



## TOWN OF GOLDEN ADMINISTRATIVE PROCEDURE

### Pandemic Operational Protocols – Mount 7 Rec Plex

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| <b>Effective Date:</b><br>December 17 <sup>th</sup> , 2020 | <b>Authorized By:</b><br>Corporate Policy 2020 COVID<br>safety plan | <b>Replaces:</b><br>December 2 <sup>nd</sup> , 2020 copy |
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#### INTENT

The directives in this procedure have been developed to reduce the risk of virus transmission at the Mount 7 Rec Plex. These specific protocols align in measure and definition with Corporate Policy 2020, *Covid19 Safety Plan* and shall be followed by all employees, renters of the space and their patrons, and users of the facility for as long as that policy remains effective.

### Risk Reduction Level Protocols

#### A. Elimination

1. Before entering the Mount 7 Rec Plex, employees renters and users/groups should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/> and answer the prompted questions, which include:
  - a. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?
  - b. In the past fourteen (14) days have you been outside of Canada or BC?
  - c. In the past fourteen (14) days did you provide or have close contact with a person with a confirmed case of COVID-19If the answer is 'yes' to any of the above questions, you should not enter the facility or participate in activities being held within.
2. No more than 5 people shall occupy the Rec Plex lobby (including staff)
3. No more than 2 persons shall occupy the Rec Plex lobby washrooms.
4. Maximum 3 persons in the Rec Plex kitchen at any one time, provided that a second may enter and exit for a task specific purpose (filling a coffee cup, getting utensils, placing or retrieving from the microwave etc.).
5. Maximum 2 persons in the equipment room.
6. Maximum 15 people in the main gym area (in addition to instructor)
7. **Change rooms will be closed until further notice.** After the facility is open and operational, staff will re-visit dressing room use. Date is to be determined
  - No more than 3 people shall occupy the women's change room.
  - No more than 3 people shall occupy the men's change room.
8. No more than 6 people shall occupy the Rec Plex stage (including instructor)
9. All storage and office spaces will have posted capacity numbers
10. Opening hours for public program shall be 9am to 10pm.

#### B. Engineering Controls

1. A solid transparent barrier shall remain at the reception counter between the public and staff. Outside entrance and lobby signs shall be in place directing social distancing, staff interaction protocol, and other public restrictions.
2. As required, signs shall be in place in washrooms and congregational areas reiterating social distancing and hygiene expectations for both staff and the public.

### C. Administrative Controls

1. All staff, renters and patrons shall wash or sanitize their hands:
  - a. Upon entering the facility.
  - b. After being exposed to surfaces touched by others on a regular basis.
2. Professional in-house custodial cleaning shall be undertaken once daily in all areas of the building as typical, including **enhanced sanitation measures** for frequently touched surfaces **in common areas** including computer keyboards, mice, desk and counter surfaces, telephones, light switches, water fountains and door handles, etc.
  - a. This cleaning will only be conducted when the facility is open for public programming, rented to a private user groups, and when more than 3 workers are using the space.
3. Personal workspaces shall be subjected to typical professional in-house custodial cleaning; **sanitation measures** for frequently touched surfaces including computer keyboards, mice, desk and counter surfaces, telephones, and door handles shall be the **responsibility of the occupant employee** for each space.
4. Appropriate reception counter surfaces and apparatus' shall be sanitized by front line staff following each interaction with a member of the public.
5. Staff shall not share or exchange office materials or tools between workspaces.
6. All dishes and utensils used and sourced from the kitchen shall be immediately washed after use.
7. All equipment used shall be sanitized between uses.

### D. Personal Protective Equipment

1. Masks are mandatory in all spaces in facility and can only be removed once at your marked station during physical activity or while on the field of play.
  - Includes lobby, public washrooms, stairways, bleachers and benches.

### E. COVID 19 Procedures for Renters and User Groups

1. All bookings must be made through the Town of Golden Recreation Coordinator at [rec.booking@golden.ca](mailto:rec.booking@golden.ca).
2. Physical distance of 3 metres between each patron in all directions at all times must be maintained while exercising. Physical distancing of 2 metres must be maintained when not exercising and at all other times in facility
3. All users groups will be required to complete the following:
  - a. An updated COVID operational and safety Plan that adheres to provincial guidelines, specifically the Dec 14<sup>th</sup>, 2020 PHO.
  - b. A rental agreement and required documents including comprehensive liability insurance prior to permitting use of the facility for organized activity.

4. Entrance:
  - There will be social distancing markers to line up at the door and in the lobby.
5. Upon Building Entry:
  - Patrons will go to the marked seating locations in the lobby and/or gym.
  - Seats are to be used to remove outside footwear and put on gym required footwear.
6. Gym Entry:
  - The main doors to the gym will remain open, and bleacher use will be limited.
7. Program Procedure:
  - For sport groups, coaches must operate programs in the gym space with appropriate distancing.
  - Markers will be placed in the gym to provide reference for social distancing of participants in a program.
  - Programs/activities must be designed with provincial guidelines in mind.
  - Participants and Coaches will be responsible for ensuring minimal sharing of equipment and equipment sanitization at the end of the program. Cleaning supplies will be provided by the facility staff.
8. Exit Gym and Building Procedure:
  - At the end of the session, participants must exit the gym on time so that the next group can start on time. Participants must leave within 15 minutes so the next group can enter the building. User Groups will be responsible for ensuring participants leave the facility in the aforementioned timeframe.
  - When possible, participants will exit through NE corner of gymnasium to further enable physical distancing
9. Safety Protocol:
  - Each private rental cohort will have a volunteer at the front door to supervise the group and ensure that unauthorized individuals do not enter the Rec Plex.

## **F. Fitness/Sport Specific Classes**

1. No adult team Sports will take place in facility given the December 14<sup>th</sup>, 2020 PHO
2. No Group High Intensity Fitness Classes will take place in facility, given the December 14<sup>th</sup>, 2020 PHO.
3. A program for children/youth (under 19 years of age) and Group Low Intensity Interval Training may take place in facility given the following conditions:
  - a. Posted guidelines for indoor Low intensity Training will be posted on instructors website
  - b. Instructor will abide by this Operational Procedure or develop their own updated COVID Safety Plan
  - c. COVID Safety plan will be placed in visible spot in facility
  - d. Physical distance of 3 metres between each patron in all directions at all times must be maintained while exercising