

City of Terrace

COVID-19 - Plans for Recreation Spaces, Including Facilities, Services and Programs

Subject to Change.

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PURPOSE

The purpose of this document is to outline the strategy to safely allow community access to City of Terrace recreation spaces including facilities, services and programs. The full re-activation of recreation spaces will take time and the public can expect that facility use and services as well as program delivery will be different than prior to the COVID-19 pandemic.

The City of Terrace recognizes the importance of having a safe and healthy work and play environment for its employees, facility users and members of the public. This document has been developed within the context of guidelines coming from the Provincial Health Officer (PHO), Northern Health Authority (NHA) and various other professional organizations including, but not limited to, WorkSafe BC, British Columbia Parks and Recreation Association (BCRPA), Recreation Facilities Association of British Columbia (RFABC), ViaSport, and Municipal Insurance Association (MIA).

This document has been developed to mitigate risks of getting and/or spreading COVID-19 while working or using City of Terrace recreation spaces including its facilities, services and programs. This document is subject to changes as guidelines are updated and changed, or as new information is made available.

SCOPE

This document applies to City of Terrace Leisure Services Department employees, facility users and members of the public.

This document will explain the processes that have been used to prepare City of Terrace recreation spaces for a safe re-activation of parks and outdoor facilities as well as a cautious and sustainable re-opening of the sportsplex and pool.

This document will identify the considerations used for decision making to determine when and how recreation spaces would and will be made available.

Safe use guidelines have been developed for use of the recreation spaces including indoor facilities. These guidelines outline the City of Terrace's expectation of how these spaces such as parks, playgrounds and pool are intended to be used to ensure the risks of COVID-19 are mitigated.

It will be noted, that the City of Terrace will not be responsible for policing or enforcing safe use guidelines in its outdoor spaces but will communicate expectations and allow residents to make their own decisions regarding whether they wish to use the space or not.

The City of Terrace reserves the right to close a recreation space at any time or revoke a permit or contract of a user group.

RESPONSIBILITIES

Employer Responsibilities

1. Plan, implement and supervise the City of Terrace's COVID-19 Employee Safety Plan in the Leisure Services Department.
2. Ensure that hand cleaning and personal protective equipment (PPE) are available to employees.
3. Ensure employees are given information about COVID-19 as it is made available.
4. Train Leisure Services employees on new procedures as related to COVID-19.
5. Have site specific control measures regarding the disinfection of commonly touched items and surfaces.
6. Use relevant recreation professional organizations for re-activating and re-opening recreation spaces and facilities.
7. Periodically review COVID-19 Employee Safety Plan and update sections of this document.
8. Implement and update Safe Use Guidelines for facilities with new information as it is made available.
9. Establish guidelines and expectations for safe use of recreation spaces.
10. Restrict and/or close recreation spaces if necessary.

Supervisor Responsibilities

1. Ensure workers know the risk hazards for the workplace.
2. Ensure workers are made aware of COVID-19 plans and safety procedures.
3. Ensure workers know how to use PPE and the expectations for use.
4. Direct employees to work in a manner where they eliminate, minimize and/or mitigate risks.
5. Send workers home if they are sick.
6. Consider and plan how to accomplish work that requires more than 1 person and where physical distancing cannot be maintained.

Employee Responsibilities

1. Be knowledgeable about hazards in the workplace.
2. Follow established procedures.
3. Use PPE as required.
4. Report unsafe work practices and/or conditions.
5. Self-monitor for symptoms of COVID-19 and in the event you become sick you will report to your supervisor immediately.
6. If you develop flu- like symptoms you will be required to request a COVID-19 test.

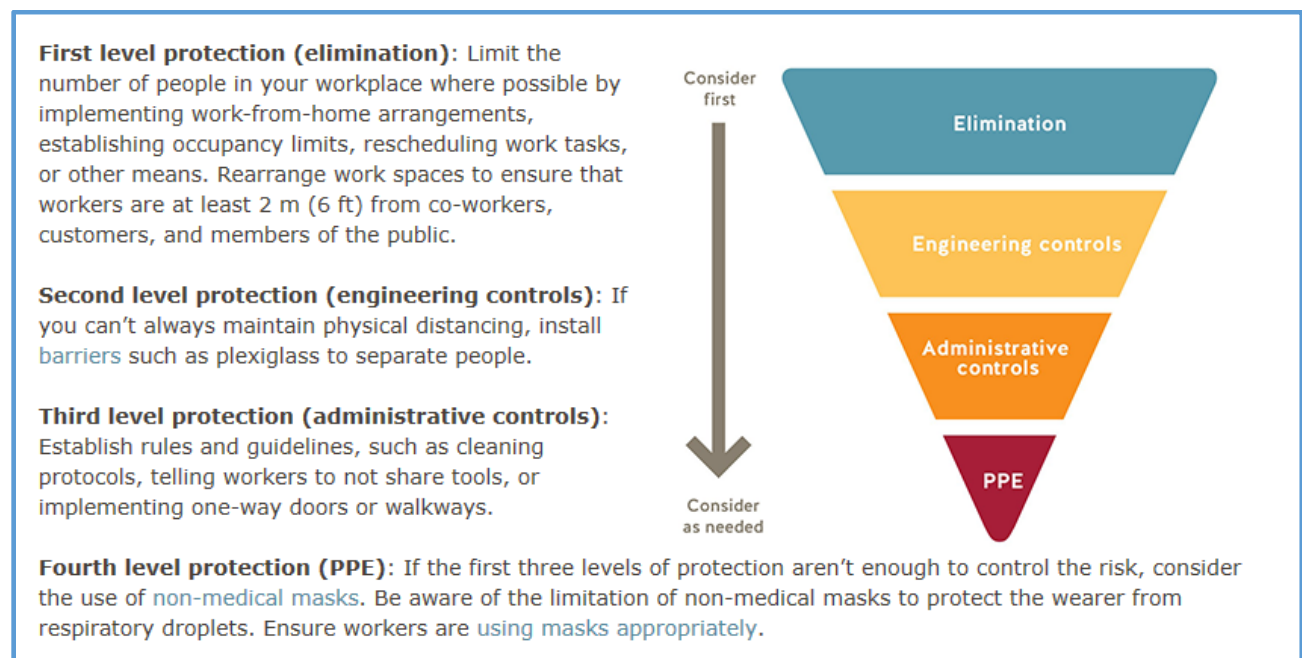
WORK SAFE BC'S 6 STEPS OF RETURNING TO SAFE OPERATIONS

The City of Terrace has taken the following steps to re-activate recreation spaces and re-open recreation facilities to safe operations for its employees using these 6 Steps of Returning to Safe Operations.

1. Assess the risks at the workplace.
2. Implement controls to reduce risk.
3. Develop Plans / Procedures.
4. Communication and Training of Plans / Procedures.
5. Monitoring the Workplace and Updating Plans as Necessary.
6. Assess and Address Risks from Resuming Operations.

Assessments of risks in the workplace were discussed by a selection of Leisure Services employees who work throughout the department including the pool, parks and sportsplex.

As referenced from *BCRPA Guidelines for Restarting Operations*, work practices and procedures were updated to mitigate the risk of transmission of COVID-19 using the methods as listed on this diagram.



The application of these methods were as follows:

1. Elimination

- At start of pandemic City of Terrace operations were reduced to essential services, and employees worked minimal days per week.
- Fit for Work Policy.

2. Engineering Controls

- Employee work stations spaced.

- Installation of sneeze screens on reception counters.

3. Administrative Controls

- Employee schedules adjusted to stagger shifts and breaks.
- Establishing occupancy limits in facility areas.
- Facility access for contractors and members of the public restricted and/or screened.
- Disinfection/cleaning schedules and frequencies updated.
- Develop cleaning protocols for sharing of equipment including vehicles.
- Host virtual meetings as opposed to in-person.
- Develop new guidelines for safe use of the recreation spaces.
- Post signage.

4. Personal Protective Equipment (PPE)

- Ensure required PPE is available to employees.

CONSIDERATIONS USED TO RE-OPEN RECREATION SPACES

The COVID-19 pandemic has caused unprecedented health, social and economic impacts around the world. In Canada, the federal and provincial governments have been working to slow the spread of the virus and mitigate its many impacts. At the local level, municipalities have had a difficult and important role to play in providing services that enable residents to lead a quality lifestyle as well as follow health directives for the safety and well being of all.

In mid-March directives from the federal and provincial government, along with local health authorities resulted in most of the City of Terrace recreation spaces being closing in a quick and reactive manner.

The City of Terrace's closure of recreation spaces came first with the Aquatic Centre on March 16, then with the Sportsplex on March 17, followed subsequently by playgrounds and sport courts.

Contrary to this reactive closure, the City of Terrace is committed to the re-activation of its recreation spaces and re-opening of its indoor facilities in a thoughtful and cautious manner. The process will take time and will continue to be subject to changes and updates.

In consideration of when recreation spaces would be re-activated or re-re-opened, the City of Terrace referenced the BC Restart Plan and BCRPA Guidelines for Re-Starting Operations.

The BC Restart Plan is a broad plan that allows activities and businesses to resume gradually. The following is an overview:

Phase 1 occurred during the initial response to the COVID-19 pandemic where most activities and businesses were restricted to essential services.

Phase 2 – Mid-May to June

Under enhanced protocols many health care services re-opened, along with some retail, personal care, restaurants and outdoor recreation.

Phase 3 - June to September

If transmission rates remain low or in decline, people can begin travelling throughout BC and under enhanced protocols businesses such as hotels and select entertainment are permitted to open. Schools may also re-open with an online and in-class format and more recreation services may be made available.

Note: Phase 3 adds to Phase 2 which will be implemented over many months.

Phase 4 - To be determined

Conditional to vaccine, treatment or "community immunity".

Activities like concerts or sporting events that host large gatherings may be permitted to resume.

The BCRPA Guidelines for Restarting Operations document included a planning template that rated recreation spaces and services on a low to high scale for the risk of transmission of COVID-19.

Level 1 & 2

The risks are rated as low and it suggests it may be safe to consider opening trails, washrooms, outdoor programs, outdoor sport courts, disc golf, sports fields and playgrounds.

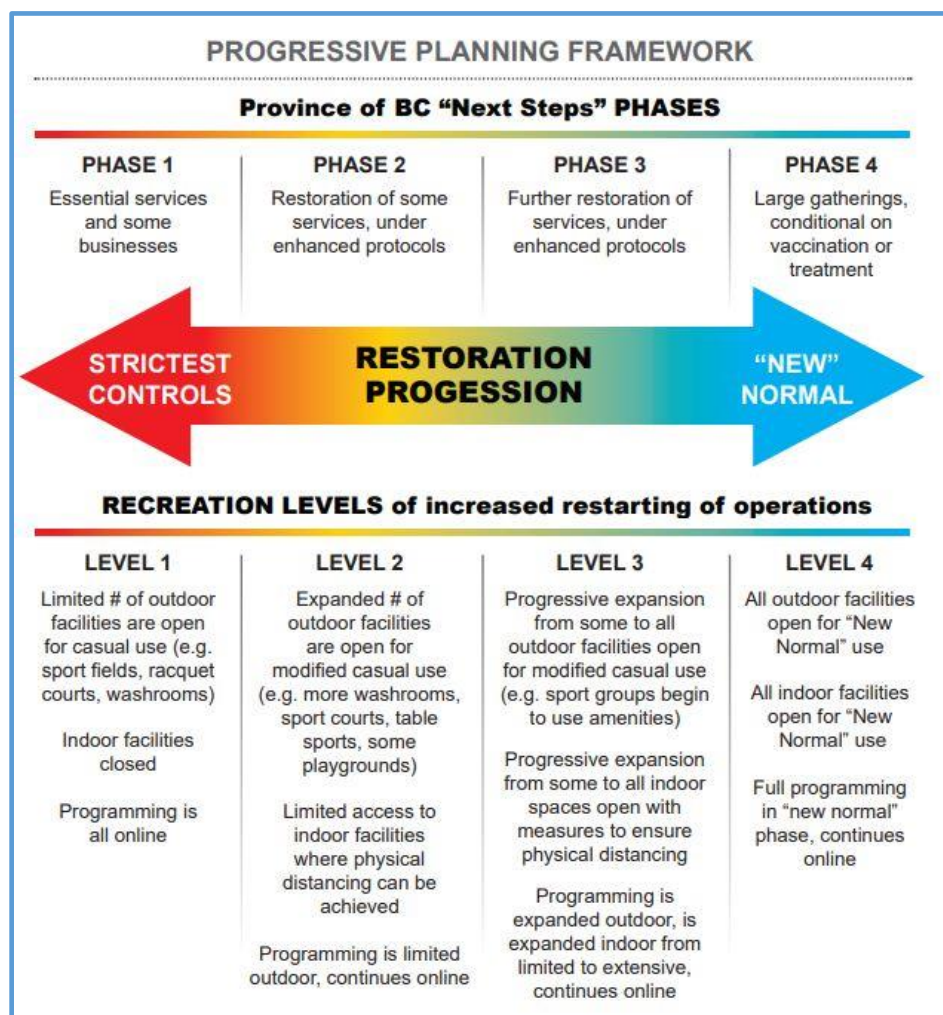
Level 3

The risks are rated as moderate and with enhanced protocols and control measures in place it suggests it may be safe to offer programming and open indoor facilities like arenas and pools.

Level 4

The risks are rated as highest and recreation activities such as organized sports and special events would have direction from other governing organizations such provincial or national sport governing bodies. Note: large single occasion events will not be permitted until the provincial order to restrict group gatherings to less than 50 is lifted.

The BC Restart Plan and BCRPA recreation levels can be summarized on the Progressive Planning Framework below.



In addition to the Restart Plan and the planning template, the City of Terrace has local considerations that will determine when it is the right time to re-activate and/or re-open recreation spaces.

These considerations are unique to Terrace and include, but not limited to:

1. Community location, population, proximity to COVID-19 outbreaks etc.
2. Effective workplace strategies to mitigate the transmission of COVID-19.
3. Development and implementation of Guidelines for Safe Use of recreation spaces where necessary.
4. Demand from facility user groups and the public.
5. Ability to recall and retain employees.
6. Budgetary impact and cost recovery of recreation services.

At the local level these considerations will be discussed and evaluated.

FIVE PRINCIPLES WILL ASCERTAIN HOW RECREATION WILL BE DELIVERED

The City of Terrace Leisure Services Department will deliver services and programs differently from pre-pandemic. Many of the recreation spaces and the delivery of services will be provided with COVID-19 risk awareness and heightened control measures. Residents can expect indoor facility operations to be most affected with schedule modifications, limited capacities and controlled access.

These changes will be necessary to meet the “Five Principles to Every Situation” as referenced in the *BCRPA Guideline for Restarting Operations* and reinforced in the BC Restart Plan.

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

These principles have been applied in the City of Terrace Employee Safety Plan and guidelines for recreation spaces and facility safe use. The City of Terrace acknowledges, that ultimately the effectiveness of any plan and guideline that is developed to mitigate the risks of COVID-19 will come down to the responsibility of individuals to follow them. Similar to the province’s strategy on compliance to its orders and recommendations, the City of Terrace is counting on residents to do the right thing.

GUIDELINES FOR SAFE USE FOR RECREATION SPACES

The City of Terrace will develop Safe Use Guidelines for many of its recreation spaces that require risk awareness for its users and/or require guidelines and controls to be put in place to ensure all levels of health authority orders and recommendations are adhered to.

The City of Terrace will not be responsible for actively enforcing health orders and recommendations, but will monitor recreation spaces and reserve the right to restrict or close spaces when health orders and recommendations are not being followed.

Further to this, the City of Terrace will reserve the right to change the Safe Use Guidelines on a recreation space when a permit or contract is established between the City of Terrace and a Facility User Group. And the City will reserve the right to close a recreation space even when a permit or contract is established between the City of Terrace and a Facility User Group.

REQUIREMENTS FOR FACILITY USER GROUPS

All user groups will have a COVID-19 Safety Plan in place that clearly demonstrates how activities provided will align with the directives of the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19.

The user group's COVID-19 Safety Plan will be made available for review by all of its group membership. User group members are expected to adhere to their group's Plan as well as the City's Guidelines for Safe Use in the respective facility. Every user group will have a representative (Door Ambassador) who will monitor facility entry and screen members for COVID-19 (specific to indoor facilities). This representative (Door Ambassador) will only permit their group members access into the facility.

The user group is responsible for enforcing their group's COVID-19 Safety Plan and ensuring their members follow the City of Terrace's guidelines. If the user group fails to follow their own COVID-19 Safety Plan or the City's Safe Use Facility Guidelines then the user group's permit or contract may be temporarily revoked or cancelled. In the event that this happens, the user group will have no claim to damages or reimbursement other than the pro-rated rental fee. If the user group has paid a "booking fee" (aka damage deposit) there will be no refund if the permit or contract is revoked or cancelled.

COVID-19 Safety Plan will include the following:

1. Follow national/provincial organizations if it applies to you, and adapt to your local with City's guidelines.
2. Risk assessment identifying areas where people gather, situations and processes where individuals are close to one another, any equipment that may be shared and surfaces people touch often.
3. Limit the number of people and ensure physical distance of at least 2-7 metres is maintained. Distance depends on activity.
 - a. Procedures outlining how members will maintain minimum distance.
 - b. Procedures outlining how spectators will maintain physical distancing if allowed.
 - c. Procedures for access and egress from the facility including parking lots.
4. Frequent cleaning and hygiene.
 - a. Procedures to promote hand hygiene.
 - b. User group will need to have their own hand sanitizer available to members.
5. Cleaning and disinfection reducing risk of surface transmission.
 - a. Users will sanitize their own equipment and do so with their own cleaning supplies.
 - b. Cleaning protocols for common areas and surfaces in permit or contracted spaces will be depend on facility and will be available upon request.
 - c. Remove unnecessary tools and equipment.
 - d. Establish procedures for managing equipment needs for members to avoid sharing items.
6. Determine the gathering size based on the physical distancing requirements (2-7 metres).
 - a. Adhere to facility use area with capacities.
7. Develop health screening protocols to ensure members do not come into the facility if they are sick, or have not come into contact who has had COVID-19, or been out of the country in the last 14 days.

8. Identify your user group's first aid attendant, and ensure they have a first aid kit with appropriate PPE supplies.
9. Indicate how you will share your user group's Safety Plan and the City's guidelines.
 - a. How will you monitor compliance? Who can the City contact if a concern arises?
10. Develop communication plan and training.
 - a. Communication and training plan to ensure everyone is trained in policies and procedures, and documentation for proof of training for all employees, volunteers, and participants in safety control measures.
 - b. All participants have received the policies for staying home when sick.
11. Coaches or safety volunteers have been trained on monitoring members to ensure policies and procedures are followed.
12. User group will have a representative (Door Ambassador) posted at designated indoor entry point to screen members entering the facility to communicate all guidelines and directives.
 - a. Door Ambassador will have a member registration/invite list for facility entry. This list is REQUIRED to be submitted to the City of Terrace for each reservation.
13. Ensure your user group's patrons understand there is no insurance coverage for contagion. This means your group could face a litigation claim should someone develop COVID-19 while participating or attending your activity and/or event. Key is to mitigate the risk.
14. In addition to permit or contract the user groups will be required to sign COVID 19 Assumption of Risk form.
15. Monitor and update plans as necessary.

All facility user groups (indoor and outdoor) will complete an Assumption of Risk Form from the Municipal Insurance Association – Appendix A

All facility user groups (indoor and outdoor) will have a COVID-19 Safety Plan, and user groups who do not have governing organizations can use one of the following templates.

1. Hockey groups can use BCRPA COVID-19 Safety Plan template – Appendix B
2. Non-affiliated sport groups can use VIASPORT COVID-19 Safety Plan template – Appendix B
3. Activity groups can use BCRPA COVID-19 Safety Plan template – Appendix B

GUIDELINES FOR SAFE USE - SPORTS FIELDS

It is the user's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the user's field permit or contract may be revoked or cancelled. It is the user's responsibility to have a COVID-19 Safety Plan and follow the City's Safe Use Guidelines.

Requirements for ball and soccer user groups, as outlined previously

1. The user group's COVID-19 Safety Plan must be available for members review and the user group will be responsible for enforcing their plan. A copy of this Plan must be provided to the City of Terrace.
2. If first aid is required, it will be provided using COVID-19 protocols.
 - a. User groups will provide their own first aid attendant and first aid kit.
3. Ball diamond and soccer field's guidelines for safe use will differ according to return to sport protocols of sport association.

Ball Diamonds

1. City of Terrace will refer to Softball BC's Gradual Return to Play Plan (or equivalent) for types of activities to be permitted.
2. Less than 50 per field including players, spectators, umpires, coaches etc.
3. Youth groups will return to sport first, and will be given first opportunity for field rentals.
4. Facilities will not be cleaned after every use.
5. The user group's COVID-19 Safety Plan must be available for members review and the User is responsible for ensuring this Plan is followed. A copy of this Plan must be provided to the City of Terrace.
6. Park vehicles within your own field of play.
7. Carpool when possible with members in your "bubble".
8. Arrive no more than 15 minutes prior to your start time.
9. Leave immediately after your facility contract time. No handshakes, huddling or congregating after your activity.
10. Spectators are not permitted in bleachers.
11. When bleachers cannot be removed. Bleachers will be taped off with signs DO NOT USE.
12. Dugouts will not be used.
13. Each team will be responsible for providing their own alcohol based hand sanitizer and alcohol based sanitary wipes.
14. No spitting of any sort i.e. spit, sunflower seeds, tobacco.
15. Garbage will be emptied once a week.
16. Outhouses or washrooms will be cleaned one time per week on City owned fields.
Arrangements for outhouses will be made by local sport organization on School District and Regional District fields.
17. Sharing of equipment is not permitted. Individual water bottles, gloves and helmets.
18. It is recommended bats not be shared.
19. Only the game ball will be permitted in the infield. The ball will be cleaned with an alcohol-based sanitizer before the game and after every inning.

20. Every player's hands will be cleaned with soap and water or an alcohol based sanitizer before the game and after every inning.
21. Where physical distancing cannot be avoided, non-medical masks are recommended to be worn.
22. Ensure your members are aware of these guidelines.

Soccer Fields

1. City of Terrace will refer to Soccer BC's Gradual Return to Play Plan for types of activities to be permitted.
2. Less than 50 per field including players, spectators, coaches etc.
3. Youth groups will return to sport first, and will be given first opportunity for field rentals.
4. The user group's COVID-19 Safety Plan must be available for members review and the user is responsible for ensuring this Plan is followed. A copy of this Plan must be provided to the City of Terrace.
5. Park vehicles within your own field of play, or as outlined by local sport organization.
6. Carpool when possible with members in your "bubble".
7. Arrive no more than 15 minutes prior to your start time.
8. Leave immediately after your facility contract time. No congregating afterwards.
9. Spectators will be physically distanced on perimeter or as outlined by local sport organization.
10. When bleachers cannot be removed. Bleachers will be taped off with signs DO NOT USE.
11. Each team will be responsible for providing their own alcohol based hand sanitizer and alcohol based sanitary wipes.
12. No spitting of any sort i.e. spit, sunflower seeds, tobacco.
13. Garbage will be emptied once a week.
14. Outhouses or washrooms are cleaned and stocked as per local sport organization protocols. Use at own risk. Arrangements for outhouses will be made by local sport organization on School and Regional District fields.
15. Sharing of equipment is not recommended. Individual water bottles, gloves etc
16. Every player's hands will be cleaned with soap and water or an alcohol based sanitizer before the game.
17. Where physical distancing cannot be avoided, non-medical masks must be worn.
18. Ensure your members are aware of these guidelines.

GUIDELINES FOR SAFE USE - PARKS & PLAYGROUNDS

It is the user's responsibility to comply with all orders and directives from the Provincial Health Officer, Northern Health Authority and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19.

Parks, playgrounds and amenities therein will not be cleaned regularly, the public will use at their own risk.

Parks

1. Parks are for casual play use.
2. Practice physical distancing by staying 2 metres apart from others outside of your household.
3. Avoid group gatherings. If the park is busy, leave and come back later.
4. Stay home if you are sick or showing symptoms.
5. Limit touching benches, trash cans or other hard surfaces
6. Water fountains will be closed until further notice.
7. Disc golf and horseshoe pits will require users to bring their own equipment for casual play.
8. Skip the high-fives, handshakes and fist bumps and find alternative ways to celebrate without contact.
9. Play safe! Avoid taking unnecessary risks to minimize potential injuries.
10. City of Terrace reserves the right to close these facilities at any time.

Playgrounds

1. Playground equipment will not be cleaned regularly.
2. It is recommended that users wash hands before and after use.
3. Children on playgrounds are not expected to physical distance but parents and adult caregivers are expected to practice physical distancing by staying 2 meters apart from others outside of your household.
4. Less than 50 people including children, parents, spectators within immediate proximity of playground area. Avoid group gatherings. If the park is busy, leave and come back later.
5. Stay home if you are sick or showing symptoms.
6. Skip the high-fives, handshakes and fist bumps and find alternative ways to celebrate without contact.
7. Play safe! Avoid taking unnecessary risks to minimize potential injuries.
8. Signage will be posted.
9. For the purpose of these Guidelines for Safe Use the George Little Playground will be defined as playground, splash park and fitness park.
10. City of Terrace reserves the right to close these facilities at any time.

Skateboard Park

1. Less than 50 people including skaters and spectators within immediate proximity of skateboard area.
2. Practice physical distancing by staying 2 meters apart from others outside of your household.
3. Stay home if you are sick or showing symptoms.
4. Skate/ride safe. Avoid taking risks to minimize potential injury.

5. Signage will be posted.
6. City of Terrace reserves the right to close this facility at any time.

Tennis /Pickle Ball Courts

1. Casual play use only.
2. Less than 50 people including players and spectators within immediate proximity of courts.
Avoid group gatherings. If the courts are too busy, leave and come back later.
3. Practice physical distancing by staying 2 meters apart from others outside of your household.
4. Stay home if you are sick or showing symptoms.
5. Play within your “bubble”.
6. Do not share racquets or other equipment.
7. Clearly mark your ball and refrain from picking up others’ tennis or pickle balls.
8. Wash your hands before and after using the tennis courts.
9. Remain courteous and limit play to 1-hour when others are waiting.
10. Signage will be posted and updated as required.
11. City of Terrace reserves the right to close these facilities at any time.

Basketball Courts/Volleyball Pit

1. Casual play use only.
2. Less than 50 people including players and spectators within immediate proximity of courts.
Avoid group gatherings. If the courts are too busy, leave and come back later
3. Practice physical distancing by staying 2 meters (6 feet) apart from others outside of your household.
4. Stay home if you are sick or showing symptoms.
5. Play within your “bubble”.
6. Wash your hands before and after playing.
7. Remain courteous and limit play to 1-hour when others are waiting.
8. Signage will be posted.
9. City of Terrace reserves the right to close these facilities at any time.

GUIDELINES FOR SAFE PARTICIPATION - COMMUNITY ACTIVITY PROGRAMS

ACTIVITY PROGRAMS

The City of Terrace will comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. It will be the parent(s) and/or legal guardian to assess the risk of participation for under aged dependents.

Guidelines and Procedures

Location

- Terrace Sportsplex, Thornhill Gym, School District #82 Facilities

Registration

- Online/Phone.

Controlled Access

- Pre-registration, no drop-ins.
- Informed Consent and Assumption of Risk forms added to online registration.
- Participants physically distanced upon lining up for entry and required to sanitize upon entry as well as screened upon entry by Door Ambassador.
- Participants will remain in designated area.

Screening Questions and Protocol

- Participants will be asked the following questions when they arrive:
 - That you, or someone in your household has not been out of the country in the last 14 days;
 - That you do not have any flu like symptoms (ie difficulty breathing, coughing, runny nose, extreme tiredness); and
 - That you have not been in contact with anyone who has tested positive for COVID-19
- Any participants who answer yes to any of these questions above will not be permitted to participate. Anyone who has the symptoms of COVID-19 is recommended to call Northern Health's COVID-19 Online Clinic and Information Line: 1-844-645-7811.

Washrooms

- Designated washrooms are available

Managing Sick Participants

- Should a participant become sick during the activity, the activity leader will be responsible for removing the participant from the group, taking to isolation area to wait until transportation arrives for pick up.
- Participant will be withdrawn from program for minimum 10 day period and issued a pro-rated refund.

Program Continuity

- A leader who falls sick (a fever, cough, difficulty breathing etc) will not report to work.
- If more than 1 leader becomes sick, then the program may be cancelled for duration those employees are away from work. Pro-rated refunds will apply in this case.

Cleaning Protocols

- Participants will sanitize their hands upon arriving and leaving the activity. Hand washing stations are available at each facility used. When hand washing is not available, hand sanitizer will be provided.
- Participants are instructed to wipe on/wipe off any equipment that they use. The disinfecting product that will be used is “Oxy-Q”, the Safety Data Sheet with all of its information can be found [here](#) for this product.

First Aid Incidents

- One activity leader is dedicated to assisting participants in minor first aid incidents.
- Should a major first aid event happen, the activity leader will phone 911 and follow first aid procedures as provided in training.

GUIDELINES FOR SAFE PARTICIPATION - COMMUNITY ACTIVITY PROGRAMS

INDOOR FITNESS

The City of Terrace will comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. It will be the patron's decision and their personal assessment of risk as to whether they participate in the program(s) being offered. Parent(s) and/or legal guardian will assess risk of participation for under aged dependents.

Guidelines and Procedures

Location

- Classes will be held in the Terrace Sportsplex.

Controlled Registration and Access to Class

- Pre-registration only, no drop-in participants are permitted.
- Participants will be required to complete City of Terrace Informed Consent for participation and COVID 19 Assumption of Risk form.
- Instructors will have a registration list.
- Instructor will screen arriving participants

Questions will be:

- That you, or someone in your household has not been out of the country in the last 14 days;
- That you do not have any flu like symptoms (ie difficulty breathing, coughing, runny nose, extreme tiredness); and
- That you have not been in contact with anyone who has tested positive for COVID-19
- Any participants who answer yes to above questions will not be permitted to participate. Anyone who has the symptoms of COVID-19 is recommended to call Northern Health's COVID-19 Online Clinic and Information Line: 1-844-645-7811.

Limit Occupancy

- Occupancy will be based off of activity being offered and room capacity
- Maximum 15 participants in order for the instructor to lead a safe class in Banquet Room #1
- Maximum 11 participants in order for the instructor to lead a safe class in Multipurpose Room #3& #4
- Instructor will direct participants on how to set up safely with minimum of 5-7 metres spacing between participants.
 - Minimum spacing requirements is based off of activity being offered.
- If class is more movement based then 5-7 metres spacing is required.

Managing Congregating

- Doors to facility are opened by the Instructor 10 minutes before class and participants are asked to leave directly after class.
- Participants should respect physical distancing of 2 metres before and after class.

Staff

- The City of Terrace reserves the right to cancel class if an employee falls ill. In such an instance, a refund or credit on account will be applied.

Equipment

- Instructors have been encouraged to modify their class to use less equipment.
 - Not all fitness equipment may be available to use, due to sanitizing requirements
- There is no sharing of equipment permitted.
- Participants expected to bring their own filled water bottles.

Sanitization and Washroom Use

- All participants are to sanitize their hands upon entry into the facility
 - Hand sanitizer to be supplied by City of Terrace
- Participants are to wipe on/wipe off any equipment used for the class
- Participants are to sanitize their sitting area after class

First Aid

- Fitness instructors are not certifiably trained in the administration of first aid procedures.
- Instructors will have basic first aid knowledge and be supplied with a basic first aid kit. With COVID-19 they are required to direct participant on how to self-administer and/or verbally assist participant with a minor injuries (such as small cuts, bumps, bruises etc).
- For major injuries that require first aid training (ie. CPR, broken bones, fainting etc) Instructors will call 911. Participant will be responsible for payment of Ambulance call if required.
- Instructors will have cell phone and expected to complete a first aid report.

GUIDELINES FOR SAFE USE – OUTDOOR MARKET(S) OR SIMILAR PARK EVENTS

It is the user group's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the permit may be revoked or cancelled. It is the user group's responsibility to meet all COVID-19 regulations and stay up to date as the regulations are subject to change. It is the user group's responsibility to have a COVID-19 Safety Plan and follow the City's Safe Use Guidelines.

The City of Terrace will use the BC Centre for Disease Control and the Order of the Provincial Health Officer (Pursuant to Sections 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008) as guiding documents to approve Farmer's Market (and similar markets) on City lands during the pandemic.

Celebratory like events are not permitted park use at this time.

User group will submit COVID-19 Safety Plan, insurance, signed park user permit form and signed COVID-19 Addendum for permitted use.

Safety Plan will include

1. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors, etc can maintain physical distancing of 2 metres at your event;
2. Plan, implement and supervise a strategy where common touch points and/or frequently touched equipment can be disinfected at your event;
3. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors etc are able to sanitize or wash their hands frequently at your event;
4. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors etc will not work or attend your event if they are showing symptoms of being sick;
5. And communicate and/or educate your staff, volunteers, participants, visitors etc on the relevant and applicable orders and recommendations within the guiding documents in an effective manner.

The City of Terrace will not be responsible for approval and/or enforcement of user group's COVID-19 Safety Plan but will reserve the right to revoke permit should it be made aware that BCCDC guidelines and Order of Provincial Health Officer are being ignored.

GUIDELINES FOR SAFE USE - CEMETERY OPERATIONS

It is the cemetery customer's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, BC Funeral Association, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19.

The City of Terrace will use recommendations from the BC Funeral Association that no more than 10 people be present for any cemetery services, and must remain physically distanced for the duration of the service (except for those within the same household). This number will include clergy, funeral directors, etc. Further to this, it is the recommendation of the BC Funeral Association that pallbearers not be used for cemetery services at this time. If an exception is needed, then those pall bearers will be required to wear a mask and sanitize before and after handling the casket. The City of Terrace will ensure all cemetery customers are aware of the recommendations but will not be providing on site enforcement.

Office Procedure (subject to change)

- The City of Terrace will continue cemetery administration by appointment only.
- One (1) cemetery customer per appointment.
- Customers will be asked screening questions by Cemetery Clerk and expected to sanitize before entry into Sportsplex.
- Cemetery Clerk will have all documents ready for review and signature on designated table located at Sportsplex Administration entrance.

GUIDELINES FOR SAFE USE – FERRY ISLAND CAMPGROUND

The City of Terrace will ensure the campground operator complies with all rules and regulations from the Provincial Health Officer, Northern Health Authority, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the campground operator's contract may be cancelled.

The City of Terrace has been updating guidelines for camping at Ferry Island with consideration of the BC Restart Plan, BC Parks as well as other regional campgrounds.

Guidelines and Procedures (subject to change)

Registration

- Campground is open to Canadian residents.
- A driver's license must be presented at time of registration.
- Campers are not permitted to reserve sites for other campers.
- Upon check in the campground operator will screen campers for COVID-19 symptoms and potential exposure.
- Registration will take place outdoors and operator will be wearing gloves and wiping debit machine (or any other surface that has been touched) after use.

Permitted Campers

- Campers may be in self-contained units (trailers, motor homes, etc) or tents.
- Only one self-contained unit or tent will be allowed per site.

Campsite Activities

- The washroom/shower house will be open for campers only.
- Guests must maintain the two-metre physical distancing from any other campground guests who are not in the same household or within their bubble.

Cleaning Protocols

- Hand sanitizer will be available.
- Operator will be regularly disinfecting the washrooms, water taps, garbage can lids, and the outhouses that remain open for walkers.
- After campers check out, the operator will wipe down picnic tables to get ready for the next camping guests.

GUIDELINES FOR SAFE USE - THORNHILL JUNIOR SECONDARY GYM

It is the user's responsibility to comply with all rules and regulations from the provincial health officer, Northern Health authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the user's gym rental will be cancelled and the gym could be closed indefinitely. It is the user's responsibility to meet changing, or new COVID-19 regulations as the regulations are subject to change.

Approved user group will submit Thornhill request form, COVID-19 Safety Plan, insurance naming City of Terrace and School District 82 as additional insured, and signed COVID-19 Assumption of Risk Facility Use form.

Safety Plan will include

1. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors, etc can maintain physical distancing appropriate to your event based off of ViaSport's Return to Sport's guidelines;
2. Plan, implement and supervise a strategy where common touch points and/or frequently touched equipment can be disinfected at your event;
3. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors etc are able to sanitize or wash their hands frequently at your event;
4. Plan, implement and supervise a strategy where your staff, volunteers, participants, visitors etc will not work or attend your event if they are showing symptoms of being sick;
5. And communicate and/or educate your staff, volunteers, participants, visitors etc on the relevant and applicable orders and recommendations within the guiding documents in an effective manner.

The City of Terrace will not be responsible for approval and/or enforcement of user group's COVID-19 Safety Plans but will reserve the right to revoke the contract should any authority guidelines not be followed.

Current Procedure (subject to change)

User groups are permitted based off their governing sports' Return to Sport/Play guidelines and recommendations from PHO. Essential service training groups are also permitted, provided they supply their own COVID-19 Safety Plan and develop safe use guidelines for the facility.

GUIDELINES FOR SAFE USE - SPORTPLEX ARENA(S)

It is the user group's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the user group may have its contract revoked or cancelled and not subject to reimbursement or rental fee refund. It is the user group's responsibility to have a COVID-19 Safety Plan and follow the Safe Use Guidelines.

Hidber Arena is open

Opening Date for Main Arena will be based on ice requests and staffing, and will not occur before October 13, 2020

Requirements as outlined previously

1. The user group's COVID-19 Safety Plan must be available for members review and the user group will be responsible for ensuring their Plan is followed. A copy of this Plan must be provided to the City of Terrace.
2. Facility guidelines for safe use may supersede provincial/national sport governing body return to play protocols.
3. The user group will have a representative (Door Ambassador) posted at designated entry point to monitor, inform and screen members entering the arena.
4. Depending on activity level patrons must maintain physical distancing of 2-5 meters at all times.
5. Where physical distancing cannot be avoided, non-medical masks should be worn.
6. User group's Door Ambassador will direct members to designated areas to put on skates or dressing room assignments, if applicable.
7. Each skater will be allowed one parent/guardian permitted in the arena (no siblings or other children). If and when games are permitted to resume, spectators may not be permitted in the arena due to less than 50 persons in arena zone guideline.
8. Zero tolerance for spitting.
9. Floor signage will indicate direction of movement throughout the facility. Seat signage in bleachers and dressing rooms.
10. Signage will be posted to restrict access to parts of the facility.
11. Occupancy limits will be posted in rooms.
12. Water fountains will be closed. Patrons must bring their own beverages until further notice.
13. If first aid is required, it will be provided using COVID-19 protocols.
 - a. User groups will provide a first aid attendant and first aid kit.
14. User group's are not required to forward their registration or attendee lists before their reservation.

Guidelines for user groups

Entry

- Entry and exit will be through Hidber Arena doors.
- Hidber doors will be locked from the outside to ensure entry is for reserved facility users only.
- User group will have a Door Ambassador to screen members coming into the facility. Door Ambassador is not permitted to let anyone outside of their group into the facility.
- There will be floor arrows to indicate flow of skaters.

- One parent/adult per skater is permitted to come to the arena with the child (no siblings or other children). Parent/adult will sit in bleachers and be required to wipe their seating area after use. Parents are not permitted in dressing rooms.

Upon Building Entry

- Skaters will be permitted access 15 minutes before their ice time slot.
- Younger groups will come "skate ready" to minimize dressing room use.
- Player dressing rooms will be pre-assigned and your Door Ambassador will tell skaters where to put on skates or what dressing room (if applicable) they are assigned to. Dressing rooms 1-4 will have up to 9 skaters in each. Dressing room 5 will be designated as the universal.
- Showers will not be available for use.
- Skaters will use the dressing room washroom they are assigned to.
- No spitting anywhere in the facility.

Ice Entry

- The entry gates to the ice will be open by the coach.
- Coaches will be assigned a penalty box for their time slot. They are required to clean this after use.
- Player benches are available for up to 5 skaters, physical distancing markers are on the bench.
- If player benches are used, the user group will be responsible for cleaning. Cleaning supplies will be available.
- Coaches will designate a spot for player's water bottles.
- If timekeepers box is required, the user group will be responsible for cleaning of associated equipment including the score clock, music player etc.

On-Ice Procedure

- Maximum of 18 participants and 2 coaches allowed per ice session. Main arena needs to be reviewed.
- Drills/skills/scrimmages must meet governing sport guidelines and all arena guidelines for safe use.
- The arena ice is considered in the field of play with reference to hockey like activities.
- Skaters and coaches must keep gloves and equipment on at all times. No touching of pucks or other shared equipment with hands by players. Coaches must pick up pucks at end of the session.

Exit Ice and Building Procedure

- At the end of the ice session, skaters must exit the ice on time so that the next group can start on time.
- Skaters must exit the ice, single file, to their assigned dressing room. Showers are not permitted.
- Skaters and the accompanying parent/guardian must leave within 15 minutes of their ice time ending.

Safety Protocol

- Follow your group's COVID-19 Safety Plan and City's guidelines.
- Please note that disinfection of the arena spaces will occur after each group. Frequency schedule can be provided upon request.
- Wash your hands frequently.
- Practice physical distancing while in the facility.

- No sharing of equipment.

Guidelines for public skating programs (subject to change)

Facility Access

- Facility entry will be for skaters who have a reservation in the public skating.
- Public skating will be capped at 40 skaters.
- Patrons may reserve their use online up to 48 hours in advance. Payment will be required at time of online reservation. Phone in reservations will also be available with payment required at time of reservation.
- Loitering or spectating in lobby areas will not be permitted.
- Safety signage and floor markers will be posted.

Pilot Public Skate Schedule

- The facility will open with a pilot schedule to monitor operations.
- School bookings will not be permitted at this time (subject to change).

Temporary Admissions Policy Change to Ensure Facility Guideline Compliance

- Children 9 and under will be required to have a parent or caregiver with them, exception will be children who are part of a user group.
- No memberships or discounted admission rates at this time. All admissions will pay single admission rate.

Patrons

- Will be assigned a bleacher seat.
- Will store their personal belongings in bleacher.
- Zero tolerance for spitting.
- Drinking fountains will not be available and facility users will be encouraged to bring their own water bottles.
- Skate rentals and helmets will not be available.

Cleaning Protocols

- Disinfection will occur after each public skate session.
- Any equipment that is required to be shared between employees or public will be disinfected after use. Skating supports, music player etc.

GUIDELINES FOR SAFE USE – ROOM RENTALS

It is the user group's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the user group may have its contract revoked or cancelled and not subject to reimbursement or rental fee refund. It is the user group's responsibility to have a COVID-19 Safety Plan and follow the Safe Use Guidelines.

Room Rentals are now available for business and organization functions, see guidelines

Requirements as outlined previously

1. The user group's COVID-19 Safety Plan must be available for members review and the user group will be responsible for ensuring their Plan is followed. A copy of this Plan must be provided to the City of Terrace.
2. The user group will have a representative (Door Ambassador) posted at designated entry point into the sportsplex to monitor, inform and screen group members that are registered or invited to the event. The Door Ambassador will direct members to room rental and inform them what washroom has been assigned.
3. Depending on activity level patrons must maintain physical distancing of 2-5 meters at all times.
4. Where physical distancing cannot be avoided, non-medical masks should be worn.
5. Floor signage will indicate direction of movement throughout the facility.
6. Signage will be posted to restrict access to parts of the facility. This is to reduce cleaning requirements.
7. Occupancy limits will be posted.
8. Water fountains will be closed. Patrons must bring their own beverages until further notice.
9. If first aid is required, it will be provided using COVID-19 protocols.
 - a) User groups will provide a first aid attendant and first aid kit.

Guidelines for user groups (subject to change)

Room rentals will be limited to work or organization meetings

Room rentals will be available during the times from 9am-9pm

Entrance

- Entry and exit will be designated.
- Door Ambassador is required for entry and will have hand sanitizer and give each member a squirt upon entry.
- If elevator access is required, the user group will be responsible for opening the doors downstairs to allow entry. Elevator will be requested at time of reservation.

While Inside Facility

- Contract times will be adhered to.
- There will be physical distancing markers to line up at the door. No congregating.
- Washrooms will be assigned.
- Access will be restricted to areas of facility not associated with the room rental.
- Occupancy limits are posted in rooms.
- User group will supply their own bottle of hand sanitizer in the room rented.

- Rental group will ensure physical distancing requirements are maintained during their event. Static activities 2 metres and dynamic 5 metres.
- If 2 metres of physical distancing is not maintainable, the members should wear a mask.
- Shared equipment will be disinfected after use.
- User group will be responsible for wiping down tables and chairs following their rental.
- User group will ensure all debris and recycling is disposed of in appropriate receptacle provided.
- Upon leaving the rental group will notify the Attendant or front desk that all of their members have left.

Safety Protocol

- Follow your group's COVID-19 Safety Plan and City's guidelines.
- Please note that sanitization of the arena spaces will only occur periodically. Frequency schedule will be provided upon request.
- Wash your hands frequently.
- Practice physical distancing while in the facility.
- No sharing of equipment.

SAFE USE GUIDELINES – TERRACE & DISTRICT AQUATIC CENTRE

It is the user group's responsibility to comply with all rules and regulations from the Provincial Health Officer, Northern Health Authority, provincial/national sport governing body, Work Safe BC, Life Saving Society and any other applicable authority or law designed to reduce the potential of contracting or transmitting COVID-19. If these guidelines are not followed, the user group may have its contract revoked or cancelled and not subject to reimbursement or rental fee refund. It is the user group's responsibility to have a COVID-19 Safety Plan and follow the City's Guidelines.

Approximate Opening Date for Aquatic Centre is September 14, 2020

Requirements for Facility User Groups as outlined previously, applies to Swim Club

1. The Swim Club's COVID-19 Safety Plan must be available for members review and the user group will be responsible for ensuring their Plan is followed. A copy of this Plan must be provided to the City of Terrace.
2. The Swim Club will have a Door Ambassador posted at front entrance to limit entry and screen its members coming into the facility.
3. Depending on activity, and if that activity is in water or out of water, all swim club members will maintain physical distancing of 2-7 meters at all times.
4. Swim training will follow Lifesaving Society recommendations – 1 swimmer per lane, or 6 per double lane.
5. Maximum capacity for Tuesday and Thursday swim blocks is 27 (including coaches) and 40 (including coaches) for all other swim blocks. *Subject to change.*
6. Where physical distancing cannot be avoided, face masks should be worn.
7. Change rooms will not be available to Swim Club and its members are to come "swim ready". Door Ambassador will direct their members to natatorium.
8. Members will keep personal belongings on natatorium deck.
9. Public washroom will be their assigned washroom.
10. Swim Club time blocks have limited capacities.
11. Parents and spectators are not permitted to be in the building.
12. Swim Club will have 15 minutes following their swim block to clear the deck and be out of the facility.

Guidelines for public use (subject to change)

Pool is the primary facility.

Pool capacities are determined by change space areas.

Gym capacity is determined by pool capacity during swim blocks.

Pilot Swim Schedule

- The facility will open with a pilot schedule to monitor operations.
- Pilot swim schedule has built in swim and cleaning blocks.
- Sunday will be closed for training and hiring purposes.
- Staff training blocks have been scheduled to ensure staff can maintain their skills.
- School bookings and other rental groups will not be permitted at this time.
- Swim Club will be assigned their swim blocks.

Programs

- Will be limited during pilot schedule so that staff can be trained to new instructing standards.

Reservations

- Entry into the facility will be restricted to reserved patrons.
- Patrons will reserve their timeslot in one of the listed swim blocks.
- Reservations will be taken for
 - Swim Patrons
 - Gym Patrons
 - Gym and Swim – Patrons wanting to use both are required to reserve a swim patrons so they have a change space
- Online and phone reservations only, no drop ins.
- With the exception of senior swim blocks, payment will be required at time of reservation.
- Upon reserving a Swim block in the female and male change rooms, patrons will understand that a privacy stall may not be provided.
- All facility patrons will be required to have an account with the City.
- Children 9 and under will be required to have a parent or caregiver with them, exception will be children who are part of Swim Club.
- Family units will be maximum 4 persons.
- Accessible change area will be maximum 2 persons.
- All patrons will pay single admission rates and memberships and discounted passes will not apply during the pandemic.

Facility Use

- Patrons will arrive “Swim Ready” and “Leave Quickly”. 15 minutes get dressed and leave.
- Facility access will be permitted to patrons with reservations.
- Entry doors will be locked and front desk staff will screen and control access into the facility.
- Spectators will not be permitted.

Facility User

- Safety signage and floor markers will be posted.
- Upon entry the front desk staff will inform reservations of their assigned change area and/or area to leave their belongings.
- Gym only patrons will be assigned a table spot in the conference room to store their personal belongings. Gym users will use the lobby washroom and will not have access to change rooms.
- Patrons using both pool and gym must reserve a Swim block to ensure they have change space.
- Lockers will not be available. Pool patrons will store belongings in on-deck cubbies.
- Gym patrons will be required to “clean on” and “clean off” their equipment as they use it.
- Zero tolerance for spitting.
- Saunas will be closed.
- Capacity limits will be posted.
- Drinking fountains will not be available and patrons will be encouraged to bring their own water bottles.
- PFDs and various swim aids and training equipment will be available upon request.

Cleaning Protocols

- Pilot schedule has swim blocks with disinfection scheduled between each block.

- Any equipment that is required to be shared between employees or public will be disinfected after use.

RESOURCES

<https://www.viasport.ca/sites/default/files/ReturntoSportGuidelines.pdf>

<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>

<https://www.northernhealth.ca/health-topics/coronavirus-information-covid-19/coronavirus-covid-19-resources?keys=covid-19#>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/sports-recreation>

<https://www.lifesaving.bc.ca/covid-19>

<https://www.bcfunerals.com/public/funeral-planning>

<https://www.redcross.ca/in-your-community/british-columbia-and-yukon>

<https://bcfarmersmarket.org/>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/farmers-markets>

<https://www.miabc.org/>

COVID-19 Assumption of Risk & Informed Consent

BY SIGNING THIS DOCUMENT, YOU AND/OR YOUR CHILD'S LEGAL RIGHTS MAY BE
AFFECTED - PLEASE READ CAREFULLY!

Dr. Bonnie Henry stated on May 16, 2020 that "COVID-19 is new for all of us". We at City of Terrace responded to the direction from our public health officials to first close our facilities and cease offering services. We are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know that the following statements are to be true.

1. The infectious agent, SARS-CoV-2, has caused community transmission of a serious communicable and potentially fatal disease known as COVID-19 amongst the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person comes into contact with; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safety Plan, which is available for your review upon request. We have also developed COVID-19 facility guidelines and procedures, which are available for your review at terrace.ca, or upon request. We have implemented our COVID-19 Safety Plan and will be applying our facility guidelines and procedures, but **the risk remains that a COVID-19 outbreak could occur despite our best efforts.**

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. We do not employ health professionals and do not screen for potential illness. It is also vital that no person bring a child to any of our facilities if the child is feeling unwell, or showing any symptoms of illness. Again, we do not screen.

It is vital that any person who believes that they may have become ill within 14 days of visiting one of our facilities and/or while taking part in one of our programs report this immediately by contacting City of Terrace Leisure Services Department at 250-615-3000. It is recommended you, and/or your child, seek appropriate medical attention by first calling 8-1-1. We will share personal information for the purposes of contact tracing if the need arises.

Please do not, and/or or permit your child to attend any of our facilities or participate in programs if you, or your child has:

- experienced cold or flu-like symptoms within the last 14 days;
- been in close contact with anyone else who has had these symptoms in the last 14 days; or
- been in close contact with anyone else who has travelled outside of Canada in the last 14 days.

Please note: If you, and/or your child, are displaying symptoms of respiratory distress or illness, you, and/or your child should not participate in programs and must leave the facility immediately. If unable to leave immediately, then you should be directed to the designated isolation room.

Lastly, it is vital that we all be calm and compassionate throughout this pandemic. Any person who exhibits any aggression towards our staff or any other person in one of our facilities and/or programs will be asked to leave and not return.

Agreement to the above mentioned conditions is a requirement for facility use and participation in programs.

I/we have read, understand and agree to the Assumption of Risk and Informed Consent.	INITIAL HERE
I/we have reviewed the Assumption of Risk and Informed Consent with my child and have instructed my child to listen to and follow the instructions provided.	INITIAL HERE

Name of Participant (Print Clearly)

Date

Signature of Participant OR Signature of Parent/Guardian (if applicable)

Telephone Number

Email Address

COVID-19 Assumption of Risk Facility Use and Rental Contract / Agreement / Permit

PLEASE READ CAREFULLY!



Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at City of Terrace responded to the direction from our public health officials to first close our facilities and cease offering services, and we are now responding to the direction to reopen our facilities and offer services to our community cautiously, with the safety of our staff and community being our priority. This includes permitting user groups access to our facilities, but solely on the basis that COVID-19 precautions will be adhered to by any and all user groups and individual participants.

COVID-19 remains a worldwide pandemic and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia;
2. Our public health officials have determined this constitutes a regional event, as defined in section 51 of the *Public Health Act*;
3. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
4. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 at one of our facilities and/or while participating in one of our programs, but we have taken the steps required to develop our COVID-19 Safe Use Guidelines for our respective facilities. Which are available for your review upon request. We have implemented these Safe Use Guidelines and will be applying our operational procedures in conjunction, but **the risk remains that a COVID-19 outbreak could occur despite our best efforts.**

As the representative of a user group, you are required to read and confirm that you understand our COVID-19 Safe Use Guidelines for the facility you are using and/or renting and you agree to follow our operational procedures. You are required to circulate this Addendum to other organizers, board, executive, etc and participants of your program. Further, you are required to take steps to ensure you're your participants act in accordance to our COVID-19 Safe Use Guidelines and all applicable operational procedures of the facility. Failure to adhere could result in your user group's contract, agreement and/or permit being revoked without refund of any fees and/or any particular person being banned from access to our facilities.

It is vital that no person who feels sick in any way visit any of our facilities and/or utilize any of our services. It is also vital that no person brings a child who feels unwell or is showing any symptoms of illness to any of our facilities and/or programs.

For more information regarding the risks associated with COVID-19, please review the BC CDC guidelines for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>.

I have read, understand and agree to this Addendum to Facility Use and Rental Contract / Agreement/ Permit.	INITIAL HERE
I have reviewed the City of Terrace COVID-19 Safe Use Guidelines for the applicable facility.	INITIAL HERE
I have reviewed the City of Terrace COVID-19 facility operational procedures (if any).	INITIAL HERE
I have reviewed this Addendum to Facility Use and Rental Contract / Agreement/ Permit Form with other organizers, board, and executive and will make my participants aware.	INITIAL HERE

Print name clearly

Date

Signature

Organization

Hockey User Group COVID-19 SAFETY PLAN CHECKLIST

We offer this checklist to assist hockey groups to create their COVID-19 Safety Plan for the facility on which they will return to play.

By order of the Provincial Health Office, all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

Sport organizations have developed or are now developing their sport specific Safety Plans. Some of these plans can be found on the [viaSport site](#) or on the PSO websites.

We have adapted this checklist for hockey from the [WorkSafeBC comprehensive tool](#) and PHO recommendations.

Your group cannot exceed 50 individuals, including participants, coaches, assistants, spectators.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract.

It is the responsibility of your group to ensure your COVID-19 Safety Plan is followed by members of your group.

Your COVID-19 Safety Plan must align with your sport's Return to Sport plan. For hockey:

- [viaSport](#)
- National Sport Organization: [Hockey Canada](#)
- Provincial Sport Organization: [BC Hockey](#)
- Local Sport Organizations, to be searched by location

Your COVID-19 Safety Plan must make clear that physical contact is not permissible in Phase 2, and will have a measured and gradual re-entry in Phase 3 of the BC Restart Plan.

The following steps will guide you through the development of your safety plan.

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.
- ☐ We confirm that our group will not exceed 50 individuals, including participants, coaches, assistants, spectators.

Step 2: Assess the risks at your sport

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified and have a mitigation plan for areas where people gather, such as:
 - staging areas, benches, lace-up spaces, chalk talk space, entrances and exits, dressing rooms, viewing spaces, lobbies, etc.
- ☐ We have identified situations and processes where individuals may be close to one another or members of the public
- ☐ We have identified the equipment that may not be shared by individuals
- ☐ We have identified surfaces that people touch often and must be sanitized
- ☐ We have a first aid response plan (e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

Measures in place

List the risks and measures identified in your sport environment.

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☐ Your sport-specific guidelines (Hockey Canada, BC Hockey, BCHL, etc).
- ☐ viaSport sport sector [Guidelines](#). (if you have questions about return to sport, please contact info@viasport.ca)
- ☐ BCRPA recreation sector [Guideline](#)
- ☐ Municipal facility guidelines (posted on city websites)
- ☐ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at www.viasport.ca)

Municipalities expect local hockey groups to refer to their PSO COVID-19 Safety Plan as they develop a plan specific to the facility which is descriptive of their ice activity.

Ensure you have a risk reduction plan that includes the following levels of protection cited by [WorkSafeBC](#).

First level protection (elimination): *Limit the number of people and ensure physical distance whenever possible*

- ☐ We have established maximum player numbers for our sport that meets facility requirements. We agree that we will have no more than the number of players on the

ice that is determined by the arena facility which takes into account the ability to maintain 2 metres between individuals in all areas of the arena (not item 2 above). The maximum number of players on a 1500m² size rink is 20 players and 5 coaches on the ice sheet at any time, provided the congestion areas (item 2 above) are able to facilitate physical distancing.

- ☐ We acknowledge that the maximum number of players on the ice sheet may be up to 20 players and 5 coaches, and depends on the municipality's capacity.
- ☐ We acknowledge that the ice capacity is the decision of the municipality.
- ☐ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible, including plans off-ice warm-up, expedient arrival and departure, coming in gear, etc.
- ☐ We have communicated to the players, coaches, parents and all individuals associated with our group that we have established measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have established and communicated occupancy limits for common areas such as meeting rooms, change rooms, and washrooms.

Measures in place

List your control measures for maintaining physical distance in your sport environment.

Second level protection (engineering): *Barriers and partitions*

- ☐ We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- ☐ We have discussed with the municipalities the engineering barriers that have been installed.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- ☐ We have clearly communicated these rules and guidelines through a combination of training and signage.
- ☐ We have identified an individual to be our COVID-19 Safety Plan Ambassador who will oversee our group's adherence to our plan.
- ☐ We have agreement from all participants that they will adhere to the rules and guidelines we have established to keep participants and others at least 2 metres apart, wherever possible.

Measures in place

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the game will be played to ensure 2metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained individuals on the proper use of masks (if applicable).

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☐ We have reviewed the information on cleaning and disinfecting surfaces.
- ☐ Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- ☐ We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- ☐ We have implemented cleaning protocols for all common areas and surfaces.
- ☐ We have removed unnecessary equipment to simplify the cleaning process

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc).

Step 4: Develop policies

Develop the necessary policies to manage your sport.

- ☐ Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities
- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel while participating. It includes the following:

- ☐ Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☐ Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- ☐ Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- ☐ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and

disinfect any surfaces that the ill worker has come into contact with.

Measures in place

List your relevant policies

Step 5: Develop communication plans

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- ☐ We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined
- ☐ We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- ☐ We have a communication and training plan to ensure everyone is trained in policies and procedures.
- ☐ All participants have received the policies for staying home when sick.
- ☐ We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- ☐ We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- ☐ Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Measures in place

Describe your communication plan

Step 6: Monitor and update your plans as necessary

Things may change as your sport operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Individuals know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve designated health and safety representatives

Step 7: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- ☐ We have a training plan for new staff, coaches, volunteers.
- ☐ We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our return to play.
- ☐ We have identified a safe process for cleaning and removing things that have been out of use.

Step 8: Provide your municipal host with your COVID Safety Plan

- ☐ We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. **It is not the role of the Municipality to approve your safety plan**, but you must have one in order to have access to municipal spaces.
- ☐ We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.



Non-Affiliated Sport Group COVID-19 SAFETY PLAN TEMPLATE

The [BC Recreation and Parks Association](#) and [viaSport](#) have this template to assist sport groups not affiliated with organized sport at the local (LSO) or provincial (PSO) levels.

By order of the Provincial Health Office, all organizations must develop a COVID-19 Safety Plan for their operations. This includes sport groups that are using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan. Provincial Sport Organizations have developed or are now developing their sport specific template to support Safety Plan development. These plans can be found on the [ViaSport site](#) or on the PSO websites.

We have adapted this guide for sport from the [WorkSafe BC comprehensive tool](#) that is available to all businesses.

Your plan will not be approved by the municipality, but will be reviewed and form an essential component of your rental agreement/contract.

Your COVID-19 Safety Plan must align with your sport's Return to Sport; see a listing [here](#). If your sport is not listed, align with the viaSport [Guideline](#).

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan, and aligned our COVID-19 Safety Plan with the Municipal Plan.

Step 2: Assess the risks at your sport

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified areas where people gather
- ☐ We have identified situations and processes where individuals are close to one another or members of the public
- ☐ We have identified the equipment that may be shared by individuals
- ☐ We have identified surfaces that people touch often
- ☐ We have a first aid response plan(e.g. WorkSafeBC [Guide for Employers and Occupational First Aid Attendants](#))

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

- ☐ Your sport-specific guidelines.
- ☐ viaSport sport sector [Guidelines](#). (if you have questions about return to sport, please contact info@viasport.ca)
- ☐ BCRPA recreation sector [Guideline](#)
- ☐ Municipal facility guidelines (available upon request)
- ☐ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry (updates will also be posted at www.viasport.ca)

Ensure you have a risk reduction plan that includes the following levels of protection cited by the [BC Provincial Government](#):

First level protection (elimination): *Limit the number of people and ensure physical distance whenever possible*

- ☐ We have established maximum program numbers for our program that meets facility requirements
- ☐ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have established and posted/published occupancy limits for common areas such as meeting rooms, change rooms, washrooms, and elevators (if applicable).

Measures in place

List your control measures for maintaining physical distance in your sport environment.

Second level protection (engineering): *Barriers and partitions*

- ☐ We have considered and are prepared to bring barriers to separate sport participants where they can't keep physically distant.
- ☐ We have discussed with the municipalities the engineering barriers that have been installed.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): *Rules and guidelines*

- ☐ We have identified rules and guidelines for how participants, coaches, volunteers, spectators should conduct themselves in order to reduce transmission of COVID-19.
- ☐ We have clearly communicated these rules and guidelines through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone is required to follow. This should include movement from the parking lot or arrival area to the area and play and back. The rules must include things like how the game will be played to ensure 2metre distance between players and coaches etc, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment, and wiping down equipment after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☐ We have trained individuals on the proper use of masks (if applicable).

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☐ We have reviewed the information on cleaning and disinfecting surfaces.
- ☐ Our sport facility has enough handwashing stations on site for our participants. Handwashing locations are visible and easily accessed.
- ☐ We have communicated good hygiene practices to participants, coaches, volunteers, etc.
- ☐ We have implemented cleaning protocols for all common areas and surfaces.
- ☐ We have removed unnecessary equipment to simplify the cleaning process

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, etc).

Step 4: Develop policies

Develop the necessary policies to manage your sport.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in sport activities

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel while participating. It includes the following:

- ☐ Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☐ Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- ☐ Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- ☐ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 5: Develop communication plans

You must ensure that everyone participating in the sport activity knows how to keep themselves safe while participating:

- ☐ We have created and communicated to participants, coaches, and support volunteers our safe sport plan that adheres to physical distancing, and have confirmed that they agree to play our sport as outlined
- ☐ We have communicated that participants not observing the new safe sport plan will not be permitted to play.
- ☐ We have a communication and training plan to ensure everyone is trained in policies and procedures.
- ☐ All participants have received the policies for staying home when sick.
- ☐ We have posted signage at the sport location, including occupancy limits and effective hygiene practices.
- ☐ We have posted signage indicating who is restricted from participating, including visitors and workers with symptoms.
- ☐ Coaches or safety volunteers have been trained on monitoring participants to ensure policies and procedures are being followed.

Step 6: Monitor and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Individuals know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve designated health and safety representatives

Step 7: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your programming/business.

- ☐ We have a training plan for new staff, coaches, volunteers.
- ☐ We have a training plan for staff, coaches, volunteers taking on new roles or responsibilities.
- ☐ We have a training plan around changes to our business/programming.
- ☐ We have identified a safe process for cleaning and removing things that have been out of use.

Step 8: Provide your municipal host with your COVID Safety Plan

- ☐ We understand that before we are permitted to play on or in municipal parks & recreation spaces, a safety plan must be submitted. **It is not the role of the Municipality to approve your safety plan**, but you must have one in order to have access to municipal spaces.
- ☐ We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Activity Group

COVID-19 SAFETY PLAN TEMPLATE

The [BC Recreation and Parks Association](#) has created this template to assist groups renting Municipal space in the creation of a COVID-19 Safety Plan. The template is applicable to those user groups whose activities are not sport based.

By order of the Provincial Health Office (PHO), all organizations must develop a COVID-19 Safety Plan for their operations. This includes any organized groups using municipal properties.

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document, or another document that meets your needs, to develop your plan.

We have adapted this guide for group activity from the [Work SafeBC comprehensive tool](#) that is available to all businesses.

Your plan will not be approved by the municipality, but will be reviewed and will form an essential component of your rental agreement/contract.

Step 1: Review the Municipality COVID-19 Safety Plan

- ☐ We have received and reviewed the Municipal COVID-19 Safety Plan specific to the facility/space we are requesting to use, and aligned our COVID-19 Safety Plan with the Municipal Plan.

Step 2: Assess the risks at your activity

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together individuals are and the longer they are close to each other, the greater the risk.

- ☐ We have identified areas where people gather.
- ☐ We have identified situations and processes where individuals are close to one another or members of the public.
- ☐ We have identified the equipment and /or objects that may be shared by individuals.
- ☐ We have identified surfaces that people touch often.

Step 3: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission.

Look to the following for information, input, and guidance:

- ☐ BCRPA recreation sector [Guideline](#)
- ☐ Municipal facility guidelines (available for review on request)

- ☐ Orders, guidance, and notices issued by the Provincial Health Officer (PHO)

Ensure you have a risk reduction plan that includes the following levels of protection cited by the BC Provincial Government:

First level protection (elimination): Limit the number of people and ensure physical distance whenever possible

- ☐ We have established maximum participant numbers for our program that meets facility requirements and does not exceed the PHO mass gathering limit of 50.
- ☐ We have implemented measures to keep participants and others at least 2 metres apart, wherever possible.
- ☐ We have communicated to our participants the occupancy limits for common areas we are using such as meeting rooms, change rooms, washrooms.

Measures in place

List your control measures for maintaining physical distance in your activity environment.

Second level protection (engineering): Barriers and partitions

- ☐ We have considered and are prepared to bring barriers to separate activity participants where they can't keep physically distant.
- ☐ We have discussed with the municipality the engineering barriers that have been installed.

Measures in place

Describe how barriers or partitions will be used in your environment (if appropriate).

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how participants, volunteers, spectators (as applicable) should conduct themselves in order to reduce transmission of COVID-19.
- ☐ We have clearly communicated these rules and guidelines through a combination of digital messaging and signage.

Measures in place

List the rules and guidelines that everyone is required to follow in order to remain two metres apart. This should include movement from the parking lot or arrival area to the rented area and back. The rules must include things like how the 2 metre distance between participants will be maintained, how the limit of 50 for the event will be ensured, how congested areas will be managed to reduce gathering and lingering, hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), no sharing of equipment and/or objects, and cleaning them after use.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

Measures in place

Who will use masks?

What instances will require the use of masks?

How have participants been informed of the correct use of masks?

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☐ We have reviewed the information on cleaning and disinfecting surfaces.
- ☐ Handwashing locations are visible and easily accessed.
- ☐ We have communicated good hand hygiene practices to participants, volunteers, etc.

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, and what the cleaning protocols will include (e.g., which surfaces, equipment, objects, etc).

Step 4: Develop policies

Develop the necessary policies to manage your activity.

Our policies ensure that participants and others showing symptoms of COVID-19 are prohibited from participating in activities.

- ☐ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☐ Anyone directed by Public Health to self-isolate.
- ☐ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Our policy addresses individuals who may start to feel ill while participating. It includes the following:

- ☐ Instruct the participant to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☐ Sick individuals should report to first aid (or designated individual), even with mild symptoms.
- ☐ Sick participants should be asked to wash or sanitize their hands, provided with a mask, and isolated.
- ☐ If the participant becomes severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 5: Develop communication plans

You must ensure that everyone participating in the activity knows how to keep themselves safe while participating:

- ☐ We have created and communicated to participants and support volunteers our safe activity plan that adheres to physical distancing, and have confirmed that they agree to participate in our activity as outlined.
- ☐ We have communicated that participants not observing the new safe activity plan will not be permitted to participate.
- ☐ We have a communication and training plan to ensure everyone is trained in policies and procedures.
- ☐ All participants have received the policies for staying home when sick.

Step 6: Monitor and update your plans as necessary

Things may change as your activity gets underway. If you identify a new area of concern, or if it

seems like something isn't working, take steps to update your policies and procedures.

- ☐ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☐ Individuals know who to go to with health and safety concerns.
- ☐ When resolving safety issues, we will involve designated health and safety representatives.

Step 7: Assess and address risks from resuming operations

If your activity has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your program.

- ☐ We have an education or training plan for new participants and volunteers, or those with new roles.
- ☐ We have identified a safe process for cleaning and removing things that have been out of use.

Step 8: Provide your municipal host with your COVID-19 Safety Plan

- ☐ We understand that before we will be permitted to participate in our activity on or in municipal recreation and parks spaces, a safety plan must be submitted to the Municipality.
- ☐ We understand that failure to adhere to the safety plan could result in the removal of access to municipal spaces.

Note: **It is not the role of the Municipality to approve the safety plan**, but you must have one in order to have access to municipal spaces.