

Cowichan Valley Regional District  
Cowichan Community Centre  
**COVID-19 Safety Plan**

*Updated March 11, 2022 V.10*

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## Overview

The COVID-19 pandemic has had an impact on the Cowichan Valley Regional District's (CVRD) ability to deliver programs and services to its citizens. Many services were temporarily stopped or modified in response to COVID-19 to ensure the health and wellbeing of the community and staff.

The CVRD has developed various plans since the onset of COVID-19, taking guidance by information and advice from health authorities, other levels of government, WorkSafeBC, and other stakeholder groups such as the BC Recreation & Parks Association (BCRPA), Lifesaving Society of BC, ViaSport BC and Provincial and National sport governing bodies.

Currently the CVRD is enforcing all [Provincial Health Orders](#) in place to reduce the spread of COVID-19.

## Strategic Objectives

The plan supports four primary strategic objectives guiding the CVRD's collective efforts to respond to and overcome the COVID-19 pandemic. These include:

- Protect the health and safety of both employees and the public while serving as an essential service and second line of defense against the COVID-19 pandemic as mandated by the Provincial Government;

- Protect CVRD assets while also continuing to the full extent possible to deliver services needed by the community, while adhering to restrictions and limits prescribed by the Provincial Health Officer (PHO) and as mandated by the CVRD Board;

- Do the necessary planning and complete all work needed to ensure that all facilities, programs, services and equipment will be in optimum condition and at operational status; and

- Ensure that the appropriate staff resources and remote work policies and procedures and appropriate technology is in place to provide the back of house services that will be needed over the full duration of the crisis to support all staff who are continuing to work on sustaining services as described above and on the recovery.

## Minimizing Risk in the Workplace

WorkSafeBC has responded to the importance of keeping our workers safe during the COVID-19 pandemic. The CVRD recognizes the importance of WorkSafeBC and its safety protocols put in place to protect workers, and all resources and guidelines have been considered when developing our safety plan.

It is important to note that workers have the right to refuse work if they believe it presents an undue hazard.

## Screening for Illness

### Before Entry

Patrons are expected to screen themselves for flu-like symptoms prior to daily entry of the facility. If you are suffering from any flu like symptoms, you are required to **stay home** and not enter the facility until symptom free for at least 24 hours for non-COVID related illness.

- If you are suffering from flue like symptoms, you need to make use of the [COVID-19 Assessment Tool](#) prior to returning. This tool helps you determine if you need to obtain a COVID test, self-isolate or monitor.
- If you are required to self-isolate or self-monitor for symptoms, you will be expected to follow the [guidelines](#) provided through BC Centre for Disease Control (BCCDC).

Please pay particular attention to the [guidelines](#) outlined on the BCCDC website and follow as outlined.

## While at Facilities

If a patron becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact our office to notify staff. As well, if a staff member feels a patron is displaying symptoms while in the facility, they will be asked to leave. This will allow us to take the following measures:

Patron is asked to exit premises as quickly as possible. If immediate departure is not possible, then they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons;

Staff to conduct a thorough cleaning of the spaces/equipment where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.

If a patron tests positive for COVID-19, staff will immediately follow directions provided by Island Health.

## Proper Hygiene

### Handwashing

To reduce the spread of COVID-19, handwashing has been identified as an effective method. Patrons are strongly encouraged to utilize hand sanitizer when entering the facility. Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions
- Before and after eating and drinking
- After using the toilet
- Before and after playing on any play structure or use of equipment
- After sneezing or coughing
- Whenever their hands are visibly dirty

### Coughing and Sneezing

It is expected that coughing and sneezing that is unrelated to illness may occur. When this occurs, participants are expected to use good hygiene and protocol:

- Coughing and sneezing into elbow
- Nose blowing - use enough layers of tissue paper so that the fingers do not touch the secretions

Immediately dispose of tissue paper in a garbage can with a bag and lid, if possible  
Wash hands with soap and water for at least 20 seconds  
Tissues will be made readily available throughout the facility

## Physical Distancing in a Recreation Setting

The focus of recreation facilities is to provide opportunities for recreation, health, well-being and social connected-ness. It is expected that you do so in a way that minimizes risk to participants, instructors and staff. While not mandatory, physical distancing continues to be encouraged.

## Facility Protocols for Patrons

### Occupancy Limits

Changes to regular occupancy limit for the facility is determined by the current Public Health Orders. At this time, indoor/outdoor occupancy has been reinstated at 100% capacity.

### Mask Requirements

Masks are no longer required in public indoor settings (with the public health order lifted as of March 11, 2022). Mask usage is now based on personal preference.

### Vaccine Requirements

The CVRD is enforcing all Public Health Order – [Proof of Vaccination](#) requirements as outlined on the BC Provincial website. Processes are in place to scan vaccination status for required services. Please be prepared to show proof of vaccination in the form of QR code and identification (ages 19+) upon entry. For detailed information, please visit the website link provided.

### Entering and Exiting the Facility

Signage is in place around the facility to minimize congestion within our facilities. We ask that you take notice of all signage to ensure everyone's safety.

Patrons requiring services through the office will need to do so through the plexiglass windows. The office doors will be locked and limited to staff only access. Transit passes, program registrations, facility bookings or information from office staff will be queued in line and we ask that you maintain physical distancing.

Notices will be displayed at the main entrance instructing everyone not to enter if they are exhibiting flu-like symptoms or symptoms of COVID-19.

Masks are required in all CVRD facilities and buildings.

Patrons who are attending offerings through "User Groups" such as Minor Hockey will be required to follow any additional COVID protocols rental contract holder has put in place.

Hand sanitizer will be provided in the lobby for patrons to use when entering and exiting the facility.

### User Groups

Sport Related Users – are required to follow the current [PHO](#), Provincial Sports Organization (PSO) or ViaSport Return to Play (if your club does not fall under a PSO) guidelines and meet the requirements of the CVRD Facility Safety Plan.

Non-Sport Related Users - required to follow all current [PHO](#) guidelines and of the CVRD Facility Safety Plan.

Appoints a "host" within your group to oversee your participants and ensure they are following all requirements above.

Limit access to equipment storage rooms (if you have storage on site) to equipment

manager or designate; responsible for ensuring all equipment is stored and sanitized in a proper manner.

Understand that the contract holder is responsible for enforcing all Safety Guidelines outlined in this document, and if these guidelines are not being followed, the facility will impose penalties and fines up to and including the loss of use.

Fees and fines associated with all booking suspensions due to CVRD Facility Safety Plan violations by the Licensee and their participants, will be the responsibility of the Licensee.

### Facility Items to Note

- Staff are required to enforce these guidelines so please show staff kindness if a request is made of you.
- Please be aware, business hours may change unexpectedly due to staff illness. Please check our website/social media for up-to-date information.
- Plexiglass panels have been installed to provide a barrier between staff and patrons
- Signage will be visible at the window asking patrons to maintain as much distance between them and staff as possible at all times.
- Drop-in programs – it is strongly recommended that you pre-register for all drop-in programs and skate sessions. By purchasing your drop-in session online, you guarantee your space. Arriving on site prior to the course could result in the office not being open or the session being sold out.
- Proof of Vaccination will be required for all activities outlined in the current Provincial Health Order

### Cleaning of Facility/Supplies

All areas of the facility will be cleaned and disinfected daily utilizing approved cleaners and disinfectants.

Programming staff will be responsible for cleaning program equipment and supplies  
Staff will be frequently cleaning touched surfaces such as door handles, light switches, toilet handles, taps, and table tops, etc.

User groups utilizing equipment will be expected to sanitize their own equipment  
Staff will be following the guidelines set out by Island Health in relation to [Cleaning and Disinfection for Public Settings during COVID-19.](#)

### First Aid/Exposure/Outbreak

#### First Aid

User Groups – will be required to respond to First Aid situations through a designated “First Aid Attendant”. In an emergency situation a staff member may assist the above first responder. Additional safety measures are required with COVID-19, including additional PPE added to first aid kits.

Program Participants – In an emergency situation a staff member will provide first aid and respond in accordance with additional safety measures required due to COVID-19, including

use of additional PPE when attending to certain situations.

### **Exposure/Case Reported**

Should an exposure occur, contact tracing is no longer required as per Public Health. Isolation for close contacts has been removed and COVID-19 is now being treated like any other communicable disease. Having said that if you test positive for COVID-19 and had visited one of our facilities within the 48 hours prior to experiencing any symptoms we ask that you contact us to let us know. This allows us to provide discreet communications, protecting your identity, to other participants that may have attended the same class where close contacts may be identified. It is important to follow any direction provided by Public Health and that you stay apprised of the latest information on the [BCCDC](#) website.

### **Outbreak**

Should an outbreak occur (more than 3 cases related to the same program), immediate implementation of effective control measures to limit the size and length of an outbreak will take place.

If an outbreak is reported, the following measures will take place:

- Manager will work with Coordinator's and Operations Manager to determine next steps based on guidelines included on the BCCDC and/or direction provided through Island Health
- Manager will determine what needs to be modified or cancelled within the facility-based on extent of exposure
- Enhanced cleaning measures are implemented to help reduce the size and length of an outbreak

# COVID Safety Violations

## Staged Discipline

### First Offense:

email communication to Licensee outlining safety concerns

### Second Offense:

email communication to Licensee outlining safety concerns followed up by verbal communication

Remind Licensee that further safety violations will result in a booking suspension.

Inform Licensee that should any bookings be suspended due to safety plan violations; the Licensee will be responsible for the rental fees associated with the cancelled booking

### Third Offense:

email communication to Licensee outlining safety concerns followed up by verbal communication

Inform the Licensee that their next booking will be suspended and that the rental fees associated with the suspended booking will be charged

Inform the Licensee that further violations will result in additional booking suspensions, fines and/ or their account being suspended from all CVRD booking privileges

### Fourth Offense:

email communication to Licensee outlining safety concerns followed up by verbal communication

Inform the Licensee that their next 3 bookings will be suspended and that the rental fees associated with the 1<sup>st</sup> suspended booking plus a \$100 fine will be charged

Inform the Licensee that further violations will result in additional booking suspensions, increased fines and/ or their account being suspended from all CVRD booking privileges for a period of time

### Further offenses:

At the Manager's discretion may include:

- An increasing number of booking suspensions (i.e. 5, 7, 9)
- Increasing the fine by an additional \$100 per repeated offense
- Suspension of the remaining bookings for the season, calendar year, or until the pandemic is declared over by the Province of BC



## APPENDIX 1

### Arena Use Procedures

In addition to the General Safety Plan, the follow procedures have been put in place specific to the Cowichan Arena:

#### Entrance

- Participants are asked to use the self-screening tool before attending any activity.
- Arena patrons will enter through the exterior Arena doors that lead directly into the Arena. Lobby/Warm Room. Enter and Exit signs will be provided to support patron traffic flow. Controlling patrons entering/exiting the building will be the responsibility of individual user groups.
- No pets are permitted in the facility except service animals.
- Participants may access the facility up to 30 minutes prior to a practice session.
- Participants may access the facility up to 1 hour prior to a game session.

#### Upon Building Entry

- Patrons are asked to wash their hands or use sanitizers as they enter the facility.
- Physical Distancing is encouraged while in the facility.
- Patrons should bring their own water/water bottles. Water filling stations are available.
- Masks are required to be worn through all common areas and can only be removed once on the activity field of play (Ex. ice surface, gymnasium, fitness class allocated space, etc.). Once a patron has finished the activity, mask must be worn when exiting field of play area
- **NO SPITTING ANYWHERE IN THE FACILITY OR ON THE ICE.** Due to the high risk of COVID, this rule will be **strictly enforced**.

#### Use of Dressing Rooms

- Access and use of dressing rooms will resume as normal.

#### Safety Protocols

- Each user group must have a “Safety Host” at the front door to supervise their group and ensure that unauthorized individuals do not enter the arena. Front doors may not be left propped open. Each user group must maintain a ‘host’ in the facility until all of their participants have exited.
- It is recommended that the Safety Host also provide direction to parent/guardians and participants relating to arena use procedures.

#### Vaccine Requirements

- The CVRD is enforcing all Public Health Order – [Proof of Vaccination](#) requirements as outlined on the BC Provincial website. Processes are in place to scan vaccination status for required services. Please be prepared to show proof of vaccination in the form of QR code and identification (ages 18+) upon entry to a rental or program session. For detailed information, please visit the website link provided.

## **Multi-Purpose Hall, Heritage Hall & Meeting Room Use Procedures**

In addition to the General Safety Plan, the following procedures have been put in place specific to the Multi-Purpose Hall, Heritage Hall or Meeting Rooms:

### **Entrance**

- Participants are asked to use the self-screening tool before attending any activity.
- No pets are permitted in the facility except service animals.

### **Upon Building Entry**

- Patrons are asked to wash their hands or use sanitizers as they enter the facility.
- Physical Distancing is encouraged while in the facility.
- Masks are required to be worn through all common areas and can only be removed once on the activity field of play (Ex. ice surface, gymnasium, fitness class allocated space, etc.). Once a patron has finished the activity, mask must be worn when exiting field of play area

### **Safety Protocol**

- Each SPORT user group must have a “Safety Host” at the front door to supervise the group and ensure that unauthorized individuals do not enter the activity space. Each user group must maintain a ‘host’ in the facility until all of their participants have exited the building.
- It is recommended that the Safety Host also provide direction to parent/guardians and participants relating to arena use procedures.

### **Vaccine Requirements**

- The CVRD is enforcing all Public Health Order – [Proof of Vaccination](#) requirements as outlined on the BC Provincial website. Processes are in place to scan vaccination status for required services. Please be prepared to show proof of vaccination in the form of QR code and identification (ages 18+) upon entry to a rental or program session. For detailed information, please visit the website link provided.

### **Elevator Use**

If you require elevator use, please follow the directional signage and physical distancing is encouraged.