

Parks & Recreation COVID-19 Safety Plan

January 20, 2022

Government of BC Covid Response Website:

www2.gov.bc.ca/gov/content/covid-19

Current PHO Events and Gatherings order:

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

BC Proof of Vaccination:

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

Government of Canada Travel Restrictions:

<https://travel.gc.ca/travel-covid>

Step 1: Assess Risks in the Workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching contaminated surfaces before touching the face.

Each Lead person in coordination with the Department Occupational Health and Safety Committee conducted COVID-19 risk assessments to determine the level of risk. The risk assessment looks at all elements of the work including:

- Proximity to others.
- Ability for workers to maintain physical distancing.
- Identifying common areas where people gather and outlining the maximum number of people who can be in a common area at the same time.
- Ability to modify in-person interactions.
- Identifying and maintaining cleanliness of high-touch locations such as tools, doorknobs, light switches, equipment and common areas; and,
- Identifying necessary personal protective equipment (PPE).

Potential risk areas include all people interactions and warrants accommodations to limit capacity in indoor spaces and vehicles. An exception to this is indicated with interactions with children where health authority is encouraging no physical contact versus maintaining the physical distance, due to the low-risk of transitioning between children and/or children and an adult along with the contraindications of the social-emotional impact on children when endeavoring to ensure physical distance.

Step 2: Implement Protocols to Reduce the Risk

Employer Responsibilities:

- Ensure that workers and public have the ability to maintain physical distancing.
- Ensure all staff, volunteers and contractors are fully vaccinated against COVID 19
- Ensure cleaning protocols are in place for all workspaces including vehicles and public areas;

- Controlled points of entry and exit for indoor spaces.
 - Provide access to hand washing stations, access to hand sanitizer where hand washing stations are not available within the facility or for staff operating in the field.
 - Provide staff with access to PPE as required or requested.
 - Place posters in washrooms and over sinks outlining effective hand washing techniques.
 - No gathering or loitering in common areas – designated as pathways only.
 - Staff have been provided with instructions and tools to conduct virtual meetings when appropriate.
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- Provide disinfectant spray(s) and wipes such that staff can clean surfaces before and after use
 - Custodial staff will deep clean facilities and high contact surface areas cleaned daily
 - Create and communicate processes to deal with possible COVID-19 exposure in the workplace
 - Provide timely training and communication to staff regarding rules and guidelines pertaining to COVID-19
 - Place posters with occupancy limits for each staff space within buildings
 - Place posters outlining that Esquimalt Recreation Centre occupancy limit for the elevator is 1 person (plus a care aid), and ensure elevator panels are routinely disinfected.
 - Cleaning checklists (included in [Appendix A: Cleaning Protocols](#)) have been developed for the Esquimalt Parks and Recreation Department.
 - Provide disinfectant spray in most common rooms such that users can spray down after use.
 - Plexi-glass barriers have been installed at the reception counter, and at the wellness centre desk in order to protect staff and the public from the possible transmission of the COVID-19 virus.
 - Processes have been created to deal with possible COVID-19 exposure within the operation.
 - Keep the public information with operating guidelines through signage, website and program specific correspondence to participants and.
 - Signage posted indicating that employees, contractors, or visitors exhibiting COVID-like symptoms or if required to be in quarantine for any reasons are not allowed to enter any of our facilities or participate in programs.

Parks and Recreation Occupancies

Parks Yard Building

Level 1 - 8

Level 2 - 8

Women's changeroom – 2

Men's changeroom – 2

Level 1 office – 1

Level 2 office - 1

Other Parks Buildings

Saxe Point Park Hut – 2

Memorial Park Hut – 2

Esquimalt Gorge Park Hut – 2

Recreation Centre

Occupancy limits at 50% capacity	Sq. Footage	Capacity
Weight room First Floor	2756	25*
Weight room Mezzanine	1647	
Men's Changeroom – capacity based on# of toilet cubicles/urinals	525	50
Women's Changeroom-capacity based on# of toilet cubicles	275	60
Seniors Centre	770	20
Convertible atrium space	531	15
Atrium	1740	50*
Pioneer A	702	20
Pioneer B	756	20
A & B	1332	40
Constance Cove	760.5	25
Craigflower room	931	35
Viewfield room .	162	5
Kanaka Room	361	17
Jubilee Hall	3528	150
Fernhill Room	221	7
Lower Multi Purpose	855	20
Kitchen	256	10

- 3 staff allowed behind reception counter at one time;
- 4 people allowed in the lunchroom at one time;
- 1 person allowed in Maintenance office at one time;
- 2 people allowed in the workshop;
- 1 person allowed in the Reception Supervisor office at one time;
- 1 person allowed in behind the volunteer desk – photocopy area
*subject to PHO orders

Archie Browning Sports Centre 50% Capacity

Space	Capacity
Crow's Nest	75
Upstairs Lounge	75
Arena Surface	Sport Specific on Approved Plans
Curling Rink	Sport Specific on Approved Plans
Curling Rink Hallway	10
Meeting Room A/Men's Lounge	8
Small Lounge/Women's Lounge	5
Boardroom	8
Player's Benches (in Arena)	Sport exempt
Penalty Bench	3
Arena Lobby - Upper Section with Viewing	8
Arena Lobby - Lobby Section by Concession	16

Main Entrance Lobby	16
Hockey Hallway	8
Dressing Rooms	12
Women's/Accessible Dressing Room	4
Arena Stands	550
Referee Room	2
Storage Locker	1
Minor Hockey Office	2
Cougar Dressing Room	16
Cougar Office	4
Level 2 Admin Office Space	6
Admin Office Space Breakout Room A	1
Admin Office Space Breakout Room B	1
Level 2 Admin Office Reception Area	2
Reception Area – Maintenance Supervisor Office	4
Facility Booking Office	2
Reception Office Space	3

Workshop – 4
Lunch room - 2

Employee Responsibilities:

- Learn and follow all applicable policies and procedures;
- No physical contact between individuals including hand shaking;
- Practice good hygiene including frequent hand washing and avoiding touching your face;
- Keep work environment clean using appropriate products to clean and disinfect items including desk, work surfaces, phone, keyboard;
- Maintain physical distancing;
- If employee has any COVID-19 symptoms including a cough, sneezing, runny nose, sore throat or fatigue, they must:
 - Stay home;
 - Call 8-1-1 and follow their direction;
 - Not return to the workplace until after 5 days has lapsed since they first developed symptoms, and;
 - Until they produce a negative test result for COVID-19, and they no longer have any symptoms.

- If an employee comes to work with these symptoms they will be sent home unless they have confirmation from a doctor that the symptoms are not contagious (e.g., hay fever);
- Follow current travel restriction advisories when returning to Canada.
- Do not come to work until tested if they have been in close contact with someone with a confirmed case of COVID-19;
- If employees have the risk of more severe illness (over the age of 60 or compromised immune systems) they must speak with their Manager who, with the assistance of medical professionals will determine risk and extra precautions that need to be met; and,
- Report any unsafe conditions or acts to their Supervisor or Manager.

Step 3: Policies and Processes

Parks & Recreation Services protocols have been established as follows:

General operating protocols:

The following general protocols while using our facilities will support our efforts to maintain health and safety.

- Do NOT use the facility if you are sick
- Follow travel restriction advisories and protocols
- Wash your hands frequently
- Follow physical distancing guidelines – keep 2 metres apart from each other at all times; children to follow no contact guidelines
- Follow coughing and sneezing guidelines
- Do not loiter, no congregating in facility
- Do not share equipment
- Bring your own (filled) water bottle
- All public spaces and common touch points will be cleaned regularly
- Patrons are encouraged to bring their own hand sanitizer and use it each time you touch a surface such as a door handle, payment machine, etc.

People not adhering to this protocol risk the closure of the facilities and will be asked to leave the premises.

Esquimalt Parks & Recreation is following the direction of public health experts.

Program protocols:

More specifically to programs, please note the following in effect to support the health and safety of program participants and staff:

- Maintain physical distancing at all times
- Please check-in for program at the specific location, arriving no more than 5-minutes before the start of your program. Instructors/program facilitators will take attendance.

- Where possible, clients are asked to enter from side doors, which will be open 5-minutes to the start of the program (signage will be posted).
- If queuing for entry outside the facility, please adhere to physical distancing of 2 metres between persons and follow the marked signage, where available.
- When entering the facility, wash hands (participants are welcome to bring own hand sanitizer). Program spaces with designated hand washing sinks include Fernhill, Kanaka, Rec Centre Kitchen, Pioneer B & Constance Cove.
- Do not share equipment. For select classes, participants may be required to bring own equipment. This will be communicated upon registration. Where equipment is used, sanitization supplies will be provided. Clients will be asked to sanitize equipment before and after use.
- No loitering after class or in facility to allow for additional sanitization and ensure physical distancing is maintained.

Rental/User Group Protocols:

Following guidance provided by [British Columbia Parks and Recreation Association](#), [viaSport](#) and Municipal Insurance Association all rental clients must adhere to COVID safety protocols.

User groups will also be advised that failure to adhere to the same could result in user group's rental agreement being revoked without refund of any fees and/or any particular person being banned from access to our facilities. This is communicated through their rental agreement contract, where a signed copy is obtained before a user accesses the site space. (See Appendices)

A coordinated approach for allocation of dressing room spaces and building traffic flow includes:

- Arena lobby room/birthday party room identified as second referee room
- Crow's Nest allocated for personal training services
- See Appendices for site plans.

Wellness Centre Admissions:

To maintain the safety of patrons and staff and prevent the spread of COVID-19, all weight room users to reserve their time slot in advance. Reservations allow us to ensure physical distancing is maintained and provide time for additional cleaning.

- Do NOT use the facility if you or if a household member are sick.
- Wash or sanitize your hands before and after your visit. Participants encouraged to bring own sanitizer. Access to hand sanitizer and handwashing stations provided.
- Face masks are mandatory in common areas; they must be worn at all times, even when moving around the weight room. Face masks may be removed while performing an exercise, however it is recommended to keep the mask on during exercise.
- Follow physical distancing – stay 2.5 (7m²) metres apart (no congregating).
- Clean equipment before and after use with disinfectant and paper towel.
- Do not bring valuables. If using a cubby, clean your cubby with disinfectant spray and paper towel before and after use.
- Adhere to the reserved time block selected. No admittance outside of pre booked session.
- Equipment should not be shared or used simultaneously (i.e., working in sets).
- No spotting – only lift what you can manage on your own.

- Some equipment will not be accessible.
- Water fountain is available. Participants are encouraged to bring their own filled water bottles.
- Washrooms and changerooms available with limited capacity.

Rules are subject to change and will be updated as needed. Those disregarding rules may be asked to leave the facility.

Other scenarios where public access/interaction:

Deliveries:

- Signage is posted on the exterior of each facility such that suppliers and/or delivery persons understand the safety protocols including dropping off goods at building entrances.

Step 4: Develop Communications Plan and Training

Employer Responsibilities:

- Ensure all staff receive training and have access to policies and plans on:
 - The risk of exposure to COVID-19, and the signs and symptoms of the disease;
 - The risk controls, protocols, and checklists referred to in this plan;
 - Location of hand washing stations;
 - Proper use of PPE (for specific individuals);
 - How to report an exposure to, or symptoms of COVID-19; and,
 - Ensure Parks & Recreation Occupational Health and Safety Committee is involved in the review of Safety Plans, with recommendations from the Committee forwarded to management for review.

Employee Responsibilities:

- Attend training and follow policies and procedures; and,
- Report unsafe practices to management first, and then to the applicable Occupational Health and Safety Committee.

Step 5: Monitor and Update Plans as Necessary

Employer Responsibilities:

- Review policies and plans periodically with staff;
- Update plans as necessary; and,
- Ensure Esquimalt Parks & Recreation's Occupational Health and Safety Committee is involved in the review.

Employee Responsibilities:

- Report unsafe work conditions to your supervisor; and,
- Provide feedback on plans, policies, and procedures to your supervisor.

Step 6: Assess and Address Risks from Resuming Operation

The Township has continued operations throughout the pandemic and have reviewed and adhered to the recommended steps necessary to resume operations. All staff returning to work will receive training on updated plans, procedures, and protocols.

RESOURCES

- BC Centre for Disease Control www.bccdc.ca
- Provincial Health Services Authority: www.phsa.ca
- Health Canada: www.canada.ca/en/health-canada.html
- World Health Organization: www.who.int/emergencies/diseases/novel-coronavirus-2019
- BC Construction Safety Alliance: www.bccsa.ca
- Health Canada: [Public health management of cases and contacts associated with coronavirus disease 2019 \(COVID-19\)](#)

APPENDIX A: CLEANING PROTOCOL FOR SPECIFIC AREAS

Date: _____

Reception Area	MORNING	NOON	EVENING
Disinfect:			
• all counters/surfaces including barriers			
• all cupboard handles and door knobs			
• reception gates including lock			
• fridge door			
• calculator and staplers/hole punch			
• reception photocopier and card printer			

Public Side of Reception	MORNING	NOON	EVENING
Disinfect:			
• public facing side of counters			
• stanchions			
• volunteer desk surfaces			
• main photocopier			

Supervisor Office/Safe Room	MORNING	NOON	EVENING
Disinfect:			
• door handles, both sides of both doors			
• safe door and handle			
• cash trays			
• main float box			
• desk surface, keyboard, and phone			
• chair arms			

At Beginning of Each Shift			
Disinfect:			
• keyboard, mouse, and computer screen			
• phone, pin pad and receipt printer			
• till drawer and chair arms			

Other things to disinfect as they are used:

- keys
- equipment we loan out (basketballs etc.)
- pens

Vehicle, Equipment and Tool Cleaning

Vehicles, equipment and tools are used throughout the Township of Esquimalt in order to accomplish work tasks, and are often borrowed or shared to meet operational needs. Due to the potential impacts of COVID-19 on employees, consistent prevention and response standards for vehicles, equipment and tools are necessary to ensure the safety of staff.

This procedure will apply to Parks and Facility staff using any Township-owned or rented vehicle, equipment or tool.

Prevention:

1. Wash hands before and after the use or the operating of vehicles, equipment and tools.
2. Cough and sneeze into a tissue or sleeves. Dispose of tissue immediately and wash/sanitize hands if possible. Avoid sneezing or coughing into the air or hands.
3. Staff riding in any vehicles together with another passenger must wear a mask.

Before and after each use:

1. Sanitize keys
2. Wipe down exterior touch points including
 - Vehicles: driver and passenger handles, gas tank, rear gate, hood, and window frames.
 - Equipment: handles, knobs, on/off switches etc.
3. Vehicles: Wipe down interior touch points including steering wheel, gearshift, controls (window control buttons, etc.), radio buttons, seat belt buckles, radio, etc.

During Use:

1. Maintain awareness of potential recontamination during use of vehicle/equipment/tool. Example: touching other surfaces such as door handles and gas pumps and then touching surfaces in the vehicle/equipment/tool.
2. Frequently wash hands or sanitize gloves to help prevent recontamination.
3. Clean touched surfaces throughout work day as necessary.

Cleaning Response to known or potential COVID-19 Exposure:

If a Township employee has known or potential exposure to the COVID-19 virus:

1. Immediately take the vehicle/equipment/tool out of service and indicate with signage. Do not let anyone use/operate the vehicle/equipment/tool until cleaning is complete.
2. Quarantine the vehicle/equipment/tool for 72 hours where operationally possible.
3. Clean vehicle/equipment/tool with approved disinfectant, using enhanced PPE as defined below.
4. Vehicle/equipment/tool can only be put back into service with approval of Manager.

Physical Distancing and Clean of Parks and Facilities – COVID-19

Here we outline the safe work practices for reducing risk of transmitting COVID-19 between employees while accessing Parks and Recreation facilities.

Working in Proximity to Coworkers:

Staff must wear respiratory protection when working within 2-metres of coworkers, including riding in single cab vehicles, or the general public. Respiratory protection is defined below.

Access to Parks Buildings and Facilities:

In order to maintain adequate physical distancing the following general guidelines have been developed:

1. Staff meeting indoors are responsible for observing all posted occupancy limits as well as maintaining 2 metre physical distance.
2. All requests for supplies from Stores should be made by phone or email. Supplies will be placed on the table outside of Stores for pickup.
3. All requests for Mechanic services should be made by phone or email.
4. Staff are expected to follow all posted occupancy limits for shared work spaces.

Cleaning Shared Spaces:

Bottles of WorkSafe and CDC approved cleaner are provided for Parks and Facility staff to use for cleaning any shared work and break spaces. All visibly soiled surfaces should be cleaned, with soap and water, before disinfection.

Individuals will be responsible for at least daily cleaning of high-touch surfaces including all shared work spaces/areas. Things like tables and chair armrests in lunch room(s) as well as keyboards, mouse pads and shared office equipment should be cleaned before and after each use.

DEFINITIONS:

Equipment and/or

Tools:

Items that are used to conduct Parks and Facility Staff activities, including but not limited to: blowers, weed eaters, saws and, small hand tools, etc. These items will be shared between staff.

Vehicles:

All rental vehicles and all numbered vehicles in the Township of Esquimalt fleet. Many of the fleet vehicles will be shared between staff.

Disinfectants and Wipes

All cleaners used by Esquimalt staff that is WorkSafe and CDC approved to effectively deactivate the COVID-19 virus.

Enhanced PPE

Any and all additional PPE, above pre-COVID expectations, used during shift for daily work duties as well as cleaning; including, but not limited to, non-latex gloves, respiratory protection, coveralls etc.

Wellness Centre Cleaning Protocols

Date: _____ Time: _____

Downstairs	1 st Session	2 nd Session	3 rd Session
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Disinfect:			
• all hand rails in hallway and stairwell			
• all handles and door knobs			
• reception gates including lock			
• Staff desk surface and sneeze guard			
• stanchions			
• water fountain			

Upstairs	1st Session	2nd Session	3rd Session
Disinfect:			
• hand rails along perimeter fence			
• stanchions			
• all handles and door knobs			

Bathrooms/Change Rooms	1st Session	2nd Session	3rd Session
Disinfect:			
• door handles, both sides of both doors			
• bathroom stall handles			
• bathroom doors			
• toilet handles			
• toilet paper dispenser			
• sink handles			
• Paper towel dispenser			

Cleaning Caddies	1st Session	2nd Session	3rd Session
Disinfect:			
• Spray bottles			
• caddies			
• dry erase pens			

Other things to disinfect as they are used:

- keys
- equipment we loan out
- pens
- Wellness Centre Desk, computer keyboard if used.

Archie Browning Sports Centre Cleaning Protocols

All Outside Entrances	Employee Initial
Wipe down all doors and handles	
Empty garbage cans and wipe down cans	

All Washrooms	Employee Initial
Disinfect door handles, both sides of both doors	
Bathroom stall handles	
Bathroom doors	
Toilet handles	
Toilet paper dispenser	
Sink handles	
Paper towel dispenser	
Admin office	Employee Initial
Front computer (Francis) keyboard, mouse, phone, file cabinet, desk and counter, photocopier screen and buttons, cupboard door handles	
Vacuum Admin office and reception area – couple times a week	
Door handles (inside/outside) including Admin office and breakout rooms	
Light switch plates in office and on landing and the elevator button upstairs	
Kitchenette – fridge, sink faucet, soap dispenser, kettle, paper towel dispenser, toaster and counter	
Meeting Table	
Table and phone in breakout room	
Wipe down stair railings	
Lounge	Employee Initial
Clean all high touch points including chairs, tables and equipment	
Wipe down key pad for Lounge alarm	
Open the Lounge door and switch to stay open	
Vacuum – once a week	
Crowsnest	Employee Initial
Wipe down key pad for Crowsnest alarm	
Clean all high touch points including chairs, tables and equipment	
Open the Crowsnest door and switch to stay open	
Boardroom	Employee Initial
Unlock the Boardroom, prop door open, wipe down door handles	
Wipe down boardroom table	
Wipe down Chair armrests	
Vacuum – once a week	
Meeting Room A	
Wipe down door and handle	
Wipe down table and chairs	

Women's Curling Room	
Unlock door and wipe down door handle	
Wipe down chairs	
Vacuum – once a week	
Men's Curling Room	
Unlock door and wipe down door handle	
Wipe down chairs	
Vacuum – once a week	
First Aid Room	
Disinfect entire room after each use	
Curling Hallway	
Wipe down high touch points	
Wipe down benches	
Mop floor	
Front Reception and Offices	
Wipe down door and door handle	
Wipe down alarm key pad	
Wipe down all high touch points including doors to offices	
Vacuum – once a week	
Main Lobby	
Wipe down all high touch areas including bench, railings, stairs	
Arena Lobby	
Wipe down all high touch areas including benches and doors	
Skate Shop	
Wipe down all high touch points, door, handle, gate – before and after each use	
Concession	
Wipe down all high touch points, door, handle, gate – before and after each use	
Birthday Party Room	
Wipe down door and handle	
Wipe down table and chairs	
Mop floor	
Arena Concourse	
Wipe down all high touch areas including railings	
Arena Dressing Rooms and Hallway	
Wipe down all high touch areas including doors and handles, toilets, sinks, benches	
Mop floor	

Maintenance Workshop and Lunchroom	
Wipe down all high touch areas including doors and handles, tables and chairs	

DISINFECTANT CLEANER

Details for **Percept**, a concentrated general virucide disinfectant cleaner used by the Municipal Hall for sanitizing surfaces.

This product is listed on Health Canada's "list of hard-surface disinfectants with evidence against COVID-19".

Drug identification number (DIN)	Product name	Company	Active ingredient(s)	Product form
2241255	Percept	Diversey Inc.	Hydrogen Peroxide	Solution

APPENDIX B: FACILITY RENTAL COVID-19 RISK ASSESSMENT & RESPONSE PLAN

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the Township of Esquimalt responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups and contractor instructors to access to our facilities, **but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.**

For the safety of all users, including participants, public and staff, those seeking to conduct business on Township of Esquimalt Parks & Recreation Properties through Esquimalt and Recreation must complete a COVID-19 Risk Assessment and Response Plan through this form. This form must be completed and approved in advance of the first day of use/access. Please allow appropriate time for the review and adaptations to your plan through this process.

Be sure to review the facility [Safe Use of Facilities & Participation in Recreation Programs](#) (link will open in new window) in advance of completing this form: <https://www.esquimalt.ca/parks-recreation/safe-use-facilities-during-covid-19-pandemic> (link will open in new window).

*Organization/Business Submitting Application

*Type of Rental/Program/Activity

Risk Awareness

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 (COVID-19) can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of COVID-19 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan, which upon reopening will be available for your review at esquimalt.ca/recreation. Within this plan, all user groups are required to submit this form to outlining how third parties administering program on Township of Esquimalt property are managing risks unique to their operations associated with COVID-19.

While we have implemented our COVID-19 Safety Plan and will be applying our policies and procedures in coordination with all users, it is important to note, **the risk remains that a COVID-**

19 outbreak could occur despite our efforts.

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and present the Township of Esquimalt with COVID-19 policies and procedures. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your user group's license being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.

It is vital that any person who believes that they may have become ill or their child may have become ill within 14 days of visiting one of our facilities report this immediately to us by contacting Jeff Byron, Manager of Recreation Services at 250.412.8517 and seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities must consent to the same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities> (link will open in new tab).

Step 1: Assess the risks

***1) Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk. Have you in good faith identified risks with your activities?**

- We have identified areas where people gather
- We have identified situations and processes where individuals are close to one another or members of the public.
- We have identified the equipment that may be shared by individuals
- We have identified surfaces that people touch often

Step 2: Implement protocols to reduce the risks

***2) Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:**

- viaSport sector guidelines and your sport-specific guidelines, if applicable. Sport updates will also be posted at www.viasport.ca.
- Film Commission guidelines, if applicable.
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers or participants.

Limit the number of people and ensure physical distance whenever possible:

- We have established maximum program numbers for our program that meets facility requirements
- We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.

***3) Measures in place**

List your control measures for maintaining physical distance in your environment. If this information is in another document, identify that document here.

***4) Rules and guidelines**

- We have identified rules and guidelines for how participants, coaches, volunteers, spectators, staff should conduct themselves.
- We have clearly communicated these rules and guidelines through a combination of training and signage.

***5) Measures in place**

List the rules and guidelines that everyone is required to follow. This could include things like using one-way doors or walkways, no sharing of equipment, and wiping down equipment after use.

***6) Using masks (optional measure in addition to other control measures)**

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained individuals on the proper use of masks (if applicable).

***8) Reduce the risk of surface transmission through effective cleaning and hygiene practices**
We understand the indoor spaces will be disinfected by Township of Esquimalt staff once per day, in the evening, however, outdoor surfaces will not be disinfected by Township of Esquimalt staff.

- We will clean the site before and after use.
- We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process

***9) Cleaning protocols**

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc.).

Step 3: Develop policies

***10) Develop the necessary policies to manage your sport or activity. Our policies ensure that workers and others showing symptoms of COVID-19 are prohibited from participating in activities.**

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Our policy addresses individuals who may start to feel ill while participating. It includes the following:
 - Sick individuals should be asked to wash or sanitize their hands, provided with a mask, and isolated. Directed to return home, or seek isolation from others until they are able to return home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
 - If the individual is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

***11) Measures in place**

Provide any related policies to ensure compliance with the above, and any other activity-specific policies to prevent the spread of communicable disease.

Step 4: Develop communication plans and training

***12) You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:**

- We have a communication and training plan to ensure everyone is trained in policies and procedures.
- All participants have received the policies for staying home when sick.
- We have posted signage during the activity to communicate effective hygiene practices.
- We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- Staff, coaches or safety volunteers or other persons have been trained on monitoring participants to ensure policies and procedures are being followed.

Step 5: Monitor and update your plans as necessary

***13) Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.**

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Individuals know who to go to with health and safety concerns.
- When resolving safety issues, we will involve designated health and safety representatives.
- We will keep the Township of Esquimalt informed pertaining any changes to our plans. [Step 6: Assess and address risks from resuming operations](#)

***14) If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.**

- We have a training plan for new staff, coaches, volunteers.
- We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- We have a training plan around changes to our business/programming.
- We have identified a safe process for cleaning and removing things have been out of use.

Additional Information

15) Measures in place

Provide any further relevant information your organization/business is taking to prevent the spread of communicable disease while operating on Township of Esquimalt Property.

Please add any supporting documents, as available, including supplemental plans, pertinent communication and/or signage as a part of your COVID-19 Response Plan.

16) Supporting Document 1 (Optional)

Browse

17) Supporting Document 2 (Optional)

Browse

18) Supporting Document 3 (Optional)

Browse

This information is being submitted to the Township of Esquimalt to the best of my knowledge.

***19) Organization/Business**

***20) First and Last Name of Representative Submitting Form**

***21) Contact Phone and Contact Email**

***Signature**

APPENDIX C: COVID-19 Addendum to Facility Use Agreement/License FROM MIA

COVID-19 Addendum to Facility Use Agreement/License

PLEASE READ CAREFULLY!

Dr. Bonnie Henry stated on May 16, 2020, that “COVID-19 is new for all of us”. We at [INSERT LOCAL GOVERNMENT NAME HERE] responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia.
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*.
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan, which is available for your review at [INSERT LINK AS REQUIRED BY ORDER]. We have also developed COVID-19 policies and procedures, which are available for your review here [INSERT LINK]. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but **the risk remains that a COVID-19 outbreak could occur despite our efforts.**

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies and procedures. You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your user group’s license being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.

It is vital that any person who believes that they may have become ill, or their child may have become ill within 14 days of visiting one of our facilities report this immediately to us by contacting [INSERT CONTACT INFORMATION HERE] and seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities must consent to the same.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have read, understand and agree to this Addendum to Facility Use Agreement/License.	INITIAL HERE
I have reviewed the [NAME OF LOCAL GOVERNMENT] COVID-19 Safety Plan.	INITIAL HERE
I have reviewed the [NAME OF LOCAL GOVERNMENT] COVID-19 Policies and Procedures.	INITIAL HERE
I have reviewed this Addendum to Facility Use Agreement/License with all participants in the activity(ies).	INITIAL HERE

_____ Date _____

_____ Organization _____

_____ Emergency Email _____

_____ Cellular Phone Number _____

APPENDIX D: SIGNAGE

- Controlled access signage at entrances will also communicate:
 - Do not enter if you are sick or required to self-isolate.
 - Adhere to physical distancing (keep 2 metres part)
 - Sanitize hands upon entry and during your visit
- Signs posted throughout facility:
 - Adhere to physical distancing (keep 2 metres part)
- Hand washing instructions by sinks in the washroom.

Arena players entrance

ARENA RENTALS ONLY

THIS ENTRANCE FOR BOOKED ICE USERS ONLY.

Facility admission by reservation (no walk-ins)

- Do not enter if you are sick or required to self-isolate.
- Adhere to physical distancing (keep 2 metres part).
 - Sanitize hands upon entry and during your visit.
- Follow sport operating guidelines. Failure to adhere could result in user group's rental agreement being revoked.

For more information on our gradual re-opening, please visit:

esquimalt.ca/recreation



Post signs

Recommendation: Place signs at any entrance to notify patrons that they should not enter if they have the symptoms of COVID-19 (see #4 below). Signs should be posted throughout the facility to HPES – Version #1 – May 13, 2020, make patrons aware of the physical distancing requirements, enhanced sanitation procedures (including reminders for members to wipe equipment after each use), and any other instructions and limitations, as applicable.

- Sandwich boards to be placed at points of entry / exit advising users:
 - Do not enter if you are sick or required to self-isolate.
 - They must adhere to physical distancing (keep 2 metres part)
 - They must adhere to time limitations in place and posted sanitation requirements
 - Access to facility and programs is by registration only – general drop-in admissions are not permitted.
- Sanitization signage to state:
 - Clean equipment before & after use. Return sanitization kit to designated station when finished workout.
- Hand washing instructions by every hand washing stations
- Floor decals to provide physical distancing instructions
- **Floor Decals**

Samples:



Digital Screens

PHYSICAL DISTANCING IN PROGRESS

Maintain a distance of at least 2 arms lengths from others



2 m

Thank you for helping keep our community safe.



esquimalt.ca/covid19

STOP THE SPREAD OF GERMS

Wash your hands often with soap and water for at least 20 seconds.



Thank you for helping keep our community safe.



esquimalt.ca/covid19

Print


PHYSICAL DISTANCING IN PROGRESS

Maintain a distance of at least 2 arms lengths from others



2 m


Thank you for helping keep our community safe.



esquimalt.ca/covid19


PHYSICAL DISTANCING IN PROGRESS

Please wait behind line until called by reception



2 m


Thank you for helping keep our community safe.



esquimalt.ca/covid19

PHYSICAL DISTANCING IN PROGRESS


Please wait behind line until person in-front clears gate



2 m

ONE WAY ENTRY & ONE WAY EXIT IN PLACE

Thank you for helping keep our community safe.



esquimalt.ca/covid19

SAFETY GUIDELINES

The health and safety of the public and staff is our top priority. It is everyone's responsibility to help prevent the potential spread of COVID-19. The following protocols while using our facilities will support our efforts to maintain health and safety.

- Wash your hand frequently
- Follow coughing and sneezing guidelines
- Follow physical distancing guidelines – keep 2 metres apart from each other at all times
- Do NOT use the facility if you are sick
- STAY home if you have traveled in the past 14 days OR if someone in your household is sick
- Do not loiter
- Do not share equipment
- All public spaces and common touch points will be cleaned regularly
- Patrons are encouraged to bring their own hand sanitizer and use it each time you touch a surface such as a door handle, payment machine, etc.
- Bring your own water and water bottle

People not adhering to this protocol risk the closure of the facilities and will be asked to leave the premises.

Esquimalt Parks & Recreation is following the direction of public health experts.

"Be kind. Be calm. Be Safe."

- Dr. Bonnie Henry, BC Provincial Health Officer

Thank you for helping keep our community safe.



esquimalt.ca/covid19

