



COVID-19 Program Safety Plan

April 6, 2021

1) Assess the Risk

a) Where do people congregate?

- i) Recreation Coordinators, facilitators, participants and parents congregate at programs and events. As events will not be held in the first phase of returning to recreation, they are considered to be out of the scope of this version of the safety plan.
- ii) Scenarios in which Recreation Coordinators, facilitators, participants and parents have traditionally tended to congregate include, but are not limited to the following scenarios:
 - (1) Registration
 - (2) Upon arrival
 - (3) Prior to departure
 - (4) Carpooling to or from a program
 - (5) When taking and returning equipment/supplies from the equipment/supply room
 - (6) During group games
 - (7) During craft demonstrations and craft activity
 - (8) During guest visits (Eg. Brushing a horse)
 - (9) While using washroom facilities
 - (10) While eating a snack or lunch
 - (11) When setting up a program (Eg. Moving tables and chairs)
 - (12) When holding a planning meeting

b) What equipment/supplies do people come into contact within the course of a program?

- i) Craft supplies (Eg. Sharing crayons)
- ii) Sports equipment (Eg. Basketball)
- iii) Musical instruments
- iv) Tables and chairs
- v) Picnic tables

c) What surfaces are touched often?

- i) Equipment/supply room walls, shelves, and door handles.
- ii) Bathroom surfaces – including, but not limited to: doors, door handles, sink faucets, soap dispensers, toilet/urinal flush levers/buttons, toilet paper dispensers, hand dryers, paper towel dispensers.
- iii) Fences, walls, and other vertical surfaces and railings.
- iv) Tables and chairs
- v) Kitchen taps

d) Who has been consulted?

- i) ACRA Board
- ii) Recreation Coordinator Team
- iii) Facilitators
- iv) Participants
- v) Parents/ Guardians of children under the age of majority

e) What guidance has been incorporated into this safety plan?

- i) BC Ministry of Health/ Island Health/ BC Centre for Disease Control
 - (1) Physical distancing protocol/poster
 - (2) Hand hygiene protocol/poster
 - (3) Cough and sneeze protocol/poster
 - (4) Cleaning and disinfecting protocol/poster
 - (5) Public Health Guidelines for Group Low Intensity Exercise
 - (6) PHO Gathering and Events Document (last updated December 24, 2020)
- ii) WorkSafe BC
 - (1) WorkSafe BC Covid-19 guidelines and protocols
- iii) BCRPA (British Columbia Recreation and Parks Association)
 - (1) Guidance and Consideration for Children's Day Camps
 - (2) Covid-19- Recovery Through Recreation and Parks

2) Safety Plan/Measures to Reduce the Risk

a) Maintaining physical distance

- i) Elimination
 - (1) The following individuals are NOT to be permitted to attend a program:
 - (a) Any person experiencing any symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath). If these symptoms begin while at a program, or within 14 days of the start of a program, the individual must leave immediately and contact their local public health office for recommendations. The individual must also inform the facilitator, who will immediately inform the supervising Recreation Coordinator.
 - (b) Any person experiencing any symptoms of COVID-19 (fever, cough, sore throat, runny nose, headache, or shortness of breath) within 14 days after the end of a program must inform the facilitator, who will immediately inform the supervising Recreation Coordinator.
 - (c) Any person who receives a diagnosis of COVID-19. Individuals must comply with the current mandated self-isolation policy as per the BC Ministry of Health and immediately inform the facilitator, who will immediately inform the supervising Recreation Coordinator.
 - (d) Programs will be discontinued and all facilitators and participants who have been in contact with the ill person will self-isolate for 14 days.
 - (e) Attendance will be documented each program, so Public Health can use this information to contact facilitators and participants if they have come in contact with a person diagnosed with Covid-19. Attendance information will be kept for 30 days.
 - (f) Any person who has been told to self-isolate at home.
 - (g) Any person who lives in a home or has been in close contact with someone with symptoms of COVID-19.
 - (h) Any person who lives in a home or has been in close contact with someone who has been told to self-isolate at home.

- (i) Any person who has arrived in British Columbia from outside of Canada within the last 14 days, as they are mandated to self-isolate and monitor for symptoms for 14 days upon their arrival.
- (j) Youth programs are only open to people up to the age of 21.
- (2) Individuals that belong to a higher risk demographic/category for COVID-19 related symptoms are recommended to consult with provincial health organizations before participation.
- (3) All individuals will be required to complete the BC Covid-19 self-assessment checklist prior to attending each and every program. For children's programs, parents will complete the self-assessment checklist for themselves and their child.
- (4) Every effort will be made to hold the programs/ activities outdoors.
 - (a) A group of two adults can do indoor sports socially distanced 3m apart.
 - (b) A group of ten adults can do outdoor sports socially distanced 3m apart.
- (5) Indoor, adult, low-intensity fitness programs are currently on pause, but when they are allowed to resume, they must comply with the following guidelines:
 - (a) Instructors will be provided with their own microphone to eliminate the need to yell.
 - (b) Where practical, participants will be asked to bring their own equipment.
 - (c) Masks must be worn by anyone 12 and older upon entering and exiting the building, but may be removed once the participant has reached their designated work out space.
 - (d) Music will be below speaking volume to eliminate the need to yell.
- (6) Safe physical distance must be maintained:
 - (a) Individuals must always maintain a 2m distance from others.
 - (b) Individuals in low intensity fitness classes must maintain a distance 3m from others
 - (c) A 5 square m radius must be maintained for the facility occupancy.
 - (d) For low intensity fitness classes, a 7 square m radius must be maintained for the facility occupancy.
 - (e) No handshakes, hugs, or hi-fives are to take place.
 - (f) No carpooling with members outside of a household unit. If it becomes necessary for someone to carpool, all people inside the vehicle must wear a mask.
 - (g) Parents/guardians will be staggered over the course of at least five minutes for sign in and sign out for children's programs.
- (7) Limit the number of people at any given program.
 - (a) The number of participants will be dependent on facility occupancy, using the 5 square m radius and 2m physical distancing or the 7 square m radius and 3m physical distancing for low intensity exercise programs.
 - (b) The number of participants for children's programs will be one facilitator for a maximum of 9 children. At children's programs where only one facilitator is present, a Arrowsmith Recreation Coordinator will be on call.
 - (c) The total size of a program at a facility at any given time, inclusive of all facilitators and participants, to be limited to 50 people if outdoors, or if the indoor space can accommodate that number of people using the 5 square m or 7 square m radius facility occupancy.
 - (d) Recreation Coordinators and facilitators to continue to plan and organize programs, as much as possible by telephone and email correspondence.
 - (e) Recreation Coordinators, facilitators, participants and parents/guardians will be encouraged to use their home washrooms before the program begins.
- (8) Protocols to keep people physically distanced:
 - (a) Cones, arrows and signage will be used as an engineering control to:

- (i) Direct the movement pathways for the Recreation Coordinators, facilitators, participants and parents/guardians
- (ii) Guide participants and parents/guardians on the appropriate distance to keep while waiting in line for their turn.
- (b) Recreation Coordinators and/or facilitators will be wholly responsible for setting up, putting away and cleaning all equipment/supplies.
 - (i) Participants will not be allowed in equipment/supply rooms or to aid in the preparation, cleaning, or return of equipment/supplies.
- (c) Caution will be exercised around facility entry and exit points.
 - (i) An effort will be made to coordinate pick up and drop off times and locations so as to minimize the risk of close encounters and cross-contamination.
- ii) All program related gatherings such as, but not limited to, the following, shall be undertaken by telephone, email, and virtual, rather than in person, for the foreseeable future:
 - (a) Registration for programs
 - (b) Recreation Coordinator meetings
 - (c) Planning/organizing meetings
 - (d) Information sessions
 - (e) ACRA Board meetings

b) Where physical distance cannot be constantly maintained

- i) Engineering controls
 - (1) Cones, arrows and signage will be used to indicate the boundaries of how far apart to stand (Eg. While waiting for a turn at a game)
- ii) Administrative controls
 - (1) Hand hygiene protocols
 - (a) Hand washing/sanitizing facilities
 - (i) Soap, water, disposable towels, garbage containers, and hand sanitizing supplies will be available at all programs in visible and easily accessible locations.
 - (b) Hand sanitizing policies
 - (i) Recreation Coordinators, facilitators and participants will be required to wash/sanitize their hands thoroughly (for at least 20 seconds) at the following times:
 1. Immediately upon arrival to the program
 2. Immediately before coming into contact with equipment/supplies (Eg.Craft bag)
 3. Immediately after Recreation Coordinators, facilitators, and participants finish using a piece of equipment/supply
 4. At the conclusion of the program, prior to leaving the facility to return home.
 5. Proper hand washing/sanitizing protocols will be reviewed at the start of each program.
 - (c) Hygiene policies
 - (i) All Recreation Coordinators, facilitators and participants should not touch their face, eyes, nose, or mouth with unwashed hands.
 - (ii) All Recreation Coordinators, facilitators and participants must cover their mouth and nose with a disposable tissue or the crease of their elbow when they sneeze or cough.
 - (iii) Sharing of food, drinks, utensils, water bottles, etc. will not be permitted.
 - (iv) Recreation Coordinators, facilitators and participants shall not shake hands or high five to celebrate and will not embrace.

- (v) If Recreation Coordinators, facilitators and participants choose to use Personal Protective Equipment (PPE) while attending the program, they must ensure it is properly discarded or cleaned after use.
- (d) Washrooms
 - (i) Washroom availability will vary by facility location.
 - (ii) The Recreation Coordinators and/or facilitators will communicate with the facility manager to fully understand each facility's washroom availability, use, and cleaning protocols and communicate these to the participants.
 - (iii) In addition to facility guidance and protocols, not more than one individual shall use a washroom at one time.
 - (iv) Recreation Coordinators, facilitators, participants and parents/guardians, will be encouraged to use their home washrooms before arriving at the program.
- (e) The Recreation Coordinators will make every effort to understand each facility's cleaning protocols and then:
 - (i) Communicate these to the facilitators
 - (ii) Make adjustments to our facility-specific policies as necessary
- (2) No sharing of equipment/supplies including, but not limited to, the following:
 - (a) Craft supplies; (Individual craft bags/boxes will be prepared ahead of time.)
 - (b) Sports Equipment; If equipment is needed, participants will be encouraged to bring their own from home (Eg, Basketball) and not shared with any other participants.
 - (c) Musical Instruments; If an instrument is needed, participants will be encouraged to bring their own from home (Eg, Drum) and not shared with any other participants.
- (3) Transportation
 - (a) Participants and parents/guardians will not be allowed to congregate at the facility or in the parking lot before or after a program. Correspondence with parents will be undertaken by telephone or email.
 - (i) Participants will be expected to arrive within a five minute window prior to the start of a program (Not any earlier) and to leave within a five minute window immediately after the program. The exception to this will be staggered drop-off and pick-up times for children's programs, due parents/guardians needing to sign in and out.
 - (ii) Should a participant's return transportation not arrive within five minutes of the conclusion of program, the participant will be required to wait in a designated area until their return transportation arrives.
 - (b) No carpooling with members outside of a household unit. If it becomes necessary for someone to carpool, all people inside the vehicle must wear a mask.
- (4) Signage
 - (a) Recreation Coordinators will ensure that facilities have posted appropriate signage outside an entrance to the facility outlining the physical distancing guidelines in place. If signage is not in place, Recreation Coordinators will post signage.
 - (b) Recreation Coordinators will ensure that there is signage posted within facilities encouraging proper hand washing hygiene and cough/sneeze hygiene.
- iii) PPE
 - (1) Sets of Personal Protective Equipment (PPE) (Masks, gloves, face shield) must be available onsite to be worn by a Recreation Coordinator, facilitator, and participant, in case of injury and hands-on assistance that is needed.

- (2) Participants should wear masks upon entering and exiting the building, but may remove their mask once the participant has reached their designated space.
- (3) When participants at outdoor, adult, low-intensity fitness programs gather in the circle to receive instruction, they should wear masks.
- (4) Youth under the age of 12 are not required to wear a mask, but they are encouraged to do so.

3) Develop Policies

a) Who can be at a program

- i) Individuals allowed to attend programs:
 - (1) Recreation coordinators
 - (2) Facilitators
 - (3) Participants
- ii) Until further notice, parents/guardians will not be permitted to enter the program, unless:
 - (1) There is an emergency or first aid issue involving their child
- iii) All participants must be preregistered.

b) Assess public entering the facility

- i) In order to ensure compliance with the maximum gathering size at a given location, the facilitator will monitor people from the general public who enter the recreation facility and ask them to follow the physical distancing protocol.
- ii) Facilitators must continually monitor the total number of people at the recreation facility to ensure that their presence does not compromise the safety of the participants.

c) Waiver of liability

- i) Every participant or parent/guardian, (If participant is under the age of majority) will be required to read and sign the following waivers and documents:
 - (a) ACRA's Release and Waiver of Liability and Assumption of Risk Agreement
 - (b) ACRA's Covid-19 Safety Plan

d) Health and Safety Officer

- i) Recreation Coordinators, Kristine Stephenson and Tracy Cargo-White, will act as ACRA's Health and Safety Officer with the following responsibilities:
 - (1) Conduct risk assessments for all facilitators and participants.
 - (2) Keep updated on all local and provincial health guidelines and work with facilities to comply with any municipality or local regulations.
 - (3) Communicate with the ACRA Board in regard to any changes in the Covid-19 Safety Plan.
 - (4) Communicate with the public, via the ACRA website any changes in the Covid-19 Safety Plan.
 - (5) Ensure there is communication with health officials if any cases of COVID-19 occur.
- ii) Recreation Coordinators will have the following responsibilities:
 - (1) Ensure that all participants, including the facilitator, and themselves, have completed the BC Covid-19 Self-Assessment checklist prior to each individual program.
 - (2) Ensuring that the facilitators and participants comply with all health and safety guidelines and protocols.

e) Non-compliance

- i) In the event that a facilitator, participant, parent/guardian is non-compliant with the terms or spirit of ACRA's safety plan, to the point where the Recreation Coordinator or facilitator feels they are compromising the safety of others, the participant will be asked to leave the program.
 - (1) The said participant would then only be allowed to attend future programs once the Recreation Coordinators and facilitator are satisfied that the said participant no longer poses a threat to the safety of others.

f) Unsupportive comments from the general public

- i) Recreation Coordinators and facilitators should understand that once they return to programs, they will likely receive a wide range of reactions from members of the general public. Members of the public will differ in their beliefs, attitudes and comments towards organized recreation programs.
 - (1) Unsolicited comments that are negative, judgemental, and/or offensive, should this occur, should not be taken personally and attempt to ignore them as best they can.
 - (2) It is important to understand that COVID-19 has had wide-ranging impacts on people in the community. While some are coping well, others may be experiencing hardship. It is, therefore, important not to judge, condemn or retaliate towards any unwanted comments but rather act with empathy and respect for what they may be going through.
- ii) Should any member of the public make persistent comments or be disruptive for an extended period of time, the facilitator should request they leave.
 - (1) Should the individual not comply, the facilitator should maintain the safety of the participants and call the RCMP.

g) Hand Hygiene/Cleaning and Disinfecting

- i) The following supplies will be available at each program.
 - (1) Hand soap, warm water
 - (2) Disposable towels
 - (3) Hand sanitizers, (Participants will also be encouraged to bring their own, with a minimum of 60% alcohol.)
 - (4) Disinfectant spray or wipes
 - (5) Paper towels
 - (6) Mask, gloves and face shields to be used in the event of having to treat/interact with an injured participant or an emergency situation and for cleaning and disinfecting.
- ii) Recreation Coordinators have read the Health Canada, BC Ministry of Health and WorkSafe BC information on cleaning and disinfecting surfaces.
- iii) Recreation Coordinators have watched the BCRPA webinar on proper and safe cleaning and disinfecting.
- iv) A Recreation Coordinator will instruct the proper protocols for cleaning and disinfecting to the facilitator who is responsible for this job.
- v) Soap and water will be used for the initial cleaning, followed by disinfecting, using a Health Canada approved product.
- vi) A minimum of ten minutes will be allocated for cleaning between programs.
- vii) The cleaning schedule for each program will be determined based on the duration of the program. For example, for a one-hour program, the facilitator will clean high touch areas (Door knobs, light switches, washroom area) before and after the program. For a longer program, the schedule will also include cleaning of high touch areas every two hours.

- viii) The facilitator will record the date and cleaning/disinfecting time each time upon completion.
- ix) Where possible, windows and exterior doors will be left open to improve ventilation.

a) Illness

- (1) The following individuals are NOT to be permitted to attend a program:
 - (a) Any person who is experiencing any symptoms of COVID-19 (Fever, cough, sore throat, runny nose, headache, or shortness of breath). If these symptoms begin while at a program, the individual must leave immediately and contact their local public health office for recommendations. The facilitator must also inform the supervising Recreation Coordinator. In the case where parent/guardian transportation is needed, the child will be asked to wait in a designated self-isolated area, with a facilitator, physically distanced 2m.
 - (b) Any person who receives a diagnosis of COVID-19. Individuals must comply with the current mandated self-isolation policy as per the BC Ministry of Health. The supervising Recreation Coordinator must be informed immediately. The Recreation Coordinator will then inform all people who have been in contact with the ill person and all of these people will have to self-isolate for 14 days.
 - (c) Any person who has been told to self-isolate at home.
 - (d) Any person who lives in a home or has been in close contact with someone with symptoms of COVID-19.
 - (e) Any person who lives in a home or has been in close contact with someone who has been told to self-isolate at home.
 - (f) Any person who has arrived in British Columbia from outside of Canada within the last 14 days as they are mandated to self-isolate and monitor for symptoms for 14 days upon their arrival.

b) Symptoms of illness arise during a program

- i) Should a Recreation Coordinator, facilitator, or participant, develop symptoms of COVID-19 during a program:
 - (1) That individual must wait in a designated location, with a facilitator, physically distanced 2m, until their parent/guardian picks them up
 - (2) The facilitator should contact the child's emergency contact immediately and request they pick up the child as soon as possible.
 - (3) If a participant cancels because they have COVID -19 symptoms, they will receive a refund or credit for the class(es) missed.
- ii) Should a facilitator develop symptoms of COVID-19 during a program:
 - (1) The program will be immediately terminated.
 - (2) The facilitator must wait in a designated location physically distanced 2m, until all of the participants have left/ been picked up.
 - (3) Parents/guardians will be called and requested to pick up their children as soon as possible.

c) Outbreak

- i) The Purpose of the "Outbreak Action Plan" is to aid in the contact tracing of those individuals who may have come into contact directly or indirectly with an infected individual. It is the responsibility of the Recreation Coordinators and facilitators to ensure accurate records are kept of those individuals who have come in contact with an infected person.
 - (1) The facilitator will keep a record of attendance for each day of the program. Attendance records will be kept for a minimum of 30 days.

- (2) Any individual experiencing any symptoms of COVID-19 (Fever, cough, sore throat, runny nose, headache, or shortness of breath) are not be permitted to attend a program. If symptoms begin while at a program or within 14 days of having attended a program, the individual must leave immediately and contact their local public health office for recommendations.
- (3) Any individual who has been told to self-isolate at home, due to having come in contact with someone with symptoms of COVID-19, are not permitted to attend program and must inform the Recreation Coordinators and facilitators immediately.
- (4) If a Recreation Coordinator, facilitator, or participant is diagnosed with COVID-19, Island Health will be informed and provided with the attendance records. The program will be discontinued for a period of 14 days and anyone who has been in contact with the diagnosed person must self-isolate for 14 days.

2) Develop Communication Plans and Training

a) Communication of health and safety plans, policies and procedures

- i) Health and safety plans, policies and procedures will be communicated to the ACRA Board, facilitators, and public by:
 - (1) ACRA Website
 - (2) Email correspondence
 - (3) Facilitator orientation and binder of Covid-19 guidelines and protocols.
 - (4) ACRA's Covid-19 Safety Plan will be emailed to all participants.
 - (a) All participants will be required to read sign a copy of the following documents prior to being allowed to attend a program. 1. ACRA's Release and Waiver of Liability and Assumption of Risk Agreement 2. ACRA's Covid-19 Safety Plan
- ii) Before the start of each program the facilitator will explain a summary of procedures to participants.
- iii) A copy of ACRA's Covid-19 Safety Plan will be submitted to the RDN
- iv) A copy of ACRA's Covid-19 Safety Plan will be submitted to the facility managers, if a program has been booked at their facility.

b) Signage

- i) Signage explaining the following will be posted at all programs, by the facility manager or ACRA's Health/Safety officers:
 - (1) Do not enter if you are sick
 - (2) Proper hand hygiene practices
 - (3) Physical distancing requirements

c) Training for staff

- i) All Recreation Coordinators and facilitators will undergo the following training.
 - (1) WorkSafe BC - COVID Health and Safety: Cleaning and disinfecting
 - (2) Guide to wearing and disposing of gloves
 - (3) WorkSafe BC - Help prevent the spread of COVID-19: How to use and dispose of a mask.
 - (4) Attendance check-in
 - (5) Setting up a facility with cones and signage to promote physical distancing
 - (6) BC Covid-19 Self-Assessment Tool

3) Monitor and Update Safety Plan as Needed

a) Feedback loop

- i) Recreation Coordinators and facilitators will discuss what is working and what needs improving upon.
- ii) ACRA Board and Recreation Coordinators will revise plans, policies and procedures as frequently as new feedback is provided. Revised plans and policies will be communicated via:
 - (1) ACRA Website
 - (2) Email and verbal correspondence to participants

b) Forum for participants to be able to raise safety concerns

- i) Participants with health and safety concerns will be encouraged to report those concerns via any one of the following ways:
 - (1) Email or telephone call to a Recreation Coordinator
 - (2) Email or telephone call to a facilitator

4) Assess and Address Risks from Resuming Operations

a) Training staff

- i) See section 5) for the staff training plan
- ii) All used equipment/supplies will be disinfected immediately upon collection, and therefore prior to being used in another program.
- iii) No other risks specific to restarting programs have been identified.

5) Definitions

- a) **Self-isolation:** Used to lower the chance of spreading infectious germs to other people by avoiding situations where someone could infect others. Self-isolation is one important way to prevent the spread of COVID-19 in BC. People at high risk of having been exposed to COVID-19 are asked to self-isolate as there is a small chance you can spread germs in the days before you feel sick. This is called an incubation period, the time between being exposed to an infection and when you start to feel sick. You must stay at home and avoid all contact with others. A number of groups of people, including international travellers returning to Canada, contacts of a COVID-19 case, and people with symptoms or who are positive for COVID-19, are required to self-isolate for 14 days.
- b) **Self-monitoring:** Means you should be monitoring your health and the health of your children for symptoms such as fever, cough or difficulty breathing. Individuals who are self-monitoring are allowed to attend work and school and take part in regular activities.