



GREATER VERNON RECREATION SERVICES COVID-19 RISK MITIGATION PLAN (COVID-19 SAFETY PLAN)

Guideline for Safe Reopening: Vernon Recreation Center

3310 - 37th Avenue, Vernon BC

September 4, 2020

*This document has been updated as of February 16, 2022.
All revisions have been highlighted in Red.*

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BACKGROUND

The Vernon Recreation Centre is a facility that provides many benefits to the community. With proper operation it can remain open with minimal risk. More specifically, this facility provides opportunities for gym use, event space, and fitness gym use.

Greater Vernon Recreation Services Staff have created this guiding document by following processes outlined by the following agencies: WorkSafe BC *“COVID-19 Safety Plan”*, WorkSafe BC *“Sports and Recreation: Protocols for reopening to operation”*, BC Recreation & Parks Association *“Recreation & Parks Sector: Guidelines for Restarting Operations”*, viaSport *“Return to Sport Guidelines for BC”* and BC Municipal Safety Association *“Municipal Safety Association Best Practices”*. All guidelines and procedures outlined in this document are following WorkSafe BC and the Provincial Health Officer (PHO) orders.



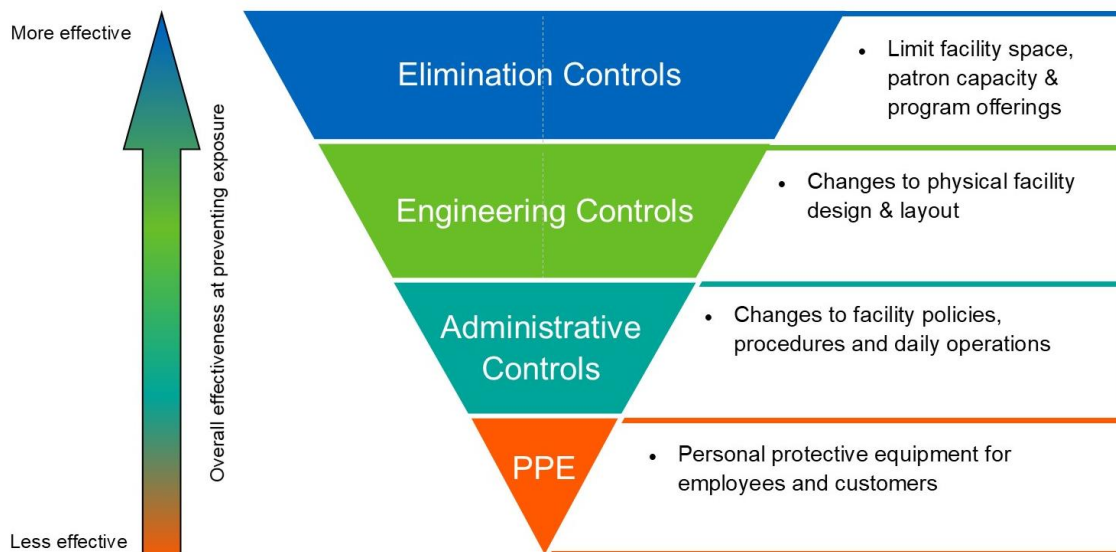
RISK MITIGATION STRATEGIES

This guideline for safe operation presents a number of actions for reducing the risk of COVID-19 transmission. Facilities and programs were assessed for transmission risks and consideration was given to the following areas of operation:



1

As risks were identified, strategies were developed using a hierarchy of controls as shown below:

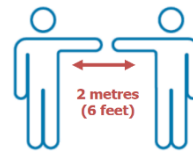


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The operation of the Vernon Recreation Center is overseen by Greater Vernon Recreation Services. The mitigation plan will be re-evaluated during operation on an ongoing basis and if an environment is created where the goals listed in this document cannot be reasonably achieved, a decision will be made to close the facility.

¹ Photos from Regional Health Authorities "Coronavirus Disease (COVID-19) Guideline for Swimming Pools"

² Hierarchy Control Chart adapted from WorkSafe BC "COVID-19 Safety Plan"



PHYSICAL DISTANCING & SITE MANAGEMENT

Goal: Modify daily operations and physical environment to minimize the potential for COVID-19 to spread.

1) Elimination Controls:

- Occupancy limit for the facility is 950 people, the occupancy for the facility is dependent as to room, function or activity. See *Appendix A*.
- As per the current [Public Health Order: Gathering and Events](#) and posted Province Wide Restrictions **there are no limitations to occupancy limit, other than the normal fire code limitations**.³ Temporary restrictions include the following:
 - Indoor fitness activities must comply with the [Indoor Exercise Requirements](#), as amended from time to time, as posted on the Provincial Website.
- During the return to sport process, viaSport's role is to focus on the safe return of participants to sport activities in B.C. This continues to be our number-one priority. **The Public Health Order: Gathering and Events, dated February 16, 2022**, allowed for fully vaccinated spectators in facilities. Although the Order allowed for spectators at events, spectators may still be limited because of the challenges in accommodating them in facilities. viaSport supports each municipality's decision on spectator access as they navigate these challenges.⁴
- All User Groups are required to appoint a contact person that will act as the COVID Liaison. This person must be familiar with and understand the COVID-19 Safety Plans for both the User Group and the City of Vernon. They will be the sole liaison with the City of Vernon for COVID specific issues. Depending on the size of the User Group and the number of rentals the Ambassador and Liaison may or may not be the same person.
- All User Groups are required to appoint an on-site volunteer acting solely as a COVID Ambassador. This person must be familiar with and understand the COVID-19 Safety Plans for both the User Group and the City of Vernon. This person cannot hold more than one role during the rental. They are to assist with managing occupancy limits and facility access during their rental.
- All patrons 12 years of age and older are required to provide proof of full vaccination via the BC Vaccine Passport, that is to be scanned by the COVID Ambassador. Those over the age of 19, are required to show government issued photo ID. Exemptions to this include those 21 years of age and younger who are participating in youth programs or sport.
- Masks are required to be worn at all times, when not on the field of play, by all patrons and participants who are 5 years of age or older.⁵

³ Province of British Columbia. *Gatherings and Events*.

⁴ viaSport. *Return to Sport*. <https://www.viasport.ca/return-sport>

⁵ Order of the Provincial Health Officer – Face Coverings (COVID 19). December 3, 2021

2) Engineering Controls:

- Facility entrance and exit differs as per facility space, program and function. See *Appendices A & B*.
- Install floor markings and physical barriers to delineate physical distancing in highly congested areas (ie. front counter wait line, Washroom lines).
- Adapt front counter design to accommodate physical distancing, including installation of clear plexiglass barrier.
- Use of water bottle filling stations only.

3) Administrative Controls:

- Post our COVID-19 protocols on Recreation Services website.
- Provide public education through signage, media releases, and social media that encourages appropriate conduct and emphasizes personal responsibility.⁶
- As per the current [Order of the Provincial Health Officer for Gatherings and Events](#), “if there are one or more separate premises in a place, there may be an event in each of the premises as long as (a) patrons attending an event do not have contact with patrons attending an event in other premises in the place, or with individuals who are in the place but not in the premises in which the event is being held; (b) there is a separate entrance to each of the premises in which an event is being held; and (c) there are separate washrooms for each of the premises. In addition, “During an event, patrons who leave the place in which an event is being held must not be replaced by other patrons.”⁷
- All User Groups are required to provide a COVID-19 Safe Return to Play Plan with applicable Provincial Sport Organization’s Recommendations. User Groups will be required to re-submit Return to Play Plans as needed to reflect any future revisions or recommendations. COVID-19 Safety Plans must be submitted a minimum of 7 days prior to any rental.
- In the case of notification by a user group of a positive COVID-19 test for an individual participant, and/or player or coach on a team, within their group, it is expected they will follow the guidance of the Interior Health Authority and the current BCCDC recommendations.
- Have patrons leave all belongings within their personal user space.
- Encourage Physical Distancing of 2 metres at all times, discourage congregating.
- For team sport, physical distancing is not required when on the field of play, but 2m physical distancing is encouraged off the field of play.
- Patrons are to arrive no more than 15 minutes before their class.

⁶ BC Recreation & Parks Association “Recreation & Parks Sector: Guidelines for Restarting Operations”

⁷ Province of British Columbia. “Order of the Provincial Health Officer. Gatherings and Events”

4) Personal Protective Equipment:

- Employee PPE can be referenced in the following section “*Employee Policies & Staff Training*”
- As per the current Order of the Provincial Health Officer for Gatherings and Events’ [Indoor Individual Exercise Requirements](#), masks must be worn at all times including while exercising⁸ (ie. during individual workouts).
- As per the current [Order of the Minister of Public Safety and Solicitor General](#), all public (user groups) and staff will wear masks (non-medical face coverings) in all indoor public spaces, including but not limited to all indoor common areas (ie. lobbies, hallways etc.) and sport or fitness facilities. Exemptions from the use of face coverings includes but not limited to (a) a person who is less than 12 years of age, (b) a person who is unable to wear a face covering because of (i) a psychological, behavioural or health condition, or (ii) a physical, cognitive or mental impairment, and (g) while participating in a [youth team] sport or [youth team] fitness activity at a sport or fitness facility.⁹

⁸ Province of British Columbia. “*Indoor Individual Exercise Requirements.*”

⁹ Province of British Columbia. “*Order of the Minister of Public Safety and Solicitor General. Emergency Program Act. M012.*”



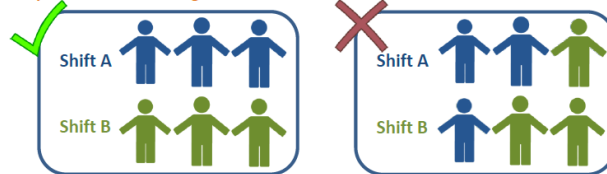
EMPLOYEE POLICIES & STAFF TRAINING

Goal: To maintain healthy workers by training all employees how to protect themselves and guests from COVID-19 and ensuring that all sick employees remain home for at least 10 days from the onset of symptoms or until tested and cleared to return to work.

1) Elimination Controls:

- A minimum of 2 staff members must be present throughout operational hours.
- Utilize consistent work teams as much as possible to avoid increasing the number of interactions.

Example of cohort staffing:



- All sick employees are to remain home for at least 5 days from the onset of symptoms or until symptom free.

2) Engineering Controls:

- ¹⁰Staff are required to wear a non-medical face mask to cover their mouth and nose under the following circumstances:
 - When more than one person is traveling in a City vehicle
 - When unable to maintain appropriate physical distancing from others (2m)
 - When walking through or working within:
 - Publicly accessible portions of City facilities (ie. reception areas, lobbies)
 - Shared workspaces (not including individual desks if physical distancing can be maintained and/or protective barriers such as plexiglass are in place)
 - Hallways
 - Break rooms where physical distancing cannot be achieved
 - Kitchens where physical distancing cannot be achieved
 - Meeting rooms where physical distancing cannot be achieved
 - Customer counters (unless working behind plexiglass and physical distancing is maintained from all others within the staff area)
 - When attending City Council meetings and Public Hearings
- If a staff member is working alone at their own desk, in their own workstation, or in their own office, they are not required to wear a mask. However, if they leave this individual space and enter a shared space, they must wear a mask.

¹⁰ City of Vernon "COVID-19: Masks and health pre-screening in City facilities"

- Additional lunch room space is available to all Recreation staff Monday through Friday from 11:00-1:30pm in the Willow Room.
- Effective January 14, 2022, all City of Vernon staff are required to be fully vaccinated. Accommodations will be considered on a case by case basis. ¹¹

¹¹ City of Vernon *"Proof of Vaccination Policy"*

City of Vernon *"COVID-19: Masks and health pre-screening in City facilities"*

3) Administrative Controls:

- Update staffing guidelines to preclude working while sick. If staff are sick, they are to stay home.
- Train employees to do a daily self-assessment to ensure they do not have COVID-19 symptoms. *See Appendix C.*
- All City of Vernon staff, contractors, volunteers and members of the public attending meetings will be required to complete a health questionnaire to confirm they have no COVID-19-related symptoms, upon entering a City facility. The screening will only be required each day, at the start of their work day.¹² The completed questionnaire, accessible by QR code on all staff entrances, will be sent to the individual's manager confirming they are not exhibiting COVID-19-related symptoms and will remain confidential.
- Employees must wash their hands or use hand sanitizer, when arriving and leaving the facility, and before and after:
 - Eating, Breaks, Smoking, Blowing one's nose, coughing, or sneezing, Going to the toilet, Being in contact with animals or pets, Using shared equipment (i.e. tools) and Providing routine care for another person who needs assistance
- Update Occupational First Aider procedures to reflect best practices recommendations to prevent COVID-19 transmission.
- Staff will be trained on the following:
 - How to safely put on and take off a mask and gloves
 - When to change a mask and gloves
 - The importance of conducting hand hygiene
 - Adapted Occupational First Aider emergency procedures

¹² City of Vernon "COVID-19: Masks and health pre-screening in City facilities"

4) Personal Protective Equipment:

- Staff will be issued individual PPE for times when it is difficult to maintain physical distancing. The items provided include:
 - Non-latex disposable gloves
 - Surgical Mask (ASTM Level 1)
- Additional PPE will be provided for emergency procedures, including:¹³
 - Respiratory Protection; N95 Mask (non-valve), or Surgical Mask (ASTM Level 1)
 - Eye Protection; face shields and/or personal protective goggles
 - Hand Protection; Non-latex disposable gloves
 - Body Protection; long-sleeved water-resistant gowns
 - Bag-valve-mask (BVM) with viral filter
 - Pocket Mask with viral filter

¹³ Lifesaving Society “Guideline for Reopening BC’s Pools & Waterfronts” (Application of First Aid)

CLEANING & SANITATION

Goal: Increase cleaning and disinfection of common touch points to prevent COVID-19 from spreading through contaminated surfaces.



1) Elimination Controls:

- Remove unnecessary tools and equipment from staff and storage areas to simplify the cleaning process.

2) Engineering Controls:

- All hand washing sinks and stations must have liquid soap, single-use paper towels and running water for staff and patron use.
- Provide hand sanitizer for staff and public use, located at the front counter and all facility entrances and exits.
 - Use of Stoko Refresh Foaming Instant Hand Sanitizer DIN 80005750
 - Use of Stoko Gel Instant Hand Sanitizer DIN 80023556
 - Use of Bioscrub Hand Sanitizer DIN 80097811
- Daily cleaning & sanitization procedures outlined below in “*Administrative Controls*”.
 - Use of Oxivir Plus Concentrate Diluted 1part:40 parts Oxivir DIN 02403684

3) Administrative Controls:

- Update cleaning and disinfection procedures for all common areas and surfaces. *See Appendix D.*
- As per the current [Order of the Provincial Health Officer for Gatherings and Events](#), “following an event, and during an appropriate interval of time before any subsequent event commences, a place must be cleaned, sanitized and ventilated while there are no patrons present.”¹⁴
- Staff Equipment/other high touch surfaces to be regularly disinfected by staff.
 - Staff Room Table before and after each use
 - Staff Room/Willow Room appliances and accessories (ie. Microwave, Fridge) during each shift
 - Facility Doorknobs and light switches during each shift
 - Tables, Chairs, Mats
 - Washroom counters, faucets, paper towel, soap dispensers, cubicle doors, (minimum 2x daily and when visibly dirty)
- Public high touch surfaces to be regularly disinfected by staff
 - Door handles (minimum 2x daily and when visibly dirty)
 - Washroom counters, faucets, paper towel/soap dispensers, cubicle doors (minimum 2x daily and when visibly dirty)
- Program equipment to be cleaned and disinfected as per specific program’s Risk Mitigation Plan and cleaning procedure.

¹⁴ Province of British Columbia. “Order of the Provincial Health Officer. Gatherings and Events”

4) Personal Protective Equipment:

- Employees who are responsible for cleaning will be equipped with any PPE deemed necessary, depending on the cleaning process and chemicals used, including:
 - Disposable gloves
 - Surgical Mask (ASTM Level 1)

SIGNAGE

Goal: Use signs in employee and public spaces to communicate important information about COVID-19.



1) Elimination Controls:

2) Engineering Control:

- Signage posted at entrances indicating who is restricted from entering the premises. (5 total)
 - Facility Entrances
- Signage posted at facility room entrances indicating reminders of physical distancing and room occupancy. (16 total)
- Signage posted in conspicuous locations indicating effective hygiene practices (7 total).
 - 1 per Washroom/Hand Washing/Hand Sanitizing Station

Examples of Signage in Appendix E

3) Administrative Control:

- Follow City of Vernon Communications Guidelines as per COVID-19 signage.
- Maintain up-to-date and consistent messaging on websites, social media, press releases, and during conversations in email or in person, to ensure all details are aligned, timely and accurate.
- Communicate information using diagrams and pictures wherever possible.
- Ensure font size on signage is large enough for everyone to read if the person was standing 2 metres away from the sign.
- Encourage staff to provide regular feedback on any issues with COVID-19 prevention measures. ¹⁵

4) Personal Protective Equipment:

¹⁵ BC Recreation & Parks Association "Recreation & Parks Sector: Guidelines for Restarting Operations"

OUTBREAK MITIGATION & RECOVERY

Goal: Modify procedures for managing an exposure or potential exposure to COVID-19.



1) Elimination Controls:

- Signage posted at Facility Entrances indicating who is restricted from entering the premises.
- Signage posted at the facility, including physical distancing recommendations and effective hygiene practices.

2) Engineering Control:

3) Administrative Control:

For Employees and Contractors:

- Follow the City of Vernon COVID-19 Case Management Procedure¹⁶

For Public & Participants:

- Have staff greet participants at sign in, and ask daily wellness check questions. For example, How are you feeling today?
- The procedure if a **participant** is identified as having symptoms is:
 1. Recommended to put on a mask and return home.
 2. Contact their family physician, primary care provider or Health Link BC at 8-1-1. If the patron needs to wait for a ride home, they should sit in one location wearing a mask until their ride arrives.¹⁷
- If a participant starts showing symptoms of what could be a cold, influenza or COVID-19 during a program, we will:¹⁸
 1. Contact the participant's parent or caregiver to come and pick them up immediately.
 2. Have a separate and supervised area where the participant will remain until their parent or caregiver can come and pick them up.
 3. Continue to practice good hand hygiene and respiratory hygiene, such as coughing in elbows instead of hands, and throwing tissues out immediately after use.
 4. Do a thorough cleaning and disinfection of the space once the participant has been picked up.
- In the case of notification by a user group of a positive COVID-19 test for an individual participant, and/or player or coach on a team, within their group, it is

¹⁶ City of Vernon "COVID-19 Case Management Procedure."

¹⁷ BC Recreation & Parks Association "Recreation & Parks Sector: Guidelines for Restarting Operations"

¹⁸ BC Recreation & Parks Association. "Guidance and Consideration for Children's Day Camps during COVID-19"

expected they will follow the guidance of the Interior Health Authority and the current BCCDC recommendations.

4) Personal Protective Equipment:

- Employee PPE is referenced in the “*Employee Policies & Staff Training*” section.
- As per the current [Order of the Minister of Public Safety and Solicitor General](#), all public (user groups) and staff will wear masks (non-medical face coverings) in all indoor public spaces, including but not limited to all indoor common areas (ie. lobbies, hallways etc.) and sport or fitness facilities. Exemptions from the use of face coverings includes but not limited to (a) a person who is less than 12 years of age, (b) a person who is unable to wear a face covering because of (i) a psychological, behavioural or health condition, or (ii) a physical, cognitive or mental impairment, and (g) while participating in a [youth team] sport or [youth team] fitness activity at a sport or fitness facility.¹⁹

¹⁹ Province of British Columbia. “*Order of the Minister of Public Safety and Solicitor General. Emergency Program Act. M012.*”

REFERENCES

1. BC Municipal Safety Association. *Municipal Best Practices Guidelines V6*. Web: May 27, 2020
2. BC Recreation & Parks Association. *Recreation & Parks Sector Guideline for Restarting Operations*. Web: May 20, 2020
3. BC Recreation & Parks Association. *Guidance and Consideration for Children's Day Camps during COVID-19 Pandemic*. Web: June 2020
4. Lifesaving Society BC & Yukon Branch. *Guidelines for Reopening BC's Swimming Pools and Waterfronts*.
5. Regional Health Authorities, Ministry of Health and BC Centre for Disease Control. *Coronavirus Disease (COVID-19) Guideline for Swimming Pools* Web: June 3, 2020
6. Province of BC. *Order of the Minister of Public Safety and Solicitor General Emergency Program Act*. Web: December 3, 2021
7. Province of BC. *Order of the Provincial Health Officer Gatherings and Events*. Web: February 16, 2022
8. viaSport BC. *Return to Sport Guidelines for BC Version 2*. Web: August 25, 2020
9. Worksafe BC. *COVID-19 Safety Plan*. Web: May 17, 2020
10. City of Vernon *COVID-19 Case Management Procedure*. COV Intranet: June 11, 2020

LINKS

http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf

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

http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

<https://www.bcrpa.bc.ca/media/244229/summer-camps-covid-19-guidelines-considerations.pdf>

<https://bc.thrive.health/covid19/en>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

<https://www2.gov.bc.ca/gov/content/family-social-supports/covid-19-information>

<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/823236-Wash-Your-Hands.pdf>

<https://www.interiorhealth.ca/YourEnvironment/TattooPiercingTanningHair/Documents/COVID-19%20Guidance%20for%20Gyms%20and%20Fitness%20Centres%20-%2014May2020.pdf>

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https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard_5154001_Guidelines_for_Reopening_BC's_Pools_and_Waterfronts_-_May_19,_2020.pdf

<https://news.gov.bc.ca/releases/2020HLTH0317-001895>

<http://www.vch.ca/Documents/Coronavirus%20Disease%20Guideline%20for%20Recreation%20and%20Athletics%20Facilities.pdf>

<https://www.vernon.ca/camps>

<https://www.viasport.ca/sites/default/files/Phase3ReturntoSportGuidelineswebV2.pdf>

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

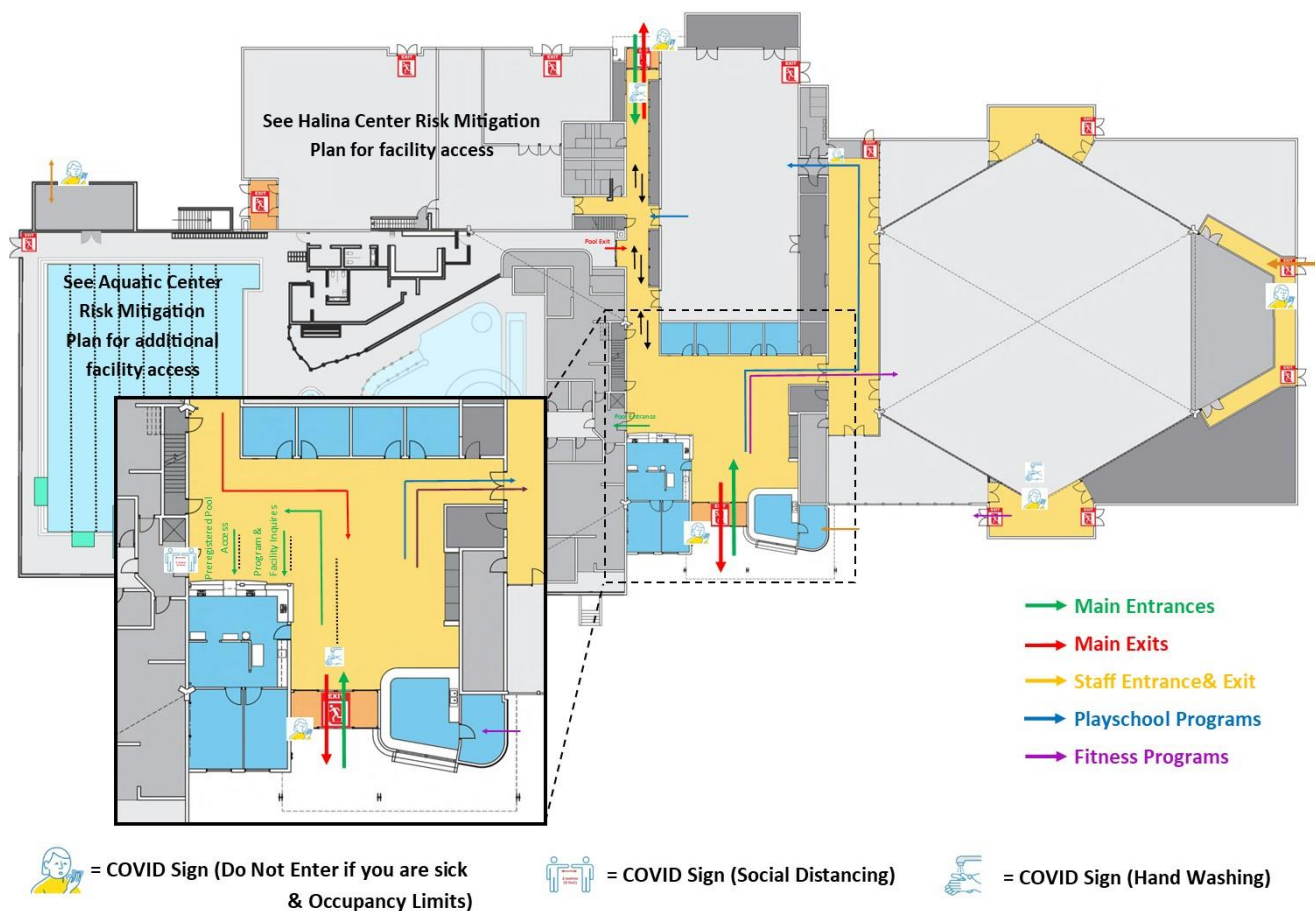
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>

APPENDIX A: RECREATION CENTER ROOM OCCUPANCIES

Room	Room Configuration	Occupancy Limit
Front Lobby		40
Auditorium	Theatre	950
	Meeting with Tables	550
Sunrise Room	Theatre	32
	Meeting with Tables	36
Sunset Room	Theatre	75
	Meeting with Tables	20
Willow Room	Theatre	40
	Meeting with Tables	12
Dogwood Gym	Theatre	350
	Programs	30
Dressing Room		5
Staff Spaces		
Front Office		4
Programmer Offices		2
Aquatics Office		3
Custodian Office		2
Janitorial Closets		1
Staff Room		3

APPENDIX B: SITE MAP

Vernon Recreation Center 3310 37th Avenue Vernon BC

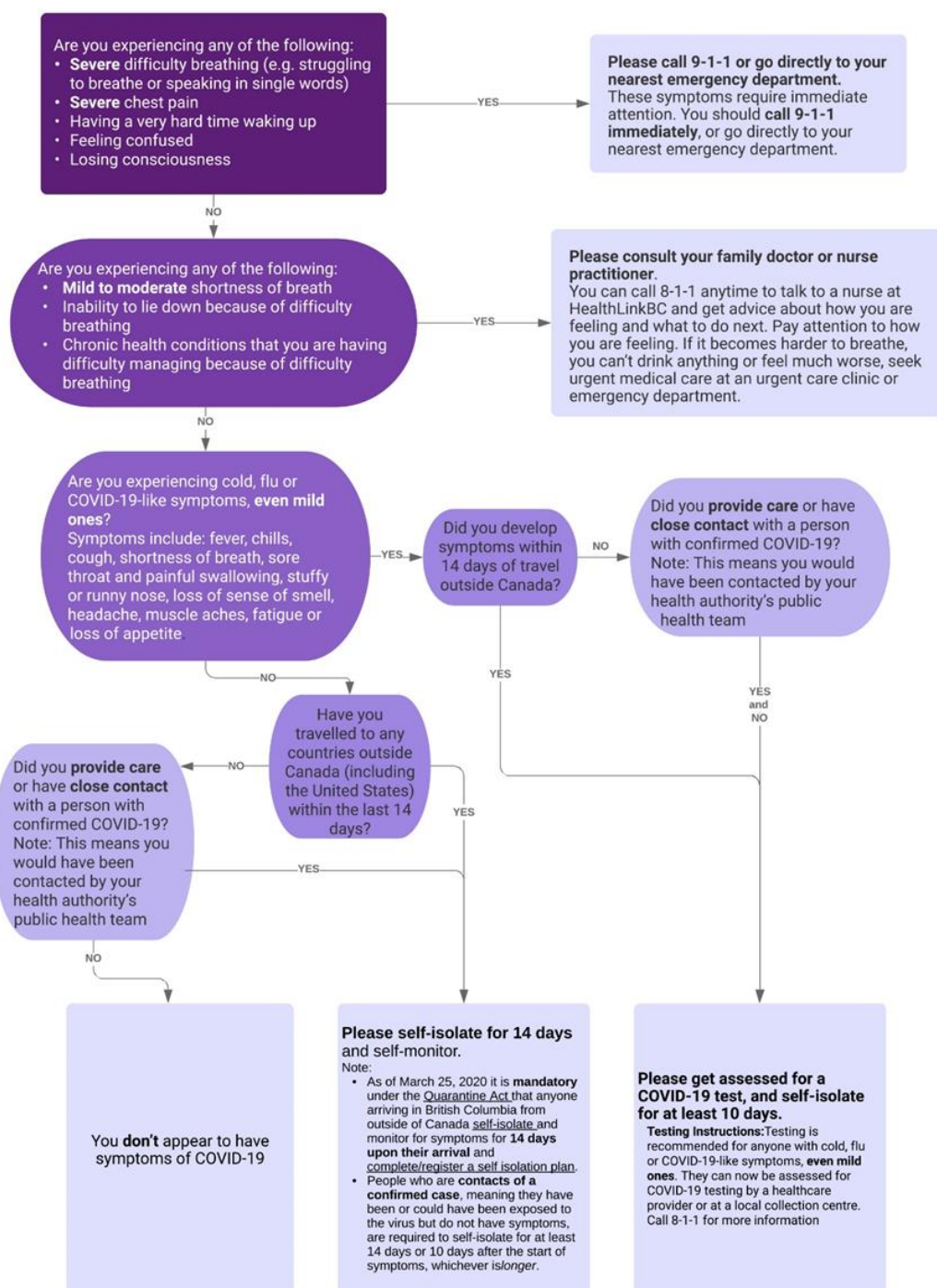


APPENDIX C: SYMPTOMS CHECK

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BC COVID-19 Self-Assessment Tool Flow Chart

source: <https://bc.thrive.health/covid19/en>



²⁰ BC Health. "BC COVID-19 Self-Assessment Tool."

APPENDIX D: CLEANING & DISINFECTION SCHEDULE

Chemicals Used for Disinfection/Cleaning.

Product	Application	Who can Use	PPE	Dwell Time	Rinse	Mop/Bucket Colour
Oxivir Plus Disinfectant	Mop, trigger spray bottle, pump sprayer	Anyone	Gloves	5 minutes	N/A	Yellow
Crew Washroom Cleaner Disinfectant	Trigger spray bottle	Anyone	Goggles, gloves	Not needed	N/A	White bottle and brush
Glance Glass Cleaner	Trigger spray bottle	Anyone	Gloves	Not needed	N/A	N/A
Stride Floor Cleaner	Trigger spray bottle or Mop	Anyone	Gloves	Not needed	N/A	N/A

Assignment of Disinfection/Cleaning Tasks – Cleaning Areas

Staff	Front Lobby	Washrooms	Meeting Rooms	Staff Areas
Custodians or Building Service Workers	Benches, garbage containers, floor, door handles, counters, vending machines	Benches, change tables, walls, garbage containers, partition walls, door handles, counters, mirror, soap dispensers, sink, paper dispensers, sanitary disposal containers, toilets, urinals	Tables, chairs, door handles, misc. equipment	Washrooms, Staff Room per use
Recreation Clerk				Front Counter, Moneris, Workstations, Staff Room Table per use, Photocopier per use
Programmers or Program Staff			Tables, chairs, door handles, misc. equipment per use	Workstations, photocopier per use

APPENDIX E: SIGNAGE EXAMPLES



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²¹ Government of Canada Public Health "Reduce the Spread of COVID-19. Wash your Hands."