



Mill Bay Community Hall

COVID-19 Safety Plan

To be attached to the WorkplaceBC COVID-19 safety plan checklist

Revised November 25, 2020

First Level Protection

Occupancy Limits

The occupancy limit for the facility is determined by the BC Ministry of Health - Guidance to Retail Food and Grocery Stores. It is important to note that the maximum capacity for each room may be modified to a lower number depending on the equipment in the room or activity taking place.

Occupancy limits for the Mill Bay Community Hall (signs posted)

Hall

- 25 people for non-active activities
- 12 people for active activities

Kitchen

- 4 people

Bathrooms

- 1 person

Boardroom

- 6 people
- Notice will be displayed at the main entrance instructing patrons and staff not to enter if they are exhibiting flu-like symptoms or symptoms of COVID-19
- Patrons must follow directional markers through the facility and obey all posted signs
- It is expected that you are entering the facility because you, yourself are attending a program or activity being offered or require the sale of an item such as a transit pass. All other persons will be asked to remain outside versus entering the facility to assist in maintaining lower occupancy and physical distancing requirements

Screening for Illness

Staff and patrons will be expected to screen themselves for flu-like symptoms prior to daily entry of the facility. Please make use of the [COVID-19 Assessment Tool](#) prior to entering the facility each day. This tool helps you determine if you need to call 8-1-1 to see a medical professional or need to self-isolate and monitor. This tool is preferred as a first step before calling 8-1-1 to manage call-load for our medical system.

Please pay particular attention to the tool stating the following:

- If you have a fever, sore throat, cough, difficulty breathing, or are sneezing you should stay home from work/school for 10 days and avoid going out in public as much as possible
- If you have travelled outside of Canada in the last 14 days you are to stay home and self-quarantine
- If you feel you are suffering from any other symptoms such as flu-like symptoms including diarrhea in the last 24 hours you are expected to stay home

If you answer YES to any of the above, STAY HOME.

While at Facility

If a patron/staff member becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact our office to notify staff. This will allow us to take the following measures:

- 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

If a staff member feels a patron/staff member displays symptoms while at the facility, they will be asked to leave. The following measures will take place:

- Staff member who requested the patron/staff member to leave will contact their supervisor to inform and document
- Patron/Staff member must 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 where the symptomatic person was and no one is to enter these spaces until cleaning has been completed
- Patron/Staff member who falls ill will be given the Illness Policy Handout and will be required to follow the Illness Policy guidelines prior to returning to the facility
- If patron/staff member tests positive for COVID-19, follow directions provided by Island Health

Second Level Protection

This site does not require barriers.

Third Level Protection

Handwashing

To reduce the spread of COVID-19, handwashing has been identified as the most effective method. Staff will be required, and patrons strongly recommended, to increase handwashing for all utilizing 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. Staff, instructors, and participants are expected to use good hygiene and protocol when this occurs.

- 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 the hands with soap and water
- 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. Facility usage, room capacities, adapted activities, equipment usage are all part of these considerations. Please follow the guidelines below to ensure proper physical distancing during your usage.

- Abide by facility signage
- Adhere to the room capacity. Room capacities are based on square footage of the space, usage (active vs. non-active)
- Ensure that a minimum of 2 meters (6 ft) of space between participants from different households when participating in non-active actions/programs, and a minimum of 5 m² (53.8 ft²) when participating in active programs

Entering and Exiting the Facility

- Patrons are asked to arrive no more than 10 minutes prior to the start of a program and leave immediately following the program, staying no longer than 10 minutes
- Hand sanitizer will be provided in the lobby for people to use when entering and exiting the facility; however, handwashing is the preferred method upon entry and exit

User Groups

- Sport Related Users - required to provide a safety plan that meets their Provincial Sports Organization (PSO) or VIA Sport Return to Play (if your club does not fall under a PSO) and meet the requirements of the CVRD Facility Safety Plan
- Non-Sport Related Users - required to provide a user group safety plan that meets the requirements identified in the [BCRPA- Non-Sport Group Template](#) and of the CVRD Facility Safety Plan
- Users are required to appoint a “host” within a group to oversee participants and ensure they are following all requirements outlined in both the Mill Bay Community Hall Safety Plan and the users safety plan
- 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 which should be detailed in your safety plan
- Understand that the contract holder is responsible for enforcing all Safety Guidelines outlined in this document and your user group safety plan, and if these guidelines are not being followed, the facility will impose infractions which could result in the loss of use
 - User groups to provide their members with a copy of their safety plan to ensure they understand the expectations of them when utilizing the facility

Fourth Level Protection

Mask Requirements

All persons over the age of 12 who are in the Mill Bay Hall are required to wear a face mask. Masks must be worn in all public spaces, including, but not limited to hallways, elevators, and all commons areas. Children between the ages of 2 and 11 are strongly encouraged to wear a mask. Masks are not recommended for children under 2. While participating in a program/activity the following is required:

Active Programs/Activities:

- Masks are required to be worn through all common areas and can only be removed once on the activity field of play. Ex. fitness class allocated space, etc. Once patron has finished activity, mask must be worn when exiting field of play area.

Non-Active Programs/Activities:

- Masks are required to be worn at all times. Ex. art classes, quilting, music classes, etc.

Cleaning and Hygiene Practices

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

- Renters will be responsible for cleaning program equipment and supplies after each use. Please refer to the WorksafeBC Cleaning and Disinfecting guidelines posted.
- This includes all high touch areas ie. door handles, banisters, washrooms, shared tables/chairs.
- Sanitization supplies will be provided (disinfectant, paper towel, gloves.)
- Remove garbage generated during use.
- User groups utilizing equipment will be expected to sanitize their own equipment and should be outlined in their safety plan on how they are managing this.
- Cleaning/checks of washrooms will be posted to inform patrons.
- Following the cleaning and disinfecting of surfaces, it is recommended that gloves are discarded and hands are washed with soap and water or an alcohol-based hand sanitizer solution.
- CVRD Facilities staff will do heavy duty cleaning and sanitization at the end of each day. Staff will be following the guidelines set out by Island Health in relation to [Cleaning and Disinfection for Public Settings during COVID-19](#).
- Increased buffers between bookings will be added to ensure sanitization between users

First Aid

Responding to First Aid situations will still be required by user groups' "First Aid Attendant" as is required currently/pre-COVID-19; an instructor teaching the program; or a staff member assisting another staff member. In an emergency situation a staff member will assist the above first responder. Additional safety measures are required with COVID-19, including additional PPE added to first aid kits.

User groups will be required to address any first aid needs that may arise with one of your users. It is required that User Groups include a first aid plan in their safety plan and increase PPE supplies in

their first aid kits.

Crisis Management

During a crisis, it's normal for our brains to go into "flight or fight" mode which can affect good decision-making. It's important to stay calm and think logically if a crisis situation were to arise.

Steps to consider when dealing with a crisis situation:

- It's important to assess the situation and ensure you are not putting yourself in harm's way. If you are at risk and it's an emergency, call 9-1-1
- Implement existing protocols if it's a crisis that has outlined procedures, ensuring you maintain physical distancing to protect yourself
- If it's not an emergency and you are able to talk it through at a safe distance –
 - Provide a listening ear, often that's all individuals are looking for
 - Offer reassurance and understanding
 - If there is an identified problem, let them know you will take appropriate measures to address the situation
 - Follow back up with the individual so they feel satisfied with the way the situation was handled

Outbreak/Case Reported

Should a case or outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak. It is important that once symptoms have been reported, enhanced cleaning measures are implemented as it's one of the most important factors in limiting the size and length of an outbreak.

If a case or outbreak is reported, the following measures should take place:

- Staff member taking the report needs to complete an incident report and notify the Manager immediately
- Ensure person reporting has been given direction from Island Health on next steps and ensure they have a copy of our Illness Policy (Appendix 4) and advise individuals to self-isolate as per policy. Individuals can contact 8-1-1 if further health advice is required or 9-1-1 if it is an emergency
- Manager will contact Facility Coordinator to determine sanitization measures required
- Manager will determine what needs to be modified or cancelled within the facility based on direction from the General Manager of Community Services
- In the event of a suspected case or outbreak, immediately report and discuss with the Medical Health Officer (or delegate) at Island Health and follow their direction in regards to next steps and contact tracing
- Implement Illness Policy for other participants and staff if deemed necessary by Island Health

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 first 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