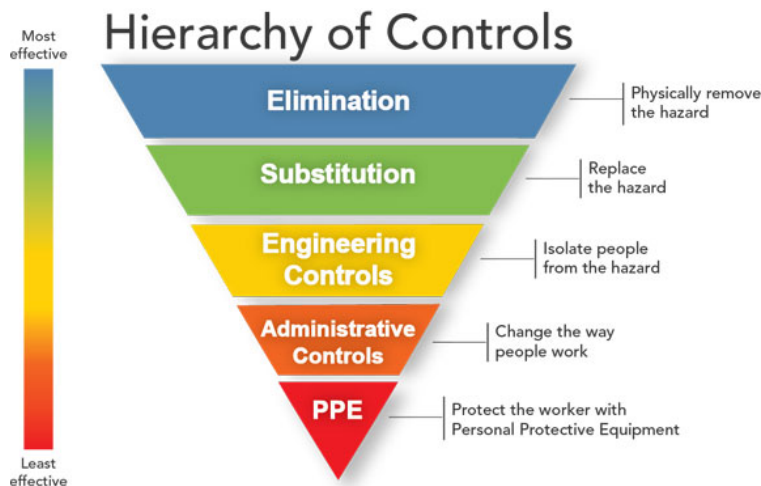


COVID-19 SAFETY PLAN – Greenglade Community Centre

1. ASSESS THE RISK AT YOUR WORKPLACE

Front line workers, supervisors and the occupational Health and Safety staff have been involved in this assessment.

Control Method



Hazard – Exposure in areas where people gather:

Location	Hazard	Control	Modification
Greenglade Community Centre	<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"> <u>Physical</u>: touching surfaces that are potentially contaminated with coronavirus particles 	Administrative	<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



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	<ul style="list-style-type: none">• <u>Biological</u>: inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles		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
Administration Area	Confined space Several touch point	Administrative	<ul style="list-style-type: none">• Limit to 4 people at a time• Touch points cleaned daily (Door Handles, Table Tops, Chairs, copy machine)
Weight Room	Confined space Several touch point	Administrative	<ul style="list-style-type: none">• Limit to 12 people• Use by registered programs only• Users to clean equipment before and after use. Staff to support with additional cleaning after each program in complete.• Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Pottery Studio	Confined space. Several touch points	Administrative	<ul style="list-style-type: none">• Limit of 7 people in the studio at any time. 4 during reserved drop-in, and 6 + 1 instructor during classes. Registered participants only.• Enter through front door, exit through exterior door.• Procedures for pottery technician to



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			<p>safely load and unload kiln (wearing gloves or hand washing before and after)</p> <ul style="list-style-type: none"> • Users clean equipment before and after use and bring their own tools • Touch points cleaned daily (Door handles, table tops, chairs, sink)
Classrooms 6,8	<p>Confined space (858 sq./ft. = 79.7m) Several touch point</p>	Administrative	<ul style="list-style-type: none"> • Limit to 25 people for stationary activities, 6 people for active activities. Capacity adjustment needed for tables/chairs. • Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Classroom 7	<p>Confined space (858 sq./ft. = 79.7m) Several touch point</p>	Administrative	<ul style="list-style-type: none"> • Limit to 25 people for stationary activities, 6 people for active activities if the room is clear. Capacity of 12 posted due to tables • Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Room 1 - Meeting Room	<p>Confined space (439.5 sq./ft. = 40.78 m) Several touch points</p>	Administrative	<ul style="list-style-type: none"> • Limit to 10 people • Touch points cleaned daily (Door Handles, Table Tops, Chairs)
Room 2 (Contracted Preschool Room)	<p>Confined Space (828 sq./ft. = 76.92 m) Multiple Touch points</p>	Administrative	<ul style="list-style-type: none"> • Room is not currently in use by Panorama programs/staff
Gymnasium	<p>Confined Space (2880 sq./ft. = 267.56 m)</p>	Administrative	<ul style="list-style-type: none"> • Limit to 50 people for stationary activities, 22 people for active activities



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			<ul style="list-style-type: none"> • Touch points cleaned daily (Door Handles, Light switches)
Room 4 – Fitness Studio	Confined Space (1560 sq./ft. = 144 m)	Administrative	<ul style="list-style-type: none"> • Limit to 45 people for stationary activities, 12 people for active activities • Touch points cleaned daily (Door Handles, Light switches)
Room 5 – Fitness Studio	Confined Space (870 sq./ft. = 80m)	Administrative	<ul style="list-style-type: none"> • Limit to 25 people for stationary activities, 6 people for active activities • Touch points cleaned daily (Door Handles, Light switches)
Group Washrooms	Confined Space	Administrative	<ul style="list-style-type: none"> • Limit to 4 people • Touch Points cleaned daily (Lights, sinks, toilets, stall doors, toilet paper dispensers)
Single Universal Washrooms	Confined Space	Administrative	<ul style="list-style-type: none"> • Limit to 1 person • Touch Points cleaned daily (Lights, sinks, toilets, stall doors, toilet paper dispensers)

Hazard - workers are close to one another or members of the public:

Activity	Hazard	Modification
Out of School Care Program Delivery	Interactions with the public	<ul style="list-style-type: none"> • Signage and physical distancing • Sign in/sign out will take place outside where possible • As many activities as possible will take place outdoors • Staff member will initial the child into care and not the parent • Masks recommended when distancing cannot be maintained



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Fitness class instruction	Interactions with the public	Maintain physical distancing, reduced capacity in classes, mask required in public spaces, (exception for those while they are instructing a fitness class), hand sanitizer supplied
Other Staff	Potential for some limited public interactions with maintenance and other program staff	Maintain physical distancing, masks required in public spaces, hand sanitizer supplied

Hazard - Equipment that workers share while working:

Equipment	Hazard	Control	Modification
Panorama Play Equipment (Toys, Sports equipment, cones, etc.)	<ul style="list-style-type: none">Used by participantsSome touch unavoidable	Administrative	<ul style="list-style-type: none">limit equipment that cannot be sanitized throughout the daySanitize equipment after useDecrease volume of hand held play equipment
Small Office Supplies	Shared equipment	Administrative	<ul style="list-style-type: none">Assign staff individual labelled admin suppliesSanitize anything shared before and after use

Hazard - Surfaces people touch often

Location	Hazard	Control	Modification
Door knobs, light switches, alarm, table tops, chairs	Several touch points where exposure could occur.	Administrative	<ul style="list-style-type: none">Touch points cleaned dailySignage posted to remind about frequent hand washingCleaning kits have been assigned to each room.



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2. IMPLEMENT PROTOCOLS TO REDUCE THE RISK

1. Maintaining physical distance

- Reducing the overall number of participants in any given area of Greenglade Community Centre at one time with posted room capacity.
- Traffic flow established in the facility and use of exterior doors when to possible to limit interactions with participants and staff.
- Maintain a distance of 2 meters (6 feet) between workers, participants and others, wherever possible. Encouraging staff and participants to be mindful at all times of those around them.
- Implement measures to ensure workers can maintain a distance of two meters when serving, working with, or near members of the public.
- Signage posted to act as reminders of physical distancing, hand washing, etc.

Where physical distance cannot be maintained

- Where distance cannot be maintained, consider separating people with partitions or plexi-glass barriers.
- Masks are required in all public spaces for patrons and employees

Cleaning and hygiene

- Provide adequate hand-washing facilities on site for all workers & participants, and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving from work, before and after breaks, after handling shared equipment or other materials
- Implement a cleaning protocol for all equipment. Staff will be encouraged to sanitize equipment and touch surfaces throughout the day
- Staff and contractors will clean/sanitize equipment after use
- Remove any unnecessary tools or equipment that may elevate the risk of transmission

First Level Protection – Limit the number of people at the workplace and ensure physical distance whenever possible

Measures in Place:

- Occupancy limits for rooms throughout Greenglade
- Reduced capacity in classes and no drop-in permitted
- Activities and Programming will be planned outdoors whenever possible
- Traffic flow within the facility to encourage one way direction as much as possible
- Reception area not open to the public and clear signage at the front door to discourage drop-in access



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Second Level Protection – Barriers and Partitions

Measures in Place:

- Plexiglass in place at reception area

Third Level Protection – Rules and Guidelines

Measures in Place:

- Signage in place regarding physical distancing, hand hygiene, congregating and limit touching of face
- Stay home if you are unwell or have traveled in the past 14 days
- Established traffic flow and alternate doors
- Refer to staff FAQ's
- <https://goto.crd.bc.ca/corporate/SitePages/covid-19.aspx>

Fourth Level Protection – Using Masks & other PPE

Measures in Place:

- Masks are required by patrons and staff in all public spaces

Refer to page 19 of the CRD COVID-19 Exposure Control Plan for the correct use of masks

https://goto.crd.bc.ca/ohs/0000files/Element02/2020_04_08_Exposure%20Control%20Plan_COVID-19.pdf

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Cleaning Protocols:

Measures in Place:

- Equipment used will be disinfected after use by staff and/or contractors
- Common touch points will be cleaned three times per day (Door handles, light switches, etc).
- Bathroom and general facility cleaning will take place at least three times daily



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3. DEVELOPING POLICIES

1. Keep your hands clean
 - Wash your hands often with soap and water for at least 20 seconds.
 - Avoid touching your eyes, nose and mouth.
 - Cough or sneeze into your elbow.
 - Limit your contact with high-touch point surfaces.
 - Use hand sanitizer when hand washing isn't possible
2. Keep your environment clean
 - Use appropriate products to clean and disinfect items
 - Avoid table top services during snack and lunch periods
3. Keep your distance
 - Keep a distance of 2 meters between you, your coworkers and the public.
 - Avoid common areas with high public density ie: If the playground is busy with public, do not use it.
 - Split participants into smaller groups whenever possible
 - Follow facility directional traffic flow
4. Wear a mask
 - Masks are required in all indoor public spaces, in shared work areas and in areas where physical distancing cannot be maintained
5. Stay Home if you sick
 - If you thinking you might have COVID-19, use the self-assessment tool to find out what to do. **DO NOT COME INTO WORK OR PROGRAMS**
 - It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.

4. DEVELOPING COMMUNICATION PLANS AND TRAINING

- ✓ We have a training plan to ensure staff are aware of workplace policies and procedures. Contractors are required to submit a COVID-19 safety plan to operate in the facility.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms. Mask expectations have also been posted.



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- ✓ Supervisors have been trained on monitoring workers and the workplaces to ensure policies and procedures are being followed.

5. MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY

1. Risks will be reviewed during monthly staff meeting and policies and procedures will be updated as necessary. Plans will also be updated if prompted by information provided by the Provincial Health Officer or Island Health.
2. Workers will report to a Manager and health and safety concerns
3. Occupational Health and Safety will be involved when resolving safety issues in the workplace.

6. ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

1. New staff will be trained on the COVID-19 Safety Plan & Policies
2. New equipment, processes or products will be reviewed and added to the Safety Plan as needed