



# COVID-19 Safety Plan

## Overview

Place Maillardville Community Centre has updated the following COVID-19 Safety Plan to include updated safe operating protocols when providing Group Indoor Fitness Activities. The Safety Plan is based on the guidelines and recommendations from the Provincial Health Office, Fraser Health Authority, WorkSafe BC, and the British Columbia Recreation and Parks Association.

The Place Maillardville Community Centre Safety Plan is designed to provide the guidelines and procedures for a safe reopening and on-ongoing operation of our facility and programs during the current pandemic. The plan will be updated as needed, based upon the latest information, notices, and orders from the Provincial Health Office, Fraser Health Authority, and WorkSafe BC.

This Safety Plan centers around the 5 key principles in the Province of British Columbia's Restart Plan:

- Personal hygiene
- Stay home if sick
- Environmental hygiene
- Safe social interactions
- Physical modifications

These 5 key principles have been expanded and modified to fit the specific requirements for our organization.

## Personal Hygiene

### Handwashing

- Proper handwashing remains the most important strategy to stay healthy.
- Wash hands with soap and warm water often - for at least 20 seconds.
- Use hand sanitizer when soap and water are not available.
- Hand sanitizer will be available at each building entrance, as well as, throughout the building.
- Hand washing stations will be set up in the parking lot for our outdoor-on-site programs, as well as, indoors for all other programs.
- Staff are stationed at the entrance points for each program, staff screen participants for COVID-19 symptoms and explain the program safety & social distancing measure in place. Staff make sure that all participants use hand sanitizer or wash their hands with soap & water upon arrival.
- Staff, volunteers & participants should always wash their hands:
  - When they arrive & before they leave (whether this is off-site or home)
  - Before eating & drinking
  - After using the restroom
  - In between activities
  - After sneezing or coughing
  - Whenever hands are visibly dirty

## Other

- Cover mouth and nose with a tissue or arm/elbow when coughing or sneezing. Immediately discard the tissue in garbage.
- Discourage touching faces, especially eyes, mouth and nose and mask.
- Do not have communal meals/snacks – food must NOT be shared.
- Limit entry to the washroom to two people.
- Open doors and windows to keep air circulating whenever possible.
- When entering out facility, all staff, volunteers, adults & children 2 years of age and older are required to wear a face covering.

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## Stay Home if Sick

### Everyone

- No staff, volunteer, board member, participant, family member, or general public, will be permitted inside our programming facility or attend an outside program if:
  - If they have any symptoms of a cold, flu, or COVID-19, including coughing or sneezing, runny nose, shortness of breath, or fever
  - If they have travelled outside of BC in the last 14 days
  - Have come in close contact with a person with a confirmed case of COVID-19
- All scheduled staff & volunteers are required to do a daily COVID-19 Staff & Volunteers Self-Assessment remotely, prior to coming to work. The data is automatically saved into an excel document and time stamped. These results are manually reviewed daily by Office Administration.
- Participants & family members must do a self-assessment prior to entering our building. Upon entering each person signs in confirming that they have no COVID-19 symptoms, have not been in contact with a person with a confirmed case of COVID-19 or have not traveled outside the country within the last 14 days. This sign-in form doubles as a Covid Tracking sheet where visitors leave their contact information for contact tracing purposes.
- All staff have been told to staff home if sick, or have any symptoms of a cold, flu or COVID-19. If a staff member is sick, they will be directed to take the BC Centre for Disease Control Self-Assessment Tool survey & follow their recommendations. Before returning to work, Staff will need to send office a copy of their negative COVID-19 test result for their employee file.

### General Programs

- A daily symptom screening is conducted for illness, for all staff and participants.
- Anyone displaying symptoms during the day will be removed from the group. If they require a guardian to come collect them, they will be isolated in a designated area while waiting.
- If a participant shows cold, influenza or COVID-19 symptoms:
  - Contact the child's parent/guardian to come and pick them up right away, if required.
  - Remove the participant from the program immediately & isolate in a supervised designated area, if required.
  - Staff & participant continue to practice good hand hygiene and respiratory hygiene, by washing hands and wearing PPE.
  - Do a thorough cleaning and disinfection of the space once the participant has been removed from the program.
- Staff observing any participant exhibiting symptoms of illness have the right, after discussion with their supervisor, to discreetly request that they do not attend the program for minimum 10 days, unless the signs of illness subside & a negative COVID-19 test is submitted.
- Any report of illness must be reported to a supervisor.
- If a participant has symptoms due to allergies, a doctor's note must be received before they can return to the program.

## **First Aid**

- Staff will follow WorkSafe BC's Occupational First Aid Attendants (OFFA) protocols established for the COVID-19 pandemic to ensure everyone's safety.
- PMCC has a designated first aid /isolation room for staff or participants that require appropriate privacy or if isolation is required.
- All staff have current first aid certificates.
- Program Coordinators have the COVID-19 Food Safe program.

## **If a Staff Member gets Sick at work**

- Sick staff should report to their supervisors, even with mild symptoms.
- Sick staff should be asked to wash or sanitize their hands, put on a mask, and go home. Consult BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.
- If the staff person is severely ill (e.g. difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the staff person has come into contact with.

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## **Environmental Hygiene**

### **Cleaning & Disinfection - Facility Wide**

- In November, our organization purchased a new electrostatic cleaner & sanitizer for cleaning
- high touch surfaces throughout the day, and between activities.
- Cleaning & disinfecting of our building will consist of the following:
  - Daily deep cleaning and sanitization of the building at the end of each day.
  - At least twice a day cleaning and disinfecting of common touch points throughout the building by a staff person dedicated to that purpose, while following a detailed cleaning checklist for each room.
  - Electrostatics cleaner is used between each user group to disinfect all touch points and equipment and supplies used.
  - Shared equipment and toys are cleaned after each use.
  - Touched equipment are placed in a separate container for sanitizing.
  - Each administrative staff person is responsible for the daytime cleaning of their workspace, including computer and phone. Except for the reception desk, workspaces will not be shared.

### **Cleaning & Disinfection - All Programs**

- Social distancing measures and cleaning protocols are interwoven into every activity we plan.
- Staff & participants disinfect their hands at the beginning of the program & between each activity.
- For the majority of our programs each participant has their own separate supplies & equipment. On the occasion that an item is shared, it is put in a separate container to be sanitized before being used again.
- Handwashing stations are set up indoors & outside in the parking lot during outside programming.

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## **Safe Social Interactions**

### **Our Facility**

- Displayed occupancy limits have been established for passive and physically active programming. This is based on the five square meter radius distancing calculations and unencumbered floor space for passive activities & ten square meters radius for active programming.

- As of Nov 16, all physically active programs, such as dance, yoga & fitness classes will be moved and delivered in our 2875 square ft Lower Hall, which allows for 25 active participants. For added safety, we reduced the number of registrants in each program to a maximum of 12 participants per program.
- The floor of the Lower Hall floor has been marked, indicating to participants where they can stand and move.
- The maximum occupancy for our passive programs in our Upper Hall is 8 participants, with only 2 people sitting at any 6ft table. Each table is 2 meters apart.
- Where possible, programming will take place outside. Any programming/events held inside will adhere to the 2-metre social distancing requirements.
- Staff & Board hosting meetings will be held either online, in large rooms able to accommodate safe social distancing, or outside if possible.
- When entering our facility, all staff, volunteers, adults & children 2 years of age and older are required to wear a face covering. Face coverings stay on if the program is for adults and/or takes place in the Upper Lobby.

### **Administrative Office**

- Work stations in operation must maintain the 2-metre social distancing requirement.
- All office staff's work spaces have been moved to over 2-metres apart. Many of our staff also rotate working from home, and use personal protection equipment such as face masks and physical barriers whenever social distancing is not possible.
- The use of smaller spaces, such as the photocopy room & kitchen are limited to one person at a time.

### **General Public**

- The administrative office will be open to serve walk-in registrations.
- The front desk line-up will be restricted to no more than 3 people inside (all from the same family), and they must follow the circulation pattern outlined on the floor. A waiting line will be formed outside for the overflow with markers set 2 meters apart.
- Signage outside the entrance directs patrons to stop and not enter the build if they have COVID-19 symptoms, have been in contact with someone with COVID-19 or have been outside the country within the last 14 days.
- Signage at entrance also states that all patrons 2 years of age & over must wear a face covering when inside, and that our washrooms are closed to the general public.
- Immediately upon entry, visitors must use hand sanitizer and sign in with their contact information.
- For Children & Youth Programs, adults must remain outdoors for child pick up and drop off.
- To reduce contact touch points, staff now sign in and out all participants in program binders.
- Our building is closed to general public who are not otherwise needing to be inside.

### **Children & Youth Program**

- Participant to staff ratio has been reduced from 12:1 to 8:1.
- Cones and markers will be used to identify the social spacing for the participants.
- Whenever possible, programming will be conducted outside.
- In the Spring & Summer, Place Maillardville Community Centre will block off the entire parking lot to accommodate camps. Three large canopy tents will be used to provide shelter from the rain/sun and ensure proper ventilation.
- To spread out our programming during the Spring & Summer, Maillard Middle School will be used as a secondary site for camps.
- When entering our facility, all staff, volunteers, adults & children 2 years of age and older are required to wear a face covering. Face coverings stay on if the program is for adults and/or takes place in the Upper Lobby.

## Early Years & Family Programs

- To control social distancing, all Early Years & Children's passive programs in the Upper Hall have been reduced to one staff for 8 participants ratio. Volunteers are scheduled to help whenever possible.
- Early Years Family Drop-In passive programs (parent participation programs) are held in the Lower Hall. A max of 8 families can register, for a max of 16 people. Each family has their own table & dedicated play/activity bin. No sharing of toys & equipment. Adults & staff must wear a face covering during the program.

## All Active Programs

- All active recreation programs such as dance, fitness, and yoga will be held in the Lower Hall only. Max # of registrants is restricted to 12 participants.
- There are dedicated bins lined up against the wall 2 meters apart for their personal belongings. The bins will be disinfected after each use.
- For Yoga, participants must bring their own yoga mats.
- To ensure safe social distancing during active programming, the floor in the Lower Hall is individually marked, allowing 10 square meters per person.
- Masks are worn by participants as they arrive for sign-in and when putting personal belongings into their bin, and again at the end of the class. (See page 8-9 for full modifications & revisions of the PMCC Covid-19 protocols for delivery of Active Programs in our facility & out in the community).

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## Physical Modifications

### Our Facility

- Plexiglass is installed at the reception window providing a safe barrier between them and the public.
- For sign-in for our programs, a table is used as a barrier between staff and the general public. Signage, stanchions & social distancing markers are used to control the flow of the line-up.
- Installation of a clothing washer & dryer to handle daily cleaning of towels etc.
- 10 square ft floor markings are on the floor in the Lower Hall to guide participants during active programming.
- To ensure a safe flow of visitor traffic, directional signage and floor arrows mark the walking direction throughout the building.

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## Training

### Staff & Volunteers

- All staff & volunteers have received a mandatory COVID-19 training, outlining our protocols and prevention procedures.
- Supervisors have been trained on monitoring staff, participants and the workplace to ensure procedures and protocols are being followed.
- All staff will be trained on the proper way of donning & doffing of PPE.
- All staff ensure that COVID-19 protocols are factored into all program design and delivery.
- Staff can address safety concerns at any time to members of the Health and Safety Committee.
- Coordinators and cooking instructors have taken COVID-19 Food Safe Program.
- Staff have been trained with the tools they can use to modify a child's behavior who chooses not to socially distance during a program.

### Program Participants

- All participants will receive via email, our updated COVID-19 protocol information.
- Signage will be displayed around the site reminding participants of our protocols.

## Communication

- The Place Maillardville Community Centre Safety Plan has been:
    - Provided and reviewed with all PMCC Staff
    - Provided and reviewed with all Board of Directors
    - Provided and reviewed with all volunteers
    - Posted on the PMCC website and at the facility/programming entrances
    - Emailed to our program participants
  - Our COVID-19 protocol posters are placed at each entrance, throughout the building.
  - PMCC will continue to use Zoom, emails, newsletters, Facebook, Twitter, and Instagram to communicate with staff, participants, and the general public.
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## Facility Rentals

- Facility rentals will only be accommodated when safe COVID-19 protocol practices can be guaranteed.
  - Insure all user groups have a COVID-19 safe practices plan presented to PMCC prior to any bookings.
  - Facility rental requests will be dealt with on a case by case basis, and only once their safe practices plan has been approved.
  - All user groups must provide their own hand sanitizer and are responsible to clean their own equipment.
  - All user groups have restricted access to parts of the building.
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## Safe Plan Monitoring & Evaluation

Here are Place Maillardville Community Centre, our goal is to keep moving forward while recognizing cautions, as they evolve. Monitoring and evaluating may include:

- Change course as the Provincial Health Office orders and directives are announced.
  - Identify what is working well – seek feedback from patrons and staff.
  - Keep informed through recognized partnering agencies as they evaluate and adjust their practices.
  - Monitor incidences and solicit support from local health authority.
  - Keep informed through trusted sources such as Provincial Health Officer, Fraser Health Authority, WorkSafe BC, and British Columbia Recreation and Parks Association.
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## COVID-19 Safety Procedures & Standards for delivering Active Recreation Programs

The following items are intended for all Indoor Active Recreation Programs, including dance, fitness, yoga, and active play children's programs:

- All registrants are emailed the COVID-19 safety measures and expectations we have in place prior to the first day of class.
- On-site active programs are held in our Lower Hall only.
- For active programs, the floor in the Lower Hall is individually marked for participants allowing 10 sq meters per person.
- Maximum # of 12 participants per program.

- Prior to the start of the program, participants will line up outside of the building 2 meters apart. The program Covid safety procedures will be reviewed with participants at this time. Participants are asked if they have any Covid Symptoms. To minimize touch points, the instructor will sign participants in.
  - When entering our facility, all staff, volunteers, adults & children 2 years of age and older are required to wear a face covering. Face coverings stay on if the program takes place in our Upper Lobby and/or the program is for adults.
  - If it is a children's/youth program, the adult will need remain outside for both drop-off and pick-up.
  - Participants must come to the program already dressed for the program. The washroom cannot be use as changeroom.
  - When participants enter there will be dedicated bins lined up against the wall 2 meters apart for their personal belongings. The bins will be disinfected before and after each use.
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## Extra Safety Measures

### **Yoga Programs**

- All participants will bring their own mat and place it in their designated area on the floor 10 square meters apart.

### **Fitness & Dance Programs**

- Participants must stay in their designated area (10 sq ft floor square) for the duration of the program.
- Instructor will have modified program plans to ensure participant activity remains within their area.

### **Active Play Programs (Children 3 to 10 years)**

- Maximum of 8 kids will be in the Lower Hall at a time.
- Each participant will have their own equipment.
- There will be no competitive matches. The focus is on fun simple drills, challenges and play.
- All equipment will be sanitized before and after each use.