

## Activity User Group COVID-19 SAFETY PLAN CHECKLIST

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 [WorkSafeBC comprehensive tool](#) and PHO recommendations.

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

Your group must not exceed 50 individuals including participants and spectators, and that all observe the 2-metre distance. It is the responsibility of your group to ensure your plan is followed by all members of your group.

### 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.
- We confirm that our group will not exceed 50 individuals.

### 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 and safety plans (provided by the City and/or posted on city websites)
- 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 lobbies, 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 may be required.

### 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 and others should conduct themselves in order to reduce transmission of COVID-19.
- We have clearly communicated these rules and guidelines in multiple ways (i.e. a combination of digital messaging, onsite facility orientation 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. Include a description of 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, and appropriate hand hygiene protocols (come with clean hands, bring and frequently use personal hand sanitizers), actions to ensure there is no sharing of equipment, and requirements for sanitizing any frequently touched surfaces and shared 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/physical distancing cannot be maintained.
- 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.
- 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 participant 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.

### 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, our 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.

### **Be advised that personal information must not be included in the COVID-19 Safety Plan**

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.