

October 2020.

# COVID-19 SAFE OPERATIONS

## LITTLE MOUNTAIN FIELD HOUSE



**salmon arm  
recreation**

SHUSWAP RECREATION SOCIETY

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*your link to recreation*

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# Introduction

# Section 1.

This Safety Plan will outline the steps taken by the Shuswap Recreation Society to ensure that the Little Mountain Field House meets the recommendations of the Province, Provincial Health Officer (PHO), BCDC, WorkSafe BC for their re-opening to minimize the risk of transmission of the COVID-19 virus.

Additionally, through guidance from British Columbia Recreation and Parks Association (BCRPA), Recreation Facilities Association of British Columbia (RFABC), and Via Sport, measures have been taken to assist with preventing the transmission of COVID-19 amongst our user and rental groups.

This Safety Plan will form the framework for employees, user groups and patrons as we adapt our operations to resume a level of business activity within our facilities while still faced with the threat of this pandemic.

It is through our combined efforts, cooperation, and sense of duty that we work together to minimize the risk to our employees, user groups, participants, renters, contractors, and greater community. Please do not hesitate to contact us should you require additional information and/or clarification, 250-832-4044

Thank you for your anticipated support and cooperation. Stay Safe.

**All conditions and activities are subject to change at our sole discursion, or based on the directions of Provincial Guidelines**

# Facility Admission & Access

## Section 2.

To mitigate risks related to the **Little Mountain Field House (LMFH)**, the following is a list of facility admission and access protocols:

**The Shuswap Recreation Society and City of Salmon Arm staff, with respect to the Little Mountain Field House, will follow the directive of the PHO and all Orders, Notices and Guidance with regards to events and activities at our facility.**

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

1. Entrance to the LMFH will be through the left hand door for the organizer in order to unlock and unarm the building. The main entrance will be used for all attendees of events at the facility.
2. Organizations and organizers will be responsible for ensuring that the maximum number persons permitted for their activity, as outlined by the PHO and posted at the facility, are maintained and being followed at their own discretion.
3. At the entrance, signs are installed to instruct patrons of their responsibility as follows:
  - DO NOT ENTER IF YOU HAVE:
    - COUGH, FEVER, SORE THROAT OR ARE EXPERIENCING BREATHING DIFFICULTIES and/or
    - BEEN IN CONTACT WITH SOMEONE WHO HAS CONTRACTED THE VIRUS IN THE LAST 14 DAYS
  - PLEASE WASH YOUR HANDS WITH SOAP AND WATER
  - PLEASE RESPECT SOCIAL DISTANCING WITHIN THE FACILITY
4. NO SPITTING ANYWHERE IN THE FACILITY

**We cannot be certain that a person of any age will not contract COVID-19 at our facilities, and or while participating in a program**

## **General Access**

- 1 It is the responsibility of the organizer/organization to adhere to the maximum occupancy numbers as outlined throughout the facility as directed by the PHO.
- 2 User Groups will designate an ambassador that will ensure that their group follows the rules set out.
- 3 Entrances will have signage and floor markings to encourage physical distancing and to control permitted access within the facility.

# User Group and Patron Safety

## Section 3.

The health and safety of our user groups, patrons, participants, contractors, and employees is our number one priority. Several measures have been created to ensure the personal and collective wellbeing of all our patrons.

Patrons will be asked to conduct a self-assessment prior to entering the facility and will be asked not to proceed into the venue should they display any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat
- Have travelled outside of Canada within the last 14 days
- Are in close contact of a person who tested positive for COVID-19?

**Hand Sanitizer:** a 4L container of hand sanitizer with a hand pump will be provided upon entry of the facility

**Physical Distancing:** Patrons will be reminded to practice physical distancing by adhering to the 2-meter (6 foot) separation guideline.

**Signage:** signage will be posted through the facility to communicate a variety of key messaging reminders concerning health and hygiene, social distancing guidelines, capacity guidelines and to assist with directional flow throughout the facility

**Washrooms:** will be modified where applicable to ensure appropriate distancing is applied. Washrooms will be stocked with hand soap and paper towel. Washrooms will be cleaned prior to each rental of the facility.

**Physical distancing:** floor markers and signage will be used to direct flow throughout the facility and in each of the designated areas.

**User Groups/Private Renters:** A safety plan is required by all user groups and private renters.

## **Safety Plan**

## **Section 4.**

All user groups renting municipal facilities are required to have a COVID-19 Safety Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Officer, local authorities, and other relevant regulators

All user groups and private renters wishing to rent space at the Little Mountain Field House will be required to submit a Safety Plan, along with the appropriate insurance coverage.

User groups are expected to have a Safety Plan outlining its safe practices to reduce transmission of COVID-19.

User groups need to be flexible to accommodate and respond to changes in community, if you are unsure of restrictions within the community contact Interior Health.

Dedicated Cleaners, will be responsible for the cleaning and disinfecting of the Little Mountain Field House on a schedule determined by bookings. The field house will be cleaned as outlined below:

- Following an event staff will sweep and wash the floors, clean washrooms and stock supplies, remove trash, and conduct touch point cleaning of doorknobs, light and switches.
- User groups immediately following their event, and prior to putting away tables and chairs shall sanitize tabletops with disinfectant/cleaner provided, and wipe chairs prior to stacking.

### **Oxivir plus- concentrate disinfectant:**

- 1:40 dilution preset through dispenser
- 5-minute dwell time
- No rinsing required

### **Oxivir Tb- Hospital Grade Disinfectant:**

- Ready to use (RTU) Liquid
- 1-minute dwell time
- Effective against 28 pathogenic micro-organisms
- No rinsing required

### **Stride Citrus SC:**

- neutral cleaner
- 1:128 dilution
- Dispenser regulated

### **Glance NA:**

- Glass & multi surface cleaner
- 1:40 Dilution
- Dispenser regulated

### **Microfiber clothes:**

- Color coded for specific jobs

### **Disposable gloves:**



The **Little Mountain Field House** has involved frontline employees and supervisors in the creation of procedures for staff safety during the COVID-19 pandemic.

Areas identified where people gather (washrooms, lobbies, kitchen)

- Surfaces identified which people touch often (doorknobs, light switches).
- Occupancy limits posted
- Identified rules and guidelines for how employees should conduct themselves.
- Clearly communicated new guidelines to staff through a combination of training and signage.
- Handwashing locations are visible and easily accessible.
- Policies are in place which specify when employees must wash their hands.
- Training provided for COVID-19 training procedures.
- Policies are in place for employees who are showing symptoms of COVID-19.
- Staff should leave the building immediately after their shift ends.

**Regular risk assessment and procedure review will occur to ensure safety for staff and patrons.**

## Service Providers

## Section 6

All external contractors providing services within the **Little Mountain Field House** will be expected to follow and adhere to our facility guidelines and to submit their own service delivery safety protocols as they relate to mitigating the transmission of COVID-19.

All other service contractors will be requested to abide by the facility safety measures and to practice physical distancing while conducting work within the facility.