



DISTRICT OF MACKENZIE RECREATION SERVICES

COVID-19 EXPOSURE CONTROL PLAN FOR RECREATION PROGRAMS AND EVENTS

Prepared by Jana Shaule, Recreation Program Manager

September 2020

Updated: October 14, 2020

TABLE OF CONTENTS

INTRODUCTION.....3

GOALS OF THIS DOCUMENT.....3

PUBLIC HEALTH CONSIDERATIONS.....4

 Eight Principles for Preventing the Transmission of COVID-19.....4

 Hierarchy of Controls.....4

COVID-19: OVERVIEW.....4

 COVID-19 Symptoms.....6

 Actions to Protect Your Health.....6

 COVID-19 and Children and Youth.....7

 Mass Gatherings.....7

 Self-isolation and Quarantine.....7

CONSIDERATIONS FOR RECREATION PROGRAM STAFF.....7

 Procedures for Child and Youth Programs.....7

 Physical Distancing.....9

RECREATION PROGRAM OPERATIONS.....9

 Access to the Facility.....9

 Sign-In and Sign-Out.....10

 Daily Screening.....10

 Daily Activities.....10

WHEN TO STAY HOME.....10

ILLNESS PROTOCOL.....11

IMPORTANCE OF HAND HYGIENE.....12

CLEANING AND DISINFECTING.....12

PROGRAM EQUIPMENT.....14

 Other Considerations to Control Risk.....14

 Activity Packs.....14

FOOD AND MEALTIMES.....14

PERSONAL PROTECTIVE EQUIPMENT.....15

FIRST AID PROTOCOLS DURING COVID-19.....16

 General Considerations.....16

 Considerations for Resuscitation.....17

REFERENCES.....18

DISTRICT OF MACKENZIE RECREATION SERVICES

COVID-19 EXPOSURE CONTROL PLAN FOR RECREATION PROGRAMS AND EVENTS

INTRODUCTION

This document provides COVID-19 guidelines and procedures for all District of Mackenzie Recreation Services Programs and Events including Climbing Wall Program and Skate Patrol Procedures. All Recreation Activity Leaders, Recreation Program Facilitators and Recreation Attendants must be familiar with this document and the guidelines and procedures outlined here before commencing work in any recreation program or event. The guidelines and procedures contained within this document have been taken from various governing bodies in Recreation including the BC Recreation and Parks Association (BCRPA), Recreation Facilities Association of BC (RFABC), viaSport, Lifesaving Society of BC and Yukon, Canadian Red Cross, Municipal Insurance Association of BC (MIABC), BC Municipal Safety Association (BCMSA), BC Centre for Disease Control (BCCDC), the Government of BC Ministry of Health, and WorkSafe BC. References to the primary documents that have been put forth by these governing bodies regarding Recreation Programming and Events during COVID-19 appear throughout this document. Links to the primary documents can be found at the end of this document.

This is a living document. All guidelines and procedures are subject to change at any time as new Orders are put forth by the Provincial Health Officer and new information regarding COVID-19 becomes available. When changes are made to this document, staff will be debriefed on the changes and updated copies of this document will be made available.

This document forms an addendum to the District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan which covers all District of Mackenzie Recreation Services facilities. Please familiarize yourself with the District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan in addition to this document. Material that is not covered in this document appears in the District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan.

Questions regarding this document and/or the guidelines and procedures contained within should be forwarded to Jana Shaule, Recreation Program Manager or, in her absence, to Sarah Deley, Recreation Administration Manager.

GOALS OF THIS DOCUMENT

- To provide information, tools and considerations for staff working in recreation programs and events regarding safe operations that will limit transmission of COVID-19 within each program and event setting.
- To provide staff with a set of guidelines and procedures that can be applied to recreation programs and events while meeting the broader guidelines and directives as set out by the BC Provincial Health Officer (PHO).
- To provide a template for planning programs and events within the context of a COVID-19 Exposure Control Plan.

PUBLIC HEALTH CONSIDERATIONS

Eight Principles for Preventing the Transmission of COVID-19

The District of Mackenzie has kept informed of the Provincial Health Officer’s (PHO’s) Orders, notices and guidance, recognizing that their responsibility is to monitor the health of the population across the province, while working with the BC Centre for Disease Control and provincial Medical Health Officers. During the COVID-19 pandemic, the PHO has established eight principles for preventing the transmission of COVID-19:

1. Stay informed, be prepared and follow public health advice;
2. Practice good hygiene, including hand hygiene, avoid touching your face, and practice respiratory etiquette;
3. Stay at home and away from others if you are feeling ill – with no exceptions – whether for school, work or socializing;
4. Maintain physical distancing outside the household (e.g., no handshakes or hugs, keep your number of contacts low and keep a safe distance from others);
5. Make necessary contacts safer with appropriate controls (e.g., redesigning spaces with barriers, etc.);
6. Increase cleaning of frequently touched surfaces at home and work;
7. Consider the use of non-medical masks in situations where physical distancing cannot be maintained, such as while shopping;
8. Continue to minimize non-essential personal travel.

These principles have been reinforced by the Province of BC’s Restart Plan, with the following chart:

Five Principles For Every Situation

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

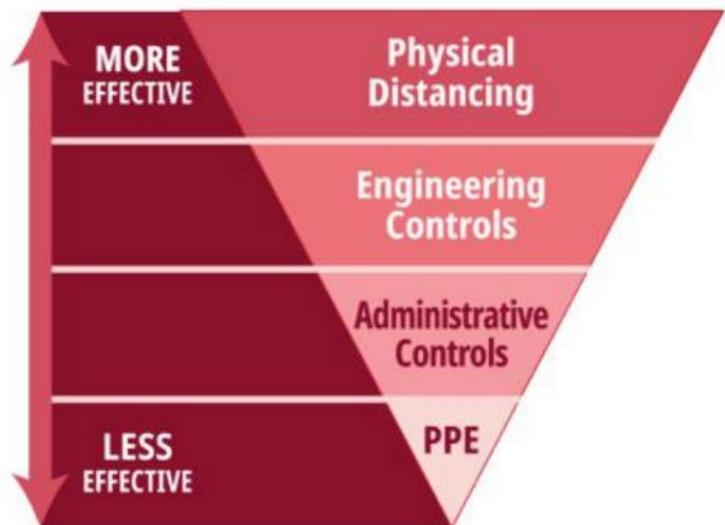
Hierarchy of Controls

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

Hierarchy of Controls For COVID-19

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

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



This document provides information and considerations for recreation programs and events to support compliance with these principles and focuses on three main areas for both children and their families as well as staff.

1. Processes to restart safely;
2. Measures to keep people safe and avoid further outbreaks;
3. Guidance in the event that a case or an outbreak should occur.

To address these three considerations, strategies are provided for physical distancing controls, hand hygiene provisions, and touch point sanitization.

COVID-19: OVERVIEW

It is important for all recreation staff to know the following:

- The coronavirus is transmitted via liquid droplets when a person coughs or sneezes, but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets. Also, droplet contact with mucous membranes in the eyes, nose or mouth via contact with contaminated hands or objects can also introduce the virus into the body.

COVID-19 Transmission requires you to be in close contact with others (i.e., less than the physical distancing guideline of two metres away). This form of transmission is referred to as “droplet” transmission and is believed to be the primary way COVID-19 is transmitted. In addition to this:

- Droplet transmission is much more likely when in close contact in an indoor setting;
- COVID-19 may also be transmitted through droplets in the environment if someone touches the contaminated area and then touches their face or eyes without cleaning their hands. This speaks to the importance of regular hand cleaning and also the cleaning and disinfection of high touch areas in the environment; and

- COVID-19 has a very low infection rate in children; they seem to be at lower risk of developing symptoms.

COVID-19 Symptoms

COVID-19 Symptoms could include:

- Fever
- New cough
- Shortness of breath
- Sore throat
- Nasal congestion
- Headache
- Runny nose
- Diarrhea
- General feeling of being unwell

As our understanding of the virus increases, the symptoms may periodically be updated. For current information, refer to the BCCDC website:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Your risk of severe disease may be higher if you have a weakened immune system or underlying health conditions. This may be the case for:

- Older people
- Obese individuals
- People with chronic disease (e.g., diabetes, cancer, heart disease, renal or chronic lung disease)
- Some children

Actions to Protect your Health

- Stay at home when sick and remind parents that they should be monitoring their children's health and keep children who are unwell at home.
- Wash your hands often with soap and water, including before and after meals, after using the washroom, and when hands are visibly dirty.
- Sanitize hands regularly throughout the day with alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve (on the inside of your elbow) or into a tissue and dispose of the tissue immediately and sanitize or wash your hands.
- Avoid touching your eyes, nose or face.
- Avoid contact with people who are sick.
- If travelling outside of Canada, stay home for 14 days after returning to Canada and remind parents to do so as well.

COVID-19 and Children and Youth

As stated above, COVID-19 tends to have a low infection rate among children and youth. According to the BCCDC, evidence suggests children and youth become infected with COVID-19 primarily in household

settings where a household member (usually an adult) has the infection. The majority of people who become infected with COVID-19 will experience a mild illness; many children and youth will not experience symptoms at all, but common symptoms include a low-grade fever and dry cough. Evidence has not concluded whether asymptomatic children pose a risk to other children or adults. Children who are less than a year old and children who are immunocompromised or have pre-existing lung conditions are at a higher risk of severe disease.

Mass Gatherings

The PHO's Order on Mass Gatherings does not apply to people within a recreation facility if they are engaged in individual activities (e.g., swimming, attending the fitness centre, etc.). The Order on Mass Gatherings applies to meetings, programs, and events. Program staff are responsible for ensuring that programs areas never exceed the recommended posted capacity and that events never exceed the limitation of 50 individuals. The 50-person limit does not include staff. All events require pre-registration so that we are able to track who is coming and when. For larger events, attendees may be given staggered start times so that all attendees are not arriving at once. Family groups will not be required to physically distance and may attend as a group of up to six individuals. People that have "bubbled" together will also be allowed to attend in groups of up to six individuals. These groups do not have to physically distance from each other. Groups larger than six individuals are not allowed under any circumstances. Groups larger than six must break into smaller groups and maintain physical distance from others. There will be zero tolerance for those attendees that are not following COVID-19 protocols; attendees that refuse to follow protocols after being reminded more than twice, will be asked to leave the facility. Program staff can call on Building Operators or Management to assist when an attendee is not complying with COVID-19 protocols. Staff will develop COVID-19 Safety Plans for seasonal (i.e., Hallowe'en Carnival) and regular (i.e., Family Movie Nights) events. These plans will be added to this document as they are completed. To read the full Order on Gatherings and Events please visit: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

Self-isolation and Quarantine

Program participants and staff who have been outside of Canada must verify that they have self-isolated in BC for a minimum of 14 days without symptoms prior to attending programs and events. Anyone with cold, flu, or COVID-19-like symptoms should self-isolate, use the BC COVID-19 Self-Assessment Tool, and follow directions to contact 8-1-1 or a health care provider to be tested for COVID-19. Self-isolation should occur for at least 10 days from the onset of symptoms, fever is no longer present, and you are feeling better. Coughing may persist for several weeks, and participants and staff experiencing symptoms (including lingering cough) should not attend programs and events. Participants and staff must stay home until all symptoms resolve.

PROGRAM AND EVENT CONSIDERATIONS FOR RECREATION PROGRAM AND EVENT STAFF

PROCEDURES FOR CHILD AND YOUTH PROGRAMS

The District of Mackenzie has procedures in place to limit potential transmission of COVID-19 amongst staff, program participants and patrons of the Mackenzie Recreation Centre. These procedures include

conducting daily wellness checks, cleaning and disinfecting practices, and excluding adult and child participants, parents of child participants and staff who are sick from attending programs and events.

According to the Province of BC's COVID-19 Public Health Guidance for K-12 School Settings, "physical distancing is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities."

The following considerations and procedures should be implemented where possible for recreation program and event settings involving children and youth:

- Clearly communicate with parents and caregivers that they must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before bringing them to a program or event.
- Conduct daily checks at drop-off by asking parents and caregivers to confirm their child(ren) do not have the aforementioned symptoms.
- Staff must assess themselves for symptoms of common cold, influenza or COVID-19 prior to attending work.
- Participants and staff who have the symptoms of a cold, flu, or COVID-19 must not enter the facility and should call 8-1-1 to inquire about testing. If a public health nurse determines that testing is required, staff, participants and patrons must not enter the facility unless a negative test result is determined and symptoms have resolved. In the case of a positive test result, Northern Health will be notified and contact tracing information, if requested, will be submitted to them. Staff and participants who receive a positive test result will not be able to return to the facility until symptoms have resolved and a negative test result is received.
- Avoid close greetings and regularly remind participants to keep their hands to themselves.
- The ratio of children to staff will be reduced for all programs; staff to participant ratios are 1:8 until further notice.
- Sign-in and sign-out procedures will continue to be followed. Please have parents sign children in and out in the program area or outside the facility to reduce congestion in the front lobby.
- Should a child begin to feel unwell during a program, the child must be separated from the group and parents called to pick the child up immediately. The second staff person with the group must take the child to the isolation room (Upstairs Conference Room) until a parent arrives to take the child home. PPE should be worn by the staff person supervising the child and is recommended for the child as well. When the isolation room is in use, a sign should be posted at all entrances to the room indicating that the isolation room is in use and that staff should not enter. The room must be thoroughly cleaned and disinfected after each use as an isolation room.
- Outdoor programming should take place wherever possible.
- Staff must carry tissues and hand sanitizer with them or have a box of tissues and bottle of hand sanitizer located in the program area at all times for children who may sneeze or cough during the program. Children and staff should sneeze/cough into a tissue and then immediately dispose of the tissue in a garbage receptacle and sanitize their hands before continuing the activity. If tissue cannot be accessed in time to cover a sneeze/cough, children and staff should sneeze/cough into their inner elbow.
- Staff should encourage appropriate hand hygiene practices by scheduling hand-washing times into the program and by having hand sanitizer available between scheduled hand-washing sessions.

Physical Distancing

Physical distancing involves taking steps to limit the number of people you come into close contact with (i.e. within 2 metres of another person) outside of your household. This is recommended to limit the spread of COVID-19 in the community.

Understandably, physical distancing is challenging in settings involving children and youth. At the same time, it is important that we do what we can to assist children and youth in our programs and events. Use ideas that work for your setting, like programming for outside more often than inside.

Other steps that can be taken to support physical distancing may include:

- Provide activities that don't require physical interaction;
- Supervise smaller groups of children (current staff to child ratios for programs is 1:8);
- Offer activities in an outdoor environment;
- When indoors, host activities in a sufficiently large space for the size of the group and provide separated play areas for each child;
- Provide access to hand hygiene stations.

BCRPA has created a series of webinars to support staff with ideas for activities to keep children engaged and having fun while maintaining physical distance and not sharing equipment. These can be found at:

<https://elearn.bcrpa.bc.ca/>

For more information about physical distancing, please visit:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

If, at any time, child participants have symptoms of COVID-19, please request that the parent/caregiver take their child home and seek medical advice as necessary by calling 8-1-1 or contacting their family physician or nurse practitioner.

Access to the Facility

- Staff, child participants, parents and caregivers must not enter the facility if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days. Communicate this policy to staff, parents and caregivers. Post signage at the entrance to the program area reminding people not to enter the site if they have symptoms associated with COVID-19.
- At drop off, implement a "yes/no" verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19 or other respiratory disease. Do not accept a child at drop off if the answer is yes.
- Communicate to parents and caregivers the requirement for them to assess their children daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to drop off. Parents and caregivers must keep their children at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.

Sign-In and Sign-Out

- Sign-in and sign-out will take place within the program area. One staff should post themselves at the entrance to the program area to greet children and parents with guidance on keeping a two metre distance while waiting their turn to sign-in or sign-out. The staff person posted at the entrance to the program area should facilitate the sign-in and sign-out process and, during sign-in only, get verbal confirmation (see the section regarding “daily screening” below) that child participants do not have symptoms of the common cold, influenza, COVID-19 or other respiratory disease. The other staff person will assist children with placing their belongings and introducing them to other program participants as they arrive.
- Families should approach the staff person one by one, maintaining a physical distance of 2 metres from other families and from the staff person on duty.
- Only one parent/guardian per child or sibling group is allowed within the facility to facilitate the sign-in and sign-out process.
- Sign-in and sign-out will be limited to a verbal interaction to limit close physical contact among parents/caregivers and staff. Staff will write the name of the parent/guardian signing in or signing out and sign their own name to indicate that they facilitated the sign-in/sign-out process.
- For larger programs and events, families should be provided a time range for drop off and pick up so that everyone is not arriving at the same time (i.e., drop off occurs between 9am and 930am, or surnames A-M arrive at 9am and surnames N-Z arrive at 9:15am).

Daily Screening

- Each parent/caregiver should be asked by staff if they or their child/ren have any COVID-19 symptoms. The same COVID-19 Symptom Screening checklist that is used at the Recreation Services Front Desk will be used for all programs and events.
- Verbal responses to the COVID-19 checklist will be recorded on separate pages within the sign-in folder by the staff that is conducting the sign-in process.

Daily Activities

- Attendance should be taken each day and should include any parents or caregivers who remain on site for longer than 15 minutes. This will help with contact tracing should the need arise.
- Staff must be equipped with PPE at all times so that they are prepared should they encounter situations where close contact is necessary (i.e., First Aid situations).
- BCRPA has professional development webinars for staff on activities that can be run while maintaining a two metre physical distance. See <https://elearn.bcrpa.bc.ca/>

PROCEDURES FOR SKATE PATROL AND SHINNEY HOCKEY

Skate Patrol programs must follow all relevant COVID-19 guidelines. Skating programs will be offered via pre-registration only. Only 25 participants per session will be allowed in the arena.

Pre-registered children and adults must check in at the Front Desk where they will be screened for COVID-19, sign a COVID-19 Assumption of Risk waiver, and receive a bracelet or stamp to indicate that they have checked in at the Front Desk before entering the Arena. No spectators are allowed during Public Skating

and Shinney Hockey programs and bleachers will be closed. The following list of COVID-19 Procedures has been provided to the public for Public Skating.

- Do not attend if you:
 - Are feeling ill and/or have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches, or headache or sore throat;
 - Have been in close contact with a person who has a confirmed or presumptive case of COVID-19 within the past 14 days;
 - Have travelled outside Canada within the last 14 days;
 - Have someone in your household that has travelled outside of Canada within the last 14 days.
- Advance registration is required for all sessions. Drop-ins will not be allowed.
- Register by calling the Recreation Centre at 250-997-5283.
- Arrive no more than 10 minutes before your scheduled time.
- Maintain a minimum of 2-metres physical distance at all times.
- Arrive dressed in your skating attire as change rooms are currently not available.
- Upon entering the facility wash and/or disinfect your hand before going on the ice.
- As part of physical distancing, please follow directional arrows and signage.
- Listen carefully to staff and follow directional arrows and signage.
- Participants will need to bring their own equipment including sticks and pucks during Shinney hours.
- Helmets are required for all Youth Shinney. Pro D Days will have Youth Shinney.
- There will be no skate rentals.
- Exit the facility within 10 minutes after your session ends.
- Wash and/or disinfect your hands on your way out.
- Bleachers are not open for spectators.
- All children and youth require a parent/guardian to register them and sign waivers before using the facility.
- Skating schedules are subject to change.

Physical Distancing During Public Skates

It is the responsibility of the Skate Patrol to enforce physical distancing amongst patrons within the arena, whether on or off the ice, at all times. Family groups do not need to physically distance from each other when they are from the same household. It may be difficult at times to know when to intervene with respect to physical distancing. Some patrons that live in separate households may have decided to “bubble” together and will not practice physical distancing with each other. In order to account for family groups and those that have decided to “bubble” together, follow the “rule of six.” No more than six patrons may form a group of any kind. Groups larger than six must be asked to physically distance from each other.

Physical Distancing During Shinney Hockey

Physical distancing is NOT required during Shinney Hockey when participants are within the “field of play” and are wearing helmets. The field of play is defined as the ice surface, player’s bench and penalty box. Helmets must be worn by all Shinney Hockey participants. When outside the field of play, participants must

physically distance by keeping at least 2 metres distance from others at all times. As stated above, family groups that live in the same household are not required to physically distance.

Use of Equipment and Skate Rentals

Shinney Hockey participants must bring their own equipment to the program and equipment must not be shared. During Public Skating, the skate aids are available for use but must be disinfected with a disinfecting wipe before and after each use.

Skate Rentals will not be available to the public until further notice. All skaters must bring their own skates and must not share skates, helmets or other personal equipment. Helmets will continue to be required for all children and staff during Public Skate times and Shinney Hockey programs.

Uniforms

It has been past practice for Skate Patrol to share uniform jackets during the skating season. During COVID-19 jackets will not be shared. Instead, staff will be expected to wear high-visibility vests over their personal jackets or clothing. One vest will be allotted to each Skate Patrol staff for the duration of the season.

PROCEDURES FOR SPECIAL EVENTS

All Special Events must adhere to the PHO's Order on Gathering and Events. As per the current Order, Gatherings and Events are limited to fifty (50) patrons or less. Under the Order on Gatherings and Events, a patron is defined as "an individual who attends an event, but does not include event staff, volunteers, vendors, exhibitors, performers, presenters, the members of a team engaged in a sporting event, team managers, coaches, persons such as referees, time keepers or score keepers, and staff associated with any of the foregoing.

The Order does not apply to staff within the Mackenzie Recreation Centre while on shift and engaged in work activities. Furthermore, the Order does not apply to individuals within the Mackenzie Recreation Centre that are not in attendance at an event as long as they do not come into contact with patrons of the event.

The Order applies to private clubs and meetings or conferences held within the Mackenzie Recreation Centre and these are considered events. The exact definition of an event, as per the PHO's Order, is as follows:

"anything which gathers people together whether on a one-time, regular or irregular basis, including a party, worship service, ceremony or celebration of any type, reception, wedding, funeral, celebration of life, musical, theatrical or dance entertainment or performance, live band performance, strip dancing, comedic act, art show, magic show, puppet show, fashion show, book signing, reading, recitation, display, **movie, film, meeting**, conference; lecture, talk, educational presentation (except in a school or post-secondary educational institution); auction, fund raising benefit, contest, quiz, **game**, rally, festival, presentation, demonstration, **sporting or other physical activity**, exhibition, market or fair, including a trade fair, agricultural fair, seasonal fair or episodic indoor event that has as its primary purpose the sale of merchandise or services (e.g., Christmas craft markets, home shows, antique fairs and the like)."

Up to fifty patrons may attend an event if all of the following conditions are met:

- There is an organizer of the event;

- Access to the event is controlled;
- The number of patrons is closely monitored;
- There is sufficient space available to permit the patrons to maintain a distance of two metres from one another;
- The patrons maintain a distance of two metres from one another when standing or sitting, unless they belong to the same party;
- Measures are put in place to prevent the congregation of patrons outside the place, such as by taking reservations and requesting patrons to remain in their cars or elsewhere until notified that there is room for them;
- The place is assessed for areas where patrons may congregate and measures are put in place to avoid congregation;
- Physical devices, markers or other methods are used to guide and assist patrons in maintaining a distance of two metres from other patrons, if they are not seated;
- If there are tables provided for the use of patrons, no more than six patrons sit at a table, even if they belong to the same party, and there are at least two metres between the backs of the chairs at one table and the backs of the chairs at another table, unless the chairs are separated by a physical barrier;
- If live performance is provided, or there is a presenter or a presider, there is a physical barrier between the performer, presenter or presider and the patrons which blocks the transmission of droplets from the performer, presenter or presider, or there is at least a three metre separation between the performer, presenter or the presider and the patrons;
- If there is a self-serve food or drink station,
 - Hand washing facilities or alcohol-based sanitizers are within easy reach of the station;
 - Signs reminding patrons to wash or sanitize their hands before touching self-serve food, drink or other items, and to maintain a two metre distance from other patrons, are posted at the self-serve station; and
 - High touch surfaces at the station, and utensils that are used for self-serve, are frequently cleaned and sanitized.
- Hand sanitation supplies are readily available to patrons;
- Washroom facilities with running water, soap and paper towels for hand washing and drying purposes or hand sanitation supplies, are available.

In addition to the above conditions, there must be at least one hour between events during which there are no patrons present, to permit cleaning and sanitizing, and the place must be cleaned and sanitized once no patrons are present and before patrons are permitted to enter for another event.

For all Recreation Services Events staff must collect the first and last names and telephone number or email address of every patron who attends an event and retain this information for thirty days in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer. In addition to this, all events will require pre-registration so that staff are aware of how many patrons to expect and can plan accordingly. Any patrons that arrive at the event without having pre-registered beforehand may not be admitted to the event. Any patrons that do not comply with the physical distancing measures or other COVID-19 guidelines and conditions may be asked to leave the event and may be banned from attending future events. Furthermore, any patrons that begin displaying symptoms of cold, flu or COVID-19 during an event will be asked to leave immediately.

ILLNESS PROTOCOL

All staff, adult and child participants and parents/caregivers are asked to stay home when feeling ill.

It is common for staff, participants and patrons to show other respiratory symptoms that are similar to COVID-19. Staff and participants are asked to stay at home when they have a new cough, cold, or a fever. In the case of symptoms appearing, advise parents to call 8-1-1 and arrange for testing.

The most common symptoms of COVID-19 are provided by the BCCDC:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

If a staff person begins to show symptoms of what could be a cold, influenza or COVID-19:

- An additional staff person must take over the duties immediately and staff must be available to cover the remainder of the program.
- The staff person must go home right away and self-isolate for a minimum of 10 days, until symptoms have resolved, and/or a negative COVID-19 test has been received.
- The program area must be thoroughly cleaned and disinfected once the staff person has left the program area.

NOTE: Provincial health advice is to self-isolate for 10 days after first symptoms present themselves. If staff or participants have been notified by Public Health that they have been in contact with someone who has tested positive, they should follow the direction of Public Health staff and self-isolate until they have been cleared by Public Health, typically after 14 days.

If a participant or staff person develops symptoms while at the program, they must be isolated away from the rest of the participants and, in the case of a child participant, the parent or caregiver must be notified immediately to come and pick up the child. An isolation room is available for child participants that become ill during the program and are waiting to be picked up.

The isolation room at the Mackenzie Recreation Centre is the Lifeguard/Pool Office. The Lifeguard/Pool Office is located off the Pool Lobby across from the Boardroom. You will require a master key to access this room.

If a child requires close contact and care, staff can continue to care for the child participant until the parent or caregiver is able to pick them up. Staff should wear a mask, gown, gloves and eye protection during all interactions with the child and should avoid contact with the child's respiratory secretions. Staff must perform hand hygiene (by washing or sanitizing their hands) before donning a mask, before and after removing the mask, and before and after touching items used by the child.

Staff may wish to have a change of clothes available should they have any concerns that the virus transferred onto their clothing while caring for the sick child before returning to the other program participants.

Items used by the child while isolated should be cleaned and disinfected after the child has been picked up.

If a child participant or staff person tests positive, public health will contact and instruct families or staff as necessary. Recreation Services may be asked to participate with and facilitate Public Health Officials in identifying all contacts; public health will determine at-risk contacts and reach out to them regarding self-

isolation. Recreation Services may contact Northern Health for advice on communications and to determine if there is a risk to that individual or others within the program. Public health may work with the staff to notify those at risk. Mass communications by Recreation Services, or messaging to potential contacts should be discussed with public health. Recreation Services reserves the right to cancel a program should an outbreak occur. Participants that are enrolled in programs that are cancelled by the District of Mackenzie will receive a full credit to their account and refunds will be processed upon request with no administrative fee applied.

IMPORTANCE OF HAND HYGIENE

Proper handwashing remains the most important strategy to stay healthy. Wash hands with soap and water often – for at least 20 seconds. Wash or sanitize hands when arriving at the program area and when leaving. When soap and water are not available, hand sanitizer should be used. Handwashing practices and procedures should include:

- Posting proper handwashing posters throughout the program setting (where possible).
- Having hand sanitizers in all rooms and in all entrance ways. If possible, a hand sink (with soap and paper towels) at an entrance way in an asset.
- Having tissues readily available for nose blowing as well as a plastic-lined garbage container to dispose of them.
- Requiring all staff and participants to wash hands properly upon arriving at the program and keeping hands sanitized throughout the day.

Six steps to properly wash hands are:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap.
3. Rub hands together for at least 20 seconds (sing ABCs). Rub palms, backs of hands, between fingers and under fingernails and create a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Staff and children should always wash or sanitize their hands:

1. When they arrive at camp and before they go home.
2. Before eating and drinking.
3. After using the toilet.
4. After playing outside or handling pets.
5. After sneezing or coughing into hands or into a tissue held in the hands.
6. Whenever hands are visibly dirty or have been touching surfaces touched by others.

Please also ensure to:

- Cough or sneeze into a sleeve or an elbow.
- Be careful about touching objects and then touching faces (especially eyes, nose and mouth).
- Wash your hands before and after touching your face.

CLEANING AND DISINFECTING

COVID-19 spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. It can survive for varying lengths of time on different surfaces and decreases with the passage of time; there is a very low risk of transmission hours or days after contamination. The virus can be killed by cleaning and disinfection. The following measures should be taken to reduce the risk of transmission of respiratory illnesses, including COVID-19.

The District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan covers our cleaning and disinfecting procedures for District of Mackenzie Recreation Services facilities, programs and events. Please consult the District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan for more information regarding which cleaning products to use and how often to use them.

What is helpful to know:

- Commonly used cleaners and disinfectants are effective against COVID-19. Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Before mixing or using cleaning and disinfecting products read the label on the bottle as well as the SDS sheet to ensure you are mixing, storing and using the product(s) properly.
- Frequently touched surfaces are most likely to be contaminated.
- Playgrounds are not expected to be disinfected. The provincial statement on playgrounds in [Public Health Guidance for K-12 School Settings](#) states, “Reassure children and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during and after outdoor play.”

Cleaning Products: The Difference Between Cleaners and Disinfectants

1. Cleaners:
 - Break down grease and remove organic material from the surface.
 - Are used separately before using disinfectants.
 - Can be purchased with cleaner and disinfectant combined in a single product.
2. Disinfectants:
 - Have chemicals that kill most germs.
 - Are applied after the surfaces have been cleaned.
 - Have a drug identification number (DIN).
3. Disinfectant Wipes:
 - Have combined cleaners and disinfectants in one solution.
 - May quickly dry out, if not stored properly in their airtight container, due to their fast-drying properties. Disinfectant wipes should be discarded in they become dry.
 - Are not recommended for heavily soiled surfaces.

Preparing cleaning and disinfectant products for use:

- Where possible, use a pre-mixed solution that contains both a detergent for cleaning and a disinfectant.

- Wear any other personal protective equipment recommended by the manufacturer or indicated on the product label or SDS sheet.

For further information on cleaning and disinfecting, please view the webinar: RFABC/BCRPA COVID Cleaning Protocols: <https://elearn.bcrpa.bc.ca/#CLEAN>

Things to consider:

- Outdoor programs will have fewer touch points in general.
- Clean and disinfect high-touch surfaces twice daily as recommended in the Public Health Guidance for K-12 School Settings, such as worktops, chairs, tables, light switches, doorknobs and frames, cabinet handles, phones, shelves and equipment.
- Ensure the program area and washrooms nearest the program area are well-stocked with hand washing supplies at all times (e.g., soap, disposable towels, a minimum of 60% alcohol-based hand sanitizer, etc.).
- Increase the frequency of hand cleaning for all staff and participants before and after touching equipment, using the washrooms and eating or drinking.
- Use water, household detergents and common disinfectant products, as this is sufficient for cleaning and disinfection.

PROGRAM EQUIPMENT

Program participants must not share program equipment. Program equipment that has been handled by program participants must be cleaned and disinfected after each use. Staff should keep a “to be cleaned” bin within the program area for equipment that has been used by children during the course of the program. Used equipment should be placed in the bin after use and cleaned and disinfected at the end of each program. Toys, objects and surfaces that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children. Follow the cleaning and disinfecting procedures in District of Mackenzie Recreation Services COVID-19 Exposure Control Safety Plan.

Other Considerations to Control Risk

- Remove toys from the program area that have surfaces that are not easily cleaned, such as plush stuffed animals.
- No personal items or toys are allowed in the program area. If child participants bring personal items or toys to the program they must keep them in their backpack with their other belongings and not use them during the program. Remind parents and caregivers that personal items and toys are not allowed in the program.
- Remove unnecessary items from the program area to reduce surfaces that could become contaminated.
- Provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children. See the section regarding “Activity Packs” below.

Activity Packs

If the program will be using supplies for crafts, each child should have their own activity pack to keep at the program. Each activity pack should be stored by camp leaders somewhere. At the end of the program, those items that can’t be disinfected can go home with the child.

FOOD AND MEALTIMES

Parents and caregivers are solely responsible for bringing all of their child/ren's food to programs that include snack and lunch breaks (i.e., Non-Instructional Day, After School, March Break and Summer Camp programs), including water for the duration of the program. Parents and caregivers should be encouraged to bring thermos containers and/or insulated lunch bags, all of which will be kept in children's backpacks until lunch and/or snack times.

Program staff should double check with the parents and caregivers when they are dropping off their children that they have sufficient water and food for the day.

The following food practices should be followed consistently:

- Wash or sanitizew hands thoroughly before and after eating.
- Do not have communal meals. Snacks and food must not be shared. Provide snacks and meal directly to children in individual servings (if applicable).
- Use individual plates, cutlery and serving utensils only (if applicable). Reusable dishware, glasses, utensils must be clean and sanitized after each use.
- Do not allow children to participate in food preparation.
- Do not touch anyone else's food. If food falls onto a table or floor, clean it up and discard it in the garbage.
- Practice physical distancing (staff and children sit two metres apart) while eating food.
- A staff member should clean and disinfect any tables or chairs at the end of the camp.
- After meals or snacks, children should put all their food away in their backpack and wash their hands.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

According to the [COVID-19 Public Health Guidance for Child Care Settings](#), personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. Where PPE has been identified for tasks prior to the COVID-19 pandemic, continue to use this PPE when performing these tasks. Wear disposable gloves when cleaning bodily fluids (e.g., runny nose, vomit, stool, urine). Staff will not be responsible for diapering children during the COVID-19 pandemic. For childminding programs (i.e., Turbo Tots) with babies and toddlers in attendance, parents are responsible for diapering their child(ren) before, during and after the program.

Staff will have access to PPE at all times and must ensure that PPE is adequately stocked in the program location before the start of each program. At minimum staff must have access to the following:

- Masks
- Gloves
- Gowns
- Safety Goggles

A mask must be worn any time the physical distance guideline of two metres cannot be followed. Full PPE must be worn when administering first aid. Please see the section regarding first aid protocols during the COVID-19 pandemic below.

FIRST AID PROTOCOLS DURING COVID-19

Providing first aid during the COVID-19 pandemic can raise questions around safety and infectious disease transmission. Outlined below are the first aid protocols that should be followed when attending to an ill or injured person. According to the Public Health Agency of Canada, the COVID-19 situation continues to rapidly evolve, and an individual's risk is variable depending on the level of COVID-19 activity on a local community level.

General Considerations

The current COVID-19 pandemic brings an additional layer of risk, which each individual must consider and act accordingly. As always, it is up to the First Aid responder to evaluate the situation and decide how much (if any) risk they are willing to take on behalf of another.

Proper use of PPE is extremely important; improper use could potentially increase risk of infection especially when providing first aid care.

The Canadian Red Cross has set forth the following guidelines for providing first aid to ill and injured persons:

- For general first aid care provided to an ill or injured person, it is recommended that First Aiders wear a medical-grade face mask, eye protection, and gloves. It is important to conduct proper hand hygiene after each interaction.
- Program staff certified in Red Cross Standard First Aid CPR-C/AED have been trained on how and when to use PPE, donning and doffing PPE and disposing of all PPE.
- All contaminated PPE must be properly disposed of after providing care. Hand hygiene should be performed regularly and when contaminated, including before donning and after doffing PPE.
- If the injured person is able to self-treat, they should be instructed in how to do so, and the First Aider should remain on standby to treat the injured person should it become necessary.
- Offer a face covering to those receiving care.
- Screen for COVID-19 as part of the individual's history by completing a health questionnaire with them prior to providing care, such as:
 - Do you have any of the following: fever, cough, shortness of breath, sore throat, runny nose, or any other COVID-19 symptoms?
 - Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?
 - Have you returned from travel outside Canada in the past 14 days?
- Maintain a physical distance of two metres, unless it is medically necessary to be near the person.

All staff must have access to or carry masks, gloves, gowns and eye protection in case they are required to care for a sick or injured child. First aid kits carried by staff should also contain equipment to perform resuscitation in a safe manner.

It is important to remember that children who are injured or feeling unwell still need comforting by a caring adult. If a leader is concerned that they may have been exposed to droplets when caring for a sick child it is advised that they contact 811 for health advice.

Considerations for Resuscitation

According to the Canadian Red Cross, if someone's heart stops, and the First Aider is concerned they may have had respiratory symptoms, it is at the individual's discretion to perform or not perform mouth-to-mouth breaths based on personal risk threshold. It's still important to call emergency medical services and find an AED. If the individual chooses to perform breaths, they should use a barrier device, such as a pocket mask. Performing the breaths/ventilations always creates the potential for personal infection/contamination, which can be mitigated with the use of a pocket mask with a one-way valve to help protect themselves.

CPR with breaths is recommended for people who have been trained in CPR, but as an alternative, hands-only CPR can be performed until help arrives if the First Aider does not have a proper pocket mask or has concerns the person may have COVID-19. They should perform hands-only CPR, by first calling 911, laying a cloth, a towel, or clothing over the person's mouth and nose to prevent potentially contagious particulates from escaping into the air during compressions, and then pushing hard and fast in the centre of the person's chest until advanced help arrives. If the First Aider believes the person may have COVID-19, they should state their concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for COVID-19 transmission.

To be effective as a First Aider you need to:

- Be aware of the risks to yourself and others
- Keep yourself safe
- Provide aid when it is safe to do so
- Keep yourself informed and updated on first aid/CPR skills and evolving protocols as we move through the pandemic
- Remember your own needs

REFERENCES

BC Centre for Disease Control, *Camps: Day camp safety guidance for parents and caregivers*, September 2020

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/camps>

BC Ministry of Health, *COVID-19 Public Health Guidance for Child Care Settings*, July 2020

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf

BC Ministry of Health, *COVID-19 Public Health Guidance for K-12 School Settings*, September 2020

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

BC Ministry of Health, *COVID-19 Public Health Guidance for Summer Day Camp Settings*, July 2020

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Day_Camp_Guidance.pdf

BC Ministry of Health, *Order of the Provincial Health Officer: Gathering and Events*, October 9, 2020

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

BC Recreation and Parks Association, *Guidance and Consideration for Children's Day Camps during COVID-19 Pandemic*, June 2020

<https://www.bcrpa.bc.ca/media/244229/summer-camps-covid-19-guidelines-considerations.pdf>

BC Recreation and Parks Association, *The Recreation and Parks Sector Guideline for Restarting Operations*, May 2020

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

Canadian Red Cross, *First aid protocols and considerations for an ill or injured person during COVID-19*, September 2020

<https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-and-considerations-for-an-ill-or-injured-person-during-covid-19>

Municipal Insurance Association of BC, *Risk Transfer and COVID-19: Waivers, Assumption of Risk and Informed Consent in Recreation Programming and Facility Use Agreements*, June 2020

- MIABC, *COVID-19 Assumption of Risk & Permission Form (for Child Participants)*, June 2020
- MIABC, *COVID-19 Assumption of Risk Form (for Adult Participants and Coaches)*, June 2020
- MIABC, *COVID-19 Addendum to Facility Use Agreement/License (for User Groups)*, June 2020

<https://www.miabc.org/news-events/blogs/view-blog/ask-us-anything-covid-19-risk-management-advice-blog/2020/05/28/risk-transfer-and-covid-19-waivers-assumption-of-risk-and-informed-consent-in-recreation-programming-and-facility-use-agreements>

ViaSport, *Return to Sport Guidelines for B.C.*, June 2020

https://www.viasport.ca/sites/default/files/Phase_3_Return_to_Sport_Guidelines_web_09-17-2020.pdf

WorkSafe BC, *Child care and day camps: Protocols for returning to operation*, June 2020

[file:///C:/Users/jana/Downloads/child-care-protocols-pdf-en%20\(5\).pdf](file:///C:/Users/jana/Downloads/child-care-protocols-pdf-en%20(5).pdf)

WorkSafe BC, *Sports and recreation: Protocols for returning to operation*, June 2020

[file:///C:/Users/jana/Downloads/sports-and-recreation-protocols-pdf-en%20\(1\).pdf](file:///C:/Users/jana/Downloads/sports-and-recreation-protocols-pdf-en%20(1).pdf)