

Guidelines for Saanich Recreation Centres



PARKS, RECREATION
& COMMUNITY SERVICES

ADDENDUM to COVID-19 Safety Plan – Guidelines for Saanich Recreation Centres

Updated January 20, 2022 V3

(Original June 23, 2020)

- Cedar Hill Recreation Centre/Golf Clubhouse
- Gordon Head Recreation Centre
- G.R. Pearkes Recreation Centre
- Saanich Commonwealth Place

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Update

On January 7, 2022, the provincial health officer announced an order requiring employers to re-activate their COVID-19 Safety Plans. This replaces the previous requirement for employers to have communicable disease prevention plans in their workplaces. While communicable disease prevention plans and COVID-19 Safety Plans share some of the same fundamental principles, COVID-19 Safety Plans are formal, written plans with more rigorous controls and are more appropriate for periods of elevated risk, such as the one currently faced by B.C. workplaces by the Omicron variant. This COVID-19 Safety Plan supplements Saanich's [Communicable Disease Prevention plan](#).

This document is written as an addendum for the COVID-19 Safety Plans (version 3) for Saanich Recreation Centres and encompasses direction from the PHO, BCCDC, WorkSafeBC, Island Health, BCRPA, Lifesaving Society, ViaSport and other governing bodies.

The COVID-19 Safety Plan and Addendum, is approved by each facility's Joint Health and Safety Committee, and publicly posted in the facility.

The focus of this Addendum is on safety in the workplace, workers, and the employer as per PHO/WorkSafeBC directives, and is not a focus on patron safety. *Please see Program Safety Plans regarding guidelines for patrons.*

In all cases, it remains important for everyone to:

- stay home if you are sick
- wear good fitting masks
- wash your hands frequently
- cover your coughs/sneezes with your elbow/then wash your hands
- keep your distance of 6ft/2M
- minimize crowded indoor spaces and
- to disinfect high touch surfaces often

There is a mandatory vaccination policy in place for all employees, volunteers and contractors of Saanich.

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PART 1

Information is presented as a series of Operational Protocols which are applicable to all Business Areas.

- Employee Sickness
- Personal Hygiene
- Physical Distancing
- Cleaning and Disinfecting
- Site Management & Scheduling
- Signage and Communications

PART 2

Business Area Protocols are presented for similar and unique areas within the centres for specific measures to be implemented.

- Front Desks and Public Spaces
- Swim Shop SCP

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Operational Protocol – Employee Sickness

Refer to Saanich Elink:

[Employee Info: COVID-19 information for all resources](#)
[COVID-19 \(Coronavirus\) - HR Guide for Staff](#)

Administrative Controls

- Inform your employees and volunteers that if they are sick with any COVID-19 symptoms, even if symptoms are mild, they must not attend work,
 - o Employees to take the *BC COVID-19 Self-Assessment Tool* (online/app) which guides individuals through a series of questions and provides with information on what to do.
- Staff are to complete personal Employee Health Checks before entering Saanich workplaces.
 - o Signs will be posted where employees enter worksites.
- Supervisors are to refer to the HR Guide for Employees which is regularly updated. This contains all COVID and Human Resources information including:
 - o COVID-19 Vaccination Policy
 - o COVID-19 Vaccinations
 - o COVID-19 Related Leaves and Compensation
 - o What To Do If You're Sick
 - o Potential Exposure & Self Isolation
 - o Caring for Others
 - o Travel & Visitors
 - o Working from Home (WFH)
- If an employee becomes sick **while at work**, they should notify their supervisor and advise they need to leave work immediately due to illness, wear a mask and leave with little contact with other employees.
 - o Employees DO NOT attend OFAA if sick with COVID-19 symptoms.
 - o Take the *BC COVID-19 Self-Assessment Tool* (online/app) or call 8-1-1 and follow health directives.
 - o Co-workers are to disinfect all objects and surfaces touched by unwell employees immediately.
- Refer to the HR Guide for Staff for information on when employees can return to work after being sick. This information is constantly changing. This guide provides information about contact tracing, and who to inform if you are sick or have a close contact.
- Managers WILL report all positive COVID-19 cases to the Senior Manager of Recreation by email.
- Managers have contingency plans for facilities to follow if impacted by low, medium, high, extreme staff shortages due to employee sickness.

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Operational Protocol – Hygiene & Masks

Engineering Controls

- Provide handwashing options including hand sanitizer in centres and program entrances as necessary (i.e. weight rooms).
- Use posters to educate of the importance of handwashing/sanitizing following contact.
- All hand sinks must have liquid soap, single-use paper towels and running water at all times.

Administrative Controls

- Employees are to hand wash or sanitize when arriving and leaving facility.
- Employees should avoid touching their face without first cleaning their hands.
- Employees should cover their mouth and nose with a disposable tissue or the crease of their elbow when sneezing or coughing instead of their hands, and hand wash/sanitize afterwards.
- Do not share food, drinks, utensils, etc.
- Employees are reminded to practice good hygiene throughout their shift.
- Replace physical greetings (high-fives, fist-bumps, hugs) with non-contact greetings.

Personal Protective Equipment

- As per the [provincial order](#), mask use is mandatory in all of our facilities, except while participating in a sport or fitness activity.
 - Masks must be worn in all staff, public and common areas of Saanich recreation centres for those 5 years and older.
 - Participants must wear a mask while participating in non-sport and non-fitness related activities. These include, and are not limited to, pottery classes, music classes, and other non-exercise programs.
 - All adults must wear a medical or non-medical mask that covers the nose and mouth. Face shields are not an accepted substitute.
 - Children under 5, and those that cannot put on or remove a mask without the assistance of others are exempt from the mask requirement.
 - Masks are to be worn at all times, except when actively exercising. We strongly encourage people wear a mask even when exercising. In areas like weight rooms, masks should be worn in between elements when not working out.
- Have extra non-surgical masks available for employees/patrons who forget to bring with them.

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Operational Protocol – Physical Distancing

Engineering Controls

- Use plexi-glass physical barriers to protect staff when interacting with patrons/staff.
- Remove unnecessary furniture, materials, and equipment, in hallways and high traffic areas. Anything present must be easy to spray and clean.
- Manage potential pinch points and congestion for staff and patrons in busy and small areas. Make clear divisions between different areas/rooms to allow for physical distancing.
- Use floor markings to indicate spacing for line-ups to avoid pinch points and congestions for line-ups or passing by (e.g. washrooms, change rooms, reception/cashier line-ups, payment areas).
- Use directional arrows or signs to direct public flow in hallways/narrow areas where appropriate.
- Install floor graphics in rooms that conduct group classes for physical distancing.

Administrative Controls

- Post room occupancy numbers in each staff room and public space (maximum 50% of fire capacity).

Personal Protective Equipment

- Employees use appropriate PPE when providing first aid.

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Operational Protocol – Cleaning and Disinfection

Engineering Controls

- Provide spray bottles of disinfectant & single-use paper towel throughout facility for employees and patrons to use (Do not use cloth towels for disinfecting shared equipment).

Administrative Controls

- Staff will clean and disinfect high touch areas every 4 hrs when possible (e.g., hand holds, bars, door knobs, switches, touch screens, counters, railings, faucets, workstations, phones, Moneris machines, photocopiers, scanners, vending machines and ATMs) and shared use staff equipment.
- Assign and train employees with specific disinfection responsibilities.
- Provide employees with time to clean and disinfect equipment, particularly in between program times.

Personal Protective Equipment

- Equip employees with any personal protective equipment deemed necessary for cleaning, depending on the process and chemicals used.

Using disinfectants:

- Disinfectants must have a DIN (drug identification number) and be labeled with a Safety Data Sheet.
- Always follow the instructions on the label, and as directed by Supervisor.
- For best results, the appropriate contact time must be met. Surfaces must remain wet with disinfectant for the correct length of time in order to destroy any contamination. Technical Building Services Supervisors are in charge of all product choices and directions for cleaning and disinfecting.
- Surfaces that are dirty must be cleaned with soap and water first, before disinfecting.

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Operational Protocol – Site Management & Scheduling

Engineering Controls

- Designate additional rooms or areas for breaks, and encourage use of outdoor spaces.
- Use large rooms, outdoor spaces, or MS Teams for meetings.
- Increase ventilation when possible by opening windows, doors, and increasing the fresh air intake on air handling units.
- Employees to minimize their belongings and store in separate bins or lockers.
- Install protective shields at customer service and patron consultation spaces.
- Remove food services from patron areas (i.e., coffee machine, supplies, microwave, etc.) to reduce touch points and cleaning, and discourage congregating in facility.

Administrative Controls

- Post Room Occupancy numbers are posted in each room (based on 50% of fire regulation capacity).
- Instructors / Programmers may prop doors open for start, during and end of classes as desired. Fire-rated doors cannot be propped open.
- Employee training should be done in small groups with physical distancing, or online.
- Support employees to Work from Home on rotational schedule to accommodate physical distancing in the workplace.
- Schedule time between classes to allow employees time to disinfect equipment without contact with patrons present.
- Stagger breaks for employees particularly those sharing break rooms.
- Provide disinfectant supplies in staff areas.

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Operational Protocol – Signage & Communications

Engineering Controls

- Post physical distancing and hand washing and sanitizing signs in common facility and employee areas.
- Place posters near to all bathroom and kitchen sinks, reminding users of good hand washing practice.
- Create site maps to protocols including mask wearing, proof of vaccination status, directions, waiting lines, etc.

Administrative Controls

- Place signs on front doors notifying anyone feeling ill or experiencing symptoms potentially related to COVID-19 are not to enter.
- Wherever possible, use up-to-date posters, diagrams and pictures to communicate information to employees.
- Ensure the font size on signage is large enough to read if the person was standing 2 metres (6 feet) away from the sign.

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Business Area Protocol – Front Desks & Public Areas

Engineering Controls

- Ensure physical distancing between workstations and office equipment ensuring no pinch points for employee flow.
- Limit and/or eliminate shared common office equipment (pens, staplers, tape) or provide sanitization station nearby.
- Ensure there is access to hand washing and/or hand sanitizer.
- Ensure there is access to approved cleaning products. Shared workstations to be cleaned and disinfected before and after use.
- Keep protective barriers between stations and public where needed.
- Install covers for Moneris pin pads for routine cleaning.
- Convert passage ways behind front counters to no stopping zones, unless physical distancing can be maintained.

Administrative Controls

- Limit employee changeover and sharing of equipment.
- Limit access to reception areas by instructors, contractors, volunteers, etc. Encourage use of phone communication.
- Follow cash control protocols for safe handling. Reduce cash handling where possible.
- Physical distancing of 2 metres to be maintained between co-workers and patrons whenever possible where barriers are not in place.
- Medical or non-medical grade masks to be worn by employees when physical distancing cannot be maintained.
- Provide on-site sale of limited fitness/aquatic supplies and for patrons who have not brought their own. Eliminate try-on products when possible.
- Eliminate lending of Saanich equipment/supplies unless necessary. Sanitize when returned (e.g. pen).
- Where available use TV screens and media to provide awareness and expectations to patrons of protocols and direction so reduce questions at reception counters.
- Manage spectators in public areas as per PHO order and the staff's capacity to manage proof of vaccination.

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Business Area Protocol – Swim Shop SCP

Engineering Controls

- Limit access to shop to allow for 2 meters distance maintained or 1 customer to ensure physical distancing for staff.
- Ensure signage reflect capacity of space.
- Ensure there is access to hand washing and/or individual hand sanitizer.

Administrative Controls

- Customers interested in retail items will check in at the reception desk.
- Employee assisting customers will remain 2 meters apart.
- Restocking will only occur when Swim Shop is closed or customers are not present.
- When customers are ready to make a purchase they will enter the reception queue and wait for a receptionist to assist them.
- Customers can try on items in change room; all items tried on will be quarantined for 24 hours in a sanitized container and the change room will be cleaned.
- Refund policy on pro shop items follows WorkSafeBC retail protocols for returning to operation. Returns are currently allowed. Employees to wash hands and use hand sanitizer after handling returns.
- All returned items will be quarantined for 24 hours in a sanitized container then placed back in the shop for resale.
- All employees will wash/sanitize hands after handling returned or tried on items.
- Plastic bags will not be provided with purchase; reusable bags will only be provided and handled by the customer.