



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

Facility Name:	Community Centre, 4 th Street Place	Facility Address:	Various
Director of Community Services:	Cheryl Wiebe	Contact:	250-767-2133

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 including facility entrances, shared offices, meeting rooms, common areas, recreation program 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

ELIMINATION

Occupancy Limits: To maintain physical distancing of 2m (2.5 m during physical activity), occupancy limits are posted outside of common areas:

Community Centre Foyer	10 persons
Community Centre Office (Staff Room, Director’s Office, Reception Office)	3 persons
Kitchen	6 persons
Washroom	Ladies – 7 persons Mens – 5 persons
Main Room	50 persons
Banquet Room	25 persons during static use; 11 persons during physical activity
Fitness Room—total capacity	15 persons
Fitness Room—stage	3 persons + 1 staff
Council Chambers	10 persons
4th Street Place	25 persons during static use; 11 persons during physical activity

Control Measures:

- Every employee and contractor shall complete a Daily Health Check and report (e-mail or text) if they are “OK to be at Work” at the start of each shift to their respective Manager. The daily health check will be for new or worsening COVID-19 symptoms as listed under “Healthy Workplace Practices” below.
- The District will inform program participants when they register for an activity that they should not come if they are feeling sick, and must cancel if they are feeling unwell. Notification will happen through a combination of posted signage, system generated receipt notes and verbal communication
- The District has reallocated workstations in the facility to ensure that 2m separation can be maintained between workstations. This has been achieved by allowing staff to work remotely
- 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.
- Floor markings/signage have been placed in program spaces to ensure 2.5m separation is maintained during exercise.
- When physical distancing cannot be maintained, in-person meetings will be conducted virtually.

	<ul style="list-style-type: none"> Staff, public and contractors are required to wear a non-surgical mask when in any indoor common space, when more than one person is in a vehicle, and where face-to-face interactions are required outdoors and 2m physical distancing cannot be maintained. Non-surgical masks are not required where underlying health conditions prevent the usage, where physical barriers are in place, when actively participating in exercise activities in program areas in the Community Centre or when participating in a static meeting where physical distancing barriers have been put into place. Fitness instructors must wear a non-surgical mask while teaching unless they are in the designated 2.5m x 2.5 m instructor area.
ENGINEERING CONTROLS	<p>Barriers:</p> <ul style="list-style-type: none"> 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
ADMINISTRATIVE CONTROLS	<p>Crew Talks: Staff have received a crew talk on the guidelines to be followed regarding workplace conduct during the COVID-19 pandemic</p> <p>Signage: Signage has been placed throughout the facility and information posted</p>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	<p>Personal Protective Equipment:</p> <ul style="list-style-type: none"> Staff will wear a mask or face covering when they are not at their desk or where 2m separation cannot be maintain either through physical distancing or a plexiglass barrier First Aid attendants have been provided with masks, gowns, and face shields and instructed on OFA COVID-19 protocols regarding treatment of injuries

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. Fitness room equipment will be sanitized by Recreation Department staff once every four hours and by contractors every night.

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, staff workstations and in program spaces.

Staff not in contact with the public will wash their hands at the start of each day, before and after every break and at the 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. When handling cash, staff will regularly wash their hands or use hand sanitizer more frequently.

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.

Program participants and fitness room registrants are encouraged to bring their own exercise equipment (e.g.: yoga mats, exercise props, etc.) when practical and must sanitize all shared use equipment and exercise machines before and after use.

Healthy Workplace Practices:

Symptoms of COVID-19 include fever or chills, new or worsening cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue, headache, new muscle aches, nausea or vomiting or diarrhea. Employees who have experienced one of symptoms above (excluding fever) must notify their manager and should stay home for 24 hours from when the symptoms started. If the symptom persists or worsens, seek a health assessment. Employees who have experienced two or more of the symptoms above or have a fever, must not attend the workplace, notify their Manager and seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to work until COVID-19 has been excluded and your symptoms have improved.

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.

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.