

Revisions to be implemented Jan 20th, 2022.

# COVID-19 SAFE OPERATIONS

## SHAW CENTRE



**salmon arm  
recreation**

SHUSWAP RECREATION SOCIETY

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SALMON ARM, BC V1E 2S4 FAX: 250-833-4656

*your link to recreation*

# Contents

Introduction \_\_\_\_\_ 1

Shaw Centre Employee Safety Plan \_\_\_\_\_ 2

WorkSafe BC COVID - 19 Safety Plan \_\_\_\_\_ 3

Facility Cleaning Protocols & Requirements \_\_\_\_\_ 4

Disinfection Procedure \_\_\_\_\_ 5

Arena Attendant Worker Required Training \_\_\_\_\_ 6

Arena Attendant Worker Protection \_\_\_\_\_ 7

Facility Admission \_\_\_\_\_ 8

Service Providers \_\_\_\_\_ 9

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, 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 such as the upper facility arena administration, lower facility offices, staff room, elevator and lobbies.
- Personal items brought into 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

### **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 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 in 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 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.

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.



### Chemicals Used for Disinfection/Cleaning.

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

### Assignment of Disinfection/Cleaning Tasks

Staff	Dressing Rooms	Washrooms	Lobby	Staff Areas
<b>Ice Staff and Custodians</b>	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
<b>Ice Staff and Custodians</b>		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 assist in employees, patrons and contractors increased protection against the possible transmission of the COVID-19 virus.

<b>Frequency</b>	<b>Cleaning and Disinfection</b>
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-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 6.

Upon return to work, ice 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
  - Meeting rooms
  - Washrooms
  - Main and upper pre function areas
  - Staff room and change rooms

## Arena Attendant 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 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

## Facility Admission & Access

## Section 8.

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

**The Shaw Centre 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. All patrons 5 and older are required to wear a mask at all times while in any of Salmon Arm Recreation facilities with the exclusion of the designated “Field of Play”.
4. It is recommended that participants arrive as prepared as necessary for their activity in order to minimize their time inside the facility and to abide by any time limits currently in place within the facility.
5. Organizations and organizers will be responsible for ensuring that the maximum number persons permitted for their activity, as outlined by the PHO, are maintained and being followed at their own discretion.
  - No parent access is permitted in the dressing rooms or hallways at this time
6. Player/participant dressing rooms are available for use at this time, however;
  - Dressing room doors will be propped open at the start and end of use, but may be locked while on the ice for their activity

7. Personal items may be left in the rooms for the duration of the users' bookings, however, no equipment or other items will be permitted to be left in the room at the conclusion of their activity. All equipment will be left in the dressing rooms at your own risk.
8. Skating equipment will not be provided by the Shaw Centre or their staff. Individual organizations that utilize any necessary equipment, will be responsible for the necessary cleaning and removal of such equipment at the conclusion of their activity.
9. **NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE.**
10. Player benches and penalty boxes are deemed as part of the "Field of Play" and as such, will follow the Guidelines as outlined by Via Sport.

**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.**



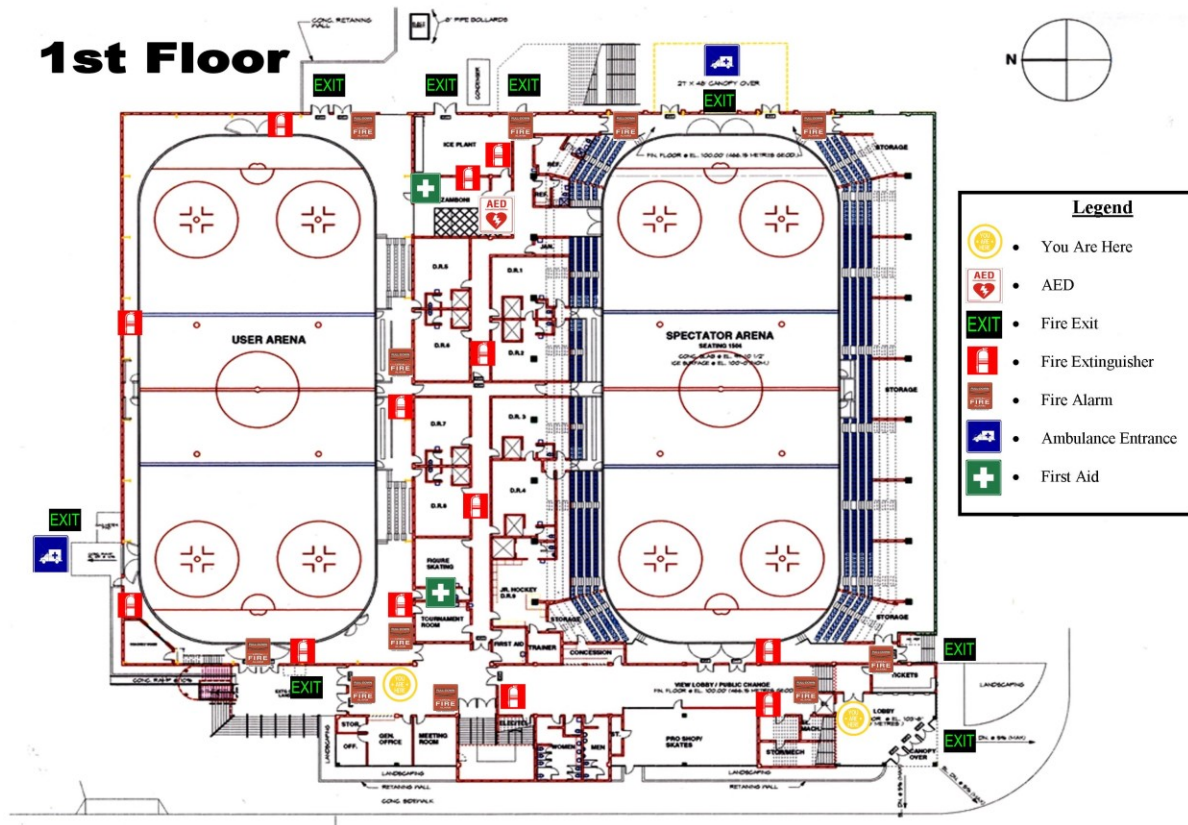
# Service Providers

# 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 and to submit their own service delivery safety protocols as they relate to mitigating the transmission of COVID-19, including following the City of Salmon Arm's approved service providers Vaccination Policy.

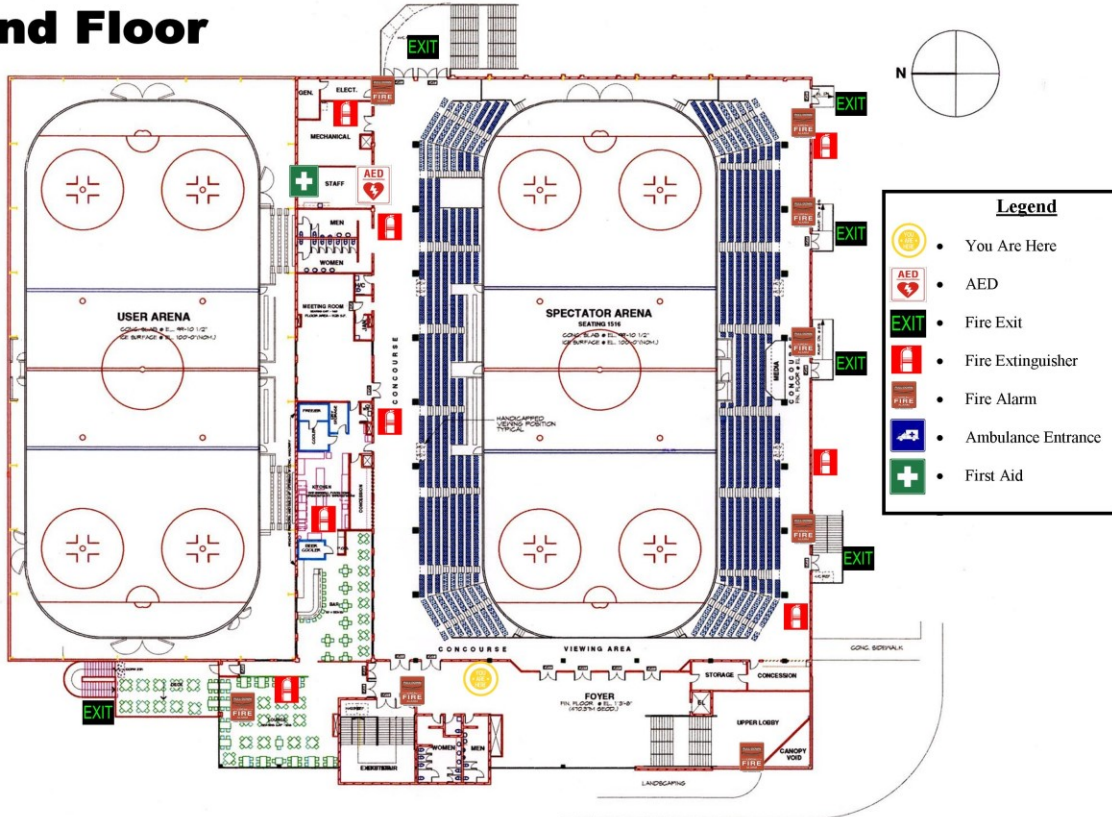
All other service contractors will be requested to abide by the facility safety measures and to practice physical distancing while conducting work within the facility.

## Facility Layout/Floor Plans





# 2nd Floor



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