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COVID-19 SAFETY PLAN – Panorama Recreation

STEP 1 – ASSESS THE RISK AT YOUR WORKPLACE

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

Areas where people gather:

	Consideration	Modification
Weight Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (30). Touch points cleaned 3x daily
Mezzanine	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (10). Touch points cleaned 3x daily
Office space	Room Capacity Physical Distancing Touch points	All offices open for use have posted occupancy limits (varies) Touch points cleaned 3x daily
Arena Lobby	Room Capacity Physical Distancing Touch points	Posted occupancy limit Lobby (20), no gathering/socializing, touch points cleaned 3x daily
Arena A	Room Capacity Physical Distancing Touch points	Posted occupancy limit (40), no spectators, touch points cleaned 3x daily
Link Lobby	Room Capacity Physical Distancing Touch points	Posted occupancy limit (20), no gathering/socializing, touch points cleaned 3x daily
Indoor Tennis	Room Capacity Physical Distancing Touch points	Posted occupancy limit (40), no socializing/gathering, touch points cleaned 3x daily
Arena B	Room Capacity Physical Distancing Touch points	Posted occupancy limit (40), no spectators, touch points cleaned 3x daily
Fitness Studio	Room Capacity Physical Distancing Touch points	Posted occupancy limit (14) for active classes Touch points cleaned 3x daily



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Washrooms	Room Capacity Physical Distancing Touch points	Posted occupancy limit varies based on size of each washroom Touch points cleaned 3x daily
Main pool	Facility Capacity Physical Distancing Touch points	Occupancy limit (64) managed by reserved attendance only. Touch points cleaned 3x daily
Leisure pool	Facility Capacity Physical Distancing Touch points	Occupancy limit (64) managed by reserved attendance only. Touch points cleaned 3x daily
Hot Tub	Facility Capacity Physical Distancing Touch points	Posted Occupancy limit (3). Touch points cleaned 3x daily
Men's Change Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (18), touch points cleaned 3x daily
Women's Change Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (18), Touch points cleaned 3x daily
Universal Change Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (30) Touch points cleaned 3x daily
First Aid/Control Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (2). Touch points cleaned 3x daily
Guard/Staff Room	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (2). Touch points cleaned 3x daily
Deck Storage Room #1	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (4). Touch points cleaned 3x daily
Deck Storage Room #2	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (1). Touch points cleaned 3x daily
Deck Storage Room #3	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (2). Touch points cleaned 3x daily



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Mechanical Room (Main Pool)	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (4). Touch points cleaned 3x daily
Mechanical Room (Leisure pool)	Room Capacity Physical Distancing Touch points	Posted Occupancy limit (6). Touch points cleaned 3x daily

Processes where workers are close to one another or members of the public:

	Consideration	Modification
Reception	Open to public. Limited interaction due to the requirement to pre pay activities. Cash and P.O.S. interactions	Glass dividers, Touch points cleaned daily, masks required when in public spaces and where physical distancing can't be maintained with other employees, hand sanitizer supplied
Fitness/Weights Staff	Interactions with public	Maintain physical distancing, masks required in public spaces for employees (exception for those while they are instructing a fitness class), hand sanitizer supplied
Aquatic Staff	Interactions with the public	Maintain physical distancing, use of lifeguard chair where possible, masks required in public spaces, hand sanitizer supplied
Racquets Staff	Interactions with the public	Maintain physical distancing, mask required in public spaces (including while teaching for employees), 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

Equipment that workers share while working:





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	Consideration	Modification
Photocopier	Confined space Several touch points	Limit to 2 people at a time, masks required, touch points cleaned daily
Office Supplies	Touch points	Purchase personal equipment where possible, Equipment cleaned daily and after each use
Hand Tools/Shared equipment	Touch points	PPE where possible, clean equipment after each use

Surfaces people touch often:

	Consideration	Modification
Door knobs, door edges, light switches, washroom fixtures, hand rails, elevator buttons, vending machines	Several touch points	Touch points cleaned 3x daily. Signage posted to remind about frequent hand washing

STEP 2 – IMPLEMENT PROTOCOLS TO REDUCE THE RISK

1. Maintaining physical distance

- Consider reducing the overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules or rescheduling some work tasks.
- Ensure that the appropriate number of people are in each area of a workplace to prevent from coming too close to one another or member of the public. This may be done by posting occupancy limits (e.g. on elevators, washrooms and other small spaces), and limiting the number of workers at one time in break locations.
- Maintain a distance of 2 meters (6 feet) between workers and other wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.
- Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implement measures to ensure workers can maintain a distance of two meters when serving working with or near members of the public.

Where physical distance cannot be maintained



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- 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 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 cash or other materials, before and after handling common tools and equipment.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.

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

Measures in Place:

- Occupancy limits for meeting rooms, offices and spaces used for service delivery
- Adjusted programming to reduce number of staff required in program delivery areas
- Reducing the number of customers (limits to registered drop ins and public access)

Refer to Covid-19 Work From Home Policy

<https://goto.crd.bc.ca/corporate/layouts/15/WopiFrame.aspx?sourcedoc=/corporate/0620CorporatePlanning/COVID-19/20Covid19WorkFromHomePolicyMarch20.pdf&action=default>

Second Level Protection – Barriers and Partitions

Measures in Place:

- glass barrier has been installed at the front reception counter
- encourage aquatic staff to use lifeguard chair where possible

Third Level Protection – Rules and Guidelines

Measures in Place:

- Keep a two meter distance at all times
- Stay home if you or someone in your household is sick
- Stay home if you have traveled in the past 14 days

Refer to staff FAQ's



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<https://goto.crd.bc.ca/corporate/SitePages/covid-19.aspx>

Fourth Level Protection – Using Masks

Measures in Place:

- The use of masks is required in public areas for employees and patrons

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

Cleaning Protocols:

Measures in Place:

- Staff sanitize all touch points in their work area at the beginning of each shift.
- Administration staff will sanitizer the photocopier, filing cabinets, and other shared office tools daily.
- Maintenance staff will sanitize common area touch points daily. Door handles, bathrooms fixtures and other highly used touch points are wiped down midday as well.
- Weight room users are upon entry, provided a spray bottle of safe to use diluted cleaner and are expected to spray and wipe any equipment before and after use.

Refer to the CRD COVID-19 Exposure Control Plan for cleaning protocols

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

STEP 3 – DEVELOP 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.
2. Keep your environment clean
 - Use appropriate products to clean and disinfect items like your desk, work surface, phones, keyboards, electronics, etc.
3. Keep your distance
 - Keep a distance of 2 meters between you, your coworkers, and customers.
 - Increase distance between desks, tables and workstations.
 - Reduce in-person meetings.



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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.
 - 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.

Refer to 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

Refer to the CRD COVID-19 Health and Safety Guidelines

<https://goto.crd.bc.ca/corporate/0620CorporatePlanning/COVID-19/COVID-HealthSafetyPosterStaff.pdf>

STEP 4 – DEVELOPING COMMUNICATION PLANS AND TRAINING

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ 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.
- ✓ Supervisors have been trained on monitoring workers and the workplaces to ensure policies and procedures are being followed.

STEP 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.



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STEP 6 – ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

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