



**Parks & Recreation
COVID-19 SAFETY PLAN
INDOOR SPACES – USER GROUPS**

December 16, 2020 v5

subject to change

The District of Summerland owns a variety of rentable indoor recreation facilities including an arena, banquet room, meeting rooms, curling rink and various other rental facilities.

The District of Summerland is committed to adapting facility rental opportunities which align with [BC's Restart Plan](#) and the Provincial Health Office (PHO) guidelines and directives.

The District of Summerland responded to direction from our public health officials to close facilities and many of outdoor spaces as well as ceasing services. The District is now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of staff and community being the priority. The [BCRPA Guideline for Restarting Recreation](#) provides the District with a framework to apply to the provision of recreation and parks services during the pandemic.

This document is intended to provide user groups of indoor spaces an understanding of the District of Summerland's protocols and the requirements of the user groups who are booking indoor facilities.

DISTRICT OF SUMMERLAND PROTOCOLS

The District of Summerland is responsible to:

1. Complete a Facility Assessment of indoor spaces prior to opening the spaces up for rental opportunities.
2. Place signage at available spaces outlining COVID-19 expectations from the public.
3. Update rental agreement terms and conditions for user group bookings with COVID-19 information as recommended by the Municipal Insurance Association of BC.
4. Ensure all user groups have completed a rental agreement and provided required documents including comprehensive liability insurance prior to permitting use of the indoor space for organized activity.
5. Ensure all user groups have completed a COVID-19 Safety Plan.
6. Create a Parks & Recreation COVID-19 Safety Plan.
7. Provide site specific COVID-19 Facility Guidelines where applicable.

USER GROUP REQUIREMENTS

The user groups are responsible to:

1. User groups are required to comply with the PHO Order for [Gatherings and Events](#) and monitor this Order for updates.
2. Following the recent changes from the Provincial Health Officer, **wearing masks are required** in District of Summerland facilities.
3. Provide a COVID-19 Safety Plan which clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (IE WorkSafeBC). The Safety Plan must identify who will be responsible for ensuring compliance within the user group. The Safety Plan must be posted by the organization and/or available on-site during activities.
4. Sport organizations must review the [viaSport Return to Sport Guidelines](#) and their Provincial Sport Organization Return to Sport Guidelines and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of. The Safety Plan must be approved by their local board of directors and submitted to the District of Summerland. For sport user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant. **Sports Organizations or bookings without a PSO should complete the BCRPA template for Non-Affiliated Sport Groups.**
5. Fitness groups must review the [Public Health Guidelines for Group Low Intensity Exercise](#) and develop a COVID-19 Safety Plan specific to their fitness program and the facility they are operating out of. **Please complete the BCRPA template for Activity Groups.**
6. Non-sport user groups are required to provide COVID-19 Safety Plan approved by the organization's board of directors and submitted to the District of Summerland. For user groups who do not have a board of directors, the Safety Plan must be submitted and approved by the rental applicant. **Please complete the BCRPA template for Activity Groups.**
7. Users groups are responsible to ensure that all participants are aware and are complying with the user group's COVID-19 Safety Plan and all District of Summerland COVID-19 related Plans, Policies and Procedures which can be found on the [District's website](#).
8. No spectators are allowed at any sport activities under the order. The only people allowed to attend sport activities are those that provide care to a participant or player. For example, providing first aid.
9. Complete a rental agreement with the District of Summerland and provide all required documents including comprehensive liability insurance prior to utilizing the facility for organized activity.

10. Ensure the COVID-19 Addendum to rental agreement is read carefully and shared with your participants.
11. Posted room capacities must be adhered to.
12. Contact tracing is required for each booking session. Names and contact information for all attendees, volunteers, staff and organizers must be recorded and retained by the organizer for 30 days following the booking/event.
13. Must review and adhere to site specific COVID-19 Facility Guidelines.

COVID-19 SAFETY PLANS

The purpose of Safety Plans is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

The Province has highlighted 5 principles for every situation in the [BC Restart Plan](#):

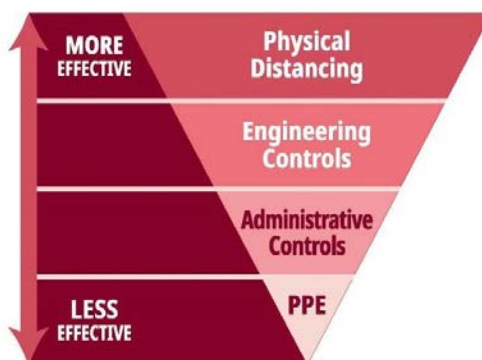
Five Principles For Every Situation

Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> • Frequent handwashing • Cough into your sleeve • Wear a non-medical mask • No handshaking 	<ul style="list-style-type: none"> • Routine daily screening • Anyone with any symptoms must stay away from others • Returning travellers must self-isolate 	<ul style="list-style-type: none"> • More frequent cleaning • Enhance surface sanitation in high touch areas • Touch-less technology 	<ul style="list-style-type: none"> • Meet with small numbers of people • Maintain distance between you and people • Size of room: the bigger the better • Outdoor over indoor 	<ul style="list-style-type: none"> • Spacing within rooms or in transit • Room design • Plexiglass barriers • Movement of people within spaces

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations:

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.



Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.

The [BCRPA Guideline for Restarting Recreation](#) provides a checklist outlining considerations for user groups:

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER
Physical Distancing of at least 2 metres	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.
Training of Employees/Volunteers	<p>Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc)</p> <p>New coaching/instructor guidelines.</p>
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.

The [viaSport Return to Sport Guidelines](#) provides a **COVID-19 Safety Plan Template** in Appendix G which is a recommended tool to guide user groups through the planning process.

IMPORTANT RESOURCES

PROVINCE OF BRITISH COLUMBIA

B.C.'s Restart Plan: https://www.scribd.com/document/460236402/B-C-s-Restart-Plan-Next-Steps-to-Move-Through-the-Pandemic#fullscreen&from_embed

BC COVID-19 Go-Forward Management Strategy: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BC_GOV_BCGOV_EN_BC_NOTIFICATION

B.C. Go Forward Strategy Checklist: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

PHO Orders: <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>

Public Health Guidelines for Group Low Intensity Exercise:
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#athletics>

HEALTH RESOURCES

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases-maladies/reduce-spread-covid-19-wash-your-hands/eng-handwashing.pdf>

Health Canada Personal Protective Equipment against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-devices/covid19-personal-protective-equipment.html>

Health Canada List of Disinfectants for use against COVID-19: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

BCCDC Cleaning and Disinfecting: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

POSTERS

COVID-19 Protection: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

Physical Distancing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf

Handwashing: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Do not enter if you are sick: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf

Vulnerable Populations: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-vulnerablepopulations/covid-19-vulnerable-populations-eng.pdf>

Occupancy Limit: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

Mandatory Masks: <https://www.worksafebc.com/en/resources/health-safety/posters/covid-19-masks-are-mandatory-in-this-workplace?lang=en>

WORKSAFE BC RESOURCES

Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

COVID-19 Safety Plan Template: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

SPORT AND RECREATION RESOURCES

Return to High Performance Sport Framework: <https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>

BCCDC guidance for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>

BCRPA Sector Guidelines for Restarting Operations: <https://www.bcrpa.bc.ca/covidguideline>