



Covid-19 – Resuming Operations

Site Specific Safety Plan – Updated November 17, 2020

Evergreen Hall - 9291 Corbould Street

Introduction

This plan has been developed as a result of a “Covid-19 Exposure Risk Assessment” and a “Cleaning and Disinfection Check List” for this facility. The Risk Assessment and Check List were completed in consultation with front line workers, Supervisors and Joint Health and Safety Committee representation.

Covid-19

Covid-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

The COVID-19 pandemic has had an impact on the City of Chilliwack’s ability to deliver programs and services to its citizens. Many services were temporarily stopped or modified in response to COVID-19 to ensure the health and wellbeing of the community and staff. The health and safety of both employees and the public is a guiding principle prior to re-opening facilities.

Minimizing Risk in the Workplace

WorkSafeBC has responded to the importance of keeping our workers safe during the COVID-19 pandemic. The City of Chilliwack recognizes the importance of WorkSafeBC and its safety protocols put in place to protect workers, and all resources and guidelines have been considered when developing the plan.

It is important to incorporate strategies for reducing transmission risks of COVID-19 to safeguard workers. The following controls will be in effect:

1. **Strict Illness Policy** – increased measures will be put in place to ensure staff and patrons conduct self-screening prior to entering the workplace as outlined in the plan
2. **Physical Distancing Controls** – this is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide a least two metres of space between people where possible.
3. **Engineering Controls** – plexiglass shields will be installed where sales or check in services are provided and the 2m (6ft) apart isn’t always possible
4. **Administrative Controls** – the facility will be implementing a number of administrative controls

outlined in this document to ensure good communication through signage, directional arrows/line up dots to assist with physical distancing, encouragement of card payments or online payments over cash, and reminders not to linger.

5. **Personal Protective Equipment (PPE)** – this will be utilized as a last resort and should only be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls is not possible or effective. Workers must follow the proper usage guidelines included in staff training

Screening for Illness - Before Entry

Staff and patrons will be expected to screen themselves for flu-like symptoms prior to daily entry of the facility. Please make use of the [COVID-19 Assessment Tool](#) prior to entering the facility each day. This tool helps you determine if you need to call 8-1-1 to see a medical professional or need to self-isolate and monitor. This tool is preferred as a first step before calling 8-1-1 to manage call-load for our medical system.

Please pay particular attention to the tool stating the following:

- If you have a fever, sore throat, cough, difficulty breathing, or are sneezing you should stay home from work/school for 10 days and avoid going out in public as much as possible
- If you have travelled outside of Canada in the last 14 days you are to stay home and self-quarantine
- If you feel you are suffering from any other symptoms such as flu-like symptoms including diarrhea in the last 24 hours you are expected to stay home

If you answer YES to any of the above, STAY HOME.

While at Facility

If a patron/staff member becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact our office at 604 793 2904 to notify staff. This will allow us to take the following measures:

- Staff to conduct a thorough cleaning of the spaces/equipment where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.
- If a patron tests positive for COVID-19, staff will immediately follow directions provided by Fraser Health.

If a staff member feels a patron/staff member displays symptoms while at the facility, they will be asked to leave. The following measures will take place:

- Staff member who requested the patron/staff member to leave will contact the user group assigned volunteer and the City of Chilliwack Supervisor/Manager to inform and document.
- Patron/Staff member must exit premises as quickly as possible. If immediate departure is not possible, then they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons.
- Staff to conduct a thorough cleaning of the spaces that the symptomatic person occupied and no one is to enter these spaces until cleaning has been completed.
- If patron/staff member tests positive for COVID-19, follow directions provided by Fraser Health.

Proper Hygiene

Handwashing

To reduce the spread of COVID-19, handwashing has been identified as the most effective method. Staff will be required, and patrons strongly recommended, to increase handwashing for all utilizing the facility. Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions
- Before and after eating and drinking
- After using the washroom facilities
- Before and after playing on any play structure or use of shared equipment
- After sneezing or coughing
- Whenever their hands are visibly dirty

Coughing and Sneezing

It is expected that coughing and sneezing that is unrelated to illness may occur. Staff, user groups, and participants are expected to use good hygiene and protocol when this occurs.

- Coughing and sneezing into elbow
- Nose blowing – immediately dispose of tissue paper in a garbage can
- Wash the hands with soap and water

Physical Distancing in a Recreation Setting

The focus of recreation facilities is to provide opportunities for recreation, health, well-being and social connected-ness. It is expected that you do so in a way that minimizes risk to participants and staff. Facility usage, room capacities, adapted activities, equipment usage are all part of these considerations. Please follow the guidelines below to ensure proper physical distancing during your usage.

- Abide by facility signage which includes directional signage, distancing dots, and visual cues throughout the building.
- User groups should follow the posted signage and arrows as well as set up a flow within the space that minimizes the need for contact or negotiating shared space.
- Adhere to and do not exceed the posted room capacity.
- Ensure that a minimum of 2 metres (6 ft) of space between participants from different households when participating in non-active actions/programs, and a minimum of 5 m² (53.8 ft²) when participating in active programs.
- The wearing of face masks is optional unless physical distancing can't be met or there is a PHO order or facility requirement that requires masks to become mandatory.

Signage

Signage to be posted at facility to clearly communicate City Policies on who can be at the Facility. The signage will include the guidance of the provincial health officer and the BC CDC around self-isolation, social distancing and additional COVID-19 related guidelines:

- anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions.

- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Signage indicating physical distancing requirements.
- Markings/signage regarding minimum separation distances and public flow pattern (i.e. floor decals and arrows).

Additional suitable signs regarding handwashing, coughing, social separation, access, flow patterns and more may be posted. All staff and patrons to adhere to the posted signage.

Facility Protocols for Patrons

Occupancy Limits

The occupancy limit for the facility is determined by the BC Ministry of Health and City of Chilliwack considerations. The occupancy limit for each space is included in **Appendix 1**.

Factors to take into consideration will include:

- Provincial Sport Organization Guidelines and Recommendations for each sport as well as current Public Health Orders.
- Local Sport Organization restrictions included in their safety plan.
- Program requirements and amount of active movement taking place within the program.
- Specific Facility constraints.
- Programs that are non-active will not exceed posted maximum capacities.
- Maximum group size as identified **Appendix 1** includes all participants, volunteers and spectators.

Increased Restrictions

The following restrictions have been added to assist staff in maintaining the health and safety within the facility:

- Arrival and Departure times of users need to be honored as outlined below.
- Bookings and programs within the facility may be staggered to assist with reducing congestion at entry/exit points and within the overall facility.
- Usage of rooms may have an increased buffer built in between uses to allow time for cleaning and provide a gap between arrivals and departures.
- Dressing rooms will not be open and no showers are available. Patrons are encouraged to come dressed and ready to play.
- Patrons should form safely distanced queues for any service or amenity as required.
- Patrons who are part of a facility booking for a City run program will need to sign a waiver sheet.

Entering and Exiting the Facility

- Patrons & Users are to arrive no more than 15 minutes prior to the start of a program.
- Patrons & Users should leave immediately following the program, staying no longer than 10 minutes.
- Participants attending City run programs should review any program specific guidelines prior to the start of the program which outlines entry and exit procedures.
- Notice will be displayed at the main entrance instructing patrons, delivery personnel and staff not to enter if they are exhibiting flu-like symptoms or symptoms of COVID-19.
- Patrons must follow all directional markers through the facility and obey all posted signs
- User Groups will access the facility through the main entrance doors labeled "Entrance"

and follow the guidelines outlined in their User Group Safety Plan. Users should be familiar with their groups Safety Plan prior to attending the facility.

- Hand sanitizer will be provided in the lobby for people to use when entering and exiting the facility; however, handwashing is the preferred method upon entry and exit.
- Patrons will be directed to exit the facility through doors marked “Exit”.
- If you require interactions with staff, please ensure you maintain physical distance of no less than 2 metres (6ft).
- Access to the facility is limited to User Groups and rental agreements. There will be limited or no access to the general public.
- In-person reception and registration services may be limited. Patrons are encouraged to register and pre-book for drop-in programs by calling the appropriate facility no earlier than 2 hours prior to program start time.
- Additional questions can be directed to 604 793 2904

User Groups

- Sport Related Users - required to provide a safety plan that meets their Provincial Sports Organization (PSO) or ViaSport Return to Play (if your club does not fall under a PSO) and meet the requirements of the City of Chilliwack Facility Safety Plan.
- Non-Sport Related Users - required to provide a user group safety plan that meets the requirements identified in the [BCRPA- Non-Sport Group Template](#) and of the City of Chilliwack Facility Safety Plan.
- User Groups should adhere to all current Provincial Health Orders.
- **Appoint an “Ambassador” within your group to oversee your participants and ensure they are following all requirements outlined in both the City of Chilliwack Facility Safety Plan and the plan your user group has provided. The Ambassador must also ensure the occupancy limit is not exceeded.**
- Limit access to equipment storage rooms (if you have storage on site) to equipment manager or designate; responsible for ensuring all equipment is stored and sanitized in a proper manner which should be detailed in your safety plan.
- Understand that the contract holder is responsible for enforcing all Safety Guidelines outlined in this document and your user group safety plan, and if these guidelines are not being followed, the facility will impose infractions which could result in the loss of use.

Protocols for Staff

- Follow site Specific Cleaning / Disinfection Checklist. Sign and date the sheet after each scheduled cleaning takes place.
- Adjustments to bookings will be made to ensure all proper cleaning procedures can be followed. Time periods between bookings may need to be adjusted as new protocols and booking schedules take effect.
- Staff to review and be trained on the following safety plans:
 - City of Chilliwack Exposure Control Plan – Covid-19 Virus (current edition).
 - City of Chilliwack Safe Work Practice: CORP 04 Cleaning and Disinfection of Public Washrooms Covid-19 Infectious Disease.
 - City of Chilliwack Exposure Control Plan – Biohazardous and Infectious Materials.
 - Handout: Instructions for fitting N95 Respirator – Duckbill Style & Cup Style.
 - City of Chilliwack Policy Directive D-11 – Protection of Workers from Violence in the Workplace.
 - City of Chilliwack Policy Directive D-21 – Respectful Workplace Program.

- Staff must watch the ***RFABC/BCRPA Covid Cleaning Protocols Webinar***. Staff to follow Protect-Clean-Disinfect-Disposal-Protect procedure.
- Staff using vehicles should follow procedures as per City of Chilliwack **Safe Work Practice: CORP 03 Vehicle Disinfection – Infectious Disease**.
- Remove extra seating furniture from the lobby to reduce touch points and limit any potential for socializing. Remove additional chairs in meeting rooms and staff areas to ensure only enough seating for posted room capacity.
- Staff are encouraged to only use the washrooms marked Staff Washroom Men’s or Women’s.
- Staff will be required to sanitize high touch points as designated in the cleaning and disinfection checklist.
- Signage should be posted asking patrons to maintain as much distance between them and staff as possible at all times.
- For the safety of staff and our patrons, cash is asked to only be used as a last resort. Touchless debit and credit payments are preferred. The pin pad will be wiped and cleaned after each unique use. Staff have been instructed to not come into contact with patron bank cards.
- For City run programming - Ensuring COVID-19 waivers have been received from every participant prior to attending.
- For City run programming - Signing in patrons with complete contact information to avoid shared use of pens.
- Minimize customer interactions and maintain social distancing.

First Aid / Crisis Management

- First Responding to First Aid situations will be required by user groups’ “First Aid Attendant”. For emergency situations 911 should be called. In an emergency situation a staff member may assist the above first responder after appropriate PPE equipment has been put on. Additional safety measures are required with COVID-19, including additional PPE added to first aid kits.
- It is required that User Groups include a first aid plan in their safety plan and increase PPE supplies in their first aid kits to help reduce or eliminate health concerns related to Covid-19.

Steps to consider when dealing with a crisis situation:

- It’s important to assess the situation and ensure you are not putting yourself in harm’s way. If you are at risk and it’s an emergency, call 9-1-1
- Implement existing protocols if it’s a crisis that has outlined procedures, ensuring you maintain physical distancing to protect yourself
- If it’s not an emergency and you are able to talk it through at a safe distance –
 - Provide a listening ear, often that’s all individuals are looking for
 - Offer reassurance and understanding
 - If there is an identified problem, let them know you will take appropriate measures to address the situation

Appendix 1

Occupancy Limits

Staff and patrons must adhere to the occupancy limits set to ensure health and safety as well as meet the required guidelines determined by the BC Ministry of Health. Additional restrictions have been placed on occupancy based on management discretion. Maximum occupancy includes participants, volunteers and spectators, the rental group Host must ensure that the occupancy limit is not exceeded. Signs to be posted for each space on each entrance door and inside the space in suitable locations.

Evergreen Hall

Area	Occupancy Limit	User Group Safety Plan Specifications
Cheam Room	50	User groups required to follow guidelines outlined in their safety plan (in most cases set by your PSO), not exceeding 50 users total.
Slesse	18	
Minto	6	
Stage	15 – If closed off from Cheam Room)	
Main South Washrooms	2 each	
Public Washrooms by Slesse Room	1 each	
Public Washrooms by Archives	1 each	
Staff Washrooms	6	
Staff Lunchroom – full basement	6	

Appendix 2

Evergreen Hall Use Procedures

In addition to the General Safety Plan, the follow procedures have been put in place:

Entrance

- All participants enter through a marked Entrance door of Evergreen Hall no earlier than 15 minutes before their scheduled event time.
- Follow guidelines identified in this document including directional flow arrow, signage and any other posted information.
- Patrons attending the facility are asked to arrive appropriately dressed and ready whenever possible.
- Do not stop within hallway areas to talk. Maintain physical distancing.
- **NO SPITTING ANYWHERE IN THE FACILITY**– if caught, you will be asked to leave the facility immediately and the rental group will be held accountable.

Spectators

- Spectators are discouraged and should only be permitted IF the **user group safety plan** AND the **maximum facility occupancy limit** allow.
- At this time, spectators will be included in your **total group size**. Spectator admittance will be based on details outlined in specific user groups safety plans and current Public Health Orders. If spectators are allowed, we ask that physical distancing be maintained at all times.

Safety Protocol & User Group Covid Safety Ambassador

- Each team or rental group must have a “**Covid Safety Ambassador**” to supervise the group, provide access to authorized individuals, enforce Covid protocols, and ensure that occupancy limits have not been exceeded. The doors are typically locked to prevent the general public becoming part of your posted user group limit. The user group Covid Safety Ambassador contact sheet must be posted in a suitable and clearly visible onsite location.
- Groups must follow guidelines set out in the Facility Safety Plan, your approved safety plan and any additional current Provincial Health Officer Orders.
- Physical Distancing should be maintained. No sharing of equipment.