

## CITY OF PRINCE RUPERT | RECREATION & COMMUNITY SERVICES DEPARTMENT

Policy Name:	<b>Coronavirus (Covid-19) – Reopen Plan</b>		
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Approval by:	Council	Supersedes:	N/A

### **OVERVIEW:**

The City of Prince Rupert Recreation and Community Services Department is committed to providing a safe and healthy reopen to public recreation services.

The BCRPA has released a document, [The Recreation & Parks Sector Guideline for Restarting Operations Covid-19: Recovery through Recreation & Parks](#), which outlines the best approach for returning recreation to operations in a safe manner.

With this guidelines in mind, Recreation is planning a phased approach to reopening recreation services to the community of Prince Rupert. This plan is a high level document that includes reference to resources, policies, procedures and other plans within it. It is focused on managing risk to community users of our facilities.

### **RESOURCES**

- 1) BC Restart Plan
- 2) BCRPA Restart Operations Guidelines
- 3) Guidelines for Kids Camps
- 4) Lifesaving Society's Guidelines for Reopening Pools
- 5) WorkSafeBC's Restart Guidelines
- 6) viaSport Return to Play Guidelines

### **PROGRESSIVE PLAN:**

Reopening operations must take into account a phased approach that mirrors the requirements of the BC Restart Plan, as well as the BCRPA's Guidelines. The BC Government's Restart Plan outlines four levels to their phased approach, and the BCRPA has mirrored that with their four phases to reopen diagram. The City of Prince Rupert's Recreation & Community Services Department is implementing a four phased approach to reopening (Appendix A).

### **RISK IDENTIFICATION:**

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome

(MERS). The virus has been named SARS-CoV 2 and the disease it causes has been named “Coronavirus disease 2019 (abbreviated “Covid-19”).

**Coronavirus (Covid-19)**

The virus is transmitted via larger liquid **droplets** when a person coughs or sneezes and can enter through these droplets into the eyes, nose or throat if an employee is in close contact with a person who carries the Covid-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that absorbs in through the skin. The Covid-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

**Droplet Contact:** Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. **Currently, health experts believe that the Covid-19 virus can also be transmitted in this way.**

**Airborne transmission:** This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs.

**HIERARCHY OF CONTROLS**

The BC Restart plan lists five key principles to follow for every situation. These principles are the primary approach to safety in our 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"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

Using these five principles in combination with the recommended hierarchy of Controls for COVID 19 from the BCRPA’s Restart Guidelines, we have developed a risk assessment process that identifies controls and protocols for each program, activity, and service area.

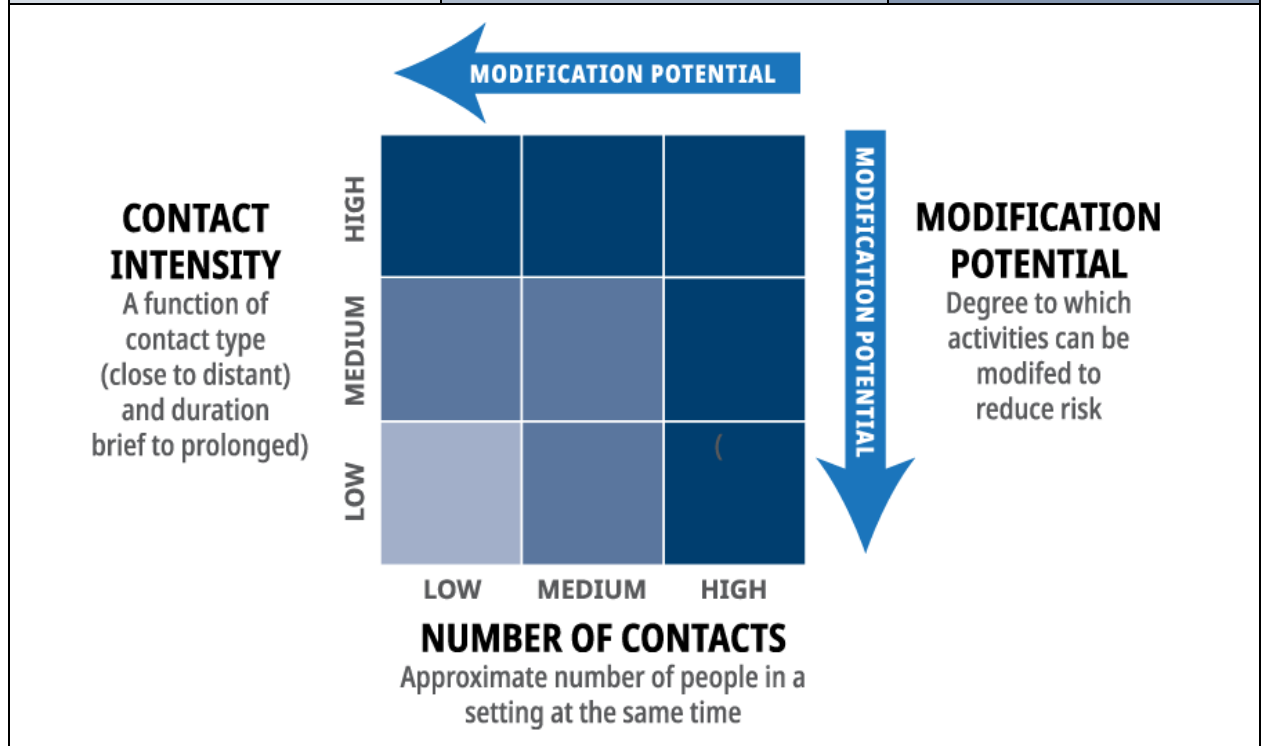
BCRPA’s Restart Guidelines also indicate a list of controls from more effective to less effective (figure 3) which are used in our risk assessment form. These controls are (1) physical distancing, (2) engineering, (3) administrative, and finally (4) personal protective equipment.

**RISK MATRIX:**

The risk matrix below (Table 1: Risk Matrix) measures risk in three dimensions, first (1) contact intensity, second (2) modification potential, and finally (3) number of contact points. This risk matrix assesses risk for all facilities and activities which are then mapped out on a table (Table 2: Risk Assessments by Activity) below with protocols listed for each risk area. As the phased approach to reopening recreation continues riskier activities will be implemented.

**Table 1: Risk Matrix**

Low Risk <input type="checkbox"/>	Moderate Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Low Contact Intensity High Modification Potential Low Number of Contacts	Medium Contact Intensity Medium Modification Potential Medium Number of Contacts	High Contact Intensity Any Modification Potential High Number of Contacts



**Table 2: Risk Assessment by activity (not exhaustive)**

ACTIVITY	RISK	CONTROL PROCEDURES
Summer Day Camps Outdoor Programs Family Field Use	Low	<ul style="list-style-type: none"> <li>✓ Hazard Assessments Complete for all internal programs</li> <li>✓ Hand Hygiene Policy</li> <li>✓ Physical Distancing and Facility Capacity Policy</li> <li>✓ Cleaning and Disinfecting Policy</li> <li>✓ Symptoms and Outbreak Control Policy</li> <li>✓ Food and Mealtime for Kids Camps Policy</li> </ul>
Low Intensity Fitness Fitness Gym Low Intensity Programs Programmed Use of: <ul style="list-style-type: none"> <li>• Fields</li> </ul>	Low to Moderate	<ul style="list-style-type: none"> <li>✓ Hazard Assessments Complete for all internal programs</li> <li>✓ Return to Play plans on file for user groups</li> <li>✓ Facility Use Addendum on file for user groups</li> <li>✓ Hand Hygiene Policy</li> <li>✓ Physical Distancing and Facility Capacity Policy</li> <li>✓ Cleaning and Disinfecting Policy</li> <li>✓ Symptoms and Outbreak Control Policy</li> </ul>
Medium Intensity Fitness Programmed Use of: <ul style="list-style-type: none"> <li>• Gymnasium</li> <li>• Auditorium</li> <li>• Pool</li> <li>• Arena</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>✓ Hazard Assessments Complete for all internal programs</li> <li>✓ Return to Play plans on file for all user groups</li> <li>✓ Facility Use Addendum on file for user groups</li> <li>✓ Hand Hygiene Policy</li> <li>✓ Physical Distancing and Facility Capacity Policy</li> <li>✓ Cleaning and Disinfecting Policy</li> <li>✓ Symptoms and Outbreak Control Policy</li> </ul>
High Intensity Fitness Drop-in Use of Pool, Arena, Gymnasium, and Auditorium Drop-in Use of Multi-Use rooms	Moderate to High	<ul style="list-style-type: none"> <li>✓ Hazard Assessments Complete for all internal programs</li> <li>✓ Return to Play plans on file for all user groups</li> <li>✓ Facility Use Addendum on file for user groups</li> <li>✓ Safety Plans prepared for each facility</li> <li>✓ Hand Hygiene Policy</li> <li>✓ Physical Distancing and Facility Capacity Policy</li> <li>✓ Cleaning and Disinfecting Policy</li> <li>✓ Symptoms and Outbreak Control Policy</li> </ul>

**PROGRAMS, USERS, and USER GROUPS**

Recreation is accessed by a variety of types of users. Operationally these are divided into four categories, (1) user groups, (2) one-time rentals or events, (3) program

attendees, and (4) general public. Each type of user presents different risks and requires different protocols.

### **User Groups:**

User groups are any organization that has ongoing use of our facilities and includes field users, ice users, gymnasium, auditorium users, and finally pool users. These organizations are usually, but not always, associated with a Provincial Sport Organization.

**Procedure:** Each User Group must have a PSO aligned Return to Play plan on-file with the closest PSO match. As well, a Facility Use Addendum will be signed by the signer for that organization.

**Example:** BC Soccer for any soccer related field use.

### **One-Time Rentals and Events:**

One time rentals and events such as weddings will be booked in late Phase 3 or Phase 4. These types of users are not associated with any kind of association that has done a risk assessment and therefore are high risk. Protocols will be put in place in September 2020 based on best practices.

### **Programs**

Recreation Department programs will be planned and introduced gradually on a program by program basis based on risk assessments. Each program will include strategies around implementation of established risk controls and protocols.

**Procedure:** Risk assess each program, apply the five principles and specific procedures.

**Example:** Summer Kids Camps—risk assessment complete with extensive protocols implemented.

### **General Public**

General public are general community users of facilities either in drop-in or casual use form. General public access to the facility will be late in Phase 3 and in Phase 4 and will be dependent on specific safety plans for facilities. Registration will be required to meet contact tracing protocols.

**Procedure:** Create a safety plan based on facility specific guidelines.

**Example:** Pool Safety Plan for general use of the Earl Mah Aquatic Centre.

## **POLICIES AND PROCEDURES**

This list will be updated as risk assessments and protocols are created. These are the policies, procedures, guidelines and protocols on file for COVID 19 restart.

- 1) COVID 19-1 Symptoms and Outbreak Control Policy
- 2) COVID 19-2 Food and Mealtimes for Kids Camps Policy

- 3) COVID 19-3 Physical Distancing and Facility Capacity
- 4) COVID 19-4 Cleaning and Disinfecting for Programs
- 5) COVID 19-5 Hand Hygiene
- 6) COVID 19-6 Addendum to Sport Field Use

## **PLANS**

In Phase 3 the following plans will be implemented to ensure public safety. These plans will be in place as plans to reopen progress. This list will change as planning progresses.

- 1) WorkSafeBC - COVID 19 Restart Plan-Recreation and Community Services  
[Complete]
- 2) COVID 19 Pool Safety Plan [Incomplete]
- 3) COVID 19 Arena Plan [Incomplete]
- 4) COVID 19 Civic Centre Plan [Incomplete]
- 5) COVID 19 Fitness Gym Plan [Incomplete]

## **RECAP**

The City of Prince Rupert's Recreation & Community Services department is intending to reopen with extensive enhanced protocols in place in a phased approach aligned with the provincial government's restart plan as well as a BCRPAs Restart Operations Guidelines. Our phased approach is part of a risk assessed return to operations intended to keep staff and public safe and healthy.

**Phased Reopening Plan: Recreation & Community Services**

	BC Restart Plan: Phase 1 BCRPA: Level 1 Essential services only	BC Restart Plan: Phase 2 BCRPA: Level 2 Restoration of some services with enhanced protocols	BC Restart Plan: Phase 3 BCRPA: Level 3 Progressive reopening of services and facilities with enhanced protocols in place	BC Restart Plan: Phase 4 BCRPA: Level 4 New Normal conditional on vaccine or treatment
Facility Status	The Recreation Complex is closed to the public	The Recreation Complex is closed to the public	The Recreation Complex is open to the public on a registration or appointment basis only	The Recreation Complex is fully open to the public with new protocols in place
Safety Protocols	No public access to indoor facilities Minimal essential staffing only	Where public and staff access is permitted: <ul style="list-style-type: none"> <li>• WorkSafeBC COVID 19 Restart Plan</li> <li>• Limited and controlled access</li> <li>• Enhanced cleaning and disinfecting protocols</li> <li>• Facility Signage</li> <li>• Physical Distancing Measures</li> <li>• Physical Barriers</li> <li>• No shared equipment or supplies</li> <li>• Hand washing and sanitization available</li> </ul>	All protocols from Level 1 & 2, with progressive phased introduction of public to the facility: <ul style="list-style-type: none"> <li>• WorkSafeBC COVID 19 Restart Plan</li> <li>• Facility Specific Safety Plans</li> <li>• User Provided Return to Play Plans</li> <li>• All protocols from Phase 2</li> </ul>	Ongoing: <ul style="list-style-type: none"> <li>• Education and resources</li> <li>• Signage</li> <li>• Enhanced cleaning and disinfecting</li> <li>• OHS review and assessment</li> </ul>
Services	No recreation services	Limited services on a case by case basis	Limited facility bookings with user provided Return to Play Plans in place Modified registered-only programs available Modified registered-only drop in available	Regular Operations