COVID-19 District of Peachland Safety Plan for Community Services – Parks, Community Centres, and 4th Street Place

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<tr>
<th>Facility Name: Community Centre, 4th Street Place</th>
<th>Facility Address: Various</th>
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WORKPLACE ASSESSMENT

- This health and safety plan was developed by the Peachland Recreation Department. All staff, instructors, and contractors who operate within the listed facilities will be trained on the procedures contained in this plan.
- We have identified areas where people gather: facility entrances, shared offices, meeting rooms, common areas, fitness equipment storage areas, class sign-in sheets, diving boards, docks, and ladders.
- We have identified job tasks and processes where staff are close to one another or interact with members of the public.
- We have identified the tools and equipment that are shared.
- We have identified surfaces that people touch often. This includes door handles, countertops, light switches, photocopiers, equipment racks/bins, etc.

RISK MITIGATION PROTOCOLS

FIRST LEVEL PROTECTION: ELIMINATION

**Occupancy Limits:** To maintain 2M if physical distancing, occupancy limits are posted outside of common areas:

- Community Centre Foyer: 10 persons
- Community Centre Office: 3 persons
  (Staff Room, Director’s Office, Reception Office)
- Kitchen: 6 persons
- Washroom: 2 employees
- Council Chambers: 10 persons
- 4th Street Place: 20 persons

**Control Measures:**

- The District has reduced the number of staff in the facility to ensure that 2m separation can be maintained between workstations. This has been achieved by allowing staff to work remotely.
- During the hours that the foyer is open for the public, staff are to use the back entrance by the gym to access the facility and common spaces.
- Toilet stalls and sinks have been identified as staff only with the back half accessed from the hallway between Council Chambers reserved for Staff, and the front section accessed from the foyer reserved for the public.

- Marks on the floor have been placed to ensure 2m separation is maintained in the foyer.
- In person meetings have been changed to virtual meetings.

**Barriers:**

- Plexiglass barriers have been installed at the reception counter to provide protection between staff and the public when paying bills.
- Barriers will be cleaned at least once daily by facility staff.

THIRD LEVEL PROTECTION: ADMINISTRATIVE CONTROLS

**Crew Talks:** Staff have received a crew talk on the guidelines to be followed regarding workplace conduct during the COVID-19 pandemic.

**Signage:** Signage has been placed throughout the facility and information posted.

FOURTH LEVEL PROTECTION: PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Personal Protective Equipment:**

- Staff will wear gloves when handling cash from the public. Gloves will be changed after each use.
- Where 2m separation cannot be maintain either through distancing or a plexiglass barrier, staff will wear a mask when all other measures can not be taken.

POLICIES AND PROCEDURES
Surface Transmission Disinfection Practices:
High contact touch surfaces in common areas not open to the public will be disinfected by office staff for their area twice per day (mid day and end of the day). Public spaces will be disinfected by facilities staff or contractors twice per day (mid day and end of the day). Some of these surfaces include washroom countertops, railings, door handles and knobs, etc.

Where possible, inside doors will be propped open and lights will be left on to reduce contact points. Main outside entrance doors will not be propped open.

Hand sanitization stations have been placed at entrance points, reception counters and staff workstations.

Staff not in contact with the public will wash their hands at the start of each day, before and after every break and at then end of the day.

Staff in contact with the public will regularly wash their hands or use hand sanitizer every 60 minutes when dealing with the public.

Shared office equipment will be sanitized after each use. Some examples are photocopiers, fax machines, coffee makers and shared desks. Other office equipment that is typically only used by a single staff member (such as personal desk space, mouse, phone, etc.) will be sanitized at the start and end of each shift.

Common use items such as coffee cups, utensils and plates have been assigned to each staff person. Any excess items have been removed from staff rooms.

Healthy Workplace Practices:
Employees who have experienced symptoms of COVID-19 within the last 10 days are prohibited from attending the workplace. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache. (Staff will consult with the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.)

Any staff member who falls ill at work, even with mild symptoms, will report to the First Aid attendant. (Staff will consult with the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation). Any surfaces that staff member may have been in contact with will be immediately disinfected and a list of other staff contacts will be created.

Anyone directed by the Health Authority to self-isolate may not attend the workplace.

First Aid attendants have been provided with masks, gowns, and face shields, and instructed on OFA COVID-19 protocols regarding treatment of injuries.

Managers who have employees working remotely/from home, will complete the “District of Peachland –Work from Home record”.

COMMUNICATION PLANS AND TRAINING

This plan will be posted on staff bulletin boards, reviewed, and updated as appropriate.