

Saltair Community Centre

Covid 19 Safety Plan

The mission of the Saltair Community Society, is to manage a common space for a multi-purpose community use, that provides opportunities for quality services programs to enhance the well-being of individuals, and strengthen a sense of community spirit

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Overview

The COVID-19 pandemic has had an impact on the Saltair Community Centre ability to deliver programs and services to the residents of Saltair. Many services were temporarily stopped or modified in response to COVID-19 to ensure the health and well being of the community.

The Saltair Community Society has a Covid 19 [Programs and Services Plan](#) to assist with the gradual process and decision making needed to restore services. This process will be guided by information and advice from health authorities, other levels of government, and WorkSafeBC.

Strategic Objectives

The plan supports three primary strategic objectives guiding the Centre's Society Directors collective efforts to respond to and overcome the COVID-19 pandemic. These include:

- Protect the health and safety of both members and the public while serving as an essential service second line of defence against the COVID-19 pandemic as mandated by the Provincial Government;
- Protect Centres assets while also continuing to the full extent possible to deliver services needed by the community, while adhering to restrictions and limits prescribed by the Provincial Health Officer (PHO).
- Do the necessary planning and complete all work needed to ensure that all the Centres programs and services will be in optimum condition and at operational status when re-opened for community use;

Staged Approach to Service Restoration

The Society is taking a staged approach to restoring services. The timing of each stage, and the restoration of individual programs and services within each stage, is subject to change as the COVID-19 pandemic and Provincial direction evolves. This plan assumes that there is no setback in the collective societal progress to flatten the curve of infections within the province.

The restoration of programs and services will necessitate changes in the way these services are delivered. A number of health and safety measures will be put in place across the facility to ensure the safety of both patrons and public while utilizing the facility; however, it is the responsibility of the patrons and the public to follow the established guidelines.

The Saltair Community Society is taking a phased approach to restoring services through the Stages identified in the CVRD's COVID-19 Restoration of Programs & Services Plan.

Stage 1 (Mid-May through to Mid-June)

Characterized by the restoration of public access to most outdoor park amenities and outdoor programs with limits on group size.

Stage 2 (Late June through to Beginning of Sept)

Characterized by the re-opening of recreation facilities and enclosed park facilities with limited hours and/or restrictions. Registered programs are restored with modifications.

Phase 1 of Stage 2 (June 29 through to Aug 3)

The following services will be restored in a modified/restricted,

- Limited indoor programming
- Capacity limits will be reduced and modified based on active or non-active use with up to a maximum of 50 people (if the space allows for larger groups) for any use
- Access to facilities restricted to essential services (ie, licensed daycare).

Phase 2 of Stage 2 (Aug 4 through to Sept 7)

The following services will be restored in a modified/restricted, slow roll out:

- All items identified in Phase 1 continue
Indoor facility bookings will restart where physical distancing can be maintained
Access to facilities restricted to rental users, and program participants only

Stage 3 (September 7 and Beyond)

Characterized by expanded public access to programs and services.

- All items identified in Stage 1 and 2
Increased facility bookings where physical distancing may be maintained
- Capacity Levels will be reassessed after October 1, 2020

Stage 4 (TBD)

Characterized by full restoration of programs and services where normal operations can return.

Restore Events over 50

- Lift capacity restrictions
- Restore facility bookings back to pre-COVID-19 schedule, reducing buffers between bookings

Minimizing Risk in the Community Centre

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

It is important to note that all users do have the right to refuse to enter the Community Centre if they feel uncomfortable or unsafe.

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

1. **Strict Illness Policy** – increased measures will be put in place to ensure that 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. **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.
4. All users must follow the proper usage guidelines

Screening for Illness

Before Entry

Patrons will be expected to screen themselves for flu-like symptoms prior to entry to the Centre. Please make use of the [COVID-19 Assessment Tool](#) prior to entering the facility. 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 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. NO EXCEPTIONS.

While at Facility

If a patron becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact the Society President. This will allow us to take the following measures:

- Society 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 Director feels a patron displays symptoms while at the Centre, they will be asked to leave. The following measures will take place.

- Patron 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
- Director to conduct a thorough cleaning of the spaces where the symptomatic person was and no one is to enter these spaces until cleaning has been completed
- Patron who falls ill will be given the Illness Policy Handout and will be required to follow the Illness Policy guidelines prior to returning to the facility

Proper Hygiene

Hand washing

To reduce the spread of COVID-19, hand washing has been identified as the most effective method. It is strongly recommended, to increase hand washing for all utilizing the facility. Proper hand washing procedures have been posted throughout the facility and hand washing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions
- Before and after eating and drinking
- After using the toilet
- Before and after use of 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. Directors, instructors, and participants are expected to use good hygiene and protocol when this occurs.

- Coughing and sneezing into elbow
- Nose blowing - use enough layers of tissue paper so that the fingers do not touch the secretions
- Immediately dispose of tissue paper in a garbage can with a bag and lid, if possible
- Wash the hands with soap and water
- Each user group to supply tissues

Physical Distancing in a Community Centre

The focus of a Community Centre facility is to provide opportunities for recreation, health, well-being and social connectedness. It is expected that you do so in a way that minimizes risk to participants and instructors. 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 throughout the building
- User group designators will set up a flow within the space that minimizes the need for contact or negotiating shared space
- Adhere to the room capacity. Room capacities are based on square footage of the space, usage (active vs. non-active)
- 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

Facility Protocols for Patrons

Occupancy Limits

The occupancy limit for the facility is determined by the BC Ministry of Health. The occupancy limit has been determined for each space and included in Appendix 1. It is important to note that the maximum capacity for each room may be modified to a lower number depending on the equipment in the room or activity taking place. Factors to take into consideration will include:

- Provincial Sport Organization Guidelines and Recommendations for each sport
- Local Sport Organization restrictions included in their safety plan
- Program requirements and amount of active movement taking place within the program
- Programs that are non-active will not exceed posted maximum capacities
- Maximum group size has been identified as 50 per use at this time which includes participants. This restriction will be reassessed by October 1, 2020.

Increased Restrictions

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

- Arrival and Departure times of users need to be honoured as outlined below
- Bookings and programs within the facility will be staggered to assist with reducing congestion at entry/exit points and within the overall facility
- Usage of rooms will be required to have a 45-minute buffer built in between uses to ensure proper cleaning and gap between arrivals and departures

Entering and Exiting the Facility

- Patrons are asked to arrive no more than 10 minutes prior to the start of a program and leave immediately following the program, staying no longer than 10 minutes
 - Participants attending programs will be provided with a program guideline document prior to the start of the program which outlines entry and exit procedures. Each program is different based on the room your program will be utilizing. Please ensure you fully understand this document prior to arriving
 - Notice will be displayed at the main entrance instructing patrons, delivery personnel 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
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- Hand sanitizer will be provided in the hallway and Gym for people to use when entering and exiting the facility; however, handwashing is the preferred method upon entry and exit

- If you require interactions with other users of the Centre, please ensure you maintain physical distance of no less than 2 metres (6ft)
- It is expected that you are entering the facility because you, yourself are attending a program or activity being offered. **All other persons not attending a program or activity will be asked to remain outside versus entering the facility to assist in maintaining lower occupancy and physical distancing requirements.**

User Groups

- Sport Related Users - required to provide a safety plan that meets their Provincial Sports Organization (PSO) or VIA Sport Return to Play (if your club does not fall under a PSO)
- Non-Sport Related Users - required to provide a user group safety plan.
- Appoints a “host” within your group to oversee your participants and ensure they are following all requirements outlined in the Saltair Community Centre Safety Plan and your plan you provided
- 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.

User Group Instructors

Will be responsible for:

- Sanitizing equipment after each use
- Developing specific program guidelines for each program and sending out to participants prior to the start of the program, to ensure participants fully understand the safety measures in place and what's expected of them when entering the facility
- Ensuring COVID-19 waivers have been received from every participant prior to attending
- Signing in patrons to avoid shared use of pens
- Visually screening and in some cases asking screening questions of participants and sending anyone home that displays any symptoms
- Encourage physical distancing during class
- Follow first aid procedures if a situation were to arise which includes gearing up with personal protective equipment prior to assisting in a medical emergency

Janitorial Services

- . **Follow procedure outlined in Furnace room.**
- . **Deep clean all rooms, hallway, gym, washroom, including, door knobs, Handles, light switches, window sills, counters, tables, floor, and any Surface that has been touched.**
- Keep a record of cleaning on pad provided.**

Public Communication

- Society Directors will develop specific program guidelines for each program and send out to participants prior to the start of the program, to ensure participants fully understand the safety measures in place and what's expected of them when entering the facility
- User groups to provide their members with a copy of their safety plan to ensure they understand the expectations of them when utilizing the facility
- Post User Group guideline documents and facility safety plans online to allow them an opportunity to review prior to visiting the facility
- Increased signage and directional information to assist patrons in moving through the facility; measures will be taken to have markers/signage in places where crowds tend to gather and to encourage physical distancing
- Inform and educate public about not sharing equipment

Cleaning of Facility/Supplies

All areas of the facility will be cleaned and disinfected daily utilizing approved cleaners and disinfectants.

- User groups will be responsible for cleaning program equipment and supplies after each use.
- Society will increase cleaning frequently touched surfaces such as door handles, light switches, toilet handles, taps, and table tops, etc.
- Increased buffers between bookings will be added to ensure sanitizing between users
- User groups utilizing equipment will be expected to sanitize their own equipment and should be outlined in their safety plan on how they are managing this
- Cleaning/checks of washrooms will be posted to inform patrons
- Following the cleaning and disinfecting of surfaces, it is recommended that gloves are discarded and hands are washed with soap and water or an alcohol-based hand sanitizer solution

Heavy duty cleaning will be done following the guidelines set out by Island Health in relation to [Cleaning and Disinfection for Public Settings during COVID-19.](#)

First Aid/Crisis Management/Outbreak

First Aid

Responding to First Aid situations will still be required by user groups

It is required that User Groups include a first aid plan in their safety plan and increase PPE supplies.

USERS will follow protocols for COVID-19 and follow hygiene and distancing as guided.

Crisis Management

During a crisis, it's normal for our brains to go into "flight or fight" mode which can affect good decision-making. It's important to stay calm and think logically if a crisis situation were to arise.

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
 - Follow back up with the individual so they feel satisfied with the way the situation was handled

Outbreak/Case Reported

Should a case or outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak. It is important that once symptoms have been reported, enhanced cleaning measures are implemented as it's one of the most important factors in limiting the size and length of an outbreak.

If a case or outbreak is reported, the following measures should take place:

- Person taking the report needs to complete an incident report and notify the Society designated director immediately at 250-210-8180

Individuals can contact 8-1-1 if further health advice is required or 9-1-1 if it is an emergency

- Society designated director to determine sanitizing measures required
- and will determine what needs to be modified or cancelled within the facility.
- In the event of a suspected case or outbreak, immediately report and discuss with the Medical Health Officer (or delegate) at Island Health and follow their direction in regards to next steps and contact tracing
- Implement Illness Policy for other participants if deemed necessary by Island Health

APPENDIX 1

Occupancy Limits

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. At this time, maximum group size has been identified as 50 per use, which includes participants, volunteers, instructors, and organizers in attendance.

Saltair Community Centre

Area	Active Programs	Non-Active Programs/Meetings	User Group Safety Plan Specifications
Gymnasium	15 yoga classes 15 Fitness Classes	50 meetings	User groups required to follow guidelines outlined in their safety plan (in most cases set by your PSO), not exceeding 50 totals.
Enter doors leading directly into gymnasium			

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Area	Active Programs	Non-Active Programs/Meetings	User Group Safety Plan Specifications
Meeting rooms			
rooms 16,17,18,19		6 -Art courses 6 - Quilting	
		6 Photography 6 meetings	
Front main entrance to Community Centre			
To be used by daycare only.		childcare only use	

APPENDIX 2

Signage and Resource Documents

It is important to ensure patrons and public are well informed of what's expected of them while entering the facility. The following guidelines should be considered when utilizing signage

- Clear, simple and to the point

Signage to be utilized within the facilities

- Entry Signage – Enter, Exit clearly marked
- Directional Signage promoting one-way travel where appropriate
- Entry - [Are you ill? Do Not Enter](#)
- [Physical Distancing Signage](#) – high congestion areas, washrooms, etc.

[Handwashing Poster](#) – to be posted in all washrooms and near sinks where hand washing occurs.

- Thank you signage - for arriving/departing on time at exit/entry points

Additional Resource

1. [Cleaning and Disinfectants](#)

APPENDIX 3

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

Entrance Meeting Rooms 16,17,18,19

- Patrons will enter through the back Community Centre doors marked enter
- Follow guidelines identified in this document including directional signage and physical distancing markers
- Patrons are to park vehicles in the back parking lot.

Upon Building Entry

- Proceed to hand sanitizer stations prior to participating in program use
proceed directly to room where your program is scheduled for
- Please do not use hallway area for social gatherings

Exit

- Following your program proceed to handwashing in meeting room.
- Exit facility through rear exit door.(avoid using main entry doors)
- Please leave within 10 minutes, following your program/booking

Gymnasium Users

Enter doors leading directly into the gym. Exit by side door.

Parking on street.

Main Entrance doors

At this time, no programs or outside user groups will be using the Main Entrance. Use of the front entrance will be limited to Licensed Childcare to maintain the integrity of cleanliness and reduce possible exposure to attendees.

APPENDIX 4

Forms and Handouts

1. [Health Screening Handout/Illness Policy –](#)
2. [Facility Safety Plan and Program Guideline Documents](#)

