

Squamish Recreation Services Arena

COVID-19 and Work Safety Plan

Revision date: Dec. 4 2020

Recreation Services Arena Bookings:

Squamish Recreation Services is committed to providing a safe environment for select public and user group bookings in the arena between the hours of 5:45am-11:3pm.

PRINCIPLES:

1. **Employee Safety:** Adhering to WorkSafe BC, BCRPA Restart Guidelines and Provincial Health Guideline requirements.
2. **Public safety:** Provide all regular services to the public ensuring meeting of Provincial Health Guidelines: modify wherever possible to decrease in-person contact for services and then physical distancing, hygiene and required cleanliness, while remaining low barrier, friendly, and accessible.
3. **Coordination, consistency and flexibility:** adapting to program needs, and new information and Provincial orders.

REMINDER:

The provincial health officer and the BC Centre for Disease Control (BC CDC) have issued the following guidance around self-isolation:

- anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days.
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions using the BC Self-Assessment tool or as directed by a medical professional.
- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, is to self-isolate for 14 days and monitor for symptoms.
- If you start to feel unwell while at work, isolate yourself and report it to your supervisor immediately.

1. Assess the risks at the workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- Recreation Services has assessed and identified the risks involved with the spread of COVID-19 in our workplace.

- Representatives from Programs and Facilities have been involved in the workplace assessments. The necessary actions have been taken to ensure workers are aware of the recommended guidelines regarding physical distancing and proper sanitization.

2. Implement Protocols to reduce the risks

Protocols have been selected and implemented to minimize the risks of transmission. The following resources have been used for information, input, and guidance:

BC's Restart Plan

BCRPA's Recreation & Parks Sector Guideline for Restarting Operations

Viasport Return to Sport Guidelines for BC

WorkSafe BC Guidelines

Brennan Park Recreation and Facilities Safety Plan

Elimination Measures in Place

- Staff and patron meetings will continue in online or telephone form wherever possible, including rental contract amendments.
- Only on-ice participants, videographer and team officials are permitted to enter the facility. Parents and Guardians are asked to remain outside the facility. Spectators and siblings will not be permitted.
- Youth Groups are responsible for organizing all participant drop off and pick up outside.
- Participant drop-off and pick-up will be at the front entrance (main automatic doors), to the building.
- Entry to the arena will be through the front entrance 10 mins prior to scheduled ice time.
- Greeter staff will be positioned at the front entrance to facilitate controlled access to the facility, as well as check in with designated user group coaches/volunteers to ensure safety checks were completed.
- Patrons must sanitize their hands prior to entering the facility.
- All teams sports for adults 19+ are suspended
- Staff and patrons will practice physical distancing of 2m at all times in the facility
- Children or youth sport participants must maintain a physical distance of **3m** from one another on and off the field of play and not engage in handshakes, high-fives, hugging or similar behavior.
- Physical distancing signage and floor markings will be installed.
- One-way directional traffic will be established with marking tape in the hallways, lobbies, entrance and exit areas.
- Games and competitions are suspended and sports must revert back to phase 2 of ViaSport guidelines.
- Max occupancy limits will be posted for shared areas.
 - Arena Lobby Men's Bathroom (max of 1)
 - Arena Lobby Women's Bathroom (max 1)
 - Arena Lobby and Rink seating (max of 18)
 - Ice sheet (max 50)
 - Referee Room (max 2)
 - Time Keeper's booth (max 1)

- Sea to Sky Skate Club office (max 1)
- Squamish Minor Hockey Office (max 1)
- Markers will be placed on the glass in the 4 corners to provide reference for physical distancing of participants in a line up.
- No off-ice activities such as running, warm-up, or stretching inside the facility.
- Assign one individual per booking to access time keeper's booth to set timer or play music. Sanitize all time keeping and music equipment before and after each use.
- Assign one coach or one individual to be responsible for all set-up and take down of equipment (such as nets, cones, etc.) to reduce the number of contact points.

Engineering Measures – Barriers and Partitions

- Stanchions will be in place to outline the main lobby changing area and to separate exit/entrance traffic.
- Plexiglas installed at front counter between staff and patrons.

Administrative Measures – Rules and Guidelines

- All teams sports for adults 19+ are suspended
- Skate club and hockey patrons must arrive dressed in full gear or costumes, including skates (with skate guards) or shoes. Patrons needing to change into skates must do so in the designated area.
- Equipment rentals are not available at this time.
- No late entry to facility past allotted booking start time in accordance with each user group's safety plans.
- Patrons will enter the arena on the right hand side and proceed to the designated chairs and maintain 3m of physical distance
- Chairs are to be used to put-on or tie-up skates, fasten helmets and/or remove skate guards.
- Patrons are advised to arrive with full water bottles.
- Entry onto the ice will be through the doors on the right hand side.
- No access to showers or-dressing-rooms.
- Water bottles are to be placed on the boards of the player's benches spread 2m apart during practice sessions and clearly labelled for each participant.
- Do not provide common food or drinks.
- Spitting is not permitted anywhere in the facility.
- Participants and coaches must keep gloves and equipment on at all times. Touching of pucks, nets, dividers and other equipment with bare hands is not permitted.
- At the end of the session, patrons must leave the ice, on time and single file, and proceed to the chairs through the exit side of the arena lobby to remove skates and helmets, or put-on skate guards.
- Patrons will have 10 mins to proceed to the front exit (main automatic doors) after their booking time has ended.

Personal Protective Equipment

- All employees and patrons are required to wear masks at the workplace in any location where they are in a shared space with other workers or members of the public.

- There are exemptions for:
 - a) Patrons in the facility when they are participating in a sport or fitness activity.
 - b) People with health conditions or with physical, cognitive or mental impairments who cannot wear one.
 - c) People who cannot remove a mask on their own.
 - d) Children under the age of 2 years. Masks are recommended but not mandatory for children under the age of 12 years. Masks are mandatory for those 12 years and older who do not qualify for the exemptions listed above.
- Staff will have access to gloves if they wish to use them.
- Instructions for proper mask usage will be made available.

Effective Cleaning and Hygiene Practices

- High touch surfaces in the arena lobby will be sanitized by janitorial staff while the user group is on the ice. Entrance and exit areas are sanitized between each user group.
- Public hand sanitization stations will be made available throughout the facility.
- Handwashing signage will be posted.
- Do not allow sharing of items that are difficult to clean, sanitize, or disinfect or that are meant to come into contact with the face.
- User groups are to sanitize any on-ice equipment or training aids used during their session, as well as any player bench or timekeeper areas used, and arena lobby chairs.

Emergency Procedures and First Aid

- First aid attendants are to be managed by each user group. There will not be a first aid attendant available on-site. An Automated External Defibrillator (AED) is located in the arena lobby.
- Regular emergency procedures remain in effect. In the event of an ammonia leak/alarm, patrons are to proceed to the auditorium. In the event of evacuation to the auditorium, emergency masks will be made available to all patrons who do not have one.

3. Develop Policies

Necessary policies have been developed to manage the workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the facility. To reduce the risk of COVID-19 transmission and ensure the health and safety of employees and the public, the Provincial Health Officer issued a new Provincial Health Order. The District of Squamish must ensure all on-site employees including contractors complete a health check prior to entering a facility and are Cleared for Work.

- Policies have been communicated to all District of Squamish employees that outline good hygiene and effective hand-washing practices. Employees will have access to updated COVID-19 safe work procedures, including an “Employee Sick Policy”.

4. Communication Plans and Training

Recreation Services will ensure that everyone entering the workplace knows how to keep themselves safe.

- Recreation Services Supervisors are conducting COVID-19 training and communication plans for members of their team.

5. Monitor the workplace and update plans as necessary

Conditions may change as we gradually re-open and expand services. If need be, changes will be made to the safety plan and both staff and user groups will be informed.

- Recreation Services staff are constantly observing and adapting our policies and procedures when necessary. Representatives for the District of Squamish Joint Occupational Health and Safety Committee meet once a month and are involved in resolving safety issues and monitoring risks in the departments.

6. Assess and address risks from resuming operations

Manage risks arising from restarting arena operations.

- Training plan for staff taking on new roles and responsibilities (ex. greeter staff)
- Training plan for any changes such as new equipment, processes, or products.
- Review start-up requirements for equipment and machinery that has been out of use.