

Columbia Shuswap Regional District
Community Services
COVID-19 SAFETY PLAN
INDOOR FACILITIES

Revised September 1, 2020

The Columbia Shuswap Regional District (CSRD) owns a variety of indoor recreation and public facilities including: the Golden and District Recreation Centre, the Golden and District Curling Rink, the Golden Public Library, the Scotch Creek Community Hall, the Swansea Point Community Hall, and the Sicamous and District Recreation Centre.

The CSRD is committed to adapting its community services protocols and processes to align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives.

The CSRD Board responded to the direction from our public health officials to close recreation facilities due to the COVID-19 pandemic. The CSRD is now responding to the provincial phase 3 announcement and directive to proceed to and cautiously reopen our recreation and community facilities, with the health and safety of staff and the community being the priority. The [BCRPA Guideline for Restarting Recreation](#) provides the CSRD with a framework to apply to the provision of recreation services during the pandemic.

This document is intended to provide facility operators and user groups with an understanding of the protocols of the CSRD as well as the requirements of facility operators, lessees and user groups who are operating, leasing or using indoor facilities.

COLUMBIA SHUSWAP REGIONAL DISTRICT PROTOCOLS

The CSRD is responsible to:

1. Complete a Facility Assessment of all of its indoor facilities prior to opening the spaces up for permitted use.
2. Keep closed any facilities that cannot meet the 5 principles for every situation in the BC Restart Plan.
3. Ensure that the facility operator (or owner if no operator) has developed a comprehensive COVID-19 Safety Plan
4. Ensure that the facility operator (or owner if no operator) has placed signage throughout the facility outlining COVID-19 expectations from the public.
5. Ensure that the facility operator (or owner if no operator) has updated the facility rental agreement terms and conditions for user group bookings with COVID-19 information as recommended by the Municipal Insurance Association of BC.

6. Ensure the facility operator (or owner if no operator) requires completed facility rental agreements be submitted by user groups. User groups will be required to provide the facility operator (or owner if no operator) with the required documents including comprehensive general liability insurance prior to permitting use of the facility for any organized activity.
7. Ensure that the facility operator (or owner if no operator) has required, received and reviewed a completed COVID-19 Safety Plan from all user group who are booking the facility prior to using the facility.

FACILITY OPERATOR REQUIREMENTS

1. Complete a Facility Assessment of the indoor facility prior to opening the spaces up for permitted use.
2. Develop a comprehensive COVID-19 Safety Plan.
3. Place signage throughout the facility outlining COVID-19 expectations from the public.
4. Develop a COVID-19 Operational Health and Safety Plan for employees working within the facility which is in compliance with WorkSafe BC or any provincial authority (if applicable).
5. Update any rental agreement terms and conditions for user group bookings with COVID-19 information as recommended by the Municipal Insurance Association of BC.
6. Comply with any public orders issued by the Provincial Chief Medical Officer, Interior Health Authority or any provincial authority.
7. Keep closed any facility or portion of any facility that cannot meet the 5 principles for every situation in the BC Restart Plan or as directed by the CSRD.
8. Require, receive and review COVID-19 Safety Plans for any organization leasing or using space and operating within a facility.
9. Comply with WorkSafe BC guidelines for *Restaurants, cafes, pubs: Protocols for returning to operation* with respect to any concession, restaurant, food or liquor services within the facility.
10. Collect names, phone numbers or emails of all patrons of the facility and retain the information for six months. Information will be forwarded to the owner upon request and will only be utilized for contact tracing efforts if the need arises.

USER GROUP REQUIREMENTS

The user groups are responsible to:

1. Provide a COVID-19 Safety Plan which clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (i.e WorkSafe BC if applicable). The Safety Plan must identify who will be responsible for ensuring compliance within the user group. The Safety Plan will include all participating participants of the facility including names, phone numbers or email addresses. The Safety Plan must be posted by the user group and/or available during on-site activities.
2. Sport organizations must review the [viaSport Return to Sport Guidelines](#) and their Provincial Sport Organization Return to Sport Guidelines (if applicable) and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of. The Safety Plan must be approved by their local board of directors and submitted to the facility operator. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental agreement holder.
3. Non-sport user groups are required to provide a COVID-19 Safety Plan approved by the organization's board of directors and submitted to the facility operator. For user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental agreement holder.
4. Other user groups who have access to facility buildings (i.e. day care operations, junior hockey clubs etc.) will need to include COVID-19 protocols in their Safety Plan relating to the use of the building(s).
5. Users groups are responsible to ensure that all participants are aware and are complying with the COVID-19 Safety Plan of the user group and all CSRD COVID-19 related plans, policies and procedures.
6. Complete a facility rental agreement with the facility operator (or owner if no operator) and provide all required documents including comprehensive general liability insurance prior to utilizing the facility for organized activity.

COVID-19 SAFETY PLANS

The purpose of Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

The Province has highlighted 5 principles for every situation in the [BC Restart Plan](#):

Five Principles For Every Situation

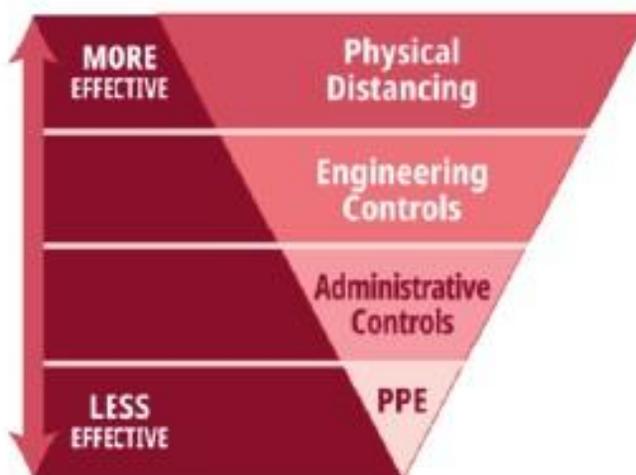
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations:

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Raie A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



The [BCRPA Guideline for Restarting Recreation](#) provides a checklist outlining considerations for user groups:

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
Physical Distancing of at least 2 metres	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.
Training of Employees/Volunteers	Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafe BC, etc)
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

The [viaSport Return to Sport Guidelines](#) provides a **COVID-19 Safety Plan Template** in Appendix G which is a recommended tool to guide user groups through the planning process.

IMPORTANT RESOURCES

PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed

BC COVID-19 Go-Forward Management Strategy: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BC_GOV_BCGOV_EN_BC_NOTIFICATION

B.C. Go Forward Strategy Checklist: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

HEALTH RESOURCES

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf