



Activity Centre's

- **COVID-19 Safe Operations Plan**
 - **Rotary Activity Centre**
 - **Departure Bay Activity Centre**
 - **Centennial Building**
 - **Kin Hut**

Created By: Laara Clarkson /Darcie Osborne

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1.0 Introduction

City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Safe Operations Plan is to protect employees from harmful exposure to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.



2.0 Staff Training Plan

Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

Training Topics – from site safety plan

1. Staff Safety
 - a. Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan
2. Facility Access
 - a. Public procedures
3. Building Schedules and Programming
4. Disinfection
 - a. Procedure and Video
5. First Aid procedures – There are no first aid kits on site – Please call 911

NOTE: the only staff who work at the Activity Centres are custodians and program instructors including camp leaders. There are no front desk staff at these locations or recreation coordinators working on site.

All training must be documented and signed by both the staff member and supervisor on the site specific orientation and/or Crew Talk.

3.0 Staff Health and Hygiene

COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff COVID-19 Self-Assessment

Daily Health Checks

Provincial Health Order dated Nov 19, 2020 requires all staff to complete a daily COVID 19 health check prior to arriving at work each day. Employers must document that each staff person has completed the health check.

For satellite facilities, Daily Health Check forms are available online or can be submitted by email to staff supervisors.

If staff move from one facility to another throughout the day they should sign in at each location, and or provide email/ online version if necessary.

Staff should check with their supervisor to see preferred method of submission.

Daily Health Checks review the following:

| | |
|---|--|
| 1 | Have travelled outside of Canada in the last 14 days. |
| 2 | Have been identified by Public Health as a close contact of someone with COVID-19. |
| 3 | Have been told to isolate by Public Health. |
| 4 | Are displaying any of the following symptoms: <ul style="list-style-type: none">• Fever or chills• Cough• Loss of sense of smell or taste• Difficulty breathing• Sore throat• Loss of appetite• Extreme fatigue or tiredness• Headache• Body Aches• Nausea or vomiting• Diarrhea |

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the [BC CDC self-assessment tool](#) or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible, self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

Sick Workers

- Sick workers should notify their supervisor, go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact to.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

Hygiene

Hand Hygiene

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Using shared equipment
- Providing routine care for customers needing assistance or first aid
- Smoking
- Being in contact with animals or pets

Face Masks

- Masks are now required for everyone in all public indoor settings and workplaces. People who cannot put on or remove a mask on their own are exempt.
- Employers are expected to enforce the mandatory mask policy with both employees and customers
- Children 12 and under are exempt
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.

- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

Personal Hygiene

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

Keeping Shared Spaces and Equipment Clean

1. Washrooms
2. Kitchen
3. Meeting space

General directions for all spaces/rooms.

- Staff should arrive dressed in their work clothes or uniform.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- Physical distancing between staff must occur at all times.
- All belongings must be brought home at the end of each shift.

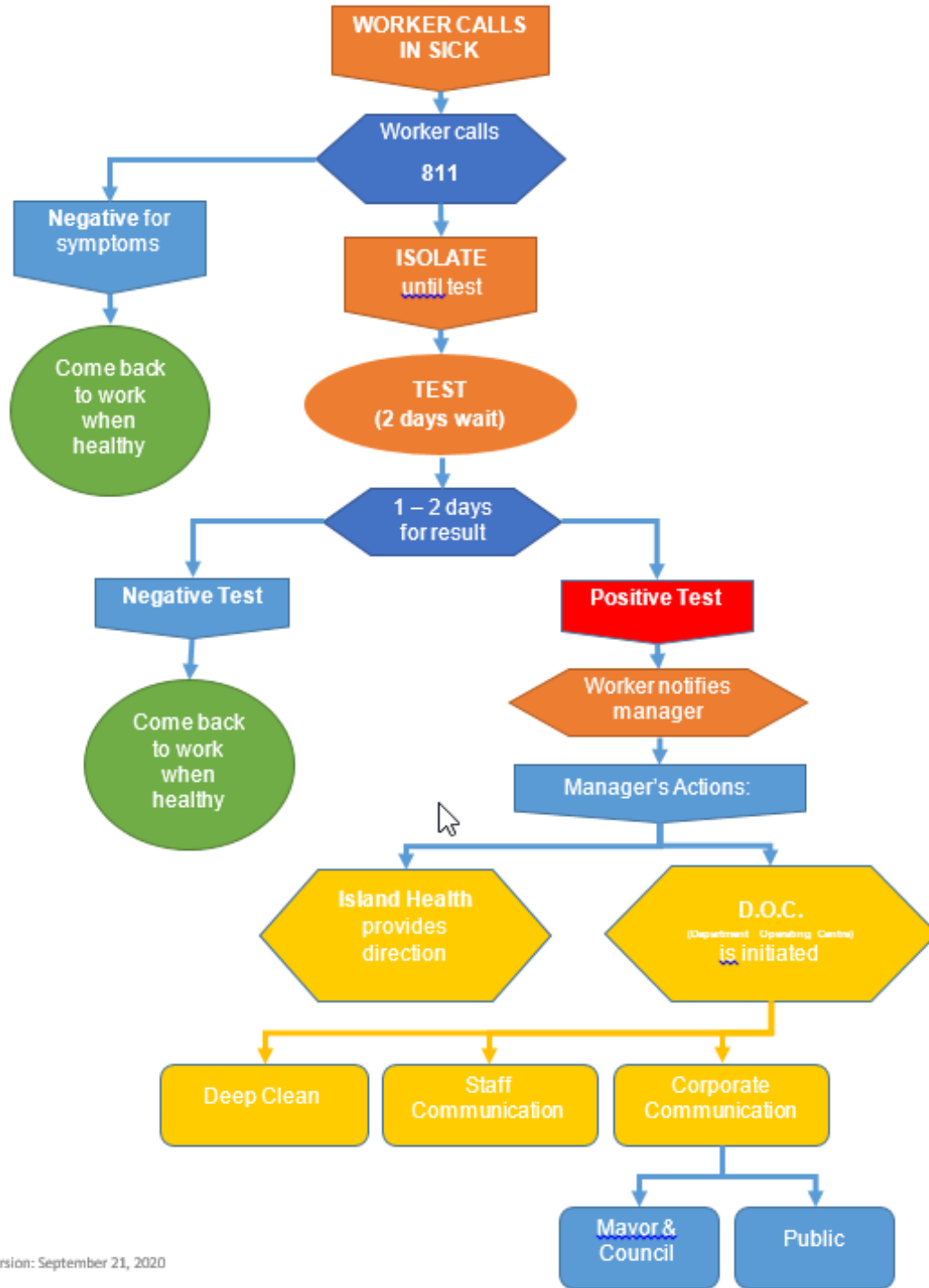
Shared Equipment at Activity Centres:

1. Janitorial supplies
2. Cleaning equipment

Regarding shared equipment:

- Personal equipment and tools should not be shared between employees or must be disinfected between uses if sharing is unavoidable.
- Use of gloves for shared equipment is essential.

COVID-19: Calling in Sick Procedure



Version: September 21, 2020

4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safe work procedures for [Cleaning and Disinfecting](#) and [How to Clean and Disinfect Your Work Station](#).

Personal Protection

Although the risk of exposure to cleaning staff is inherently low, cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Custodians will clean and put away tables and chairs once cleaned.

Instructors will clean touch points between programs. Instructors will not put away tables and chairs.

Note: if upon arrival table and chairs are set up, do not assume they have been cleaned, please do a wipe down with provided cleaning supplies.

Chemicals Used for Disinfection/Cleaning

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equipment |
|---|---|-----------------------------------|--|------------|----------------------|---|
| EP66 Disinfectant | Spray Bottle | All staff / gym patrons | Diluted no gloves for public Staff - gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| EP66 Disinfectant | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff - gloves | 15 minutes | Hose | Foamer / Hose floor squeegee |
| Perdiem Disinfectant Cleaner | Spray Bottle | All Staff Contractors | Diluted no gloves for public Staff - gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| Perdiem Cleaner | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff - gloves | 15 minutes | Hose | Foamer / Hose floor squeegee |
| Bleach 12% | Foamer attached to a hose Spray Bottle Mop Bucket | All Staff | Respirator Gloves / Goggles Apron | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily |
| Ultra One Degreaser | Foamer attached to a hose Spray Bottle | All Staff | Gloves | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle |

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equipment |
|---|----------------------------------|-------------------|--------|-------------|----------------------|--|
| Oxivir Plus Disinfectant Cleaner | Spray Bottle Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| Sustainable Earth (SE) SE 64 Neutral Cleaner | Spray Bottle Mop bucket | Custodians | Gloves | 10 minutes | Wipe off Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| Sustainable Earth (SE) SE 70 Washroom Cleaner | Spray Bottle Mop bucket | Custodians | Gloves | 10 minutes | Wipe off Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| Sustainable Earth (SE) Glass Cleaner | Spray Bottle | Custodians | Gloves | None needed | Wipe off | Spray bottle Paper Towel Rags |
| Sustainable Earth (SE) SE 71 Toilet cleaner non acid | Ready to use container | Custodians | Gloves | None needed | Wipe off | Toilet Brush |
| Staples Washroom Cleaner | Spray Bottle Mop bucket | Custodians AMW | Gloves | None needed | Wipe off Wash off | Spray bottle Paper Towel Rags |
| Soap and Hot Water | Cloth Squeegee Scrub Brush | Custodians AMW | Gloves | | Wash off | Rags Mop Buckets |

Cleaning and Disinfecting Schedule:

| Room/Space | Product | High Touchpoints | Frequency: hourly daily, weekly, on demand, before and after use | Staff Responsible | Date and time | Staff Initials |
|------------------------|-------------------------------------|--|---|---|---------------|----------------|
| Example: work stations | Perdiem | Phones, keyboards, mice, desk tops | Before and after use | All staff | | |
| Example: Washroom | Perdiem Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians Arena Maintenance Workers | | |

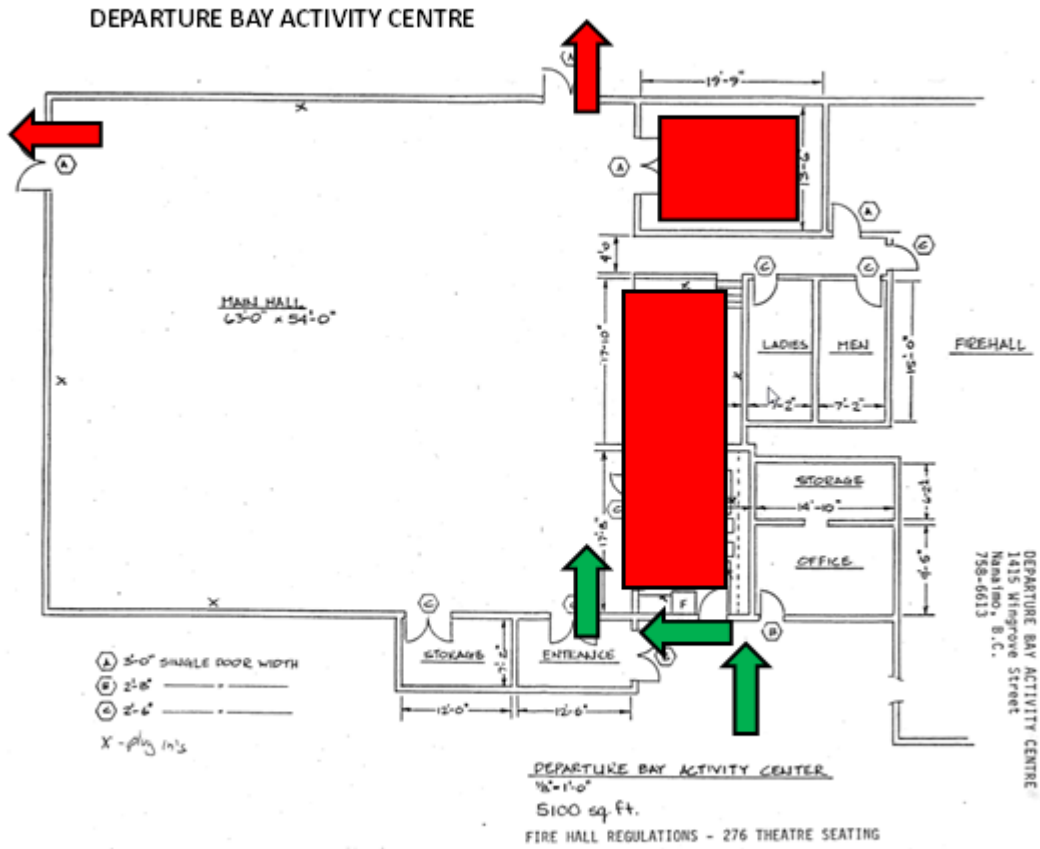
5.0 Facility Information

Facility Access, Egress and Traffic Flow

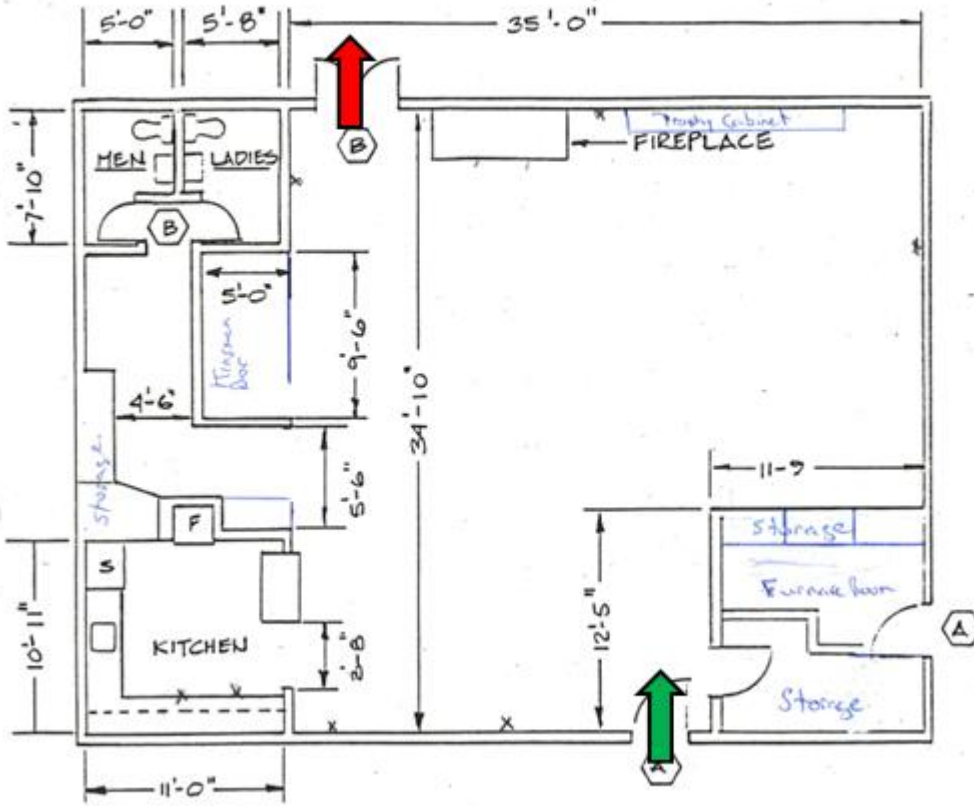
The following facility access protocols have been implemented:

1. At the entrance, signs are installed to inform patrons that:
 - a. Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
 - b. Patrons must maintain a physical distance of two metres from other patrons and staff.
 - c. Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility. OR a hand sanitizing station will be made available upon entry to the facility.
2. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.
3. Facility access is provided with separate entry and exit points. The main entrances are entry only and exits will be through the exterior doors only. See floor plan arrows for more information.
4. Signage has been installed to guide patrons in and out of the building.
5. Some washrooms have been converted into single use all-gender. All washrooms have a max capacity sign posted.
6. Kitchens are closed until further notice. (not applicable to Centennial Building)
7. Occupancy limits are posted in all public spaces.
8. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
9. Rental groups must arrive at the time of their rental contract agreement and leave immediately at the end of their time slot. No gathering or lingering in the buildings is permitted.
10. Rental groups should leave tables and chairs set-up whenever possible.
11. Masks are now required for everyone in all public indoor settings and workplaces.
12. People who cannot put on or remove a mask on their own are exempt. Children 12 and under are exempt

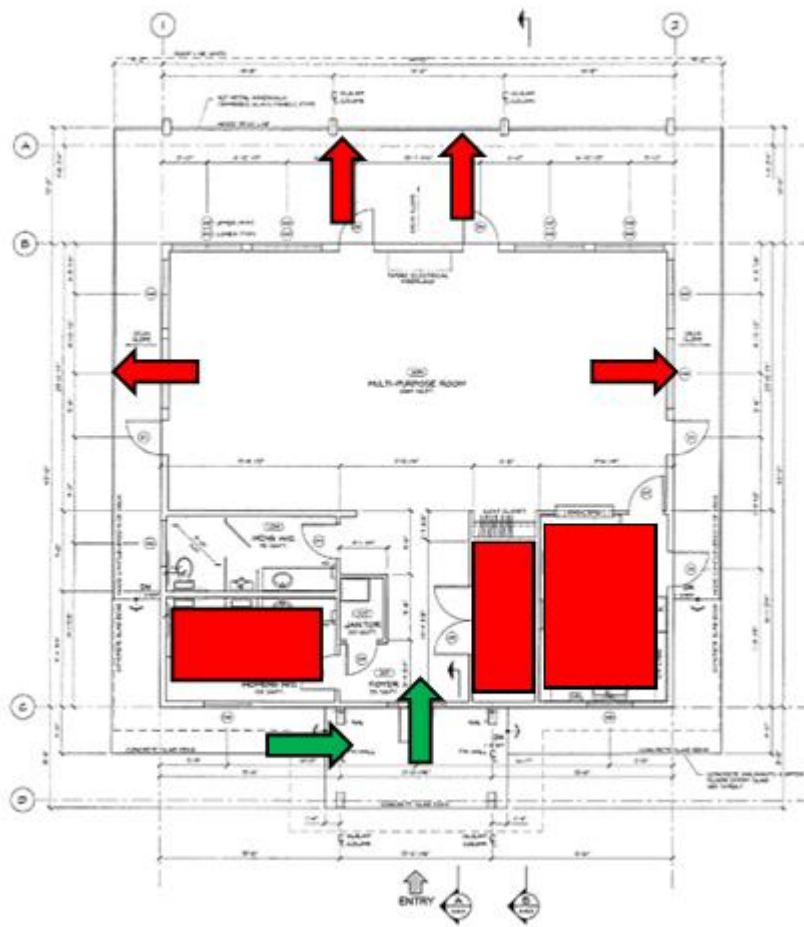
Facility Floor Plans



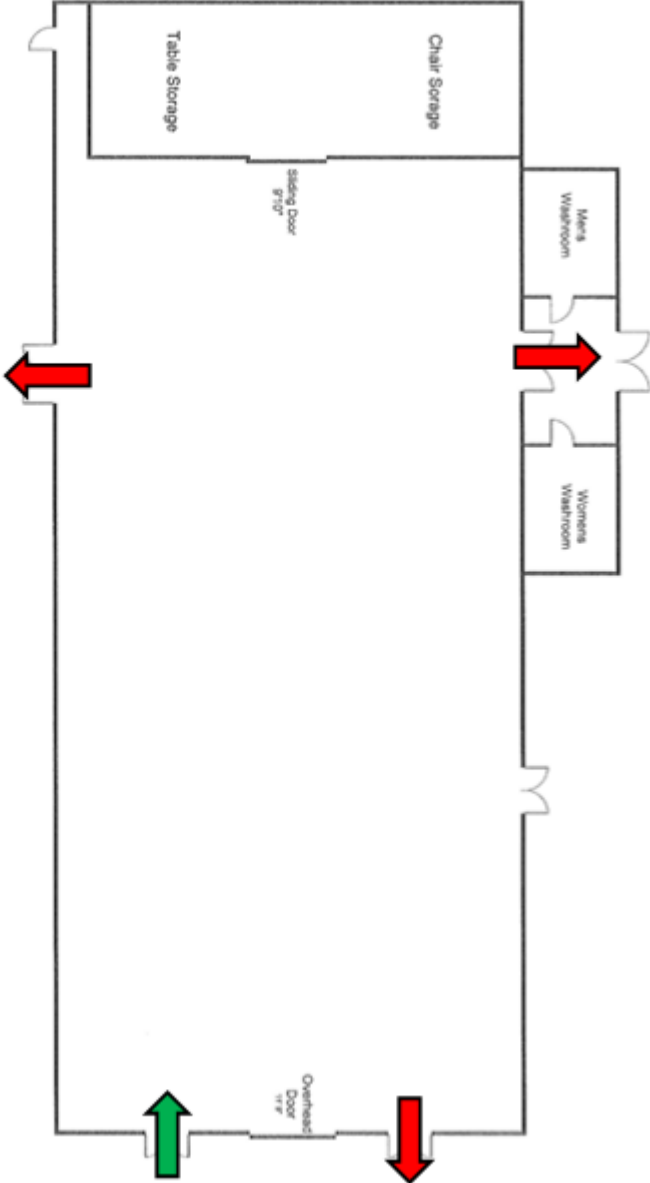
KIN HUT



ROTARY ACTIVITY CENTRE



CENTENNIAL BUILDING



Occupancy Limits – Public and Staff Spaces – add rooms/spaces/facilities and capacities tables below

| Public Spaces | Maximum Occupancy |
|--|---------------------------|
| Rotary AC – meeting set up | 8 |
| Rotary AC – theatre style seating | 13 |
| Kin Hut | 26 |
| Departure Bay AC | 40 |
| Centennial Building | 40 |
| Washrooms | 1 |
| Kitchen | CLOSED |
| | |
| Staff Spaces | Maximum Occupancy* |
| Centennial workshop | 2 |
| Garage/parking area | 2 |
| | |

*Staff spaces can have higher occupancy if masks are worn where 2m physical distancing cannot be maintained.

6.0 Service Delivery

A. Program Delivery Information

City of Nanaimo community recreation program delivery will be determined and monitored on an ongoing basis and will be based on public health information, public needs and facility availability. Programs offered in all rooms with the exception of staff spaces.

Rooms will be cleaned following each program and are planned with a minimum of a 2 hour break between.

Programs may have a 30 minute break between if cleaning is to be done by an Instructor. Perfect Mind Maintenance instructions will advise.

Recreation Coordinators and Instructors to ensure the following:

- Instructor Contract current with COVID 19 Term noted.
- COVID 19 Signage posted
- Hand Sanitization station provided with signage
- Ensure cleaning procedures have been followed (either by custodian or by Instructor)
- Participant Preventative Measures reviewed at beginning of each program
- Participant Consent forms
- Participants will be encouraged access through side doors
- Instructors will be encourage staggered washroom breaks
- Capacities and room set up considered to allow for physical distancing
- Program instructor / participants reduced to allow for physical distancing
- Only essential items will be shared
- Kitchens will not be available for use until further notice.
- Food services/catering will not be allowed until further notice.
- Masks are now required for everyone in all public indoor settings and workplaces.
- People who cannot put on or remove a mask on their own are exempt. Children 12 and under are exempt.
- Spectators are not permitted.
- Parent and Tot programs allow for only one parent/guardian to attend.

Kin Hut will be rented exclusively to Boys & Girls Club for Monday to Friday from 1pm – 5:30pm. Programs may be booked Monday to Friday between 7am and 12noon or 6:00pm – 11:00pm and from 7:00am to 11pm on weekend. Programs must fit into capacity limits and must not be events that could encourage mass gathering.

Centennial Building, Departure Bay Activity Centre and Rotary Activity Centre will be available for rentals and programs between 7am-11pm, 7 days a week. Programs must fit into capacity limits and must not be events that could encourage mass gathering.

B. Rental Delivery Information

All rooms rentable with the exception of staff spaces

1. All renters must provide a written request for facilities to the City's allocation clerk using the special event/ rental request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Existing Contract must be revised with COVID 19 Terms and Conditions and Check lists
5. Contracts must be paid in full prior to the booking taking place.
6. Rental groups are asked to arrive at time of booking.
7. 2 hours is scheduled in between each rental booking to allow for group changeover and cleaning, unless otherwise approved by Manager.
8. All user groups must provide a COVID operating plan to the City of Nanaimo.
9. Facility renters must comply with all health authority directives and orders.
10. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
11. All renters must submit insurance prior to booking date if required.
12. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and loss booking privileges. Three strike applies as follows: one verbal warning, then a written warning will be issued by the facility manager and then last strike will be loss of booking at the manager's discretion.
13. Contracts are subject to change based on provincial health directives and orders.
14. Reduced room capacities are posted to ensure physical distancing must be followed.
15. Food services/catering will not be allowed until further notice.
16. Masks are now required for everyone in all public indoor settings and workplaces.
17. People who cannot put on or remove a mask on their own are exempt. Children 12 and under are exempt.
18. Spectators are not permitted.

7.0 Public Communication

Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

Applying the Guidelines

1. Prior to entering the facility, educate the public during the booking process about the new standards on entering and exiting the facility, signage, and other facility rules that are new as a result of COVID-19. Remind them of their responsibilities regarding physical distancing while using all facility amenities and the availability and use of the hand sanitization station.
2. Educate patrons about coming for their rental at the time of their contract, and leaving immediately once their booking has ended.
3. Confirm that the rental group has a contact plan in place should one of their group members fall ill following their rental agreement.



Preventative Measures Information for Program Participants

The City of Nanaimo is pleased to have our Activity Centre's (Departure Bay Activity Centre, Kin Hut, Rotary Activity Centre) open to the community. The health and safety of City of Nanaimo employees and the public remains the highest priority as facilities reopen and begin providing services again.

Please note, there are many changes to availability, facility access, activities, and more. These changes have been implemented to meet health guidelines and to ensure a safe environment.

This document is intended to be used to support all patrons and participants, as well as City of Nanaimo staff, in reducing the risk of transmission of COVID-19.

For more information on the City of Nanaimo's COVID-19 protocols you are encouraged to visit <https://www.nanaimo.ca/>.

The Activity Centre's are a place of wellness, no one is to enter the facility if they:

- Have any of the following symptoms:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
 - Have travelled outside of Canada in the past 14 days
- Commonly touched surfaces will be disinfected daily
- Physical distancing to be maintained throughout the facility. Please always allow two metres between one another
- Safe flow of foot traffic to be encouraged. Please physically distance yourself and go with the natural flow of the public to avoid unnecessary contact
- All staff and patrons are to respect one another and ensure that yours' and others' safety is intact at all time.
- No spectators are permitted.

Patrons and Participants:

- Masks are now required for everyone in all public indoor settings and workplaces. People under 12 years of age or people who cannot put on or remove a mask on their own are exempt.
- If a participant develops symptoms while at a program, they must exit the program and building immediately and see a doctor.
- All programs will practice frequent, thorough cleaning and disinfecting each day.
- Programs that utilize a space that has other user groups must ensure the space is cleaned before and after using the space. It is recommended that one person within the cohort do cleaning directly before the group enters the space and after it exits the space.
- Maximum class numbers have been reduced for recreation programs are in effect that will allow for safe physical distancing.

Staff:

- If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home

Questions? If you have any questions about meeting these guidelines, please contact <http://covid-19.bccdc.ca/>, www.islandhealth.ca/covid19 or **HealthLinkBC helpline (dial: 8-1-1)** for more information.

Activity Centre Facility Information

1. Lobbies are not available for non-facility users
2. Water fountains are not available, please bring water bottle from home.
3. Washrooms are available for participants only and are limited due to physical distancing protocols.

Health and Safety Protocols

1. Stay home if you're sick.
2. Please maintain physical distancing (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.

Drop off and Pick Up

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

Exiting Facility

1. Please leave the facility within 15 minutes of the session ending.
2. Please leave the facility through the exterior door of the room you are using.

8.0 First Aid Procedures

Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. Rental groups and programs must identify an isolation area during each program or rental.

There are no first aid kits on site – in emergency call 911.

First Aid Protocols have been updated by WorkSafeBC and the following apply:

OFAA protocols during the COVID-19 pandemic

A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?

- If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Face shield or surgical-type mask
 - Pocket mask
 - Gloves
 - Coveralls (disposable or washable)
 - Apron or lab coat
 - Glasses or goggles

Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.

5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly. If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any,

critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Protocols for group low intensity exercise have been updated by the Ministry of Health and the following apply:

Environmental Measures

Environmental measures are changes to the physical environment that reduce the risk of exposure, such as increasing ventilation, and frequent cleaning and disinfection.

Ventilation

- ❑ **Creation of intentionally overheated exercise environments (e.g. for hot yoga) is prohibited**
- ❑ Outer doors and windows left open or partially open at all times (if possible)
- ❑ All mechanical heating, ventilation, and air conditioning (HVAC) systems are working properly
- ❑ Fresh air intake on ventilation systems has been increased as much as possible
- ❑ All use of floor and wall fans discontinued

For more information, see WorkSafeBC guidance on [general ventilation and air circulation](#)

Floor Markings and Reducing Group Congregating

- ❑ Any group classes or bookings where a cohort of patrons are arriving at the same time must include at least 5 minutes before and 5 minutes after the class/booking time to reduce bottlenecking
 - For example, a 45-minute group class would be 35 minutes of exercise, with 5 minutes for staggered arrival and 5 minutes for staggered exit (additional time between classes is also required for cleaning and ventilation, see Booking and Registration section, below)
 - Additional time may be required for larger classes or to reduce the potential of gathering in common spaces
- ❑ Designate different doorways for entrance and exit if possible, or create a different process so patrons are not entering and exiting simultaneously at the same time
- ❑ Changerooms and showers must be closed; ensure patrons are aware that they should arrive in exercise attire
 - Washrooms should remain open; where washrooms are located within a change rooms, ensure there is signage and communication that these areas are for washroom use only
- ❑ Use floor markings and/or physical barriers to direct flow through the space and ensure 2 metres physical distancing can be maintained at all times
- ❑ Assign staff to ensure no groups are congregating
- ❑ Post signage to indicate how these rules should be followed

Cleaning and Disinfection

- ❑ All shared equipment (e.g. the barre in a Barre class, floor mats, weights, etc.) must be cleaned and disinfected between each use
- ❑ Other high touch surfaces (e.g. door handles, sink faucets, etc.) must be cleaned and disinfected twice per day
- ❑ Where exercise activities involve participants prone or seated on the floor (i.e. floor mats not used), the floor should be cleaned and disinfected between each class

Physical Barriers

- ❑ Physical barriers between exercise equipment or stations may be used as an additional safety measure, although use of physical barriers does not alter the physical distancing or occupancy requirements listed below. More information on using effective physical barriers can be found on [WorkSafeBC](#).

Administrative Measures

Administrative measures include the implementation of policies, procedures, training and education that reduce the risk of exposure.

Occupancy

- To determine overall occupancy: each workout room/space must have at least 7m² (2.5m x 2.5m plus a safety allowance of 20%) of unencumbered useable floor space per patron/staff who will be in the space during an exercise class, with a maximum of 25 patrons/staff in any exercise class or room (regardless of the space above)
 - For example, an exercise room that has 140m² (~1500ft²) of useable floor space would be able to accommodate: (140m² / 7m²) = 19 people
- Post signage with occupancy limits for each room so staff and patrons are aware and ensure that capacity is not exceeded

Physical Distancing and Minimizing Physical Contact

- Physical distance of **2.5 metres** between each patron in all directions at all times must be maintained **while exercising**:
 - Exercise machines must be appropriately spaced or blocked off to accommodate
 - Floor markings/signage should be used to identify exercise space
 - If there is movement occurring in a class, each patron should have enough space to ensure they are never within 2.5 metres of each other
- Instructors should remain in a designated “instructor area” throughout the class where they can maintain 2.5 m physical distance
 - Instructors must give verbal rather than hands-on corrections for yoga/barre/Pilates, etc.
- Physical distancing of **2 metres** must be maintained **when not exercising** and at all other times in facility

Booking and Registration

- All patrons must be scheduled in advance, no drop-ins allowed
 - Inform clients when they book an appointment that they should not come if they are feeling sick, and must cancel if they are feeling unwell
 - Change cancellation policy to allow for cancellations with no penalty if exhibiting COVID-19 symptoms
- There must be at least 10 minutes between classes where no patrons are in the space
 - *Example Schedule:* 9:00-9:05– staggered entrance for Class 1; 9:05-9:45 – low intensity exercise Class 1; 9:45-9:50 – staggered exit for Class 1; 9:50-10:00 – cleaning and no patrons in space; 10:00-10:05– staggered entrance for Class 2.
 - Smaller studio spaces or those with lower ceilings or fewer windows/natural air intake are encouraged to allow even greater time between classes
- Ask that patrons do not arrive earlier than their scheduled arrival time
- All patrons have read and agree to follow safety protocols

Audio

- Instructors for exercise classes require microphones so that they are not required to raise their voices beyond a normal speaking volume. Microphones must be only used by one individual or covered for use
- Music must be kept below speaking volume in order to reduce singing or shouting; individuals may listen to music with headphones but are required to take headphones off when communicating with another patron/staff/instructor/trainer

Food and Beverages

- ❑ Patrons must bring or use a personal water bottle; water filling stations can be provided, but water fountains for drinking should be shut off
- ❑ No food or beverages may be sold on site

Staying Home When Sick and When New Symptoms Develop

- ❑ Policies established to ensure employees complete daily entry requirements
- ❑ Policies established to ensure employees can stay home when they have symptoms of COVID-19
- ❑ Policies established for employees or patrons showing symptoms of COVID-19 when inside the facility

Personal Measures

Personal measures are actions individuals can take to protect themselves and others. Examples include physical distancing, minimizing physical contact, frequent hand washing, practicing respiratory etiquette and staying home if sick.

COVID-19 Health Check

- ❑ Employees must complete daily entry requirements before entering the facility as per the [WorkSafeBC employer requirement](#)
- ❑ Patrons must complete daily entry requirements before entering the facility (e.g. [Entry Check for Visitors](#))

Exercise Attire / Personal Equipment

- ❑ Patrons are expected to arrive in exercise attire as change rooms will be closed
- ❑ Where practical, patrons should bring as much of their own equipment as possible (e.g. exercise mats, weights, etc.)

Hand Hygiene

- ❑ Instruct patrons to practice hand hygiene before and after a workout; supplies should be provided throughout the facility
- ❑ Make sure used tissues and disinfectant wipe are properly disposed of in a lined waste bin that is emptied at least daily

Personal Protective Equipment (PPE)

Masks

- ❑ Masks must be worn at all times when not exercising
- ❑ Masks can be encouraged to be worn during exercise, but not required
- ❑ Instructors must wear masks at all times unless they are exercising or are in the 2.5m x 2.5m "instructor area"
- ❑ People who are unable to wear a mask due to a health condition or a physical, cognitive or mental impairment, and people who are unable to put on or remove a mask without the assistance of another person are exempt from mask requirements. People who are unable to wear a mask must maintain at least 2 metres distance at all times when in the facility