

COVID-19 SITE-SPECIFIC SAFE WORK PLAN FOR RECREATION & CULTURE DAY CAMP PROGRAMS

Dept/Areas Covered: Centennial Park, Centennial Hall	Date: June 19, 2020
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Background

As the City of White Rock is preparing to resume operations, we must develop, implement and communicate plans to reopen safely, which includes assessing the risk of COVID-19 transmission in the workplace and developing measures to reduce these risks.

Purpose and Scope

This Safety Plan has been developed to ensure the health and safety of all people in the workplace and to prevent the transmission of COVID-19. This plan aims to eliminate, reduce and/or control COVID-19 related hazards. It applies to staff and participants of Recreation and Culture’s Day camp programs.

COVID-19 Safety Plan

1. Assess the risks at the workplace

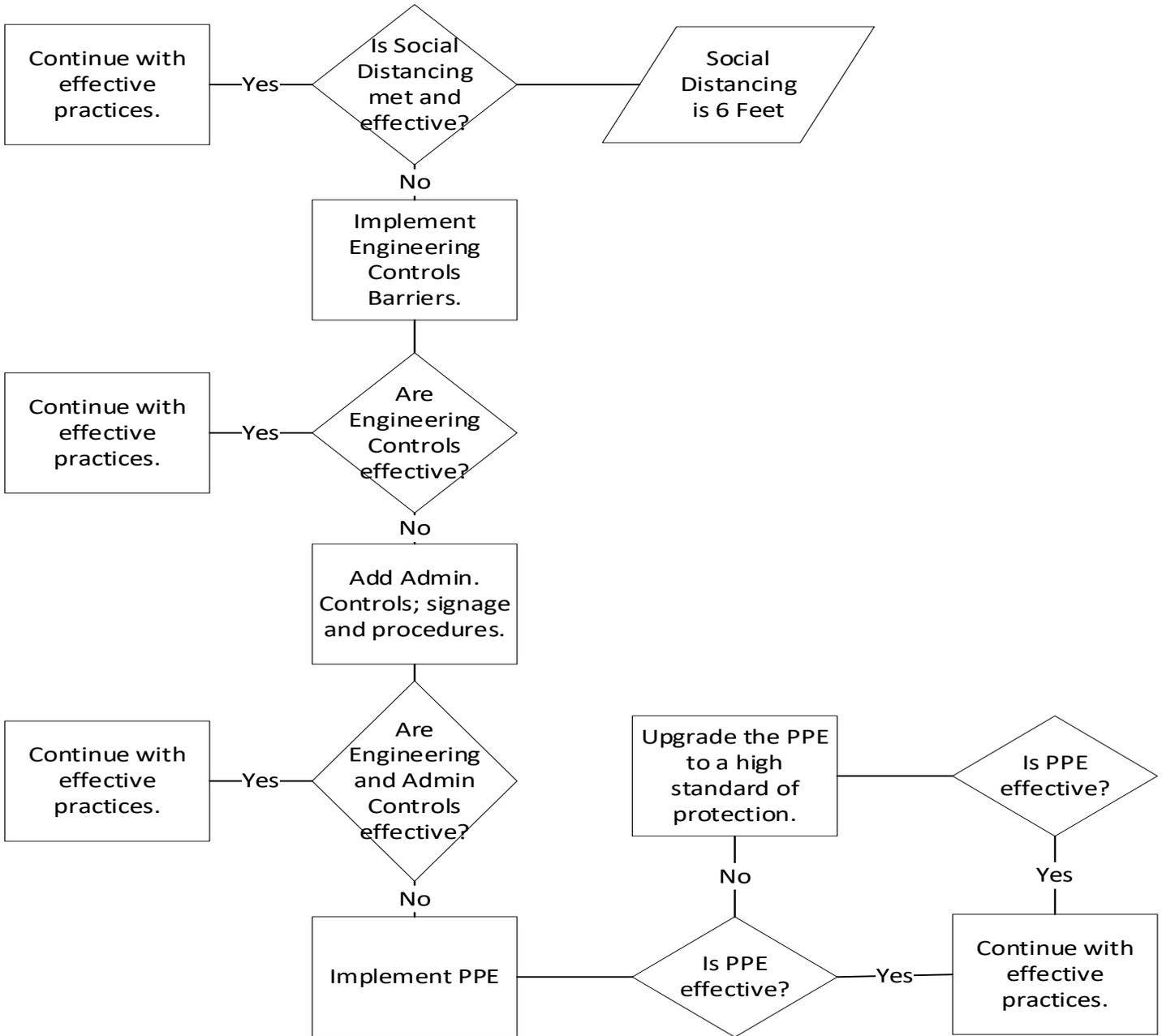
The COVID 19 virus causes infections of the nose, throat and lungs. The virus is most commonly transmitted by an infected person through:

- Respiratory droplets generated when they cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

Risk Assessments conducted by the Recreation and Culture identified areas where there may be risks to the COVID-19 virus. A risk assessment supports the development of Safe Work Procedures, which mitigate the risk level of the potential exposure.

Completed risk assessments are available in the public drive.

The principles used to conduct the risk assessment were based upon the Occupational Health and Safety Hierarchies; Elimination by Physical Distancing, Engineering Controls, Administration Controls or Personal Protective Equipment. All people interactions were reviewed for their risk level and their effective controls to reduce the risk; these actions would involve conducting City business with staff-to-staff, staff to public, and staff in commercial or residential settings. Each work task was assigned a risk level without controls in place, and subsequently the effective controls to mitigate the risk.



COVID-19 Exposure – Standard Risk Assessment Flow Chart

Steps

1. Is it possible to Eliminate the exposure of COVID-19?
2. Are Engineering Controls effective? Example are Physical Barriers to prevent exposure.
3. Are Administrative Controls effective? Examples signage and procedures.
4. Are Personal Protective Equipment effective? Is the equipment correct for the tasks.

*If "Yes" continue with effective practices.

*If "No" continue with effective practices.

2. Implement Measures (Controls) To Reduce Risk

To reduce the risk of the virus spreading, the following protocols may need to be implemented to protect against the risk of COVID-19.

Indicate which of the below protocols would be effective and required for your staff:

Elimination Measures in Place for maintaining physical distance:

- Limiting, reducing or prohibiting visitors. Reduced the number of participants from 20 to 16. No parents or guardians allowed in the programming area.
- Limit in-person interactions to participants. Any questions parents or guardians have can be asked over the phone. Or directed to the Recreation Programmer. essential people, including meetings, training, inspections, interviews, musters, enforcement, site meetings, breaks, and other City services. Utilize technology to virtually complete work. HR Staff/Individual meetings will continue to be virtual even when/if all in the office.
- Identifying and establishing a maximum number of people for common areas such as break rooms, meeting rooms, washrooms, etc.
- In cases where hallways, stairwells, outdoor walkways or entrances do not allow for 2-metre distance, staff and participants will distance as much as possible. E.g. When walking to the playground from Centennial Arena staff will guide participants to stay 6 feet apart as much as possible. One instructor will lead the group, and the second will stand at the back of the line to ensure safe distancing.
- Staff will set up activities for participants that allow for safe social distancing.
- During off-duty hours, employees must continue to practice physical distancing.
- Extra seating will be removed for the facility for rain out days. Limited seating will be available outdoors.
- Control access to entry points for staff and participants.
- Follow all General Physical Distancing Measures

Engineering Measures – Barriers and partitions

- Social distancing markers will be placed indoors to allow for parents to sign each child into the program.
- Sign-in/out will take place outside the program space. There will be a table set up where families will sign-in/out their child from the camp.

Administration Measures – Rules & Guidelines

- ☒ Staff, participants, and parents are to refrain from handshaking, hugging and other close contact with people.

- ☒ Ensure staff remind participants to keep safe social distance if they begin to congregate.
- ☒ All purchases required for the camp will be done by the Recreation Programmer, or Recreation Leader. Deliveries will be made to Centennial Arena to avoid contact with staff.
- ☒ The COVID-19 Screening Tool will be used every day to ensure the participants are not experiencing COVID-19 symptoms. If they answer “yes” to any of the questions, the child will not be permitted to attend the program for a period of 10 days, or until they receive a negative COVID-19 test.
- ☒ If a parent or guardian needs to pick up a child before the camp is over, they will be required to call the camp phone, and a leader will bring the child outside of the program space.
- ☒ Display a large sign telling parents/guardians are not allowed in the program space.
- ☒ The program will be run outdoors as much as possible.
- ☒ Limit the number of participants allowed to use a bathroom at any one time.
- ☒ Stay home and away from others if you feel unwell (even if mild symptoms).
- ☒ Ensure all staff are monitoring their health and self-screening for symptoms prior to coming into work on a daily basis.
- ☒ Consider the use of non-surgical face masks when physical distancing is not possible.
- ☒ Ensure staff are frequently and thoroughly handwashing (min 20 sec) and/or using alcohol-based (60%+) hand rub.
- ☒ Enhance and adhere to the facility’s sanitation plan and schedule, and ensure staff are practicing proper hygiene. This includes frequent hand washing, coughing or sneezing into an elbow rather than a hand or the environment, and avoiding touching one’s face.
- ☒ Staff are not responsible for assisting participants opening or cleaning up snacks or meals.
- ☒ Staff and each participant must have their own snack or meal. Sharing of food is not allowed.
- ☒ Meals will be eaten outside as much as possible. Staff and participants must sit at separate tables while they eat inside.
- ☒ Once a snack or meal is completed, the participant must dispose of their own container. If the container is re-usable, the participant will be required to put it back in their backpack
- ☒ “Hands to yourself” rule will be enforced.
- ☒ Prior to the camp beginning, parents and guardians will be asked to speak to their child about the importance of social distancing.
- ☒ Participants are required to bring their own snack. Snacks must remain in the participant’s backpack until it is time to eat.
- ☒ Before entering any program space such as the halls, staff and participants must wash hands or use hand sanitizer.
- ☒ Prop open doors to reduce the need to touch door handles.
- ☒ Provide hand sanitizing stations at all facility entryways for everyone to use (preferably touchless).

- ☒ Provide a safe place for staff and participants to dispose of used sanitizing wipes and other personal protective equipment.
 - ☒ Provide staff with hand sanitizer for their use only.
 - ☒ Communicate all measures to staff and monitor for enforcement.
- Weekly updates to Staff from SLT and/or Management.
- ☒ Daily check-in's with staff by Recreation Programmer.
 - ☒ The Wave.
 - ☒ Bi-Weekly Management COVID Measures review/inspection checklists.
 - ☒ Place markers such as tape, large floor stickers or cones every 2 metres (6 ft) to provide people with visible cues that support physical distancing
 - ☒ Place markers around desks in open office areas, in pathways, common areas etc. to remind staff to stay 2 meters (6 ft) from their co-workers.
 - ☒ Display signage to inform staff and the public about the distancing measures, revised processes and any reduced capacities.
 - ☒ Display signage with occupancy limits for washrooms, indoor spaces and remind people to limit the number of people in that area to the determined occupancy.
 - ☒ Display signage on external doors reminding staff and the public not to enter if they are experiencing any COVID-like symptoms.
 - ☒ Display signage regarding ways to prevent transmission (Min 2 meters (6 ft) from people, Frequent and thorough handwashing (min 20 sec) and/or use alcohol-based (60%+) hand rub, avoid touching your face (eyes, mouth, nose) with unclean hands. Follow good respiratory hygiene. (This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash hands). Stay home and away from others if you feel unwell.
 - ☒ Display signage regarding the symptoms of COVID-19 in visible locations in the workplace with information regarding what steps employees are required to take if they are experiencing symptoms.
 - ☒ Display signage in program space on proper handwashing procedures.
 - ☒ Display cleaning and disinfection procedures/Instructions near the department/area's cleaning supply stations and common areas.
 - ☒ Display signage on new procedures and processes for accessing City Services the public must follow.
 - ☒ Train your staff on safety measures, procedures, physical distancing, hygiene practices, monitoring and reporting illness etc. and keep records of that training. On a regular basis, all employees must participate in COVID-19 training and education (e.g. toolbox talks, pandemic awareness training, on-the-job training etc.).
 - ☒ Ensure that staff can raise safety concerns. This should start with their supervisor and may include your joint health and safety committee.
 - ☒ Ensure all staff are educated/trained in COVID-19 pandemic hazards/risk, information, control measures, (e.g. policies, practices, and procedures) and COVID safety requirements. A record of that training must be kept. Use the "COVID-19- Training Record Template" to document training and submit a copy to Health and Safety.
 - ☒ Identify, provide, and show location of cleaning products and when and how they will be used. Review and update WHMIS training and procedures.
 - ☒ When possible each child will be provided with their own equipment in a zip lock bag. This will allow for each child to have their own equipment throughout the duration camp, and avoid sharing of equipment.

Cleaning Protocols

- Ensure adequate cleaning supplies, facial tissues, hand soap or hand sanitizer, trash cans, disinfectant solution and paper towels or wipes are always available.
- Ensure stair hand railing and door handles are cleaned at least twice daily.
- Staff will complete cleaning based on a checklist provided to ensure the program space is cleaned at the start and end of each day.
- If anyone becomes sick during or shortly after being in the workplace, ensure that their workspace and/or the area they were in is thoroughly cleaned and disinfected.
- Place hand sanitizer stations near entrances and counter tops in program space.
- Ensure high-touch surfaces are cleaned at least twice per day (e.g. door knobs, light switches, counter tops, phones, staplers, armrests, cabinet doors, calculators, keyboards, mouse, monitors, photocopiers etc.). Follow cleaning procedures, manufacture instructions and WHMIS requirements.
- Staff should wipe down shared areas (counters, handles and control switches) after each use.
- Avoid using common dishes and utensils available in lunchrooms. If dishes are used, they must not be left for others to deal with.
- Staff and participants are not permitted to share food or drink.
- Ensure kitchens/lunchrooms are always well stocked with liquid soap, paper towels, toilet paper and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- Ensure washrooms are always well stocked with liquid soap, paper towels, toilet paper and where appropriate, hand sanitizer with a minimum of 60% alcohol. Antibacterial soap is not required to prevent the spread of COVID-19.
- Staff must wear gloves while cleaning and disinfecting.
- Equipment and program supplied used by participants will be cleaned and sanitized throughout the day. Eg. Scissors, markers, glue sticks.
- Sports equipment will be cleaned at the end of each day.
- Staff are required to wash hands; when they arrive and leave from work, before handling food, after cleaning or disinfecting program areas, after touching high point areas, when hands are visibly dirty.
- Participants are required to wash hand when; they arrive and leave the camp, before and after meals, after playing outside, after sneezing/coughing, after use of bathroom, when hands are visibly dirty.

First Aid

- If conscious and capable of answering, ask the worker the BCCDC COVID-19 Self Assessment Tool questions to verify current status of their health.
- Workers who are exhibiting symptoms of COVID-19 should be isolated from other workers until they are able to be transported home or to a health-care facility
- Workers who are exhibiting symptoms of COVID-19 should wear a mask while they are in isolation and during transportation to reduce the spread of droplets from their exhalations, coughs or sneezes. If a surgical mask is not available a cloth face covering could be used.

- The area should be cleaned and disinfected as soon as possible after treatment has completed.
- Have First Aid Attendant maintain a safe distance and walk the patient through self-treatment, if possible.
- Follow all infection control procedures and utilize required personal protective equipment.
- Follow COVID-19 OFAA Protocols (available in public drive).

3. Developing Plans, Practices and Procedures

The following policies and guidelines are in place in order to prevent the spread of COVID-19:

- Recreation Leader's Land N Sea Orientation Package.
- Workers and visitors who is showing symptoms of COVID-19 are to remain home and seek the medical advice of their physician.
- Workers and visitors who have arrived from outside of Canada must self-isolate for 14 days.
- Workers and visitors directed by Public Health to self-isolate are to follow that advice and to remain at home.
- Workers who are working from home are to adhere to the Interim Telecommuting Guide & Remote Access Policy.

Relevant Safe Work Procedures and Practices are available in the public drive and include:

- COVID-19- Best Practices- Physical Distancing in an office environment
- COVID-19- Entry Check Workers
- COVID-19- Facility Cleaning and Disinfection Record- template
- COVID-19- Facility Cleaning Risk Assessment- template
- COVID-19- How to use a mask
- HR-HS Notice to City OFAA's
- COVID-19- Interim JHSC Worksite Inspections
- COVID-19- Joint Health and Safety Committees
- COVID-19- Manager/Supervisor Worksite Practices Review Checklist
- COVID-19- OFAA Protocols
- COVID-19- PPE Guidelines
- COVID-19- Prevention and Control Measures- City-wide guidance
- COVID-19- Remote Work Hazards Checklist
- COVID-19- Safety Plan- Template (WSBC)
- COVID-19- Safety Plan Implementation Checklist- template
- COVID-19- Screening Tool
- COVID-19- Selecting/using a mask

- COVID-19- Setting up, organizing and working comfortable in your home workspace
- COVID-19- Site Specific Safety Plan- template
- COVID-19- Staff with COVID-like illness- flow chart
- COVID-19- Table of Occupancy Limits- template
- COVID-19- Safety Talk (Power Point)
- COVID-19- Training Record- template
- COVID-19- Worker Awareness Info Sheet
- COVID-19- Working Remotely
- COVID-19- Workstation Cleaning Instructions
- Safe Work Practice- COVID-19 Employee General Practices
- Glove Removal Procedure
- Infectious Disease Exposure Risk Assessment- template
- Interim Employment Policy
- Interim Telecommuting Guide & Remote Access
- SWProcedure- Handwashing and Preventing the spread of illness
- SWProcedure- Putting on and taking off PPE- Disposable Half-faced respirators
- SWProcedure- Putting on and taking off PPE- General
- SWProcedure- Working Alone
- Working Remotely Safety Considerations

Participants/Staff with Symptoms of COVID-19

<p>Child with symptoms before admission into Camp</p> <ul style="list-style-type: none"> - Parent or guardian must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 OR other infectious diseases, AND their symptoms have resolved. 	<p>Staff with symptoms before getting to work</p> <ul style="list-style-type: none"> - Staff must miss work, stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 OR other infectious diseases, AND their symptoms have resolved.
<p>Child with symptoms at Camp <i>Staff must take the following steps:</i></p> <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child. 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home. 3. Contact the child’s parent or caregiver to pick them up right away. 4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a 	<p>Staff with symptoms at work</p> <p>Staff should go home right away where possible. Staff will be required to contact the Recreation Programmer and make them aware of the situation.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> 1. Separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others.

<p>mask if available and tolerated, or use a tissue to cover their nose and mouth.</p> <ol style="list-style-type: none"> 5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 6. Open outside doors and windows to increase air circulation in the area. 7. Avoid touching the child’s body fluids. If you do, wash your hands. 8. Once the child is picked up, wash your hands. 9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact 8-1-1 or the local public health unit to seek further advice. Parents or caregivers must pick up their child promptly once notified that their child is ill. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<ol style="list-style-type: none"> 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. 4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas). 5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.
<p>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to the camp once symptoms resolve.</p>	

4. Communication and Training of Plans

Signage is posted outside of the facility indicating who is restricted from entering the premises, including visitors and workers with symptoms. Additional signage promoting physical distancing will be posted throughout the facility. The washrooms and kitchens will have signs on handwashing.

Managers/Supervisors will communicate and train staff on their Area / Group Specific Plans as well as applicable COVID-19 pandemic hazards/risk information, control measures, (e.g. policies, practices, and procedures) and other COVID safety requirements, including:

- Interim Employment Policy.
- Safety Plan.
- Risk Assessment (Contents).
- Changes to physical layouts/work activities.
- Personal Protective Equipment (P.P.E.) required and how to use.
- The risk of exposure to COVID-19, and the signs, symptoms and transmission routes of the disease.
- Exposure Control Safety Plan (Contents and Requirements).
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.

- How to report an absence, exposure to, or symptoms of COVID-19.
- How to stay informed of COVID Info
- Site specific Prevention and Control Measures:
 - General COVID Safe Work Practices
 - Cleaning and Disinfection (including location, how to, WHMIS info for cleaning products etc.).
 - Physical Distancing
 - Hygiene Practices
 - Site-Specific Orientation on COVID Safety
 - Applicable Safe Work Procedures/Practices

A record of that training will be kept.

Safety Plans will be posted at entrances, on the Wave, the City website and other areas within the workplace as necessary. Copies of all areas are available on the public drive.

Managers/Supervisor will complete regular safety talks/toolbox talks and update their staff on the latest information and requirement. Staff will review the information posted on the Wave on a regular basis to stay up-to-date.

The COVID-19 Prevention and Control Measures- City-Wide Guidance document has a listing of additional Posters, Education and Signage we will follow.

5. Monitoring the Workplace and Updating Plans as Necessary

Things may change as we gradually re-open and increase our business roles. If need be, changes will be made to the Safety Plan and staff will be informed. Workers can raise safety concerns with their supervisors and through a joint health and safety committees.

Managers/Supervisors will complete the Managers/Supervisors Worksite Practices Review/Inspection Checklist (or equivalent) every 2 weeks to assist in and to document monitoring.

6. Assess and Address Risks from Resuming Operations

Staff affected by changes made to work processes will be trained and informed of the new procedures.

Staff concerns will be reviewed and addressed according to health and safety hierarchy.

SAFETY PLANS REVIEW

This Safety Plan will be reviewed when new information or changes need to be made.