



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

Guideline for Safe Reopening: Lakers Clubhouse

Locations:
7000 Cummins Road, Vernon BC

June 19, 2020

*This document has been updated as of February 17, 2022.
All revisions have been highlighted in Red.*

Main Contact:

Shayne Wright, Manager Recreation Programs
swright@vernon.ca
250-550-3671 / 250-308-7438

BACKGROUND

The Lakers Clubhouse facility provides direct access to Lakers Park and Marshall Soccer fields. The facility washrooms could be utilized for supervised Recreation programs that operate out of the parks. Facility access would also provide shelter for outdoor activities during inclement weather, while also providing a space to have meetings or do training. More specifically, this facility provides opportunities for camps, meetings and courses to be provided to the community, to proceed to a new normal.

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

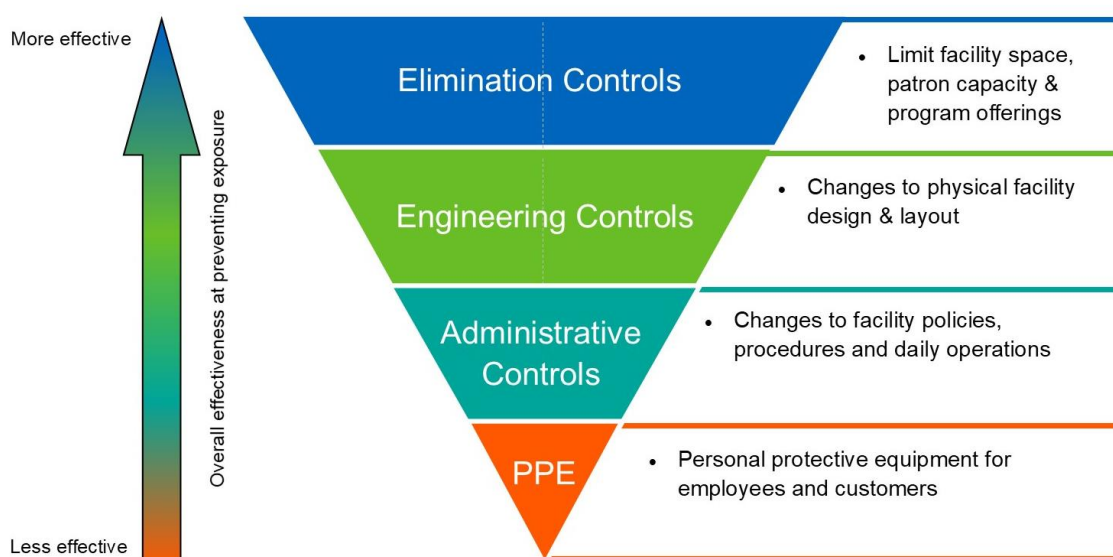


RISK MITIGATION STRATEGIES

This guideline for safe operating 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:



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

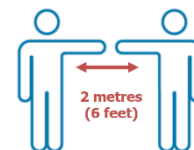


2

The operation of Lakers Clubhouse 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 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 through guests of the facility.

1) Elimination Controls:

- Occupancy limits for the facility is 133 people and is dependent on function and provincial restrictions 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.
- Staff will enforce maximum occupancy at time of program or rental.
- User group to enforce maximum occupancy as per rental type during rental.
- Limited to rental use, and registered programs only.
- A hand washing station (washroom) is directly at the entrance of the facility allowing for easy access for all who enter the facility.
- Washroom access per gender and one mixed use wheel chair accessible. Limited to one person at a time.
- Kitchen is closed to rental groups due to PHO recommendations.
- 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.

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

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

- 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

2) Engineering Controls:

- Install floor markings and physical barriers to delineate physical distancing in highly congested areas (ie. Washroom wait lines).
- For entry and exit points are located at the same place, put measures in place to provide Physical Distancing of 2 metres. See *Appendix A*.

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

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.
- 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.
- Rental programming to include adequate cleaning time between rentals.
- Have patrons use hand washing station (washroom) upon arrival and departure.

4) Personal Protective Equipment:

- Employee PPE can be referenced in the following section “*Employee Policies & Staff Training*”
- 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

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*”

mental impairment, and (g) while participating in a [youth team] sport or [youth team] fitness activity at a sport or fitness facility.⁸

⁸ 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:

- Rental contract will allot for adequate time between rental groups for appropriate cleaning and sanitation. No staff will be on site during the time of the rental.
- All sick employees are to remain home for at least 5 days from the onset of symptoms or until symptom free.

2) Engineering Controls:

- 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.⁹

3) Administrative Controls:

- Update staffing guidelines to preclude working while sick. If staff are sick, facilities will be closed until proper replacement coverage can be arranged.
- Train employees to do a daily self-assessment to ensure they do not have COVID-19 symptoms.
- 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.¹⁰ 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 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

⁹ City of Vernon "Proof of Vaccination Policy"

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

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

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 Lifeguard/Occupational First Aider emergency procedures, ie. use of Bag-valve-mask (BVM)

4) Personal Protective Equipment:

- Staff will be issued individual PPE (ie. fanny pack) to be Rescue Ready, including:
 - Non-latex disposable gloves
 - Pocket Mask with viral filter
 - Surgical Mask (ASTM Level 1)
 - Personal hand sanitizer
- Additional PPE will be provided for pool chemistry adjustment, cleaning and sanitation procedures, and lifeguard emergency procedures, including:
 - 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



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.
 - 3 sinks available in Female Washroom
 - 2 sinks available in Male Washroom
 - 1 sink in the Wheelchair accessible washroom
 - Use of Debonaire Foam Soap
- Provide hand sanitizer for use, located at all facility entrances and exits.
 - Use of Deb Stoko Instant Foam DIN 80005750
- 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 sanitizing procedures for all common areas and surfaces. *See example in Appendix B*
- 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.”¹¹
- Public high touch surfaces to be regularly sanitized 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)

¹¹ 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, and occupancy limits (2 total).
 - Building Entrance
 - Building Exit
- Signage posted at the facility encouraging Physical Distancing (2 total).
 - Entry/Coat Room
 - Main Area
- Signage posted in conspicuous locations indicating effective hygiene practices (3 total).
 - Female Washroom
 - Male Washroom
 - Wheelchair accessible Washroom

Examples of Signage in Appendix C

3) Administrative Control:

- Maintain up-to-date and consistent messaging on websites, social media, press releases, and during conversations with patrons to ensure all details are aligned, timely and accurate.
- Follow City of Vernon Communication Guidelines as per COVID-19 signage.
- 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. ¹²

4) Personal Protective Equipment:

¹² 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 entrances indicating who is restricted from entering the premises including occupancy limits.
- 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 Procedure¹³

For Public/User Groups:

- The group's COVID ambassador must be on site and assist with greeting users and asking common health assessment questions, managing facility access, and occupancy.
- The procedure if a **patron** is identified as having symptoms is:
 - If a patron identifies as symptomatic,
 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 an appropriate designated area wearing a mask until their ride arrives¹⁴

- 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.

¹³ City of Vernon "COVID-19 Case Management Procedure."

¹⁴ BC Recreation & Parks Association "Recreation & Parks Sector: Guidelines for Restarting Operations"

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.¹⁵

¹⁵ 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. Regional Health Authorities, Ministry of Health and BC Centre for Disease Control. *Coronavirus Disease (COVID-19) Guideline for Swimming Pools* Web: June 3, 2020
4. Province of BC. *Order of the Minister of Public Safety and Solicitor General Emergency Program Act*. Web: December 3, 2021
5. Province of BC. *Order of the Provincial Health Officer Gatherings and Events*. Web: February 16, 2022
6. viaSport BC. *Return to Sport Guidelines for BC*. Version 2. Web: August 25, 2020
7. Worksafe BC. *COVID-19 Safety Plan*. Web: May 17, 2020
8. 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.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://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>

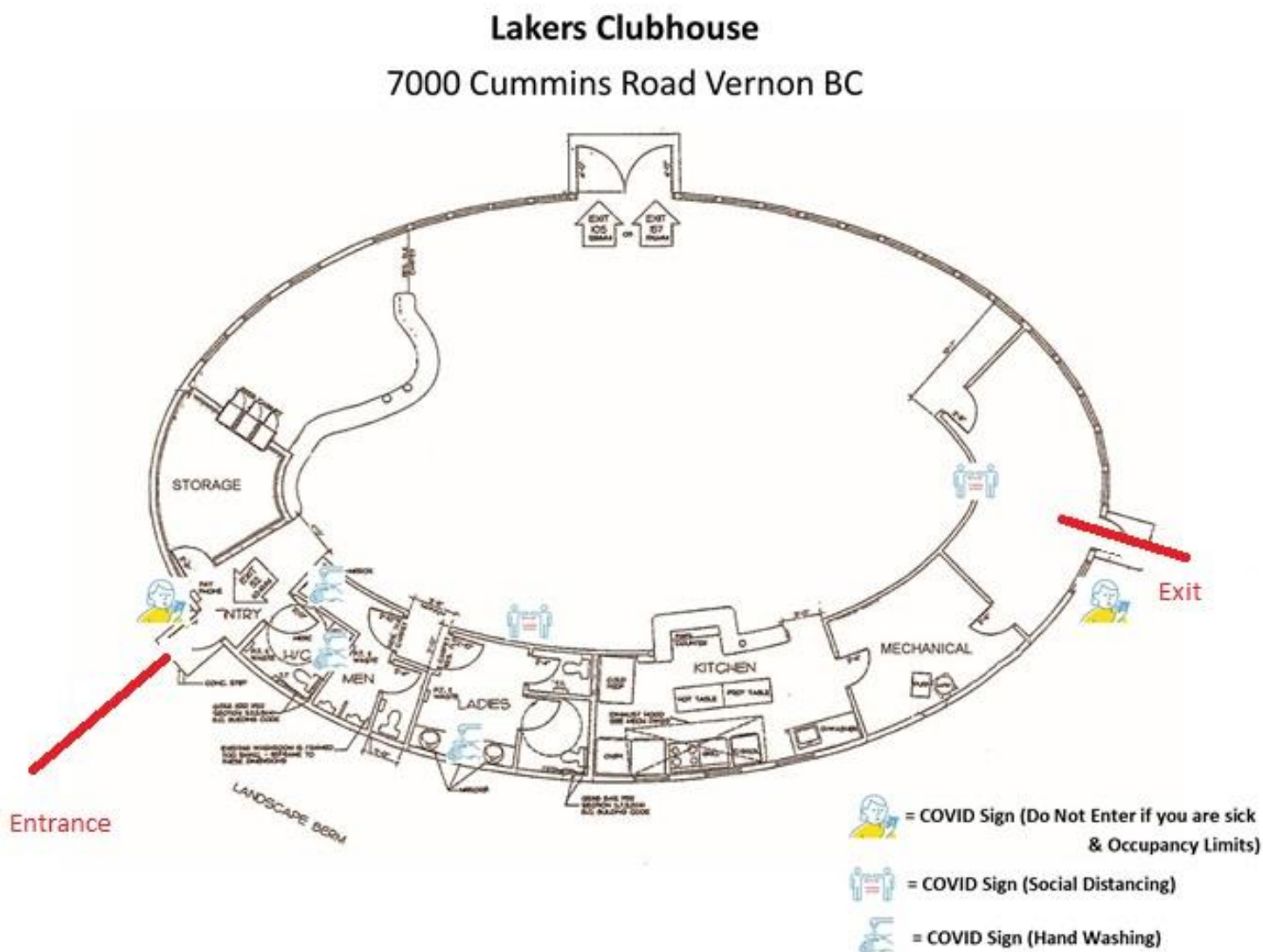
<https://www.interiorhealth.ca/YourEnvironment/Documents/Guidelines%20for%20Swimming%20Pools.pdf>

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

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

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

APPENDIX A: SITE MAP



APPENDIX B: FACILITY TOUCH POINT CLEANING

Chemicals Used for Disinfection/Cleaning.

Product	Application	Who can Use	PPE	Dwell Time	Rinse
Oxivir Plus Disinfectant Dilution 1:128	Mop, trigger spray bottle, pump sprayer	Custodian, Program Staff, Rental User	Goggles, gloves, footwear	30 seconds	Not needed
Oxivir Plus Disinfectant Dilution 1:40	Mop, trigger spray bottle, pump sprayer	Custodian, Program Staff, Rental User	Goggles, gloves, footwear	5 Minutes	Not needed
Virex Disinfectant Dilution 1:128	Trigger spray bottle	Custodian, Program Staff, Rental User	Goggles, gloves	30 seconds	Not needed
Stride Floor Cleaner	Mop, Floor Machine	Custodian, Program Staff, Rental User	Gloves	Not needed	Not needed
Regard Bowl Cleaner	Squirt bottle	Custodian, Program Staff, Rental User	Goggles, gloves	Not needed	Rinse well with water
Glance Glass Cleaner	Trigger spray bottle	Custodian, Program Staff, Rental User	Goggles, gloves	Not needed	Not needed

Assignment of Disinfection/Cleaning Tasks – Cleaning blocks

Staff	Washrooms	Main Area	Kitchen
Custodian	Change tables, walls, garbage containers, partition walls, door handles, counters, mirror, soap dispensers, sink, paper dispensers, sanitary disposal containers, toilets, urinals	Door Handles, light switches, counters, tables, chairs, hand sanitizer dispensers	Not in use at this time
Program Staff, Rental User		Door Handles, light switches, counters, tables, chairs, hand sanitizer dispensers	Not in use at this time

APPENDIX C: SIGNAGE EXAMPLES



¹⁶ Government of Canada Public Health "Reduce the Spread of COVID-19. Wash your Hands."