



Safe Operations Plan for COVID-19 Recovery

SCOPE

- Enderby Arena (including mechanical/plant rooms, but excluding Curling Rink and Curling Lounge) including programming delivered by the City of Enderby or a Service Delivery Agent on behalf of the City of Enderby

PURPOSE

- To manage the risk of COVID-19 exposure to workers, as well as participants, guests, invitees, and the public by implementing health and safety measures

PRINCIPLES

- Hygiene
- Sanitation
- Safe social interaction in accordance with Public Health Orders and ViaSport *Return to Sport* guidelines
- Physical modifications
- Staying home if you are sick

DEFINITIONS

- City of Enderby: the Corporation of the City of the Enderby including the Enderby & District Services Commission
- Cohort: A cohort is a group of participants who primarily interact with each other within the sport environment over an extended period of time and has the same meaning and application as in the ViaSport *Return to Sport* guidelines (September 2020 revision and any subsequent revisions)
- Hygiene: personal cleanliness and disinfection measures
- Sanitation: facility cleanliness and disinfection measures
- Service Delivery Agent: a person or entity under contract with the City of Enderby to provide a good or service on behalf of the City of Enderby, which excludes the general public, invitees, user groups, renters, and persons or entities who may be using the facility to deliver their own programming independent of the City of Enderby
- User Group: a customer or group of customers who are using a facility for the purposes of recreation or organized sport, including competitive and non-competitive play
- Workers: employees or volunteers of the City or a Service Delivery Agent, *excluding* User Group employees or volunteers (which are subject to the User Group's *Return to Play* Plan)



ROLES AND RESPONSIBILITIES FOR WORKERS

- Management: provide policies, guidelines, personal protective equipment, and training; implement reasonable control measures for the facility; conduct workplace investigations; adopt changes to Safe Operations Plans.
- Supervisors: ensure that policies and guidelines are followed by workers and that they are using personal protective equipment properly; report to Management on reasonable control measures recommended for implementation; participate in worker consultations on re-opening facilities; workplace inspections, recommend changes to safe operations plans to Management.
- Workers: follow policies, guidelines, and training; properly use personal protective equipment; participate in worker consultations on re-opening facilities; participate in workplace inspections and investigations; suggest changes to safe operations plans to Supervisors.

ROLES AND RESPONSIBILITIES FOR USER GROUPS

- User Group Leader: a person, whether elected or designated, who is responsible for the User Group, including ensuring the development, implementation, and ongoing compliance monitoring of a *Return to Sport* Plan (activities may be delegated to others, but the responsibility remains with the User Group Leader)
- User Group Members and Volunteers: follow policies, guidelines, and training; properly use personal protective equipment; suggest changes to *Return to Sport* Plans to the User Group Leader

CONDITIONS OF USE FOR USER GROUPS

- An acceptable *Return to Play* Plan that provides a level of protection equal or greater to the example in Schedule 'A' must be adopted by every User Group as a condition of use of the facility
 - If a User Group is a Local Sport Organization that is affiliated with a Provincial Sport Organization, a *Return to Play* Plan that is created or approved by that Provincial Sport Organization is deemed to provide an equivalent level of protection to the example in Schedule 'A'
 - If a User Group intends to make use of a Cohort model to enable increased contacts *on the field of play*, it must expressly declare this in its *Return to Play* Plan and adhere to the ViaSport *Return to Sport* guidelines for Cohorts; where there a conflict between the Cohort model and this Safe Operations Plan, the Safe Operations Plan shall prevail
- User Groups must follow their *Return to Play* Plan at all times
- User Groups must submit a copy of their signed *Return to Play* Plan to Enderby & District Recreation Services prior to use of the facility
- User Groups must keep a copy of their *Return to Play* Plan at the facility while playing and must present it to a worker, health officer, or WorksafeBC representative upon request
- User Groups must sign the COVID-19 Assumption of Risk Form and return to the City or Enderby & District Recreation Services prior to accessing the facility
- User Group Leader or designate must review the COVID-19 Assumption of Risk Form with each member of the User Group



- User Group Leader must provide adequate instruction to the users to ensure that they understand and follow the *Return to Play Plan*
- User Group Leader or designate must keep a list of the first and last names of all persons attending the facility, including spectators, along with either a telephone number or email address, for at least 30 days, and must provide this information to a health officer upon request
- User Group Leader or designate must be the first person present so that the names and contact information for users may be collected before entry into the facility

SAFETY CONTROL MEASURES

Worker Sickness and Self-Isolation

- Workers shall adhere to the *COVID-19 Self-Isolation and Worker Care Policy* or *COVID-19 Self-Isolation and Worker Care Policy for Delivery Agents*

Access

- Access must be managed by the User Group in accordance with their *Return to Play Plan*
- The following members of the public are prohibited from accessing public facilities:
 - Anyone who has symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headaches.
 - Anyone directed by Public Health or a health officer to self-isolate.
 - Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- No drop-in activities, including public skates, until further notice
- Concession shall remain closed until further notice
- Public access to staff and mechanical rooms is prohibited

Occupancy

- Occupancy must be managed by the User Group in accordance with their *Return to Play Plan*
- Maximum occupancy for User Groups who do not use a Cohort Model is no more than 48 persons excluding staff, including users, referees, coaches, instructors, volunteers, and spectators, provided physical distancing can be maintained
- Maximum occupancy for User Groups who do use a Cohort Model is 65 persons excluding staff, including users, referees, coaches, instructors, volunteers, and spectators, provided physical distancing can be maintained
- A parent, guardian, or attendant who is on the ice solely to assist a young child or person living with cognitive or physical challenges, during instructional programming or a family skating opportunity is, together with that person, deemed to be 1 person provided both are already in the same contact bubble
- User groups may only invite spectators on condition that the User Group Leader or designate is available and dedicated to ensuring that spectator numbers do not exceed occupancy and that they maintain physical distancing while in the stands, except for those who are in a family bubble
- All program participants must pre-register and pre-pay



- Users must arrive substantially dressed and may complete dressing in the assigned dressing rooms, provided they are able to exit the Arena within 15 minutes of the conclusion of their scheduled ice time
- Hockey bags may be brought into dressing rooms, although Users are asked to limit what they bring into the dressing rooms to the bare necessities
- Dressing rooms have a maximum occupancy of 8 and each group will have access to a maximum of two (2) dressing rooms
 - For User Group following the Cohort model, the maximum occupancy in the dressing rooms shall not apply provided the Users wear masks when they cannot maintain 2 metres of physical distance between one another
- Dressing rooms are only for the purposes of minimal dressing, putting on skates and providing washroom sanitation; showers are unavailable
- Players must ensure at least 2 metres of physical distance between one another while on a players' bench, unless the User Group follows a Cohort model
- Congregating in the parking lot before or after attending the Arena is prohibited
- Scheduling shall provide a minimum of 15 minutes between user groups to ensure adequate time for sanitation and prevent the crossing of user groups while entering and exiting
- A dedicated entrance will be established on the west side of the building and a dedicated exit will be established on the north side of the building
- One-way floor and wall markers will be posted showing how users must flow to-and-from the dressing rooms and the public from the spectator stands

Sanitation and Hygiene

- Sanitation must be managed by the User Group in accordance with their *Return to Play Plan*
- Drinking water fountains will be closed and users must bring sufficient water for their personal use
- Masks should be worn by anyone inside the facility when physical distancing cannot be followed, including coaches and team staff when on the bench or in the scorekeeper's booth
- Dressing rooms will be sanitized between user groups
- Other high-contact touch points such as door knobs, counters, and fixtures will be sanitized daily
- Worker office will be sanitized daily
- Additional personal disinfection station will be installed at the front entrance
- When cleaning bathrooms, if the production of aerosols cannot be avoided, workers must wear a mask
- Workers may use masks when other control measures are not appropriate or when they have seasonal allergies or other persistent conditions
- Workers should not share supplies or equipment or, if such shared use is unavoidable, the supply or equipment must be sanitized between uses
- Workers should not share food, glasses, plates, or utensils



FIRST AID

- Worker provision of first aid to other workers or the public shall be in accordance with *COVID-19 Administration of First Aid Policy*

COMMUNICATIONS

- Worker training will be provided prior to the opening of the facility
- Public expectations will be indicated through signs at the facility and, when appropriate, media releases
- This Safe Operations Plan will be posted at the facility and on the City's website

MONITORING AND ASSESSMENT

- Supervisors will be performing random workplace inspections on an ongoing basis to verify that procedures are being followed and PPE is being worn properly.
- There will be changes to Safe Operations Plans as we learn what works well and what needs improvement, as well as in consideration of the evolving pandemic response and recovery.
- Workers may propose improvements to Safe Operations Plans at safety meetings or directly to their supervisor, who will evaluate the proposal and either implement it, refer it to management, or provide the worker with reasons why the concern may not be valid. Any concern that is not resolved at that point will be handled in accordance with the *Health and Safety Policy*, section "How Will Safety Concerns Be Handled?"

SUPPORTING POLICIES FOR WORKERS

- *Facility Access During COVID-19 Policy*
- *COVID-19 Self-Isolation and Worker Care Policy*
- *COVID-19 Self-Isolation and Worker Care Policy for Delivery Agents*
- *COVID-19 Administration of First Aid Policy*
- *Health and Safety Policy*



Schedule 'A'

Return to Play Plan

Following our Return to Play Plan is a condition of use of the facilities.

Teams or players who do not adhere to the Return to Play Plan will be prohibited from participating.

HEALTH ORDERS, GUIDELINES, AND FACILITY SAFE OPERATIONS

- Follow all health orders and guidelines
- Follow all facility signs and instructions

ROLES AND RESPONSIBILITIES

- User Group Leader or designate must be appointed the person responsible for ensuring that the *Return to Play Plan* is implemented and monitor for compliance

USER EDUCATION AND COMMUNICATIONS

- All users must receive education on the risks of COVID-19, self-screening, and their *Return to Play Plan* prior to accessing the facility
- The User Group Leader must document the names of users and the date on which they received education

CONTACT TRACING

- User Group Leader or designate must keep a list of the first and last names of all persons attending the facility, including spectators, along with either a telephone number or email address, for at least 30 days, and must provide this information to a health officer upon request
- User Group Leader or designate must be the first person present so that the names and contact information for users may be collected before entry into the facility

PERSONAL PROTECTION, SANITATION, AND HYGIENE

- The following are prohibited from accessing the facilities:
 - Anyone who has symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headaches.
 - Anyone directed by Public Health or a health officer to self-isolate.
 - Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Individual gear, personal equipment, and clothing is required and must not be shared
- Shared equipment must be sanitized between uses



- Only use the assigned dressing room in accordance with the Arena's Safe Operations Plan
- Users must arrive substantially dressed and may complete dressing in the assigned dressing rooms, provided they are able to exit the Arena within 15 minutes of the conclusion of their scheduled ice time
- Hockey bags may be brought into dressing rooms, although Users are asked to limit what they bring into the dressing rooms to the bare necessities
- Dressing rooms have a maximum occupancy of 8 and each group will have access to a maximum of two (2) dressing rooms
 - For User Group following the Cohort model, the maximum occupancy in the dressing rooms shall not apply provided the Users wear masks when they cannot maintain 2 metres of physical distance between one another
- Dressing rooms are only for the purposes of minimal dressing, putting on skates and providing washroom sanitation; showers are unavailable
- Players must ensure at least 2 metres of physical distance between one another while on a players' bench, unless the User Group follows a Cohort model
- Congregating in the parking lot before or after attending the Arena is prohibited
- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue or into your elbow when coughing or sneezing
- Do not spit
- Wash your hands often, including after using restrooms, for at least 20 seconds as outlined previously
 - Use alcohol-based hand sanitizer if soap and water are not available
- Bring your own labelled water bottle with sufficient water for your personal use, and do not share
- Any designated first aid attendant must be familiar with and apply, to the extent applicable, the *OFAA Protocols during the COVID-19 Pandemic*
- There will be no contact, including no handshakes or high fives
- Referees should verbally greet coaches but should not shake hands
- All conferences, group huddles, and cheers must be done in a way that observes physical distancing rules
- Minors must not be left unattended while playing, and must be supervised by a responsible adult who is capable of ensuring that all aspects of this Safe Operations Plan and/or Return to Play Plan are observed at all times
 - A parent, guardian, or attendant who is on the ice solely to assist a young child or person living with cognitive or physical challenges, during instructional programming or a family skating opportunity is, together with that person, deemed to be 1 person provided both are already in the same contact bubble
- Masks should be worn by anyone inside the facility when physical distancing cannot be followed, including coaches and team staff when on the bench
- Absolutely no sharing of drinks or food
- Team warm-ups and practices should adapt to provide at least 2 metres of physical distance between Users
- Towels should only be on the bench under the guidance of the safety person/trainer and for emergency use only. A towel should only be used once and then taken off the bench and washed.



- Paper towels/tissue can be on hand to wipe the face or blow the nose if on the bench. Ensure tissues are properly disposed in a garbage can

Cohorts

Check the Applicable Box:

- User Group *does not* intend to make use of the Cohort model to enable increased contacts on the field of play
- User Group *does* intend to make use of the Cohort model to enable increased contacts on field of play and has attached Schedule 'B' - Cohort Compliance Plan

Spectators

- Spectators must sit socially distanced from team members and other spectators
- User groups may only invite spectators on condition that the User Group Leader or designate is available and dedicated to ensuring that spectator numbers do not exceed occupancy, that they maintain physical distancing while in the stands except for those who are in a family bubble, and that they arrive and depart within 15 minutes of the scheduled booking

ARRIVAL/DEPARTURE AT THE FACILITY

- Arrive no earlier than 15 minutes before the scheduled booking
- Leave facilities immediately upon completion of the scheduled booking
- Do not congregate before or after the scheduled booking in the facility or in the parking lot

We agree to implement and ensure compliance with this Return to Play Plan at all times:

Adopted by _____ (Name of User Group)

Adopted on _____ (Date of Adoption)

Person Responsible is _____ (Print Name of User Group Leader)

Signature of the Person Responsible _____ (Signature of User Group Leader)



Schedule 'B'

Cohort Compliance Plan

Only complete this plan if your user group intends to use the Cohort model to increase contacts on the field of play.

Teams or players who do not adhere to their Cohort Compliance Plan will be prohibited from participating.

Our User Group acknowledges and agrees that (check each box):

- All guidance related to personal hygiene, cleaning protocols and symptom-screening still apply.
- Increased contact will only be permitted where it is not possible to maintain two metres physical distancing at all times during sport specific activities, and minimized physical contact will continue to be required when possible.
- At least two metres distancing should be maintained between all participants when outside of the field of play (e.g. dressing rooms, hallways, staging areas, etc.). If physical distancing cannot be maintained masks should be worn. Participants on the same team of the same cohort may share a bench without observing physical distancing, though players should consider wearing a mask when feasible. Any coaches, trainers or support staff must wear a mask when physical distancing cannot be maintained.
- Age or skill level of our Cohort is _____
- Names of teams in our Cohort are _____
- The number of people in our Cohort is less than 50 or 4 teams (if allowed by the Provincial Sport Organization)
 - Excluding parents and spectators
 - Including coaches unless they can maintain 2m physical distance *at all times*
 - Including officials unless they can maintain 2m physical distance *at all times*
- Our Cohort will avoid mixing with other Cohorts as much as possible.
- Members of our Cohort will take a two-week break before changing to another Cohort.
- Members of our Cohort will limit the number of other sport Cohorts to which they belong and our officials will limit themselves to our Cohort unless they can maintain 2m physical distance *at all times*.
- Parents and spectators associated with our Cohort will maintain 2m physical distancing at all times, regardless of our use of the Cohort model.

Signature of the Person Responsible _____ (Signature of User Group Leader)