



## **Mission**

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

### Oaklands Community Association Recreation Program Safety Plan

Updated: August 18, 2020. This plan will be updated periodically according to recommendations from the Provincial Health Officer, City of Victoria, and BC Recreation and Parks Society.

#### **Program Registration**

- All programs offered by registration only, please visit our website for programs with pre-registered drop-in option.
- Maximum number of participants per room:
  - OSC room – 20
  - Comm Rec room – 15
  - ONH Red room – 10
  - ONH Green room – 10
  - ONH Blue room – 5
  - Oaklands Elementary Gym – 20
  - Oaklands Chapel (Fireside Room) – 10

#### **Cleaning and Sanitization**

- All high-touch surfaces including tables, chairs, counters, door handles, and light switches are sanitized between programs.
- Washrooms cleaned regularly.
- High-touch surfaces sanitized regularly.
- Sanitize work station including wiping phone, mouse, keyboard, and desk surface before beginning work.
- Sanitize POS card reader after each transaction.
- Doors and windows open during program to promote air flow.
  - Participants should wear layers to ensure comfort

#### **Equipment**

- Shared equipment is minimized. Any OCA equipment used during program will be designated for each participant or family and sanitized after program.
- Programs using shared equipment to institute a clean and dirty bin for equipment. Place all used equipment in the dirty bin for sanitization.
- Participants must provide their own yoga and fitness equipment as needed.
  - Yoga mat loaner program available
- Participants to bring their own, filled water bottle to class.
- Participants to provide their own supplies for all adult art classes, a supply list will be sent by email prior to the first day of class.
- Participants to bring their own notebook and pen for language classes.

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Oaklands Community Association is a registered charity | BN 882929946RR0001

### Entering and Exiting Community Centre

- Two people/families maximum in the lobby. Please line up outside the main entrance
- Sanitizer provided on reception desk
- Each person entering the space, including staff and volunteers, must complete the wellness screening form
- Please maintain a 2 meter distance from staff and other participants at all times while inside the building
- Programs in the Comm Rec room to exit through side door and OSC room to exit through back door, participants are not to exit through main entrance of centre.
- Washrooms are available for participants and families. No public washrooms available.
- Please sanitize or wash your hands prior to beginning program. Note, hand washing is preferred if hands are visibly soiled.

### Program Start Time

- Program start and end times staggered to reduce number of participants in the lobby at one time.
- Participants directed to show up no more than 5 minutes prior to class start time.
- Participants encouraged to leave program space after class, small group conversations may take place outdoors away from the main entrance.

### Personal Protective Equipment

- At this time we are not requiring participants, staff, or volunteers to wear personal protective equipment (PPE) in the facility.
- Staff will don appropriate PPE to administer first aid.
- One-time use mask and gloves are available at the main entrance of the community centre for personal use as required.
- All participants and staff traveling on the Oakands bus must wear a mask while on board.

### COVID-19 Symptoms

- Please **DO NOT** enter the centre if you have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - Sore throat
  - New muscle aches or headaches
- Or:
  - Have travelled outside of Canada within the last 14 days
  - Are in a close contact of a person who has tested positive for COVID-19
- If you are experiencing symptoms, please call 811 or visit <https://bc.thrive.health> to complete a self-assessment screening.