

Revisions to be implemented Jan 20th, 2022.

COVID-19 SAFE OPERATIONS

Little Mountain Field House



**salmon arm
recreation**

SHUSWAP RECREATION SOCIETY

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your link to recreation

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This Safety Plan will outline the steps taken by the Shuswap Recreation Society and City of Salmon Arm staff to ensure that the Little Mountain Field House (LMFH) meet the recommendations of the Province, Provincial Health Officer, BCCDC, WorkSafe BC and the City of Salmon Arm Occupational Health & Safety Division to minimize the risk of transmission of the COVID-19 virus.

This Safety Plan will form the framework for employees as we adapt our operations to continue business activity within our facilities while still faced with the threat of this pandemic.

It is through our combined efforts, cooperation and sense of duty that we work together to minimize the risk to our employees, contractors and greater community. Please do not hesitate to contact us should you require additional information and/or clarification, 250-832-4044

Thank you for your anticipated support and cooperation. Stay Safe.

All conditions and activities are subject to change at our sole discretion, or based on the directions of Provincial Guidelines

Shared Spaces/Equipment

In an effort to prevent workers from crowding together or congregating in indoor common areas and to further prevent potential transmission of the COVID 19 virus;

- Staff should try to maintain physical distancing in all areas including shared spaces.
- Personal items brought into the workplace (e.g., bags, shoes, jackets) must be kept to a minimum.

Face Masks

Face Masks are required at all times while in any common areas within the facility. Face Masks are permitted to be removed, only when staff are working within their permitted workspace and maintaining 6ft physical distancing. Masks need to be worn when interacting with public, contractors or other staff members when in common areas of the building or when unable to keep 6ft distancing in permitted workspaces.

Health Verification/Screening

A worker must self-monitor for symptoms of illness and must not come into the workplace if the worker has new or worsening of pre-existing symptoms of COVID-19 described at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Health Monitoring

An employee must not remain in a workplace if displaying new or worsening of pre-existing symptoms of COVID-19.

1. Report the incident to your supervisor.
2. Call BC's Health Link at 8-1-1 to share information regarding the incident and determine if any action needs to be taken

Employee Working from Home

An employee may work from their private residence, if possible, given the nature of the work involved, unless there is an operational requirement to work at the workplace.

Hand Hygiene

Employees must wash their hands upon entry to the building as well as before and after:

- Eating
- Breaks
- Smoking
- Blowing your nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment, supplies, materials

Vaccination Policy

Employees have been made aware of the City of Salmon Arm's vaccination policy through the Human Resources department.

The LMFH has involved frontline employees, supervisors, and our joint health and safety committee in the creation of procedures for staff safety during the COVID-19 pandemic in areas identified where people gather:

- Job tasks identified where employees are close to one another or the public.
- Tools and equipment identified which could be shared while working.
- Surfaces identified which people touch often (doorknobs, light switches).
- Occupancy limits posted for shared staff areas.
- Identified rules and guidelines for how employees should conduct themselves.
- Clearly communicated new guidelines to staff through a combination of training and signage.
- PPE training completed prior to opening.
- Handwashing locations are visible and easily accessible.
- Policies are in place which specify when employees must wash their hands.
- Cleaning protocols implemented for shared workspaces and equipment.
- Training provided for COVID-19 training procedures.
- Unnecessary shared equipment removed from staff spaces.
- Policies are in place for employees who are showing symptoms of COVID-19.
- Visitors are prohibited or limited in staff dedicated spaces.
- Staff should leave the building immediately after their shift ends.
- Regular risk assessment and procedure review will occur to ensure safety for staff and patrons.

Cleaners, when required, will be responsible for the cleaning and disinfecting of the LMFH with the use of materials and supplies purchased through a local supplier consisting of the following:

Oxivir plus- concentrate disinfectant:

- 1:40 dilution preset through dispenser
- 5-minute dwell time
- No rinsing required

Oxivir Tb- Hospital Grade Disinfectant:

- Ready to use (RTU) Liquid
- 1-minute dwell time
- Effective against 28 pathogenic micro-organisms
- No rinsing required

Stride Citrus SC:

- neutral cleaner
- 1:128 dilution
- Dispenser regulated

Glance NA:

- Glass & multi surface cleaner
- 1:40 Dilution
- Dispenser regulated

Microfiber clothes:

- Color coded for specific jobs

Disposable gloves:

Lysol wipes:

Concept Sani:

- Hand sanitizer
- 75% V/V Alcohol

Raindance:

- Low foam Neutral Floor cleaner
- 1:256 dilution

K-100:

- Porcelain cleaner

Procedure:

The disinfection procedures listed are in response to the COVID-19 pandemic

Personal Protection

Cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination of the wearer and surrounding area.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Chemicals Used for Disinfection/Cleaning.

Product	Application	Who can Use	PPE	Dwell Time
Daily Disinfectant-Oxivir Plus	Mop, trigger spray bottle, auto scrubber, pump sprayer	Custodians	Goggles, gloves	5 minutes
Microfiber cloth	Trigger spray bottle	Custodians	Goggles, gloves	Not needed

Assignment of Disinfection/Cleaning Tasks

Staff	Washrooms	Lobby
Custodians	Walls, sinks, doors, garbage containers, grab bars, mirrors, paper dispensers, soap dispensers	
Custodians	Floors, garbage, toilets, urinals, doors, counters, sinks, floors	Public washrooms, floor, Door handles, vending machines

Facility Detailed Cleaning/Sanitization Plan

Ice Attendants, and dedicated Cleaners when required, will perform the level of cleaning services applied throughout the LMFH to assist in employees, patrons and contractors increased protection against the possible transmission of the COVID-19 virus.

Frequency	Cleaning and Disinfection
Regular	washroom counters, faucets, paper towel dispensers, soap dispensers, toilets, cubicle doors, and elevator push buttons
Regular	Touch point cleaning: door handles
Regular	Common spaces- tables before and after each use, appliances and accessories I.e. (microwave, and fridge) during each shift Facility doorknobs

Worker Required Training

Section 6.

Upon return to work, staff, and dedicated Cleaners were required to watch the RFABC Webinar session on cleaning and disinfection

When required, will receive additional training in the following categories to ensure our workers are safe.

- WHMIS
- Preventing cross-contamination while cleaning
- Level of required cleaning services and touch points
- Staff COVID-19 Self-Assessment
- City of Salmon Arm COVID-19 Exposure Control Plan
- Any employee experiencing flu-like symptoms must contact Call 8-1-1 for further review and/or call their doctor for direction
- Proper personal hygiene practices for staff to mitigate transmission risks
 - Wash hands with soap and water
 - Refer to Section 2, Hand Hygiene
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment
 - Disposable gloves must be worn and disposed of per room cleaning
- Procedures on monitoring physical distancing
- Emergency Evacuation Protocol and Mustering Procedures with physical distancing
- Room Capacity and Traffic Flow of
 - Washrooms
 - Main function areas

Worker Protection

Section 7.

To ensure the well-being and health of our employees and dedicated cleaners and maintain business continuity, the Shuswap Recreation Society and the City of Salmon Arm will utilize the following practices:

- Safety talks will be conducted on a frequent and as needed basis between supervisors and employees to discuss
 - Inventory
 - Personal hygiene practices
 - Worker safety and concerns
 - Patron safety and concerns
- Employees who choose to wear a non-medical mask should be aware and are responsible for the following:
 - Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often
 - Masks that become wet, soiled or damaged are less effective and must be replaced immediately
 - Masks must be put on and taken off correctly, including not touching the front of the mask, and washing hands
 - Cloth masks must be washed every day using the warmest water setting, and store in a clean dry place to prevent contamination
 - Never share masks with others
- When engaging with patrons, safe physical distancing, 2 meters or 6.3 feet, will be practiced between workers and patrons
- The LMFH will not be providing brochures, newspapers or magazines as part of its resource and information hub
- Patrons are encouraged to use electronic alternative of paper handouts; moreover, patrons are asked to remove all excessive paper-based materials from meeting rooms to protect employees
- Engineering controls will be utilized to direct flow, control access/egress and space capacities

Facility Admission & Access

Section 8.

To mitigate risks related to the LMFH, the following is a list of facility admission and access protocols:

The LMFH will follow the directive of the PHO and all Orders, Notices and Guidance with regards events and activities at our facility.

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

1. The main Ice User entrance shall be the designated drop off and pick up location
2. At the entrance, signs are installed to instruct patrons of their responsibility as follows:
 - DO NOT ENTER IF YOU HAVE:
 - COUGH, FEVER, SORE THROAT OR ARE EXPERIENCING BREATHING DIFFICULTIES and/or
 - BEEN IN CONTACT WITH SOMEONE WHO HAS CONTRACTED THE VIRUS IN THE LAST 14 DAYS
 - PROOF OF VACCINATION IS REQUIRED FOR ALL GUESTS AS OUTLINED IN THE MOST CURRENT PHO EVENTS AND GATHERING ORDER. PLEASE HAVE YOUR POV AND GOVERNMENT ID AVAILABLE TO BE SCANNED.
 - PLEASE WASH YOUR HANDS WITH SOAP AND WATER
 - PLEASE RESPECT PHYSICAL DISTANCING WITHIN THE FACILITY
3. Organizations and organizers will be responsible for ensuring that the maximum number persons permitted for their event, as outlined by the PHO, are maintained and being followed at their own discretion.
4. **NO SPITTING ANYWHERE IN THE FACILITY.**

Salmon Arm Recreation has implemented procedures to prevent the spread of COVID-19 within our facilities. Due to the nature of the virus we cannot guarantee that there will be no risk to anyone using the facility.

Service Providers

Section 9.

All external contractors providing services within any Salmon Arm Recreation managed facilities will be expected to follow and adhere to our facility guidelines as they relate to mitigating the transmission of COVID-19, including following the City of Salmon Arm's approved service providers Vaccination Policy.

All other service contractors will be requested to abide by the facility safety measures and to practice physical distancing while conducting work within the facility.