for non WHMIS products) with regards to safety concerns and chemical contents. Read and follow label instructions carefully to ensure effective and safe use. Avoid purchasing and using products that do not contain concentration percentages or directions for safe and effective use.

- Ensure you are wearing appropriate PPE before starting the job to protect you from both the chemicals being used and the unsanitary conditions of the washroom.
- Know and follow the contact time required for the particular products you are using. Some chemicals require several minutes of contact time to effectively kill viruses and to safely disinfect the surface.
- Bleach solutions should be freshly-made to be most effective. Do not use diluted bleach solutions that are over 24 hours old.
- Only one product should be used; mixing products can be dangerous and may counter-act the effectiveness of the product. Mixing bleach with other cleaning/disinfecting agents (such as ammonia) can create dangerous fumes. Never mix bleach with other products unless verified safe. Always ensure adequate fresh air ventilation.
- Some materials require rinsing with water – read label or MSDS instructions.

Cleaning Log

Manager's must institute a log of cleaning/disinfection schedules and must keep accurate records, including inventory of gloves, masks and supplies. These records must be made available upon request.

¹⁹ <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

Cleaning Equipment

- Appropriate Cleaning and Disinfection product(s) (Figure 1)
- Pump spray container
- Paper towel or disposal cloths only – to be discarded after each use. No re-usable wipes.
- Personal Protection Equipment (see above)
- Regular cleaning supplies used for cleaning washrooms.

Procedures

Prior to Entering the Facility:

1. Before putting on any PPE, you must wash your hands with soap and warm running water for at least 20 seconds or apply hand sanitizer (containing 60%-95% alcohol).
2. Put on all PPE (gloves, mask, goggles) prior to entering.
3. Avoid touching eyes, nose and mouth with gloved hands. Avoid handling personal items including cell phones, pens, clipboards, or staff radios.
4. At busier locations, place signage outside the facility to prevent public members from entering while you are inside.
5. Keep entry door open whenever possible to increase airflow.
6. In the case of pit toilets where it is necessary to sweep the exterior of the facility, this should occur first before entering and before the entry door is opened.

Cleaning and Disinfecting (All visibly soiled surfaces should be cleaned before disinfection)

7. Clean up loose debris on the floor. Avoid sweeping wherever possible, choosing a vacuum instead. If using a broom is the only option (for example in a pit toilet), then take care not to flick dust/debris into the air which can distribute virus droplets which then land on surfaces.
8. Conduct an initial cleaning of surfaces to remove any foreign matter.
9. The cleaning of public washroom facilities should be enhanced by using a broad spectrum disinfectant, or 10:1 bleach solution (i.e., 1 1/2 cup of bleach in a gallon of water or 1 part of household bleach to 10 parts water).
10. Disinfect all surfaces listed below, ensuring that the surfaces are wet long enough (according to manufacturer's instructions for stated wet contact or dwell time) to allow for the effective killing of virus. Surfaces are to be left to air dry. If using a bleach solution, it must be left on contact for a minimum of 1 minute to be effective (CDC recommends leaving the solution on the surface for a minimum of 1 minute).


- Latches, door handles, handrails, toilet paper dispensers, toilet seats and thrones, flush handles, faucets, plunger handles, soap dispensers, towel dispensers, feminine hygiene disposal bin covers and lids, garbage receptacles, light switches, soap dispensers levers, towel dispenser levers, hand dryer buttons, exit door handles and locks, touch points on washroom stall doors/wall/hooks and entrance doors, shower handles and handrails.

11. Wet mop floor where applicable.

After Cleaning and Disinfecting

12. Disinfect all tools and equipment prior to placing them in back in storage (whether that be in work vehicle or cupboard).
 - These items must be washed down or wiped with bleach-water solution or other disinfectant and tool handles may best be wiped with a disinfectant wipe.
 - All disposable cleaning products (such as paper towels and Lysol wipes) will be placed into a garbage bag. Paper towels can be discarded directly in pit toilets or port-a potties.
13. Continue to wear gloves while removing other PPE
 - Discard any disposable PPE into the garbage bag.
 - Clean and decontaminate reusable PPE according to the manufacturer's directions.
14. Safely remove and dispose of gloves (as shown in Figure 2) and put in the garbage bag. Tie shut or knot garbage bag before removing it from the container and do not re-open. Place immediately in dumpster. Reusable gloves must be cleaned and disinfected.
15. Wash hands for at least 20 seconds using soap and hot water or apply hand sanitizer thoroughly (containing 60%-95% alcohol).
16. Do not reopen the washroom to the public until disinfectant has had proper contact time and has air dried.
17. Ensure washrooms are always stocked with liquid soap or hand sanitizer.

Appendix D: Hope and Area Enhanced Cleaning and Disinfecting Procedure

 <h1>SAFE WORK PROCEDURE</h1>		
Procedure:	Enhanced Cleaning and Disinfecting During COVID-19 Pandemic	
Date Issued:	Draft August 2020	Date Amended:
Approved by:		

Background

The Hope and Area Recreation Centre and Almer Carlson Swimming pool (AC pool) are public facilities that require cleaning and disinfection. All areas that are visited by the members of the public or by staff will be subject to enhanced service during the Covid -19 pandemic. Service to the facilities will be performed by Facility Operators and trained custodial staff at prescribed schedules pending the usage of the area.

It is important to note that COVID-19 can survive and remain infectious:

- in airborne droplets for a period of 3 hours;
- on hard, shiny surfaces such as door handles for up to 72 hours; and
- on porous surfaces such as cardboard for up to 24 hours.

This Safe Work Procedure speaks to two issues:

3. regular cleaning, which involves removing visible dirt, debris and grime from surfaces; and
4. disinfecting, which refers to the killing of germs such as bacteria and virus.

Cleaning alone does not kill germs but does help prepare the surface for disinfection. Cleaning and disinfecting products may be separate substances or may be already combined into one solution.

This Safe Work Procedure will serve to eliminate, reduce, and/or control the hazards likely to be encountered by workers performing cleaning and disinfecting of these facilities during the COVID-19 pandemic. For the purposes of Covid-19, the practice of using reusable cloths has been discontinued.

Hazards

There are hazards associated with cleaning and disinfection.

Hazards Include but are not limited to:

- Exposure to viruses and bacteria that may be present in the air or on surfaces, including Covid-19.
- The cleaning products used for the purpose of cleaning and disinfection.
- Tools used to perform this clean and disinfection procedure.

To reduce the hazards:

- Employees required to clean and disinfect will be trained in custodial either by courses such as Building Service Worker (BSW) courses and/ or will receive in house training.
- Workers will be supplied with product information: Safety Data Sheets (SDS) and written instructions.
- Workers will be supplied with Personal Protective Equipment (PPE) as required or recommended by Work Safe BC (WSBC)²⁰ or the products manufacturer.

Procedures

Prior to Entering the Facility:

18. Before putting on any PPE, you must wash your hands with soap and warm running water for at least 20 seconds or apply hand sanitizer (containing 60%-95% alcohol).
19. Put on all PPE (gloves, mask, goggles) prior to entering. (Refer to PPE section below.)
20. Avoid touching eyes, nose and mouth with gloved hands. Avoid handling personal items including cell phones, pens, clipboards, or staff radios.
21. Select the area to be disinfected and close it to public access. At busier locations, place signage or a blockade outside the facility to prevent public members from entering while you are inside.
22. Keep entry door open whenever possible to increase air flow, reduce contact points and allow easy access to supplies cart.
23. Allow the area to have a vacant time of 5 minutes before entry.

Cleaning and Disinfecting (General)

In the interest of Covid-19 and to enhance Cleaning and Disinfecting within Hope and Area Recreation Centre the process will start with disinfection*.

In the interest of Covid -19 we will be using Sani Marc Vert-2-Go Saber (approved by health Canada to be effective against Covid -19) product in either a concentrate mixed to a 1:16 ratio

²⁰ <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

or a ready to use version, both will apply a Hydrogen Peroxide solution that will effectively kill 99.99% of virus with a 5 minute contact time.

**** All visibly soiled surfaces should be cleaned before disinfection.***

1. Clean up loose debris on the floor. Avoid sweeping wherever possible, choosing a vacuum instead. If using a broom is the only option, then take care not to flick dust/debris into the air which can distribute virus droplets which then land on surfaces.
2. Conduct an initial cleaning of all visibly soiled surfaces to remove any foreign matter, before disinfection.
3. For cleaning of public washroom facilities, please refer to the Safe Work procedure: Washroom Cleaning and Disinfecting During COVID-19 Pandemic.
4. Disinfect all surfaces and touch points, ensuring that the surfaces are wet long enough (according to manufacturer's instructions for stated wet contact or dwell time) to allow for the effective killing of virus. Surfaces are to be left to air dry.
5. With a disinfectant sprayer, Hand or auto sprayer, start at entry and spray all fixtures that could have been contacted with an approved disinfectant product. Including floors in washrooms and other small rooms that will be wet mopped as part of this process.
6. Wet mop floor where applicable.
7. Ensure all surfaces remain wet as per the manufacturers prescribed contact time.
8. Wipe all surfaces that are still wet after prescribed disinfection / drying time with designated disposable cloths/ Disposable wipes/ disposable paper towels using a new side of the cloth for each appliance being dried.
9. Discard used cloths into the dedicated cleaning and disinfecting garbage bag, and continue with new cloth.
10. In the event that there is an area or fixture that requires cleaning to establish effective disinfection. Clean this area with designated cleaning products and tools and repeat steps 4 – 9 above.

Ensure the appropriate PPE is being used for the cleaning being performed, blood, urine, vomit and fecal accidents each pose inherent hazards, see PPE listings below.

11. Toilet Bowl cleaning:

- Use designated bowl cleaner and bowl brush to clean and sanitize inside of the bowls surfaces.
- Spray disinfectant to outer bowl, flat surfaces and rims of bowls and wipe clean.
- Wipe all washed surfaces with disposable towels to dry and polish.
- For more details on Washroom Cleaning, refer to Refer to Safe Work procedure: Washroom Cleaning and Disinfecting During COVID-19 Pandemic

12. Mirror maintenance:

- Spray with designated glass cleaner
- Wash with disposable cloth/ disposable paper towel/ disposable wipes.
- Towel dry with disposable towels.

13. Restock any low products used in this area, i.e. paper, soap etc., and then remove filled receptacles and replace liners, discard to appropriate dumpster.

For the time being all recycling containers will be removed or covered and only garbage's will be available in public areas.

14. Floor maintenance:

- Spray or wet mop the surface with approved disinfectant and allow prescribed wet contact time (5 minutes minimum)
- Use dustpan and broom to remove large items.
- Wash floor and remove moisture with well rinsed and rung wet mop
- Place wet floor signs where necessary

15. After area is complete:

- Launder or discard soiled materials,
- Restock the cleaning / product cart
- Clean and disinfect equipment used in this procedure and make ready for next use.
- Remove PPE as per attached instructions.

16. Reopen the area to the public when safe to do so.

After Cleaning and Disinfecting

17. Disinfect all tools and equipment prior to placing them in back in storage (whether that be in work vehicle or cupboard).

- These items must be washed down or wiped with bleach-water solution or other disinfectant and tool handles may best be wiped with a disinfectant wipe.
- All disposable cleaning products (such as paper towels and Lysol wipes) will be placed into a garbage bag.

18. Continue to wear gloves while removing other PPE

- Discard any disposable PPE into the dedicated garbage bag.

- Clean and decontaminate reusable PPE according to the manufacturer's directions.
- 19. Safely remove and dispose of gloves (as shown in Figure 2) and put in the garbage bag. Tie shut or knot garbage bag before removing it from the container and do not re-open. Place immediately in dumpster. Reusable gloves must be cleaned and disinfected.
- 20. Wash hands for at least 20 seconds using soap and hot water or apply hand sanitizer thoroughly (containing 60%-95% alcohol).
- 21. Do not reopen the area to the public until disinfectant has had proper contact time and has air dried.
- 22. Ensure all areas, including washrooms are always stocked with paper towel, cleaning/ disinfecting spray bottles, wipes, liquid soap or hand sanitizer. (Depending on requirements for each area.)

Product Knowledge

Before staff conduct cleaning/disinfection, they MUST be aware of all cleaning and disinfecting products that they will be using. Staff will be supplied SDS sheets and product instructions for the prescribed products. Read and follow instructions carefully to ensure effective and safe use.

- Ensure you are wearing appropriate PPE before starting the job to protect you from both the cleaning products being used and any unsanitary conditions of the area being serviced.
- Know and follow the contact time required for the particular products you are using. Some disinfectants require several minutes of contact time to effectively kill viruses and to safely disinfect the surface.
- Only one product should be used; mixing products can be dangerous and may counter-act the effectiveness of the product.
- Some materials require rinsing with water – read label or MSDS instructions.

Personal Protective Equipment (PPE)

During both cleaning and disinfecting, all staff must wear the following PPE:

- Disposable latex or nitrile gloves

During both cleaning and disinfecting, the following PPE is recommended and is available:

- Disposable latex or nitrile gloves
- Eye protection (safety glasses or goggles or face shields)
- Non-medical grade N-95 or KN95 mask
- Elbow length reusable gloves
- Full-face visor, (extra protection when dealing with blood, urine, vomit, fecal or other accidents)

- Coveralls or Disposable hazmat suit (extra protection when dealing with blood, urine, vomit, fecal or other accidents)
- Rubber Boots

If any of your PPE becomes defective or torn while in use, stop what you are doing. Properly remove and discard the PPE (in accordance with the procedure attached, *Figures 2 & 3.*) and use new PPE.

Cleaning Log

Manager's must institute a log of cleaning/disinfection schedules and must keep accurate records, including inventory of gloves, masks and supplies. These records must be made available upon request.

Cleaning/Disinfecting Equipment

- Disinfection products, Vert 2 Go Saber and Kill- bac aerosol
- Cleaning products, Vert-2-Go glass cleaner, Vert-2-Go washroom cleaner, Vert-2-Go blue thunder degreaser, Vert-2-Go floor cleaner. Cream Bowl cleaner.
- Additional cleaning products used in Fitness areas include disposable Gym Wipes (2XL Corp) and Antibacterial Force Wipes (2XL Corp).
- Auto dilute cleaning product dispensers, for spray and bucket fill
- Hand pump sprayer, back pack sprayer, battery operated electro sprayer
- Dusters, brushes, scours and scrubs.
- Bowl brushes and clog plungers
- Brooms, dustpans, mops, wringers and buckets
- Paper towel – to be discarded after each use.
- Disposable cloths/ wipes - to be discarded after each use.
- Personal Protection Equipment (see above)

Frequency of Disinfection

A detailed cleaning schedule and checklists specific to COVID-19 operations has been provided to all staff. (See attached.)

Frequently used points of contact: including washrooms

- Low traffic touched up to 10 times/day: daily disinfection
- Medium traffic touched up to 25 times/day: every 4 hours
- High traffic touched up to 5 times/ hour: every 2 hours

Common areas: lobbies, bleachers, change areas:

- Low use: Daily when in use,
- Medium to high traffic: Minimum Twice daily

Room bookings, rooms for programs, team rooms:

- Ensure disinfected and ready before use and;
- Disinfected again after, including all furnishings.

List of disinfecting agents and their working concentrations known to be effective against coronaviruses ^{1,2} :	
Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5%	Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl ammonium chlorides' on the product label	Used for disinfecting surfaces (e.g., floors, walls, furnishings).

Figure 5. Disinfection agents known to be effective against Covid-19. All products used for disinfecting must contain one of the agent and concentration options listed in this figure.



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. **Do not reuse the gloves.**



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Figure 6. WorkSafe BC procedures for safe glove removal.



PAYMENT PROTOCOLS

CASH

Some customers will need to pay with cash
Wear gloves to count and keep cash
Sanitize your hands after handling cash



CARDS

Have customers scan or tap cards themselves where possible



ID

Have customers hold up their ID rather than asking them to hand it to you





Fraser Valley Regional District

Remember to practice frequent handwashing

Appendix F: FVRD Screening and Contact Tracing Form (Sample)



www.fvrd.ca | info@fvrd.ca

COVID-19 SCREENING AND CONTACT TRACING FORM

Public Access Restricted – Screening Information

If you answer yes to any of the following questions, you will be denied access to this facility in the interests of public health and safety.

- ☐ I am sick with COVID-19 Symptoms, which include but are not limited to fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense or smell, headache, muscle aches, fatigue, gastrointestinal symptoms, and loss of appetite;
- ☐ I have traveled outside of Canada in the last 14 days;
- ☐ I live in the same household as someone with a confirmed or clinical case of COVID-19 and that person is self-isolating;

How can we get in touch with you, if needed?

Date of Visit	<input type="text"/>	Email	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	Postal Code	<input type="text"/>

Department Visiting

- ☐ Planning and Development
- ☐ Engineering
- ☐ Building and Bylaw
- ☐ Emergency Services
- ☐ Environmental Services
- ☐ IT and GIS
- ☐ Parks and Outdoor Recreation
- ☐ Strategic Planning
- ☐ Finance
- ☐ Corporate Administration

Other Facilities

- ☐ CARE Centre
- ☐ Vedder River Campground
- ☐ Hope and District Recreation Centre
- ☐ Deroche Office
- ☒ Other:

45950 Cheam Avenue | Chilliwack | V2P 1N6

Phone: 604-702-5000 | Toll Free: 1-800-528-0061 | Fax: 604-792-9684

Page 1 of 2

Purpose of this form

Screening and Contact Tracing information is being collected from you in the event that someone in this facility is diagnosed with COVID-19 or is otherwise self-isolating due to COVID-19. If it is determined that you may have had contact with a person in this facility who has been diagnosed with COVID-19 or is otherwise self-isolating due to COVID-19, you will be contacted by public health officials and provided with direction.

Authorization to Collect, Use and Disclose Personal Information

The personal information on this form is being collected under the authority of Sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act* of British Columbia. Personal information will be collected, used and disclosed only for purposes of COVID-19 Screening and Contact Tracing for persons wishing to do business at Fraser Valley Regional District offices and facilities. The collection, use and disclosure of personal information for this purpose is in accordance with the Order of the Provincial Health Officer which requires that all Employers must have a *COVID-19 Safety Plan* in place pursuant to the *Workers Compensation Act* of British Columbia for purposes of ensuring that the risk of exposure and transmission of the SARS-CoV-2 virus is minimized.

Questions regarding the collection, use and disclosure of the personal information on this form should be directed to:

Fraser Valley Regional District
Head - Freedom of Information and Protection of Privacy
45950 Cheam Avenue
Chilliwack, BC V2P 1N6
604-702-5000
1-800-528-0061
Email to: FOI@fvrd.ca or privacy@fvrd.ca