

July 2020.

COVID-19 SAFE OPERATIONS

SHAW CENTRE



**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 Shaw Centre meet the recommendations of the Province, Provincial Health Officer, BCDC, WorkSafe BC and the City of Salmon Arm Occupational Health & Safety Division for their re-opening to minimize the risk of transmission of the COVID-19 virus.

Additionally, through guidance from British Columbia Recreation and Parks Association (BCRPA), Recreation Facilities Association of British Columbia (RFABC), and ViaSport, measures have been taken to assist with preventing the transmission of COVID-19 amongst our user and rental groups.

This Safety Plan will form the framework for employees, user groups and patrons as we adapt our operations to resume a level of 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, user groups, participants, renters, 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 discription, or based on the directions of Provincial Guidelines

Health Verification/Screening

Workers who develop flu-like symptoms including fever, cough, sneezing, sore throat should immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment via **bc.thrive.health/covid19**
- Call 8-1-1 for further review and/or call their doctor for direction
- Request a COVID-19 test immediately

Workers may need to isolate for 10 to 14 days at home depending on the outcomes and advice of the above. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Anyone who may have been working in close proximity to a worker with flu-like symptoms, who was not following the requirements of the social/physical distancing procedure will be required to self-monitor for symptoms.

Work areas will need to be disinfected to prevent further spread of the virus to other employees.

Health Monitoring

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

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

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

Face Masks

Employees that are at risk of contact with belligerent public or who cannot maintain the 6' physical distance when dealing with the public shall have access to masks for their use during these encounters. At this time, wearing a face mask at all times is not mandatory however, this will be updated as required.

Shared Spaces/Equipment

- Staff should try to maintain physical distancing in all areas including shared spaces such as the upper facility arena administration, lower facility offices, staff room, elevator and lobbies.
- Personal items brought in to the workplace (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are brought into the workplace, adequate space must be provided between each employee's items to encourage physical distancing and to reduce transmission.
- All personal belongings must be brought home at the end of each shift.
- Shared equipment such as ice plant DDC computer, ice staff cell phone and other equipment should be properly sanitized at the beginning and end of shift
- All surface areas in employee shared common spaces should be cleaned and sanitized regularly. I.e. lobby touch points and railings
- Occupancy signage will be posted for the staff room.
- Lunchroom surfaces should be cleaned prior to end of shift if used

The Shaw Centre 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.

Areas identified where people gather (washrooms, meeting rooms, change rooms and lunchrooms).

- Job tasks identified where employees are close to one another or the public.
- Tools and equipment identified which could be shared while working. (Zamboni, ice plant DDC computer, ice plant entry doors, ice plant equipment)
- 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 work spaces 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.

Facility Admission & Access

Section 4.

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

At this time ONLY 50 people maximum will be permitted per ice arena in use. This includes participants, coaches and parents.

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
 - PLEASE WASH YOUR HANDS WITH SOAP AND WATER
 - PLEASE RESPECT SOCIAL DISTANCING WITHIN THE FACILITY
 - PLEASE BRING YOUR OWN WATER AS OUR FOUNTAINS ARE TEMPORARILY REMOVED FROM SERVICE
3. Participants must come dressed in full gear including skates (with skate guards) or shoes and a full water bottle.
4. One parent and (no siblings) will be permitted access into the facility.
 - No parent access is permitted in the dressing rooms
5. Player/participant dressing rooms are available for use at this time however;
 - Showers are NOT available at this time
 - Dressing room doors will be propped open
 - Dressing rooms are for putting on skates and washroom use only
6. Skate guards/shoes and equipment bag will be left in the dressing room as the participant takes to the ice.
7. No skating aids or equipment shall be provided for use
8. **NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE.**
9. On ice access will be regulated. Player benches are not to be used at this time. Participants must place water bottles on the top rail at bench in marked area.

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 of anyone using the facility.

Occupancy Limits

Dressing rooms:

1-5-Max capacity: 10 people

A-D-Max capacity: 12 people

Bar area:

Max capacity: 9 people

Lobbies:

Max capacity: 50 people

Hucul Bleachers

Max capacity: 14 people

Zamboni Bay

Max capacity: 4 people

Ref 1

Max capacity: 1 person

Ref 2

Max capacity: 3 people

Staff Room

Max capacity: 4 people

Concession Mgr. office

Max capacity: 2 people

Public Skate rm

Max capacity: 2people

Multi 1-Max capacity 5 people

Multi 2-Max capacity 5 people

Elevator-1 + (caregiver)

Board room

Max capacity: 6 people

On-Ice Procedure

1. Each User of the facility will provide their own Return to Play Safety Plan
2. Ice Users will be given 10 minutes at the end of their ice time to remove their skates and vacate the facility
3. Participants arriving to the arena shall not enter the facility any earlier than 10 minutes prior to the start of ice time.
4. Coaches shall bring the hockey nets to the Zamboni ice entrance at end of ice time; Ice staff shall disinfect the goal frames after each use
5. Music port for the sound system with cable connection available from the ice is not available at this time.

General Access

- 1 Access will be limited to those participating in the booked activity i.e. participants, instructors, coaches.
- 2 General public will not be permitted access to the venue without a pre-scheduled meeting at this time.
- 3 User Groups will designate an ambassador that will ensure that their group follows the rules set out.
- 4 Entrances will have signage and floor markings to encourage physical distancing and to control permitted access within the facility.
- 5 Signage, floor markings and barriers are installed to guide patrons in and out of the facility, and to each of the rentable spaces.
- 6 Capacity signage will be posted in all areas accessible to the facility.
- 7 Lounge seating will be removed from all common areas.
- 8 Showers remain off limits at this time.
- 9 There will be **NO DRYLAND TRAINING SPACE PROVIDED** at this time.
- 10 Leaseholder and User Group access into office space will be limited to administrative and coaching staff ONLY.

User Group and Patron Safety

Section 5.

The health and safety of our user groups, patrons, participants, contractors and employees is our number one priority. Several measures have been created to ensure the personal and collective wellbeing of all our patrons.

Patrons will be asked to conduct a self-assessment prior to entering the facility and will be asked not to proceed into the venue should they display any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

Hand Sanitizer: a 4L container of hand sanitizer with a hand pump will be provided upon entry of the facility

Physical and Social Distancing: Patrons will be reminded to practice physical and social distancing by adhering to the 2-meter (6.3 foot) separation guideline.

Signage: signage will be posted through the facility to communicate a variety of key messaging reminders concerning health and hygiene, social distancing guidelines, capacity guidelines and to assist with directional flow throughout the facility

Washrooms: will be modified including urinals sectioned off to ensure appropriate distancing is applied.

Dryland training spaces: will remain off limits and common areas will be reconfigured to adjust to the distancing guideline with arena capacities being adjusted to meet the new regulations.

Social distancing: floor markers and signage will be used to direct flow throughout the facility and in each of the designated arenas.

User Groups/Private Renters: A return to play safety plan is required by all user groups and private renters as part of the rental booking agreement. No exceptions will be made.

All user groups renting municipal facilities are required to have a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities and other relevant regulators

All user groups and private renters wishing to rent space at the Shaw Centre will be required to submit a Safety Plan, along with the appropriate insurance coverage.

Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by viaSport. Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19.

Sport groups should consider the following when developing their return to play plans:

- Meet the provincial guidelines in the delivery of the activity by:
 - Maintaining social distancing
 - No sharing of equipment
 - Focus on skill development and small group training
 - Remain community focused.

User groups need to be flexible to accommodate and respond to changes in community, if you are unsure of restrictions with the community contact Interior Health.

Learn more at www.viasport.ca/return-sport

Ice Attendants, and dedicated Cleaners, when required, will be responsible for the cleaning and disinfecting of the Shaw Centre 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.

Shuswap Recreation Society has created a cleaning log which includes where, what, and how often cleaning is occurring. **Log sheets are posted outside washroom doors completed/signed off each time cleaning occurs.**

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	Ice Staff and Custodians	Goggles, gloves	5 minutes
Microfiber cloth	Trigger spray bottle	Ice Staff and Custodians	Goggles, gloves	Not needed

Assignment of Disinfection/Cleaning Tasks

Staff	Dressing Rooms	Washrooms	Lobby	Staff Areas
Ice Staff and Custodians	benches, garbage containers, door handles, mirrors, soap dispensers, sinks, paper dispensers, floors, garbage's, toilets, urinals	Walls, sinks, doors, garbage containers, grab bars, mirrors, paper dispensers, soap dispensers		Lunchroom
Ice Staff and 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 Shaw Centre to ensure employees, patrons and contractors are protected against the possible transmission of the COVID-19 virus.

Frequency	Cleaning and Disinfection
2 x daily or when visibly dirty	washroom counters, faucets, paper towel dispensers, soap dispensers, toilets, cubicle doors, and elevator push buttons
2 x daily or when visibly dirty	Touch point cleaning: door handles
Frequent	Common spaces-staff room table before and after each use, appliances and accessories I.e. (microwave, and fridge) during each shift Dressing rooms and the top rail of the players benches after each ice session Facility doorknobs

Arena Attendant Worker Required Training **Section 9.**

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

When required, will receive 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
 - Meeting rooms
 - Washrooms
 - Main and upper pre function areas
 - Staff room and change rooms

Arena Attendant Worker Protection

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 Arena Attendants 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
- Lounge furniture has been removed from common areas for patron and employee safety
- The Shaw Centre 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

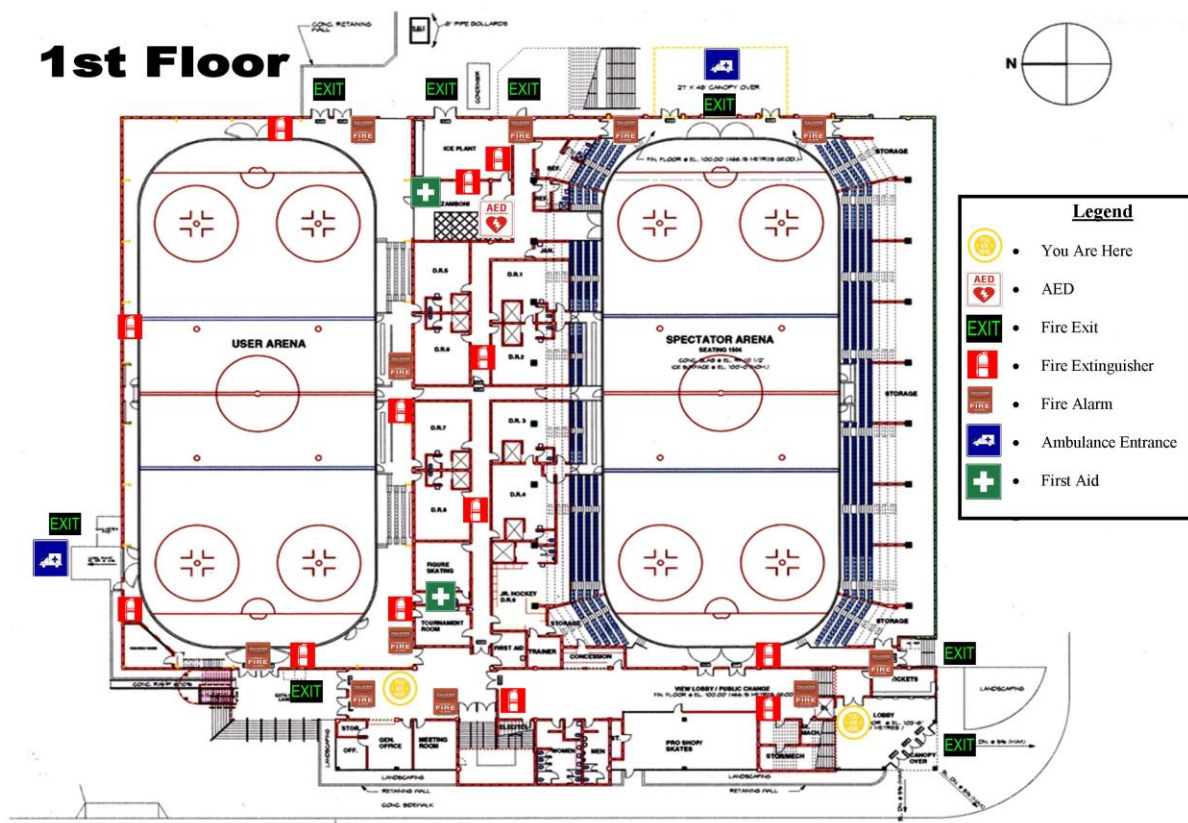
Service Providers

Section 10.

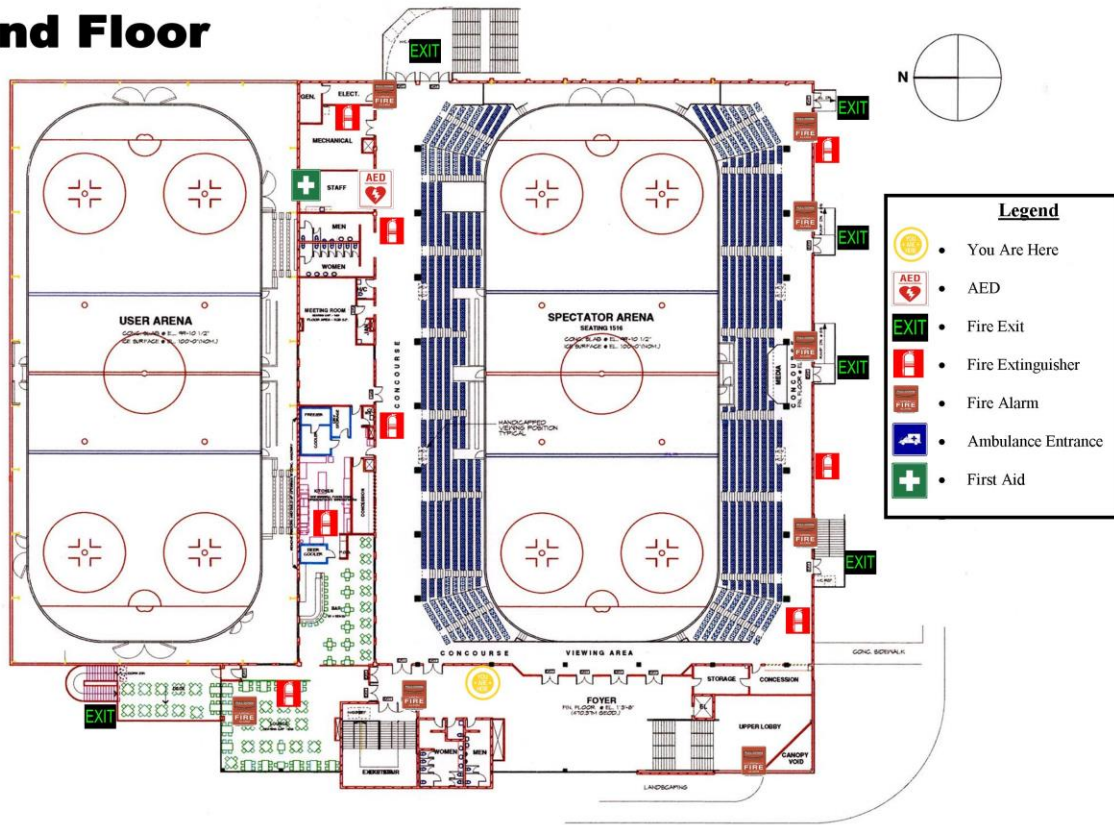
All external contractors providing services within the Shaw Centre will be expected to follow and adhere to our facility guidelines and to submit their own service delivery safety protocols as they relate to mitigating the transmission of COVID-19.

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.

Facility Layout/Floor Plans



2nd Floor



Legend

-  • You Are Here
-  • AED
-  • Fire Exit
-  • Fire Extinguisher
-  • Fire Alarm
-  • Ambulance Entrance
-  • First Aid