



DISTRICT OF MACKENZIE RECREATION SERVICES

COVID-19 SAFETY PLAN

June 17, 2020

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INTRODUCTION

Purpose

These procedures and guidelines have been developed to ensure the health and safety of staff and patrons at the Mackenzie Recreation Centre and other facilities, services, programs and events managed by District of Mackenzie Recreation Services department. This document forms an addendum to the District of Mackenzie *COVID-19 Safe Work Policy 1.21*, which has been provided to all District of Mackenzie employees and will be updated regularly as the pandemic progresses (see Appendix H). This is a living document and is subject to updates and revisions as needed throughout the progression of the COVID-19 pandemic. All Recreation Services staff must be familiar with this document and the guidelines and procedures outlined herein before commencing work in any area of Recreation Services operations.

Guiding Principles

The safe re-introduction of Recreation Services is dependent on the Health and Safety of workers and community members. This means that general operation of our facilities, as it was once known, may not be immediately attainable. The Province of BC has identified the following principles that will guide the Recreation Services department's decision-making throughout the recovery process.

1. Personal Hygiene
2. Illness Protocols
3. Environmental Hygiene
4. Safe Social Interactions
5. Physical Modifications

PUBLIC HEALTH CONSIDERATIONS

Eight Principles for Preventing the Transmission of COVID-19

District of Mackenzie Recreation Services is 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. 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

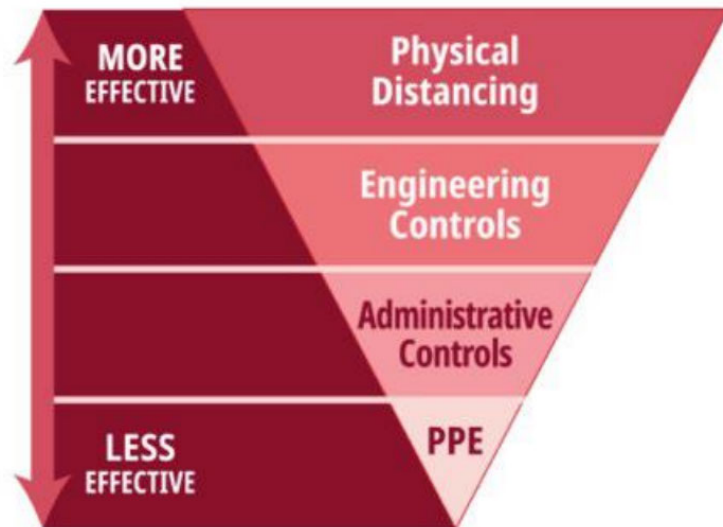
Hierarchy of Controls

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.



First Level of Protection: Physical Distancing Measures

- Measures to reduce the density of people.
 - Stay at home if you are sick and maintain physical distancing.
 - Policies and procedures to limit the number of people in the workplace at any one time.
 - Rearrange workspaces or reschedule work tasks to ensure workers are social distancing from co-workers, patrons and others.

Second Level of Protection: Engineering Controls

- Physical barriers (like plexiglass at checkouts), or increased ventilation.
 - Change the design and layout of the facility and install barriers for when physical distancing cannot be maintained.

Third Level of Protection: Administrative Controls

- Clean rules and guidelines.
 - Establish rules and change policies, procedures and daily operations.
 - Rules and guidelines such as occupancy limits for shared spaces, designated delivery areas and directional arrows in throughways to keep people physically separated.

Fourth Level of Protection: Personal Protective Equipment

- Protocols for use of personal protective equipment.
 - Use personal protective equipment as a last resort and always in combination with other control measures.

- As outlined in the masks mandate order, masks are now required for everyone in many public indoor settings. A face shield is not a substitute for a mask as it has an opening below the mouth. There are exceptions for people with health conditions or with physical, cognitive or mental impairments who cannot wear one, people who cannot remove a mask on their own and children under the age of 12 years. See Appendix A for more information.
- **As of March 31, 2021, masks are now required to be worn during exercise.**

ROLES AND RESPONSIBILITIES

Management

- Ensure workers have been trained in COVID-19 Policies and Procedures and related material.
- Communicate any changes to procedures.
- Ensure workers have the necessary supplies, tools and equipment.
- Encourage virtual or conference call meetings and avoid in person meetings unless necessary.
- Stay away from all facilities and programs when ill or after having travelled outside of the country.

Workers

- Review and understand District wide and Recreation Services specific COVID-19 policies and procedures as outlined in the 1.21 COVID-19 Work Safe Policy and this document.
- Know and understand Safe Work procedures as they relate to COVID-19.
- Participate in assessments and training related to COVID-19.
- Remain at least two metres away from others while performing all work duties.
- Bring health and safety concerns forward to your department Lead Hand, Manager or Joint Health and Safety Committee representatives.
- Follow established cleaning schedules.
- Cover your mouth and nose with your elbow or a tissue when you cough or sneeze.
- Stay away from all facilities and programs when ill or after having travelled outside of the country.

Patrons

- Review and understand public documents from the District of Mackenzie and Recreation Services regarding COVID-19 policies and procedures.
- Follow the instructions on signage and of workers throughout all Recreation Services facilities
- Remain at least two metres away from others not within your household or “bubble.”
- Bring health and safety concerns to the attention of a Recreation Services worker, Manager or the Director of Recreation
- Cover your mouth and nose with your elbow or a tissue when you cough or sneeze.
- Stay away from all facilities and programs when ill or after having travelled outside of the country.
- Keep children away from all facilities and programs when feeling ill.

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 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

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Research shows that some symptoms are more likely related to COVID-19 than others. Key symptoms of COVID-19 include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

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

GENERAL FACILITY RULES AND GUIDELINES

Facility Use and Access

- All patrons enter and exit the facility via the main double doors with directional arrows in place to direct patrons to the Front Desk, Arena, Pool or Fitness Centre.
 - All patrons accessing the facilities are required to follow the posted signage and directional arrows regarding building flow.
- Signs are posted at the entrance to the facility informing patrons that:
 - They must not enter if they suspect they have COVID-19, if they have any of the known COVID-19 symptoms, if they have been in contact with a confirmed or suspected case of COVID-19, or if they have travelled outside of the country in the last 14 days. See Appendix B.
 - They must wear a mask inside the facility. See Appendix C.
- Physical distancing measures, directional signage and capacity limits must be followed at all times while accessing the facility.
- Patrons must pre-register for any activity (Swimming, Skating, Walking Club, Pickleball, Fitness Centre use) by calling or emailing the Mackenzie Recreation Centre before arrival. **Drop-ins cannot be admitted as per the PHO Order of March 31, 2021.**
- User group participants will have sessions booked via the main user group contact and must follow the schedule established between the user group and the Recreation Administration Manager. Changes to user group bookings and schedules must be pre-approved by the Recreation Administration Manager or designate.

Assumption of Risk

- All patrons must complete a COVID-19 Assumption of Risk waiver before their first use of the facility after re-opening.
- Children and youth under the age of 18 must have a parent or legal guardian sign a COVID-19 Assumption of Risk waiver before first use of the facility after re-opening.
- Admission to the facility will not be allowed without a COVID-19 Assumption of Risk waiver on file for each individual seeking admission.

Mask Protocols

- All visitors to District facilities must wear masks. See Appendix C.
- Employees and visitors who are not wearing masks upon arrival at the facility will be asked to wear a mask. Any visitors that indicate that they are not able to wear a mask should be taken at their word as per the guidelines set forth by the BC Office of the Human Rights Commissioner. See Appendix A.
 - Masks are not mandatory for those who are unable to put on or take off their mask on their own.
 - Masks are not recommended for infants and children under the age of 2.
 - Masks are encouraged, but not required for children under the age of 12.
 - **People who are unable to wear a mask must maintain at least three-metres distance from others at all times when in the facility.**
-

- **As per the Order of March 31, 2021, masks are now required during individual exercise. Masks must be worn at all times while engaged in individual exercise in the Fitness Centre.**
- Masks are not recommended for aquatic activities. Patrons may remove masks before entering the pool or hot tub. Activities that do not require masks include:
 - Swimming
 - Aquafit
- Patrons are required to wear masks at all times at Little Mac Ski Hill, even while skiing and snowboarding.
- For organizations with approved COVID-19 Safety Plans and cohort-play models (i.e., Mackenzie Minor Hockey Association, Mackenzie Minor Lacrosse Association), masks are required at all times except while on the field of play within their cohort. See viaSport's *Return to Sport Guidelines for BC* for more information.

Hand Hygiene

- All visitors to District facilities must practice hand hygiene. See Appendix D.
 - Visitors and employees must sanitize or wash their hands upon entering the facility.
 - Hand hygiene stations are available at all entrances and within all program areas.

Capacity Limits

- Capacities are calculated based on the area of a circle surrounding each individual.
- The capacity of each area is calculated based on the unobstructed walking area.
- Capacity limits include patrons/participants and staff.

Facility Cleaning and Disinfection

- Disinfection schedules will increase at times of high usage.
 - Touch points will be disinfected approximately every 2-4 hours depending on the risk level of the area.
 - All staff will be utilized to assist in the increased cleaning and disinfection schedule.
- Additional processes such as the use of disinfection foggers and nano-septic surface covering will be utilized as needed.
- Facilities and/or amenities may be closed periodically throughout the day to allow for additional cleaning and sanitization.

Illness Protocols

- No person who feels sick in any way may visit any District recreation facilities, program or events and/or utilize any of our services. See Appendix B.
- No person may bring a child who feels unwell or is showing any symptoms of illness to any of our facilities, programs and/or events. See Appendix B.
- Any person who believes that they or their child may have become ill within 14 days of visiting one of our facilities should report this immediately by contacting Recreation Services at 250-992-5283 and Northern Health.
- If bodily fluids are found anywhere within Recreation Services facilities, report to a staff person immediately.

- Spitting is not permitted in any area of any Recreation Services facility, including the ice surface and pool.

Room Bookings

- Room bookings may be eliminated, limited or modified as restrictions and guidelines progress or recede.
- Users will be required to adhere to all Recreation Services COVID-19 procedures and guidelines outlined in this document.
- Each room is subject to its own capacity and use restrictions. Capacity limits are posted in each area and must be followed at all times.
 - Capacity limits are determined based on the size of the room and the type of activity taking place.
- Users will be asked to read and sign a COVID-19 Room Booking Agreement prior to confirming their booking.

Programs and Events

- Masks are required at all District of Mackenzie Recreation Services programs and events. See Appendix A and C.
- Program participants are asked to phone Recreation Services to pre-register for programs and events in lieu of dropping into the facility.
 - **Drop-ins cannot be admitted as per the PHO Order of March 31, 2021.**
- All facility users are asked to check in at the Recreation Services front desk upon arrival unless otherwise specified.
 - Swimming lesson participants, children's program participants and user groups are not required to check in at the front desk and should check in at their program location.
- Programs will be advertised as registration opens to the public.
 - Programs will be introduced gradually, beginning with general facility use, progressing through increasingly risky programming categories, and then finally re-introducing drop-in facility access.

User Group Rentals

- Groups will be required to adhere to all COVID-19 procedures outlined in this document.
 - Failure to comply with facility guidelines will be evaluated on a case-by-case basis and may result in the removal of the user's bookings.
- Groups are required to read and sign the COVID-19 Addendum to Facility Use Agreement in addition to their regular contract. This includes the requirement to:
 - Create a COVID-19 Safety Plan for their activity in accordance with the Provincial Health Order as well as recommendations from viaSport and Provincial Sport Organizations (PSOs).
 - Confirm all members and participants have read and understood their COVID-19 Safety Plan.
 - Implement policies and procedures to support the COVID-19 Safety Plan.
 - Review the COVID-19 Addendum to Facility Use Agreement with all participants in their activities.

- User groups will be asked to follow and enforce their own COVID-19 Safety Plans specific to their sport, including considerations for their own spectator management while using the facility.
- Priority should be given to athletes, coaches and officials followed by spectators.
- Spitting is not permitted in any area of any Recreation Services facility, including the ice surface and pool.

Parents and Spectators

- Spectators are discouraged in all recreation facilities, programs and events.
- Priority in buildings and spectator areas should be given to workers, service users, program participants, athletes, coaches and officials.
- User groups are asked to include considerations in their COVID-19 Safety Plans for managing their participants' spectators.
- Parents of young children and assistants for people with mobility barriers or disabilities will be considered when managing spectators in recreation facilities.

Washrooms, Changerooms and Showers

- Facility users are asked to line up outside of washroom entrances and refrain from remaining inside the washroom if not at a stall or the sink.
- Changerooms are reserved for patrons using the Aquatic Centre. Patrons utilizing the Fitness Centre will not have access to the changerooms.
- Showers are available to patrons of the Aquatic Centre only. Patrons must take a cleansing shower before entering the pool.
- Two arena dressing rooms (5 and 6) are available for User Groups only. Showers are not available in the arena dressing rooms at this time.
- User groups are asked to follow and enforce their own COVID-19 Safety Plans specific to their sport while in the dressing rooms.

Lockers

- Lockers are not available until further notice.

Lost and Found

- Valuable lost and found items will be disinfected and stored by a staff person.
 - Individuals should seek assistance at the Recreation Services front desk for information about lost valuables.
- Lost and found bins for general items will not be maintained or disinfected by workers on a regular basis.

First Aid

- Patrons requiring first aid are asked to bring their concern to the attention of a worker, while maintaining a two-metre distance.
- When possible, the worker will maintain a two-metre distance throughout first aid treatment.

- The worker may ask a member of the public to wear a mask covering their mouth and nose while administering first aid care.
- Workers who are not able to maintain a two-metre distance from another person will wear a mask and face shield or safety goggles in addition to their regular personal protective equipment.

Lease Holders and Food Concessions

- Lease holders are responsible for developing their own risk assessment and COVID-19 Safety Plan in accordance with Provincial Health and WorkSafe BC requirements.
- COVID-19 Safety Plans for lease holders in the Ernie Bodin Community Centre are posted at the entrance to each area. Please contact each lease holder directly for more information.
- The Mackenzie Public Library has developed their own COVID-19 Safety Plan which is posted in that location. Please contact Alice Pek, Acting Library Director for more information.
- Mr. Munchy's concession will be closed until further notice.

Closures

- The PlayGym is closed until further notice.
- The Climbing Wall is currently closed to the public but will reopen on Monday, May 3, 2021.
- Mr. Munchy's Concession is closed until further notice.
- Arena Dressing Rooms 1-4 are closed until further notice. Use of Arena Dressing Rooms 5 and 6 are reserved for Arena User Groups only and are not available to the public.
- Changerooms are reserved for patrons of the Aquatic Centre only. Other patrons do not have access to the pool changerooms at this time (i.e., Fitness Centre patrons will not have access to changerooms).
- The Sauna is closed until further notice.
- Lockers in the pool changerooms are closed until further notice.
- Arena lockers are closed until further notice.
- Seating in the Community Living Room is not available to the public at this time and the area has been roped off to limit access to the area.
- The pool lobby is closed to spectators. Seating in the pool lobby is reserved for patrons of the Fitness Centre only.

CLEANING AND DISINFECTING PROCEDURES

General Information

Coronavirus on surfaces and objects naturally die within hours to days – warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

- Detectable on copper up to 4 hours
- Detectable on cardboard up to 24 hours
- Detectable on plastics & stainless steel up to 2-3 days

Normal routine cleaning with soap and water removes germs and dirt from surfaces – it lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces – by killing germs on a surface after cleaning, you can further reduce the risk of spreading infection.

Cleaning Procedure

Using the appropriate disinfectants, staff will maintain the facilities in use by frequently cleaning high touch points and surfaces. During the closed periods in the various facilities, staff will perform a deep clean of the spaces that were used, ensuring thorough cleaning and air exchange.

Frequently touched surfaces will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects, as per below:

1. Clean the surface/object with soap and water.
2. Disinfect the surface/object using the EPA-approved disinfectant solution.

Frequently touched surfaces that are most likely to be contaminated are:

- | | | |
|------------------|---------------|---------------|
| • Doorknobs | • Faucets | • Keyboards |
| • Handrails | • Toilets | • Electronics |
| • Light switches | • Tables | • Phones |
| • Handles | • Countertops | |
| | • Desks | |

Surfaces and Program Equipment

- Hard (Non-Porous) Surfaces:
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For deep cleaning, bleach, Sanibet and/or Vanguard will be used depending on the area being cleaned.
 - For cleaning between deep cleans, and especially for cleaning high-touch points, Pinosan will be used.
- Soft (Porous) Surfaces:
 - For surfaces such as carpeted floor, rugs and drapes, remove visible

contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

- After cleaning, if the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry the item completely.
- Linens, Clothing, and Other Items that can be Laundered:
 - In order to minimize the possibility for dispersing the virus through the air, do not shake dirty laundry.
 - Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - Dirty laundry that has been in contact with an ill person can be washed with other items.
 - Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.
- Program Equipment and Training Accessories
 - Clean and disinfect after each use by a patron.
 - For equipment used in the Aquatic Centre, immerse the equipment in pool water after cleaning and store to dry.
- Rescue Equipment (Aquatic Centre)
 - Clean and disinfect rescue equipment at the end of each day or during an exchange between lifeguards.
 - After cleaning, leave rescue equipment immersed in the water to disinfect.
- Personal Floatation Devices (Aquatic Centre)
 - Clean and disinfect PFDs after use by a bather.
 - After cleaning, leave PFD immersed in the water to disinfect and hang to dry.

Personal Protection

The risk of exposure to cleaning staff is inherently low, however, staff responsible for cleaning and disinfecting the facility will be provided with adequate PPE and must practice personal hand hygiene.

- All staff will be provided with training on site, including when to use PPE, what PPE is necessary, how to properly put on and take off PPE, and how to properly dispose of PPE. See Appendix F and G.
- All staff should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing their hands with soap and water for 20 seconds. See Appendix D.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, wash hands with soap and water.

Appropriate Disinfectants

- Bleach
 - 1 cup bleach in 18L mop bucket
 - For deep cleaning of Aquatic Centre, mopping
- Certainty
 - Wipes
 - For desks, tabletops, chairs, program equipment
- Sanibet
 - 1mL in 500mL water
 - Spray Bottles
 - For Offices, Guard Room, Water Fountains, Changerooms
- Pinosan
 - 122mL in 5L water
 - For deep cleaning
 - High-touch points
 - Changerooms
- Vanguard
 - 12.5mL in 1000mL water
 - Spray Gun
 - For bleachers, changerrooms

MACKENZIE RECREATION CENTRE

Recreation Services Front Desk and Community Living Room

General Information

- Patrons will access the Recreation Services Front Desk, lobby and Community Living Room via the sliding doors at the main entrance at the front of the building.
- Physical distancing markers are in place at the Front Desk to ensure patrons maintain physical distance while waiting in line.
 - Those waiting in lines should maintain a two-metre distance from others and stand on physical distancing markers.
- Whenever possible, contactless forms of payment and check-in are to be used at the Recreation Services Front Desk.
 - Use of cash is discouraged but accepted. Staff must sanitize hands after handling any money.
- Patrons are asked to check in at the front desk or at their pre-determined program check-in (i.e., swimming lesson participants, children's program participants and user groups are not required to check in at the front desk and should check in at their program location).
- All patrons must read and sign a COVID-19 Assumption of Risk waiver before first use of the facility since reopening. Children and youth aged 18 and under must have a parent or legal guardian sign for them.
- Loitering in the lobby, hallways and stairwells is discouraged.
- Seating in the Community Living Area is not accessible at this time to discourage loitering and to control the number of individuals present in the main lobby at any given time. Staff may ask patrons to vacate the area as capacity limits dictate.

Closures

- Community Living Room
- PlayGym
- Climbing Wall

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Front Desk Lobby/ Community Living Area	20	<ul style="list-style-type: none">• Patrons should stand on physical distancing markers while waiting for service at the Recreation Services Front Desk.• Seating in the Community Living Area is closed until further notice.• This area should only be used as a thoroughway to the Arena/Arena Lobby/Concession Area/Arena Dressing Rooms
PlayGym	0	<ul style="list-style-type: none">• Closed until further notice.
Climbing Wall	8	<ul style="list-style-type: none">• Reopens to the public on Monday, May 3, 2021

Community Hall and Conference Room

General Information

- The Community Hall, including the Sas da'ghe Room, Callahan Room and Rose Boyko Room, is available to the public for rentals as long as all current COVID-19 restrictions and guidelines are adhered to.
- Until further notice, no events will be allowed in the Community Hall.
- Meetings can be booked as long as a COVID-19 Room Booking Agreement is signed by the renter prior to confirming the booking.
- The Community Hall may be used for Child and Youth programs to allow for increased physical distancing between staff and participants. Specific policies and procedures for child and youth programs are discussed later on in this document.
- The Community Hall may also be used for Pickleball and/or Badminton as required. Pickleball will also be offered on the Arena floor after the ice season has ended.
- The upstairs conference room will be used exclusively as a staff break room until further notice and is not available to the public to rent. Staff meetings may take place in the upstairs conference room as needed.

Cleaning and Disinfection Procedures

- Cleaning and disinfection schedules are based on levels of use.
- Building staff will clean and disinfect each area immediately after use. Cleaning and disinfecting will include wiping down all tables and chairs and sweeping and mopping of the floor.
- Program equipment that is used in the Community Hall will be cleaned and disinfected by the program staff responsible for the program.

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Community Hall	47	• Maximum capacity with dividers down
Sas da'ghe Room	12	•
Callahan Room	23	•
Rose Boyko Room	12	•
Conference Room (Upstairs)	10	• To be used exclusively as a staff break room until further notice.

Alan Sheppard Arena and Concession

General Information

- The ice season has ended. Skating and shinney hockey programs will resume in September 2021.
- The Arena dry floor is available for booking by user groups until the ice season returns.
- Programs will be offered via pre-registration only. No drop-ins allowed.
- Patrons should enter the arena by following directional arrows to either Side A or Side B as directed by Recreation Services staff.
- Only 25 participants are allowed in the arena at one time.
- No spectators are allowed during programs and bleachers will be closed to spectators.
- The first row of bleachers is available to patrons to put on and take off skates, rollerblades or other footwear required for the activity.
- Patrons are asked to arrive no more than 10 minutes prior to their scheduled session and to exit the facility within 10 minutes of the end of their scheduled session.
- Mr. Munchy's Concession is closed until further notice.
- Seating is not available in the Arena Lobby and patrons are asked not to loiter in this area. The Arena Lobby should only be used as a throughway to the Arena and Dressing Rooms.
- For specific information regarding Arena User Groups, please see COVID-19 Procedures for User Groups on page 50.

Physical Distancing

- Patrons and staff must maintain a minimum of two-metres physical distance at all times. Patrons from the same household are not required to physically distance.
- No more than six patrons may form a bubble. Groups larger than six patrons must split into smaller groups.

Dressing Rooms

- Patrons are asked to arrive dressed in their skating/rollerblading attire as change rooms are not available for public use.
- Arena Dressing Rooms 5 and 6 are available for User Groups only and are not available for public use.

Arena Meeting Room

- The Arena Meeting Room is available to User Groups only and is not available for public use.

Washrooms

- Public washrooms are accessible via the Arena Lobby and are open to the public.

Water Fountains

- Water fountains are closed until further notice. Water filling stations are available for refilling water bottles only. Patrons are advised to bring their own water to the facility as much as possible.

Shinney Hockey

- Shinney Hockey will return in September 2021 when the ice season returns as long as provincial health restrictions allow.

Skate Aids

- Skate aids are available for use during the ice season for Public Skating only.
- Skate Aids will be stored until the ice season returns and will not be available for use.
- Staff will disinfect skate aids with a disinfecting wipe after each use.

Skate Rentals

- Skate rentals are available for use during the ice season only. Skate rentals will return when the ice season resumes in September 2021.
- Skates will be stored until the ice season returns and will not be available for use.
- Skates will be disinfected with Lysol spray by staff after each use.

Cleaning and Disinfecting Procedures

- Bleachers will be cleaned by staff between each program or booking using the Vanguard spray gun and/or Certainty disinfecting wipes.
- Skate aids will be disinfected between users with Certainty disinfecting wipes.
- The Arena Meeting Room and Dressing Rooms will be disinfected after each use with Vanguard spray gun.

Closures

- Arena Dressing Rooms 1-4
- Mr. Munchy's Concession

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Alan Sheppard Arena	25	
Arena Dressing Room #1	0	<ul style="list-style-type: none">• CLOSED
Arena Dressing Room #2	0	<ul style="list-style-type: none">• CLOSED
Arena Dressing Room #3	0	<ul style="list-style-type: none">• CLOSED
Arena Dressing Room #4	0	<ul style="list-style-type: none">• CLOSED
Arena Dressing Room #5	10	<ul style="list-style-type: none">• No public access• User Group access only
Arena Dressing Room #6	10	<ul style="list-style-type: none">• No public access• User Group access only
Arena Meeting Room (Upstairs)	10	<ul style="list-style-type: none">• No public access• User Group access only
Arena Lobby	10	<ul style="list-style-type: none">• This area should only be used as a throughway to the Arena and Arena Dressing Rooms.
Mr. Munchy's Concession	0	<ul style="list-style-type: none">• CLOSED until further notice

Fitness Centre

General Information

- **As per the PHO Order of March 31, 2021, masks are now required to be worn during individual fitness and exercise. Patrons using the Fitness Centre are required to wear a mask at all times while engaged in individual exercise.**
- Patrons are asked to check in at the Recreation Services Front Desk for Fitness Centre sessions.
- Fitness Centre bookings must be made in advance by phone or email to minimize contact between Customer Service Representatives and the public.
- As per the PHO Order of March 31, 2021, drop-ins will not be admitted into the facility.
- Patrons may book gym sessions on the hour during regular hours of operation.
- The gym will be closed between 12pm and 1pm, Monday to Friday, for deep cleaning. No bookings will be taken during this time slot.
- On Tuesdays and Thursdays from 2pm to 3pm the Fitness Centre is reserved for Senior patrons only.
- Between the hours of 6am and 4pm, Monday to Friday, patrons may book for an entire hour.
- From 4pm to 10pm, Monday to Friday, patrons may book for 50 minutes to allow for 10 minutes of cleaning between each session.
- On Saturdays and Sundays, from 8am to 4pm, patrons may book for an entire hour.
- Patrons that wish to book 2 sessions back-to-back may only do so between 6am and 4pm, Monday to Friday, and between 8am to 4pm on Saturday and Sunday. Weekday evening sessions are considered prime time and double bookings are not allowed.
- Patrons that book during prime time may stay for an additional session only if there is space in the next session and only the day of.
- Patrons that don't show for 3 scheduled prime time sessions and/or do not call to cancel ahead of time will not be allowed to pre-book prime time Fitness Centre sessions in advance. They will only be allowed to book the day of.
- Changerooms are not available for patrons of the Fitness Centre. Changerooms are reserved for patrons of the Aquatic Centre only until further notice.
- Patrons are asked to arrive no more than 10 minutes prior to their gym booking.
- Seating is provided in the Pool Lobby for patrons waiting to use the Fitness Centre.
- Patrons are asked to wipe down equipment and machines with disinfecting wipes that are provided in the Fitness Centre.
- Water fountains are available for refilling water bottles only. Drinking fountains have been turned off.

Cleaning and Disinfecting Procedures

- The Fitness Centre is deep cleaned by Building Staff twice daily, Monday to Friday, at midday (12pm to 1pm) and at the end of each day.
- Beginning at 4pm, Monday to Friday, high touch point cleaning is conducted by Building Staff every hour.
- On Saturdays and Sundays, Building Staff will monitor gym use and clean during sessions with no bookings as weekend use is historically low, especially during the summer months.

Closures

- Changerooms
- Lockers

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Fitness Centre	15	12 patrons and up to 3 staff may be present in the Fitness Centre per session.

Aquatic Centre

General Information

- Patrons are asked to check in at the Recreation Services Front Desk for Public Swimming or Aquafit sessions. Patrons attending swimming lessons can check in with their instructor on the pool deck.
- Patrons should follow directional arrows to and from the pool.
- Patrons must access the pool deck via the Pool Lobby Changeroom (formerly the women's changeroom).
- Patrons must remove outdoor footwear before entering the Pool Lobby Changeroom. Shoe and boot racks are provided.
- Patrons are required to take a cleansing shower before entering the water as per Public Health regulations.
- At the end of their swim session, patrons must exit the changeroom via the pool deck and exit the pool via the pool lobby doors.
- Pre-registration is required for all Public Swim, Lane Swim and Aquafit sessions. Patrons must book by calling or emailing Recreation Services.
- As per the PHO Order of March 31, 2021, drop-ins will not be admitted into the facility.
- The sauna will remain closed until further notice.
- Patrons are allowed to bring their own equipment to the Aquatic Centre but are asked to keep toys to one per child to prevent usage by others.
- Personal flotation devices (lifejackets) will be available, though patrons are encouraged to bring their own if needed.
- Physical distancing markers must be followed when patrons line up to use the slide or rope swing.
- The water fountain located in the Aquatic Centre is available for use as per Public Health regulations. Aquatic staff will disinfect the water fountain after each use.

Changerooms

- Patrons will have access to the pool lobby changeroom (formerly the women's changeroom) before entering the pool. As this is a unisex changeroom, nudity is not allowed.
- Patrons are expected to arrive at the facility swim-ready (i.e., bathing suit on underneath clothing) to limit the amount of time spent in the pool lobby changeroom before entering the pool deck.
- Patrons must allow for physical distancing and capacity limits while in the changerooms.
- Patrons are required to bring all of their belongings with them on to the pool deck and place them along the walls of the pool deck where directional arrows indicate.
- Patrons will have access to either the men's (formerly the family changeroom) or women's (formerly the men's changeroom) changerooms at the end of their swim session. Showers are available in these changerooms. Patrons are asked to limit time in the changerooms to 10 minutes. If patrons require more than 10 minutes in the changeroom, they are asked to leave their swim session early.

Red Cross Swimming Lessons

- Recreation Services will follow the current *Red Cross Swimming and Water Safety Program Training COVID-19 Protocols (June 2020)* for all swimming lessons.

- For effective reduction or risk of transmission of disease, Instructors need to maintain physical distancing with swimmers and parents/caregivers.
- To accommodate this strategy, the Red Cross supports the following interventions:
 1. For all levels in Red Cross Swim Preschool, up to and including Red Cross Swim Kids 1-4, physical distancing and safety can be maintained for participants by:
 - Conducting classes as parented classes to reduce the risk of disease transmission through physical distancing, as the parent/caregiver is now accountable to ensure that the child is safe in the water and reduces the contact with the Instructor. Only one parent/caregiver per swimmer is recommended.
 - Swimmers and parents/caregivers should maintain physical distancing with other swimmers and parents/caregivers in the class.
 2. Water Safety Instructors should deliver lessons from the pool deck with a buoyant aid at hand and ensure that a buoyant aid is also available on the deck for the parent/caregiver to use in the event of an emergency. When demonstrations are required, Instructors should remove the swimmers and parents/caregivers from the pool and have them either sit or stand on the pool edge, while the Instructor provides the in-water demonstration.
 3. Reduce the class size depending on pool space to maintain physical distancing. Consider that each swimmer will have one parent/caregiver with them as one household.
 4. When reducing the class size, remember that the swimmer and parent/caregiver are a team. For example, if registering 4 swimmers in the class, this number will include the parent/caregiver for a total of 8 people in the class.
 5. The number of classes in the pool at one time should coincide with the gathering restrictions as per the provincial/territorial guidelines.

First Aid and Water Rescues

- Patrons requiring first aid are asked to bring their concerns to the attention of a lifeguard while maintaining a two-metre distance.
- First aid treatment for swimmers will be administered at the first aid station located outside of the guard office at the shallow end of the pool.
- When possible, lifeguards will maintain a two-metre distance during first aid care.
- Lifeguards may ask patrons to wear a mask during first aid treatment.
- Lifeguards who are not able to maintain a two-metre distance during first aid treatment will wear a face shield in addition to their regular personal protective equipment (mask and gloves).
- During water rescues physical distancing may not be possible.

Cleaning and Disinfecting Procedures

- Deep cleans of the Aquatic Centre and changerooms are conducted by Aquatic Staff and/or Building Staff at midday and end of day.
- Cleaning and disinfecting of high touch points are conducted by Aquatic Staff each hour.

Closures

- Lockers
- Sauna

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Public Swim	25	<ul style="list-style-type: none"> Maximum capacity for the entire Aquatic Centre is 25 individuals.
Lane Swim	6	<ul style="list-style-type: none"> 1 individual per lane unless from the same household or bubble.
Aquafit	12	<ul style="list-style-type: none"> 13 spots will be available to the public during Aquafit.
Swimming Lessons	8	<ul style="list-style-type: none"> During swimming lessons, up to 17 spots will be made available to the public.
25-metre Pool	25	<ul style="list-style-type: none"> Maximum capacity for the entire Aquatic Centre is 25 individuals.
Tot Pool	10	<ul style="list-style-type: none"> Families with babies and toddlers will be given priority when determining use of the Tot Pool.
Hot Tub	2 Individuals or 1 Household or Bubble	<ul style="list-style-type: none"> Hot Tub use is limited to 10 minutes per individual, household or bubble to accommodate physical distancing measures. A maximum of 6 individuals may be considered a household or bubble.
Pool Lobby Changeroom	15	<ul style="list-style-type: none"> This is a unisex changerroom. NO NUDITY. Patrons must arrive swim-ready to limit the time spent in this changerroom.
Women's Changeroom	15	
Men's Changeroom	3 Individuals or 3 Households or Bubbles	<ul style="list-style-type: none"> A maximum of 6 individuals may be considered a household or bubble. 3 change stalls are available in this changerroom at any given time. Patrons may be required to wait their turn when change stalls are occupied.
Pool Lobby	12	<ul style="list-style-type: none"> The pool lobby is closed to spectators until further notice. This area is reserved as a staging area for Fitness Centre Patrons only.

Climbing Wall

General Information

- Patrons must pre-register for all climbing wall programs and sessions in advance by calling Recreation Services.
- Patrons must check in at the Recreation Services Front Desk before proceeding to the Climbing Wall.
- Patrons must come to the facility ready to climb. Changerooms are not available for patrons of the climbing wall.
- Staff will not be available to belay climbing wall patrons.
- Patrons that book as a family group or bubble can belay each other if they have successfully completed a Learn to Belay course and have a certificate on file at the Front Desk.
- Patrons that do not hold a facility Learn to Belay certificate cannot belay other patrons.
- Patrons that do not have a certified belayer in their family group or bubble and individual climbers may use one of the two auto belay systems.
- Patrons must maintain at least two metres of physical distance from staff at all times while at the climbing wall.
- Patrons aged 12 and older are required to wear masks while climbing.
- Masks are encouraged for children aged 5 to 11 years.
- Patrons must wash or sanitize their hands before using liquid chalk bottles and/or dispensers.
- Patrons must not touch their face or mask with their hands while climbing on the wall.
- Patrons must wash and/or sanitize their hands between trying different routes.
- Spectators are not allowed in the climbing wall. Only those registered for a climbing program or session will be allowed in the climbing wall.
- Outdoor shoes will not be allowed in the climbing wall area. Shoes must be placed on shoe racks before entering the climbing wall area.

Climbing Holds and Ropes

- Climbing necessarily involves the touching of climbing holds and ropes within the climbing space.
- Ropes and holds cannot be disinfected by chemical means as the chemicals in disinfectants can degrade the material and make conditions unsafe for climbers.
- Current science suggests that transmission through shared surface contact can only occur if one then transfers residual particles into one's system, usually by touching their face, allowing the virus to enter via their mouth, nose, or eyes.
- Current preventative measures recommended by the government and health authorities such as frequent hand washing, covering your cough, not touching your face and/or mask, and maintaining physical distance should be reasonably adequate to reduce the risks of infection within the climbing space.

Child and Youth Climbing Programs

- Staff must follow all procedures outlined in the section entitled *COVID-19 Protocols for Program Staff* during registered climbing wall programs with children and youth.

Shoe and Harness Rentals

- Shoe and harness rentals are available for use by the public. Patrons should let the Front Desk know if they will need a harness and/or shoes at the time of booking so we can ensure equipment is ready when they come in for their scheduled session.
- Shoes will be disinfected after each use with Lysol spray by Climbing Wall and/or Front Desk staff.
- Harnesses will be quarantined after each use for two days before being reintroduced into circulation.

Cleaning and Disinfecting Procedures

- High touch points will be cleaned between each program and/or session.
- Climbing Shoes will be disinfected both inside and outside with Lysol Spray after each use.
- Harnesses will be quarantined for a minimum of 2 days after each use.
- Belay Devices and Carabiners will be disinfected as needed with Certainty Wipes
- Mats will be wiped down with cloths soaked in Vanguard or Pinosan mixed with water at the end of each day.
- Climbing Holds will be wiped with cloths soaked in soapy water at the end of each day.
- Ropes will be quarantined at the end of each week for one week.

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Climbing Wall Enclosure	3	<ul style="list-style-type: none">• This number applies only to the area within the Climbing Wall enclosure.
Climbing Wall Room	6	<ul style="list-style-type: none">• This number applies to the entire Climbing Wall/PlayGym room, including the Climbing Wall enclosure.
Climbing Wall Washroom	1	<ul style="list-style-type: none">• One person or parent with child.
PlayGym	0	<ul style="list-style-type: none">• Closed until further notice.

Outdoor Rink and Skating Loop

General Information

- **The Outdoor Rink and Skating Loop are currently closed for the season.**
- The Outdoor Rink and Skating Loop are available for use on a first come, first served basis.
- Physical distancing must be maintained at all times while on the Outdoor Rink and Skating Loop.
- Spectators are discouraged and gatherings are prohibited until further notice.

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Outdoor Rink	25	
Skating Loop	25	

Little Mac Ski Hill

General Information

- **Little Mac Ski Hill is now closed to skiing and snowboarding for season and the ski chalet is not available for public use.**
- Little Mac Ski Hill is following the *Ski Well, Be Well* guidelines from the Canadian Ski Council.
- To align with our government's health and safety guidelines, we will be practicing physical distancing procedures at Little Mac Ski Hill. We will be promoting the physical distancing requirement of at least two metres from anyone outside your household or bubble.
- Furthermore, face masks are mandatory at Little Mac Ski Hill in all public spaces, from the parking lot to the ski chalet, to the bottom ski shack. Face masks are required to be worn by patrons and staff while skiing.
- Events and social gatherings are prohibited at Little Mac Ski Hill until further notice.
- The ski chalet is open to the public with limited capacity. The ski chalet is cleaned and disinfected daily.
- Washroom facilities, including handwashing facilities, are available within the Ski Chalet.
- Passes will not be sold at Little Mac Ski Hill. Passes must be purchased at the Mackenzie Recreation Centre. Only Season Passes are available; this will limit interactions between Front Desk staff and patrons wishing to utilize the Ski Hill.
- Patrons are discouraged from sharing personal equipment with others unless they are from the same household.

Cleaning and Disinfection Procedures

- The Little Mac Ski Hill Chalet will be deep cleaned once per day at the end of each day.
- High touch point will be cleaned regularly by staff.

Capacity Limits

<i>Room</i>	<i>Capacity</i>	<i>Considerations</i>
Little Mac Ski Chalet	12	<ul style="list-style-type: none">• This number includes staff and patrons.

ADULT SPORT

General Information

Adult *indoor* sport is currently limited to 2 players, with a minimum of 3 metres between players. Adult *outdoor* group sport is limited to 4 players with the same 3 metre distance requirements between players. The only exception to these rules is if ALL players live in the same household.

Pickleball

- Pickleball will continue under the current restrictions but is limited to singles (1 on 1) play unless all players are from the same household, in which case doubles (2 on 2) play is allowed.
- Furthermore, two members from one household can play against two members from another household as the 3-metre distance requirement is controlled/maintained by the 7-foot non-volley zone.
- Pickleball bookings are by pre-registration only.
- Players are encouraged to bring their own rackets and balls but equipment is available for use for those that do not have their own equipment.
- Players are asked to sanitize rackets and balls both before and after use.
- No spectators are allowed until further notice.

Shinney Hockey

- **Shinney Hockey has ended for the season and will return when the ice season resume in September 2021 as long as restrictions allow.**

ADULT FITNESS

Indoor Individual Exercise

Booking and Registration

- All patrons must be scheduled in advance.
- Drop-ins will not be admitted.

Case Finding and Contact Tracing

- Contact information (name and phone number or e-mail) of staff and participants must be kept in a format that can be made readily available if needed by Public Health for up to 30 days.

Masks

- Masks must be worn at all times including while exercising
- People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements.
- People who are unable to wear a mask must maintain at least 3 metres distance at all times when in the facility

Physical Distancing and Minimizing Physical Contact

- Physical distance of 2.5 metres between each patron in all directions must be maintained while exercising.
- If there is movement occurring, each patron should have enough space to ensure they are never within 3 metres of each other
- Personal trainers must maintain 2 metres distance from clients (and other patrons).
- No spotting allowed for weightlifting (except patrons who reside in the same household).
- Physical distancing of 2 metres must be maintained when not exercising and at all other times in facility.

Audio

- Music in all exercise spaces must be kept below speaking volume in order to reduce singing or shouting.
- Individuals may listen to music with headphones but are required to take headphones off when communicating with another patron/staff/instructor/trainer.

Changerooms/Washrooms/Water Fountains

- Changerooms and showers are closed to individual exercise participants.
- Patrons must arrive in exercise attire.
- Washrooms for individual exercise participants use are located outside of the Fitness Centre in the pool changerroom corridor.
- Patrons are asked to bring their own water. Water fountains are closed. Water filling stations are available in the Arena Corridor and Fitness Centre only.

Cleaning and Disinfection

- All shared equipment (e.g., exercise machines, floor mats, weights, etc.) must be cleaned and disinfected after each use by patrons.

Group Fitness

General Information

- **All Adult Group Fitness, whether low or high intensity is currently prohibited as per the PHO Order of March 31, 2021.**
- It is important to note that Public Skating Rinks and Swimming Pools and Sport are not covered by these guidelines (i.e., Aquafit classes and individuals that skate for fitness are not limited by these guidelines).

High vs. Low Intensity Exercise

- The BC Ministry of Health defines high intensity exercise as “exercise that generally results in significantly increased respiration rates.” Low intensity fitness is defined as “exercise that does not result in significantly increased respiration rates” (BC Ministry of Health).
- Examples of high and low intensity fitness have been provided but gym, studio and fitness centre operators have been asked to use best judgement in identifying what category their group exercise classes fall into based on the examples provided.
- For more information, please link to the *Public Health Guidelines for Group Low Intensity Exercise* that is found at the end of this document.

Case Finding and Contact Tracing

- Contact information (name and phone number or e-mail) of staff and participants must be kept in a format that can be made readily available if needed by Public Health for up to 30 days.

Masks

- Masks must be worn at all times when exercising unless a person is exempt from mask requirements.
- Instructors must wear masks at all times.

Changerooms/Washrooms/Water Fountains

- Changerooms and showers are closed to group fitness participants.
- Patrons must arrive in exercise attire.
- Washrooms for group fitness participant use are located off the main lobby near the Recreation Services front desk.
- Patrons are asked to bring their own water. Water fountains are closed. Water filling stations are available in the Arena Corridor and Fitness Centre only.

Cleaning and Disinfection

- All shared equipment must be cleaned and disinfected between each use.
- Other high touch surfaces must be cleaned and disinfected twice per day.
- Where exercise activities involve participants prone or seated on the floor (i.e., floor mats not used), the floor should be cleaned and disinfected between each class.

Physical Distancing and Minimizing Physical Contact

- Physical distance of 2.5 metres between each patron in all directions at all times must be maintained while exercising.
 - If there is movement occurring in a class, each patron should have enough space to ensure they are never within 2.5 metres of each other.
- Instructors should remain in a designated “instructor area” throughout the class where they can maintain 2.5 metres physical distance.
 - Instructors must give verbal, rather than hands-on, corrections.
- Physical distancing of 2 metres must be maintained when not exercising and at all other times in the facility.

Audio

- Instructors for exercise classes require microphones so that they are not required to raise their voices beyond a normal speaking volume.
 - Microphones must be only used by one individual or covered for use.
- Music must be kept below speaking volume in order to reduce shouting.

Personal Equipment

- Where practical, patrons should bring as much of their own equipment as possible (e.g., exercise mats, weights, etc.)

Zumba

- **As per the PHO Order of March 31, 2021, which restricts Adult Group Fitness of any type, weather high or low intensity, Zumba is cancelled until further notice.**
- Zumba is offered by an independent instructor and is not a District of Mackenzie Recreation Services Program.
- The Zumba instructor has created a COVID-19 Safety Plan which is posted in the program site during classes.

Walking Club

- **As per the PHO Order of March 31, 2021, which restricts Adult Group Fitness of any type, weather high or low intensity, Walking Club is cancelled until further notice.**
- Protocols for Walking Club follow the current *Public Health Guidelines for Group Low Intensity Exercise* as listed above.
- A distance of 2.5 metres between patrons must be maintained at all times while engaged in physical activity (walking).

- When not engaged in physical activity, patrons must keep 2 metres between themselves and others while inside the facility and wear a mask.
- A maximum of 6 patrons can register for each Walking Club session.
- All Walking Club sessions must be pre-booked. Drop-ins will not be admitted.

COVID-19 POLICIES AND PROCEDURES FOR STAFF

Safe Work Practices

Hand Hygiene

- Staff must practice hand hygiene at all times while in the facility. This includes washing hands with soap and water when they are visibly dirty and sanitizing hands upon entrance to the facility, before and after eating, after sneezing or coughing into a tissue, after handling cash and after touching any high-touch points throughout the facility. See Appendix

Mask Protocols

- Masks are required by staff in all common areas of Recreation Services facilities.
- Masks may be removed to eat or drink in designated areas only.
- Masks may be removed when working alone at a designated workstation or office when others are not present.
- Staff are required to wear masks at all times in shared workspaces.
- Staff are required to wear masks when travelling with others in District vehicles.
- Masks are not required for staff working outdoors unless they cannot maintain physical distancing from others.
- Staff will be provided with training on the proper way to don and doff a mask upon their return to work.

Aquatic Staff

- Aquatic Staff are not required to wear masks during Aquafit and Swimming Lessons. Aquatic Staff should wear masks as much as possible while on deck. Aquatic staff will remove masks as needed for safety (i.e., when blowing their whistle, when entering the water to perform a rescue).

Program Staff

- Program Staff are required to wear masks at all times during programs, except during program swim times and during meal breaks.
- Skate Patrol Staff are required to wear masks at all times during skating programs.
- Ski Hill staff are required to wear masks at all times at Little Mac Ski Hill, except during meal breaks.

Customer Service Representatives

- Customer Service Representatives are required to wear masks at all times when at the Recreation Services Front Desk.

Cough/Sneeze Etiquette

- Staff are expected to cough and sneeze into a tissue and then immediately dispose of the tissue in a waste basket lined with a plastic garbage bag. Once the tissue has been disposed of, staff must sanitize their hands before touching anything else and before resuming work. When a tissue is not available staff are asked to cough and sneeze into the sleeve of their inner elbow or to reduce the spread of germs.

Physical Barriers

- Physical barriers have been placed at the Recreation Services Front Desk to protect staff from frequent contact with the public.
- Physical barriers have been placed between workstations in the administrative office as physical distancing cannot be maintained when all workstations are in use.

Capacity Limits

- Capacity limits have been posted in all staff areas including break rooms, washrooms and office.
- Capacity limits must be adhered to by staff at all times.

Personal Protective Equipment

- All staff will be trained in the proper use of personal protective equipment upon their return to work. This includes training on the proper way to don and doff a mask, gown, safety goggles and gown. Please see the Appendices at the end of this document for instructions related to personal protective equipment.
- The use of PPE is required in high-risk situations, such as when administering First Aid.
- All staff will be given a COVID-19 Fanny Pack upon their return to work. Each fanny pack will include surgical masks (2), hand sanitizer (1), Kleenex pocket pack (1), safety goggles (1) and gloves (2). Staff should keep their fanny packs stocked with supplies to use as needed.

Illness Protocol

- Staff are required to self-screen for symptoms of COVID-19 or other respiratory illness before going to work.
- Staff must indicate that they have self-screened for symptoms upon arrival at work by initialing their timecard. Each timecard has row of boxes marked COVID-19 Health Check. Each box corresponds to one day in the work week. Please initial (no check marks) the box that corresponds to the current workday only.
- Staff must not attend work if they have symptoms of COVID-19 or other respiratory illness.
- Staff that are experiencing symptoms related to COVID-19 should contact the On-Call Manager by calling 250-997-7333.
- The On-Call Manager will direct any employees that are experiencing symptoms to contact 811 and follow the directions of a public health nurse.
- If a COVID-19 test is recommended by a public health nurse, staff should report back to the On-Call Manager to let them know they will be taking a COVID-19 test.
- Staff that take a COVID-19 test must provide the results of the test to their direct supervisor before returning to work.
- Staff that attend work while they are exhibiting symptoms of COVID-19 or other respiratory illness will be asked to go home, call 811 and follow the advice of a public health nurse.
- Staff that begin experiencing symptoms of COVID-19 or other respiratory illness while at work should notify their direct supervisor immediately. Staff will be asked to go home, call 811 and follow the advice of a public health nurse.
- Staff must utilize sick time, if available, or take unpaid sick leave until at least 10 days have passed since the onset of symptoms and symptoms have dissipated or a negative COVID-19 test result has been received.
- If a positive COVID-19 test is received by a staff member, they will not be able to return to work until 10 days after the onset of symptoms and a negative COVID-19 test result is received.

COVID-19 Procedures for Aquatic Staff

Aquatic Staff Training Guidelines

- During training, staff will be supplied with their own PPE and personal first aid equipment.
- No person-to-person contact should occur during first aid or resuscitation skill assessments or practice situations.
 - In-water rescue breathing, and victim assessments will not be used at this time.
- In order to maintain physical distancing measures, manikins will be used for CPR and first aid demonstrations when the employee is not able to demonstrate the treatment on themselves.
- All training equipment will be disinfected before, during, and after training.
- The mandatory COVID-19 Instructor Update will be completed as required.
- All Aquatic Staff that hold a current NL award will complete the NL Fast Track AMOA Module and be evaluated by a First Aid Instructor.

Onboarding for Returning Staff

- Review of COVID-19 adapted Facility Safety Plans.
- Review COVID-19 adapted facility operation protocols.
- Review COVID-19 personal health and physical distancing requirements for staff.
- Review physical distancing measures for patrons within the facility.
- Review safety education and rule enforcement practices.
- Review COVID-19 adapted in-water rescue protocols.
- Review COVID-19 adapted first aid and resuscitation protocols.
- Review COVID adapted PPE for all aquatic and facility staff.
- Conduct a Rescue Ready Assessment of safety supervision staff.
- Update instructors on COVID-19 training program guidelines.

Ready Rescue Assessment

After an extended period of absence from work, aquatic staff must be ready to provide effective safety supervision to the public participating in aquatic activities. This does not replace National Lifeguard or First Aid recertification courses.

The following rescue skills & aerobic requirements will be assessed:

- Object recovery: starting in the water, swim 15 metres and surface dive to recover a 20-pound object; surface and carry the object 5 metres – all within 40 seconds.
- Demonstrate anaerobic fitness: starting in the water, swim 50 metres head-up – within 60 seconds.
- Demonstrate endurance and strength for a submerged manikin or victim recovery and rescue: starting in the water, swim to recover a submerged manikin or victim located 25 metres away; carry the manikin or victim 25 metres – all within 90 seconds (COVID-19 protocols: use a training manikin, family member, etc.).
- Demonstrate aerobic fitness and endurance: swim 400 metres within 10 minutes.
- Demonstrate endurance and strength for a distressed victim rescue: starting in the water, approach 15 metres head-up to contact a distressed victim in deep water; carry the victim 5 metres supporting the victims head and shoulders above the surface (COVID-19 protocols: use a training manikin, family member, etc.).
- Demonstrate an understanding of different rescue techniques appropriate for specific pool features and special situations in a pandemic context.

- Demonstrate effective management of a distressed or drowning victim in deep water in a pandemic context (COVID-19 protocols: use a training manikin, family member, etc.).
- Demonstrate effective management of a submerged, non-breathing victim and perform 10 cycles of 30 compressions on a CPR manikin (COVID-19 protocols: use a training manikin, family member, etc.).
- Demonstrate effective management of a suspected spinal-injured victim in a pandemic context:
 - Enter and approach a face-down victim in deep water; roll victim over, immobilize and carry 15 metres.
 - With the assistance of one back-up lifeguard and one bystander, manage a spinal-injured victim on land or in shallow water.
- Respond to emergency situations as a single lifeguard and as both a member and a leader of the lifeguard team in a pandemic context.

COVID-19 Lifeguard Procedures

When the process of drowning begins, the outcomes are often fatal. Unlike other injuries and many diseases, survival from drowning is determined almost exclusively at the scene of the incident and depends on two variable factors: how quickly the person is removed from the water, and how quickly effective resuscitation is performed.

In the COVID-19 era, lifeguards now face a decision about how to balance their own safety while providing life-saving care. Several factors must be considered:

- Individuals with moderate or severe infections are unlikely to be participating in water-related activities. Bather assessment by operators prior to entering the facility will reduce the exposure to those who are exhibiting symptoms of the disease.
- Most individuals who become infected will experience only mild or no symptoms.
- Proper personal protective equipment, hand hygiene and screening at sites can help decrease the risk to rescuers.
- Rescuers should always assess the risk of providing care. This includes an assessment of their own health status. Rescuers with other health problems are more likely to contract severe forms of the disease and, during times with high infection rates, should consider doing other duties that do not involve direct interaction with the public.
- The frequency of responses requiring direct contact by aquatic staff with bathers is low, therefore the likelihood of contracting COVID-19 is minimal.
- Employers have the duty to provide appropriate protective equipment so that rescuers can respond safely.

Since risk aversion is impossible, any attempt at first aid or resuscitation, may result in self-contamination. As there is no one-size-fits-all solution to how we manage this new issue, this document will provide principles to ensure staff safety.

Mitigating Risk of Infection When Administering CPR for a Drowning Victim

In consideration of rescuer safety, many lay-rescuer training organizations are recommending a shift in resuscitation procedures to using compression-only CPR. As drowning is a hypoxic event, delay in ventilation increases the likelihood that the victim's condition will deteriorate, or they may not survive. Drowning is considered a "special circumstance" where ventilations should be prioritized to positively affect victim outcome.

Due to risk of transmission, mouth-to-mouth ventilations and in-water ventilations (with or without a mask) should not be performed (viral filters must remain dry to be effective).

Rescuers should put on gloves for all first aid interventions or at the latest, immediately after removing a victim from the water. It would be reasonable for rescuers to wear facemasks with eye protection when performing first aid if available.

During a resuscitation event, rescuers should minimize the number of people in direct contact with the victim.

To minimize exposure to the rescuer, the following are ventilation techniques in order of preference:

1. Bag-valve-mask (BVM) with a viral filter; two rescuers with one rescuer maintaining a tight seal during ventilations and compressions.
2. If no BVM is available, or insufficient training, rescuers may consider mouth-to-mask ventilations with a viral filter; two rescuers with one rescuer maintaining a tight seal during ventilations and compressions.
3. If only one rescuer is responding, a pocket mask with a viral filter and head strap may be tightly placed on the victim's face to create a seal.
4. If family members or close contacts are nearby and trained, it is reasonable to ask if they would be willing to provide the ventilations – as there is an increased likelihood that they are already infected themselves.

Rescuers should properly discard all personal protective equipment after the rescue and wash their hands before continuing with their duties.

Mitigating Risk of Infection when Administering CPR for a Non-Drowning Victim

If there is no history of drowning, it is reasonable for the rescuer to do compression-only CPR until the arrival of appropriate equipment (if not immediately available). During compression-only CPR, rescuers may use a protective covering over the victim's mouth and nose such as a towel or light clothing. When the equipment arrives, use the same precautions as for a drowning victim.

Lifeguards not on duty with no access to personal protective equipment should place a protective covering over the victim's mouth/nose and perform compression-only CPR.

Lifesaving Society COVID-19 Guidelines for In-Water Rescue

Includes any water-related incident (spinals, DNS, seizures, submerged victims)

Rescuers should consider the use of non-contact rescue where appropriate:

- For in-water rescues, whenever possible, approach the victim in a manner to avoid face-to-face proximity.
- For all rescues, minimize the number of rescuers who have direct contact with victims.
- A dry container will be available with hand sanitizer and PPE for two rescuers, a victim, and a bystander.
- After each rescue, all rescuers, victims, and bystanders should practice hand hygiene, shower with soap, change their clothes and bag clothes worn during the rescue (to be washed later).
- Follow the disinfection protocols for all equipment used by staff when providing care.

The following guidelines are COVID-19 adaptations of assessment and treatment actions to be performed in conjunction with specific interventions required by a victim's condition.

1. Scene & Risk Assessment
 - Ensure scene is safe.
 - Minimize the number of rescuer contacts with victim (where possible maintain physical distance of two metres).
 - Don appropriate PPE.

- Manage/mitigate any hazards/risks.
 - Victim health history – COVID-19.
 - Mechanism of injury.
 - Request additional resources as required.
 - Continuous and dynamic scene assessment.
2. Primary Assessment
- ABCs
 - EMS
 - Treat for shock.
 - Prepare for transport.
3. Secondary Assessment (promote self-treatment or treatment by a family member)
- Vital signs
 - History – functional inquiry
 - Head-to-Toe exam
 - Treatment
 - Victims who can walk to the ambulance or access point should be encouraged to do so to reduce the risk of COVID-19 transmission.

Respiratory hygiene measures for victims

- Offer a facemask/face-cover to all victims.
- Ensure that all victims cover their nose and mouth with a tissue or elbow when coughing or sneezing.

First aid for children and minors

- Whenever possible initiate first aid for children and minors by asking parents or caregivers to provide aid.
- Provide appropriate PPE (i.e., face mask and gloves) for those providing aid and the victims.

Examples of how these guidelines may be applied:

- Rescuers should consider the use of non-contact rescues where appropriate.
- The First Aid designate is highlighted in blue.

<p>Example: 1 lifeguard & trained backup (i.e., trained back-up or attendant)</p>	<ol style="list-style-type: none"> 1. Lifeguard signals and enters water with rescue aid. 2. Other staff providing backup, clear the water, get equipment, don PPE. 3. If needed – assists in victim removal. 4. All rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care. 5. Provide face mask to victim during care. 6. If available, direct other facility staff or bystander <ul style="list-style-type: none"> • To assist in complex rescues • To call EMS 7. Follow disinfection protocols post-rescue
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<p>Example: 2 lifeguards (i.e., 2 LGs or 1 LG & 1 attendant)</p>	<ol style="list-style-type: none"> 1. Rescuer 1: signals and enters water with rescue aid. 2. Rescuer 2: initiates clearing the water, provides backup, assists with victim removal. <ul style="list-style-type: none"> • Where not needed in water, get equipment and don PPE. 3. All Rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care. 4. Provide face mask to victim during care. 5. If available, direct other facility staff or bystander <ul style="list-style-type: none"> • To assist in complex rescues. • To call EMS. 6. Follow disinfection protocols post-rescue.
<p>Example: 3 (or more) lifeguards (i.e., 3 LGs or 2LGs & 1 attendant)</p>	<ol style="list-style-type: none"> 7. Rescuer 1: signals and enters water with rescue aid. 8. Rescuer 2: initiates clearing the water, provides backup, assists with victim removal. <ul style="list-style-type: none"> • Where not needed in water, get equipment and don PPE. 9. Rescuer 3 / First Aid Designate: upon removal assume primary victim care. 10. All Rescuers involved with victim care should dry off and don appropriate PPE before continuing victim care. 11. Provide face mask to victim during care. 12. If available, direct other facility staff or bystander <ul style="list-style-type: none"> • To assist in complex rescues. • To call EMS. Follow disinfection protocols post-rescue.

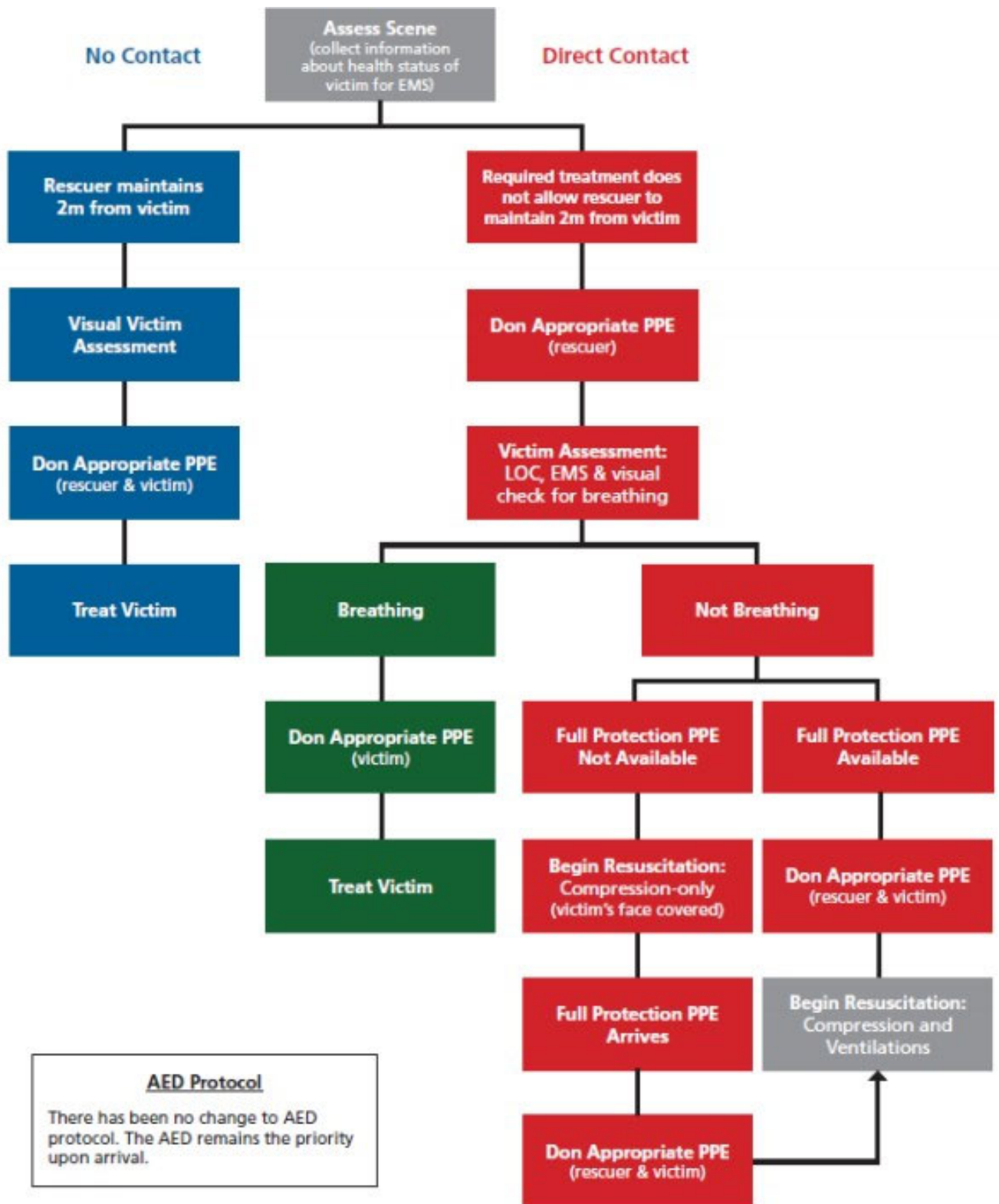
First Aid and Resuscitation Guidelines for COVID-19

Principles of Mitigating Risk of Infection when Administering First Aid and Resuscitation

- Scene Assessment
 - Maintain physical distancing whenever possible.
 - Collect information about the health status of the victim with regard to COVID-19.
 - Important to pass this information on to EMS, allowing them to provide optimal treatment to the victim.
 - Information may be obtained from the victim, victim's caregiver, bystanders, etc.
 - Determining the victim's health status and COVID-19 infection can be accomplished by asking common questions.
- Primary Assessment
 - Maintain physical distancing whenever possible.
 - Determine if victim's condition requires the lifeguard to make direct contact with the victim.
 - Alternative options may include the victim's caregiver or family member administering first aid treatment with lifeguard direction (i.e., direct pressure to a wound, cleaning and bandaging, providing ventilation when resuscitation is required, etc.).
 - Don PPE appropriate to the level of victim contact and first aid treatment required – both victim and rescuer.
 - When victim's history indicates positive or suspected COVID-19, inform EMS.

- Regardless of direct or indirect contact, proper hand hygiene is important following all first aid treatment.
- Secondary Assessment
 - Maintain physical distancing whenever possible.
 - Only take vital signs that can be observed from a distance (i.e., skin colour, visual breathing check) or are required for victim treatment decisions (i.e., skin temperature of possible heat stroke victim).
- Post-Rescue Process
 - Take care to remove and dispose of PPE in a safe manner.
 - Disinfect all surfaces that may have come in contact with the victim or rescuer during treatment (i.e., chair, clipboard, pen, etc.).
 - Where required, practice personal decontamination.

Decision Tree for First Aid and Resuscitation



Personal Protective Equipment

Aquatic Staff PPE

Rescues and lifeguard interventions may provide a source of COVID-19 transmission. Infection prevention and control during rescues is essential to prevent or limit transmission.

1. All staff will be provided with their own PPE and personal first aid equipment (pocket mask with viral filter, gloves, hat with face shield, etc.)
2. Assume all victims requiring first aid are COVID-19 positive.
3. Designated staff member for each shift to take the lead during first aid and resuscitation.
 - a. Equipped with appropriate PPE to safely manage victim care and provide the required follow-up.
 - b. The designate should permit in-water rescuers time to dry-off and don PPE before they continue victim care.
4. Access to first aid room is limited to essential personnel.
5. If unable to adhere to physical distancing requirements, staff are to don face masks to prevent COVID-19 transmission.
6. Any shared PPE will be disinfected between use/exchange.
7. When wearing gloves, avoid touching the face.
 - a. Follow procedure prescribed by the World Health Organization when removing gloves (Appendix F - WHO procedure to remove gloves)
 - b. Follow procedure prescribed by the WHO in order to remove PPE while avoiding contamination (Appendix G - WHO procedure to remove PPE)
8. Personal first aid equipment, such as fanny packs, will not be shared between employees.

Levels of Risk and PPE

Due to the nature of COVID-19 as an aerosol transmitted pathogen, first aid protocols have been categorized into low-risk and high-risk categories. High-risk protocols include all treatments that generate aerosols, while protocols that do not generate aerosols fall under the low-risk category. Rescuers don PPE in accordance with the level of risk they encounter.

Identified high-risk (aerosol-generating) protocols are as follows:

- Chest compressions
- Ventilations
- High-flow oxygen administration (greater than 5 lpm)
- Suction
- Abdominal thrusts/back blows

All rescuers within 2 meters of the victim must don appropriate PPE for high-risk protocols.

Oxygen

The use of high flow oxygen is considered high-risk as it generates aerosols and therefore should be reserved for:

- Victims in need of resuscitation
- Children and infant victims

- Drowning victims

Suction

The use of suction is considered high-risk as it generated aerosols. Clearing an airway using suction is not recommended at this time. Instead, roll the victim to allow drainage and utilize a finger sweep (with proper PPE) is required.

Itemized List of Personal Protective Equipment for Lifeguards

- Respiratory Protection – N95 or surgical mask
 - N95 Mask (non-valve): reduces transmission of aerosol by 70 percent and protects the wearer from contracting aerosol route infection from others by 99 percent. N95 masks must be NIOSH approved and CE certified. Due to lack of availability, fit testing surgical masks can be worn to reduce risk. N95 masks must be dry to be effective.
 - Surgical Mask (3-layered): reduces transmission of aerosol by 50 percent and protects from contracting aerosol route infection from others by 75-80 percent. Surgical masks must be dry to be effective.

Masks and face coverings are always prohibited in the water for lifeguards and patrons.

- Eye Protection – where necessary, face shields or personal protective goggles may be used.
 - Both face shields and personal protective goggles prevent virus exposure of the eye mucosa.
 - Protective goggles must fit the user's facial features and be compatible with the respiratory protection.
 - Corrective lenses or safety glasses do not provide adequate protection.
 - Protective eyewear may be reused once disinfected.
- Hand Protection – non-latex medical exam gloves should be used.
 - Practice hand hygiene after gloves are removed.
- Body Protection – where possible, long-sleeved water-resistant gowns should be used to prevent body contamination.
 - If water-resistant gowns are not available, remove and launder all clothing once treatment is finished.
 - Practice personal hygiene following use.
- Bag-Valve-Mask with Viral Filter (i.e., HEPA)
 - Viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of virus spread during ventilations.
 - Viral filters must remain in their original packaging and be dry to be effective.
- Pocket Mask with Viral Filter (i.e., HEPA)
 - Viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of virus spread during ventilations.
 - Viral filters must remain in their original packaging and be dry to be effective.

Mask Protocols

When should the aquatic staff wear PPE?

- Masks and face shields at all times when on deck?
- As long as the Aquatic Staff are adhering to physical distancing requirements, they do not have to wear masks and face shields at all times when on deck, however, if they do not follow the required two-metre physical distancing, they must be worn.

- PPE will be worn for all first aid and resuscitation scenarios.

Keeping PPE Organized, Clean and Dry

Certain PPE, such as viral filters and masks, must remain dry to be effective; therefore:

- Each lifeguard will have first contact PPE on their person including gloves and 2 surgical masks. The gloves and surgical masks will be kept in a resealable zip-lock bag to avoid getting wet.
- Each focal point will have a dry storage container that includes towels, PPE for 2 rescuers and a bystander, resuscitation equipment (BVM with viral filter, etc.), hand sanitizer and disinfection wipes.

PPE Disinfection

Proper disposal of single-use equipment and proper disinfection of reusable equipment is necessary for ensuring the safety of both staff and patrons. For proper disinfection of reusable equipment, see manufacturer's specifications. Where no specifications exist, the following ratios are recommended.

The Centres for Disease Control and Prevention (CDC) recommend a 1:10 dilution ratio for household bleach, or a 1:20 ratio for commercial sodium hypochlorite solution to disinfect PPE, and then let air dry. Typically, 1 to 10 minutes contact time is recommended.

Lifeguard PPE – No Contact vs. Direct Contact

NO CONTACT	DIRECT CONTACT	
Two-metre physical distancing is maintained between rescuer and victim.	<p>LOW-RISK</p> <p>Non-aerosol-generating treatment</p> <p>Two-metre physical distancing will compromise victim outcome.</p>	<p>HIGH-RISK</p> <p>Aerosol-generating treatment</p> <p>Two-metre physical distancing will compromise victim outcome.</p>
<p>RESCUER: Face Shield / Goggles Gloves Surgical Mask</p> <p>VICTIM: Surgical Mask</p>	<p>RESCUER: Face Shield / Goggles Gloves Surgical Mask</p> <p>VICTIM: Surgical Mask</p>	<p>RESCUER: Face Shield / Goggles Gloves N95 / Surgical Mask Gown</p> <p>VICTIM: (in order of preference) BVM with viral filter & continuous seal OR Pocket mask with viral filter & continuous seal OR Non-rebreather face mask with supplemental oxygen and open airway OR Pocket mask with viral filter and tight head strap (single rescuer only) OR Surgical mask (compression-only CPR)</p>

COVID-19 Procedures for Program Staff

General Information

The following considerations and procedures should be implemented where possible for recreation programs 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.
- Staff must conduct daily wellness checks at drop-off by asking parents and caregivers to confirm their child(ren) do not have any symptoms of COVID-19 or other infectious respiratory illness.
- The ratio of staff to children 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. Staff must have parent sign children in and out within the program area to reduce congestion in the front lobby. If necessary, the vacant Community Living Room may be used for sign-in and sign-out procedures.
- Outdoor programming should take place as much as possible.
- Staff must carry tissues and hand sanitizer with them or have a box of tissues and bottle of hand sanitizer 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 a tissue is not available in time to cover a sneeze or cough, children and staff should sneeze or 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.
- 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. A second staff person may be required to take the child to an isolation 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.

Physical Distancing

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.

Steps that can be taken to support physical distancing:

- 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 activity areas for each child (i.e., one table per child for craft time);
- Provide access to hand hygiene stations.

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 and make note of the response on the attendance sheet. 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 two 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.

- 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.

Illness Protocol

- If a participant 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.
- 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 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.
- 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.

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).

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.
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.

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 on site.
- 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 sanitize 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.

COVID-19 PROTOCOLS FOR STAFF ADMINISTERING FIRST AID

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 is 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.

COVID-19 PROCEDURES FOR USER GROUPS

The BC Recreation and Parks Association's (BCRPA) *Guideline for Restarting Operations*, indicates that "all user groups [of municipal facilities] are required to have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant legislations (i.e., WorkSafe BC)." Each procedure within the COVID-19 Exposure Control Plan must outline, in detail, the steps to be taken to mitigate the risk of COVID-19 transmission within the programs run by the User Group at the Mackenzie Recreation Centre and identify the party responsible for ensuring compliance within the user group.

The COVID-19 Exposure Control Plan can be added to existing User Group policies and procedures as an addendum to be followed until such a time as herd immunity has developed within the community, either naturally or via vaccinations, or widespread, successful medical treatments for COVID-19 are developed and approved.

Arena User Groups

The following organizations have developed guidelines for return to sport during COVID-19 that have been used by District of Mackenzie Recreation Services in developing COVID-19 Safety Protocols for facility use by sport-related user groups: BC Hockey, BC Recreation and Parks Association, BC Speed Skating, Curl BC, Municipal Insurance Association of BC, SkateCanada, viaSport, and WorkSafe BC.

The following rules will apply to sport-related user groups operating at the Mackenzie Recreation Centre Alan Sheppard Arena:

Arena Ice Use

- Only participants, coaches and facility staff will be allowed in the arena during sport programming.
- Participants must arrive dressed in full gear including skates (with skate guards) or shoes and a full water bottle.
- Two locker rooms will be available. You must maintain physical distancing in these areas and wear a mask.
- No spitting will be permitted anywhere within the facility or on the ice. Any participants caught spitting will be asked to leave the facility immediately.
- There will be a maximum of 25 people allowed in the arena/on the ice at any time.
- Drills and game play must be designed with provincial guidelines in place. User Groups should follow their Provincial Sport Organization COVID-19 Guidelines.

Daily Screening

- Clearly communicate with parents and caregivers of child participants that they must assess their child(ren) daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to the program. If the child(ren) has/have any of the symptoms related to the common cold, influenza or COVID-19, the child(ren) must remain home and not attend the program. If a parent/caregiver or sibling of a child registered in the program develops symptoms of a common cold, influenza or COVID-19, the child(ren) must remain home and not attend the program.

- Coaches must conduct daily checks at drop-off by asking parents and caregivers to confirm their child(ren) do not have the aforementioned symptoms. Responses should be recorded on the program sign-in sheet and kept on file.
- Coaches and adult participants must assess themselves for symptoms of common cold, influenza or COVID-19 prior to attending the program and stay home if they have any of the aforementioned symptoms.

In Case of Illness

- Clear procedures for participants and coaches who have the symptoms of common cold, influenza or COVID-19. The procedure must outline the steps to be taken if a participant or staff member with symptoms shows up to the program.
- An additional coach or other responsible person must be available to take over immediately in the case of a coach (who is responsible for children) that begins to feel ill during a program.
- If a child participant begins to feel unwell during a program, a coach or other responsible adult must be available to supervise the child away from the group until the child can be picked up and taken home.
- A designated space where a child participant can be isolated from the group until a parent or caregiver can pick them up should be identified.
- PPE must be available for the child and the coach supervising them until they are picked up by a parent or guardian.

Sign-In and Sign-Out/Entrance and Exit Procedures

- Recreation Services will designate pick up (entrance) and drop off (exit) zones for sport programming in the arena. Participants will use separate points of entry and exit.
- A coach or other responsible adult not overseeing a group of children can help to support sign-in and sign-out procedures and to help maintain physical distancing.
- Parents should use their own pen or have multiple pens available or carry sanitizing wipes to clean the pen used for signing in and out between parents.
- Only one parent/caregiver per participant is permitted to drop their child off in the arena (no siblings or other children).
- Parents of child participants will not be permitted to stay during sport programming unless they are essential to the operation of the approved activities.
- Participants must not arrive more than 15 minutes before the start of a program. Consider staggering arrival times so that participants are not arriving all at one time.
- At the end of the program, participants must exit the ice on time so that the next group can start on time. Participants must exit the ice, single file, to a designated spot to remove helmets and skates. Participants must leave within 15 minutes so that the next group can enter the building.

Attendance

- Attendance should be taken for each program including any parents or caregivers who remain at the program for any length of time. This will help with contact tracing if the need arises.

Physical Distancing

- Develop a procedure for maintaining a two-metre physical distance between participants, coaches and parents/guardians at all times.
- Ensure there is sufficient space for physical distancing while lining up or waiting to begin. Place physical distancing markers for participants to stand on.
- Organize participants into smaller groups or have them spread out.
- Reduce coach to participant ratios.
- Coaches should minimize the frequency of direct physical contact with participants and encourage participants to minimize physical contact with each other.
- Coaches should maintain physical distance from each other.
- Participants from the same household do not need to maintain physical distance from each other.

Program Equipment and Supplies

- Participants must not share equipment and/or gear during the program.
- Each participant must bring their own water bottle filled with water and must not share water with others.
- Participants and coaches must keep gloves and equipment on at all times. No touching of pucks with hands by players. Coaches must pick up pucks at the end of the session.

Personal Protective Equipment

- Policy for each coach to have access to, or carry with them, personal protective gear such as a mask and gloves in case they need to break the two-metre distance barrier with a child (i.e., if they are injured or sick).
- In the case that a coach might have to administer CPR to a participant, if a face mask with viral filter is not available, chest compressions only CPR can be performed without mouth-to-mouth contact. Place a face mask or surgical mask (alternately, a cloth, towel or clothing can also be used) over the child's face and nose to block droplets and reduce the risk for aerosol transmission to the First Aider.

Pre-program Requirements

- The District of Mackenzie will require all sport user groups to complete the attached *COVID-19 Addendum to Facility Use Agreement/License (for User Groups)* before commencing programming within the Mackenzie Recreation Centre.
- The District of Mackenzie also recommends that all Sport User Groups require the *COVID-19 Assumption of Risk & Permission Form (for Child Participants)* and *COVID-19 Assumption of Risk Form (for Adult Participants and Coaches)* be completed for all participants. Templates for these forms are available online via the link provided at the end of this document and can be edited to suit your organization and activities.



Exemptions to the mandatory mask order in British Columbia

Masks are now mandatory in all indoor public spaces in B.C., except for people who are unable to wear masks.

You don't have to wear a mask if:

- You are under 12 years old
- You are unable to wear a mask because of a health condition or physical or mental impairment
- You are unable to put on or remove a mask without help from another person



People who are able to wear a mask but who choose not to as a matter of preference are not exempt.

People who are not exempt but refuse to wear a mask in an indoor public setting could be subject to a fine.

If a person claims a mask exemption, take them at their word. Proof should not be required.

Business owners cannot be fined for allowing people without masks to enter their place of business.

A message from B.C.'s Human Rights Commissioner
See the full policy for details: bchumanrights.ca/mask

Current as of December 16, 2020.
Please find the latest information from the
BC Centre for Disease Control (www.bccdc.ca).

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

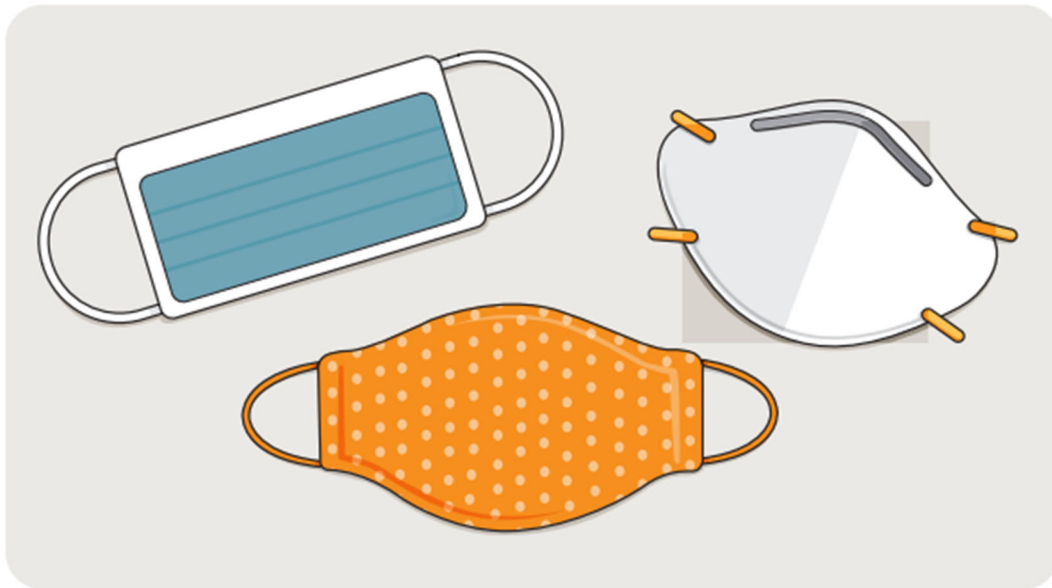
If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

worksafebc.com

11/20

WORK SAFE BC

Masks are mandatory in this workplace

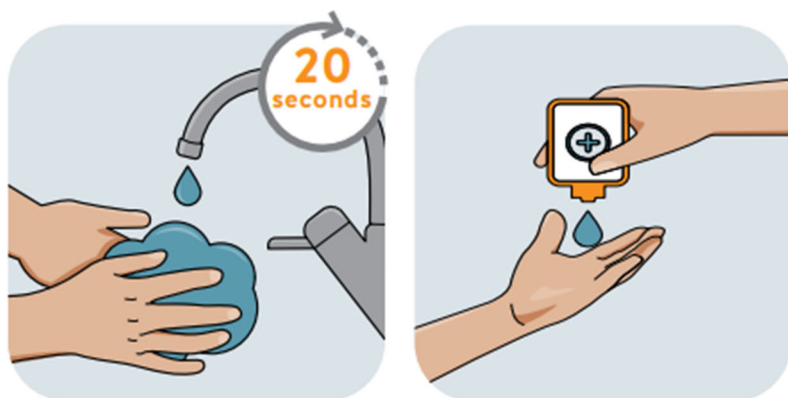


Keep our workplace safe from COVID-19
[worksafebc.com](https://www.worksafebc.com)

WORK SAFE BC

11/20

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

Help prevent the spread of COVID-19

Cover coughs and sneezes



Or



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

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



Or



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

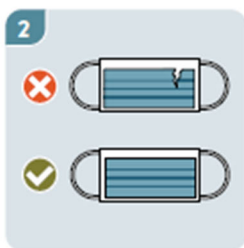
Clean hands with alcohol-based hand sanitizer.

APPENDIX F: How to Use a Mask

Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



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.

APPENDIX H: District of Mackenzie COVID-19 Safe Work Policy 1.21

DISTRICT OF MACKENZIE

COVID-19 Safe Work Policy 1.21

Established by Council on June 8, 2020 – Resolution No. 31498

Purpose:

The District of Mackenzie (District) has developed a Safe Work Plan (Plan) for the District Office now that the pandemic curve is flattening. This Plan represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafe BC. The District will continue to take direction from the advice of the PHO and the Provincial Government. How the District interacts with the public will change.

To develop this Plan, a hazard analysis was completed based on the "Hierarchy of Controls for COVID-19" as recommended by the PHO. This framework addresses Physical Distancing followed by Engineering Controls, Administrative Controls and lastly, Personal Protective Equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace.

HAZARDS	CONTROL	MITIGATION
<p>During the pandemic response, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.</p> <ul style="list-style-type: none">• Physical: touching surfaces that are potentially contaminated with coronavirus particles• Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles	Physical*	<ul style="list-style-type: none">• Signage should be installed regarding physical distancing including visual cues ("step" stickers) for areas where customers are required to queue• Common areas (public and employee) should be arranged to allow for physical distancing• Alternative solutions to conducting business meetings should be considered• Cleaning/disinfecting procedures for workspace, shared workspaces and common areas including vehicles to reduce surfaces that may potentially be contaminated with coronavirus particles, should be considered

HAZARDS	CONTROL	MITIGATION
Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles by an employee who is carrying or showing symptoms of COVID-19.	Engineering (i.e. Renovations)	Some workspaces may require physical barriers installed <ul style="list-style-type: none"> • Workspaces that are shared between two (2) or more employees may be re-arranged to accommodate physical distancing or may require further steps of action to ensure physical distancing • Provide means for the general public to provide payment with minimal or no contact with staff • Place hand sanitizer station near entrance doors, pay station and other high touch locations for customers and employees
Pandemic-related hazards include: <ul style="list-style-type: none"> • Physical: touching surfaces that are potentially contaminated with coronavirus particles • Biological: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles • Chemical: exposure to disinfectants/nitrile or latex gloves/environmental sensitivities • Psycho-social: mental distress/anxiety 	Administrative	Provide a Policy and/or a Procedure which address the following: <ul style="list-style-type: none"> • Self-monitoring • Guidance on document handling • Cleaning/disinfecting procedures • Signage • Business Meeting Protocols (for both off-site and on-site) • Stress, anxiety and mental health awareness • Proper hygiene practices
Biological and Chemical (as above)	Personal Protective Equipment (PPE)*	Note: information regarding use of PPE will be addressed by administrative policy and procedure

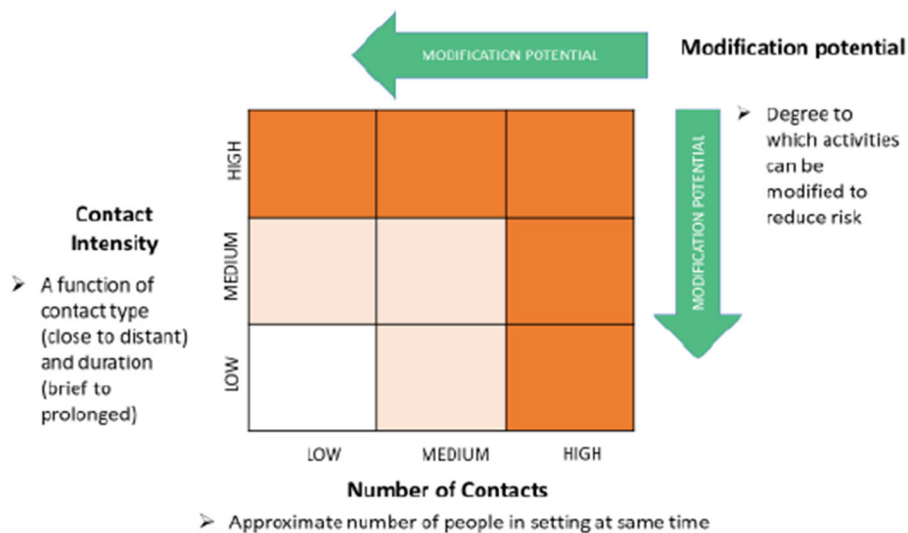
The District has focused on non-PPE controls being put in place, specifically physical distancing. Most District employees will not require PPE for protection against coronavirus unless they are in specific situations such as cleaning public washrooms or treating wastewater.

A large portion of the Plan relies on the implementation of the associated operating procedure which contains more details in respect to the controls listed in the table.

To address COVID-19 health and safety concerns in the workplace, the Chief Administrative Officer (CAO), or Directors/Managers as directed by the CAO, will be communicating updates to employees in respect to the pandemic response and any changes to necessary steps or actions required.

Risk Matrix:

The risk of transmission in organizational settings and public institutions is subject to two variables that we need to modify to reduce transmission risk: contact intensity (how close you are to someone and for how long); number of contacts (how many people are in the same setting at the same time).



Modifying from high to low can be based on a range of actions:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Non-medical masks

Scope:

This policy applies to all employees, including exempt staff and Council, CUPE members, committee members and volunteers.

Principles:**1. STAYING INFORMED**

- a) Employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time.

Please visit the following agencies websites for the most recent updates regarding the outbreak and factual information about COVID-19:

- **Federal Government**
(<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>)
- **Province of BC**
(<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>)
- **BC Centre for Disease Control**
(<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>)
- **HealthLink BC**
(<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>)
- **Northern Health**
(<https://www.northernhealth.ca/>)

2. SELF MONITORING:

- a) Pre-mitigation, including reporting and self-screening, will help to identify possible COVID-19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.
- b) Employees with COVID-19 symptoms **must** stay home and not come to work for at least ten (10) days, or longer if symptoms have not resolved. As per Healthline BC, after your ten (10) to fourteen (14) day self-isolation, you may return to your regular activities if:

- (i) At least ten (10) days have passed since any symptoms started, and
 - (ii) Your fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil), and
 - (iii) You are feeling better (there is improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and self-isolate, or
 - (iv) You were self-monitoring and never developed any symptoms.
- c) Employees **must** also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as you may be non-symptomatic.

3. PHYSICAL DISTANCING:

- a) Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even non-symptomatic carriers of coronavirus may transmit the virus in this manner, so physical distancing should always be observed, even in cases when people do not display symptoms of COVID-19.
- b) Access to District workplaces should be limited and alternative methods, such as video or conference calls, be used for conducting business to prevent close personal contact.
- c) Lunchrooms, break rooms, meeting rooms, reception and common areas will be arranged to follow physical distancing practices. However, employees are discouraged from using these areas whenever possible.
- d) Employees should remain on their primary work areas and facilities and not visit other facilities unless absolutely necessary.
- e) Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- f) Should a task require close personal contact, appropriate PPE and additional mitigation measures should be considered and discussed with your manager.
- g) Only essential business travel should be considered until further notice.
- h) If there are cases where, in a shared workspace, physical distancing cannot be maintained, a more comprehensive risk assessment should be undertaken in collaboration with the Joint Occupational Health and Safety Committee (JOHSC). Consideration should be given to the type of task(s), and whether there are alternatives.

PERSONAL HYGIENE (please refer to COVID-19 Safe Work Procedure):

- a) Employees should practice proper “hand hygiene” techniques often, as it is the single-most effective way of reducing the spread of infection.
- b) Proper *respiratory etiquette* should also be followed.
- c) Touching your face, including eyes, nose or mouth should be avoided and hands washed or sanitized following such touching.

5. ENHANCED CLEANING/DISINFECTING:

- a) Janitorial services are provided at all facilities, however, employees should still disinfect common areas and other high touch surfaces following their use throughout the day.
- b) Employees should ensure regularly touched surfaces are disinfected frequently within their own workspace(s). Follow the proper procedural guidelines outlined in Sanitizing Work Surfaces – Safe Work Procedure.

6. SHARED WORKSPACES/EQUIPMENT INCLUDING VEHICLES:

- a) Employees are discouraged from sharing equipment (i.e. pens, phones, other tools).
- b) The need to share workspaces and equipment will be minimized.
- c) When it is necessary to use a common workstation or piece of equipment, such as photocopiers or cash registers, the surface should be disinfected before and after use. If you are in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- d) In the event of a potential COVID case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a *deep clean* can be performed which is to be delegated by the employee’s manager. Follow the proper procedural guidelines outlined in the COVID-19 Safe Work Procedure. Employees affected by the deep clean will be accommodated to ensure safety during the cleaning period, which will be delegated by your manager.
- e) Limit the exchange of papers. If documents must be exchanged, follow the proper procedural guidelines outlined in the COVID-19 Safe Work Procedure.
- f) Employees who use municipal vehicles must ensure that high contact surfaces within the vehicle are routinely disinfected. Follow the proper procedural guidelines outlined in the COVID-19 Safe Work Procedure.

7. PERSONAL PROTECTION EQUIPMENT (PPE)

- a) Facial masks and gloves are not mandatory in all situations. If an employee chooses to wear one, they are responsible for proper disposal or frequent cleaning of them, dependent on which type they choose to utilize. Where necessary, appropriate masks will be provided to employees to complete their job requirements.
- b) Gloves will be provided and while gloves may provide protection for your hands, they do not prevent the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.

STRESS/ANXIETY/MENTAL HEALTH AWARENESS

- a) Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.
- b) All employees have access to our Employee and Family Assistance Program through *Lifeworks*. Please contact the Human Resources Manager for full details.

Documentation and training:

- a) Each department Director/Manager will train District Office employees on the policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- b) If employees have any concerns, they may discuss them with their managers or with the Joint Occupational Health and Safety Committee (JOHSC).

Schedule for Re-opening of Facilities:

Access to the District Office by the public is expected to commence Wednesday, June 10, 2020 to accommodate tax payments and other services.

Access to the Public Works and Animal Control by the public is expected to commence Thursday July 2, 2020.

Limited access to other facilities will remain in place.

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