



COVID-19 Safety Plan

Overview

Place Maillardville Community Centre continues to update the following COVID-19 Safety Plan to include updated safe operating protocols when providing indoor recreational activities. This plan is based on the guidelines and recommendations from the Provincial Health Office, Fraser Health Authority, WorkSafe BC and the British Columbia Recreation and Parks Association.

The Place Maillardville Community Centre COVID-19 Safety Plan is designed to provide the guidelines and procedures for the safe ongoing operation of our facility and programs. The plan will be updated as needed, based upon the latest information, notices and orders from the Provincial Health Office, Fraser Health Authority and WorkSafe BC.

WHAT IS A COMMUNICABLE DISEASE?

WorkSafeBC advises that a communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted by contact with infected individuals or their bodily discharges or fluids, by contact with contaminated surfaces or objects. Examples of communicable diseases that may circulate in a workplace include COVID-19 and seasonal influenza. Communicable Diseases are most commonly spread from an infected person through:

- Respiratory droplets when you cough or sneeze.
- Close personal contact, such as touching or shaking hands.
- Touching something with a virus on it, then touching your eyes, nose or mouth before washing your hands.

Place Maillardville Community Centre's COVID-19 Plan centers around the 5 key principles in the Province of British Columbia's Restart Plan:

- Personal hygiene
- Stay home if sick
- Environmental hygiene
- Safe social interactions
- Physical modifications

These 5 key principles have been expanded and modified to fit the specific requirements for our organization.

Personal Hygiene

Handwashing

- Wash hands with soap and warm water often - for at least 20 seconds.
 - Use hand sanitizer when soap and water are not available.
- Hand sanitizer will be available at each building entrance as well as throughout the building.
- Hand washing stations will be set up in the parking lot for our onsite outdoor programs.
- Staff are stationed at the entrance points for each program, staff screen participants for communicable disease symptoms, including COVID-19. Staff make sure that all participants use hand sanitizer or wash their hands with soap & water upon arrival.
- Staff, volunteers & participants should always wash their hands:
 - When they arrive & before they leave (whether this is off-site or home)
 - Before eating & drinking
 - After using the restroom
 - In between activities
 - After sneezing or coughing
 - Whenever hands are visibly dirty

Other

- Cover mouth and nose with a tissue or arm/elbow when coughing or sneezing. Immediately discard the tissue in garbage.
- Discourage touching faces, especially eyes, mouth/nose and mask.
- Do not have communal meals/snacks - food must NOT be shared.
- When entering our facility all staff, volunteers, adults & children in kindergarten and older are required to wear a face covering.

Stay Home if Sick

Everyone

- No staff, volunteer, board member, participant, family member or general public will be permitted inside our programming facility or attend an outside program if:
 - If they have any symptoms of a communicable disease such as: cold, flu, or COVID-19
 - Please seek medical attention from your health care provider and contact 8-1-1 for guidance if you are symptomatic or have come into contact with a communicable disease, including COVID-19.
 - Please follow the current Canada Public Health Guidelines when traveling outside of our country.
- All staff and volunteers have been told to stay home if sick. If a staff member is sick, they will be directed to take the BC Centre for Disease Control Self-Assessment Tool survey & follow their recommendations.
- Staff, volunteers, board members, participants, family members or general public may return to our facility once their symptoms of a communicable disease are gone.

General Programs

- A daily symptom screening is conducted for illness, for all staff and participants.
- Anyone displaying symptoms of a communicable disease during the day will be removed from the group. If they require a guardian to come collect them, they will be isolated in a designated area while waiting.
- Contact the child's parent/guardian to come and pick them up as soon as possible.

- Staff & participant continue to practice good hand hygiene and respiratory hygiene, by washing hands and wearing PPE.
- Do a thorough cleaning and disinfection of the space once the participant has been removed from the program.
- Staff observing any participant exhibiting symptoms of a communicable disease have the right, after discussion with their supervisor, to discreetly request that they do not attend the program until all symptoms are gone.
- Any report of a communicable disease must be reported to a supervisor.
- If a participant has symptoms due to allergies, a doctor's note must be received before they can return to the program.

First Aid

- Staff will follow WorkSafe BC's Occupational First Aid Attendants (OFFA) protocols established for communicable diseases to ensure everyone's safety.
- Place Maillardville Community Centre has a designated first aid /isolation room for staff or participants that require appropriate privacy or if isolation is required.
- All staff have current first aid certificates.

Environmental Hygiene

Cleaning & Disinfection - Facility Wide

- Place Maillardville Community Centre uses electrostatic cleaners & sanitizers for cleaning high touch surfaces throughout the day and between activities.
- Cleaning & disinfecting of our building will consist of the following:
 - Daily deep cleaning and sanitization of the building at the end of each day.
 - Daily cleaning and disinfecting of common touch points throughout the building by a staff person dedicated to that purpose, while following a detailed cleaning checklist for each room.
 - Electrostatic cleaner is used between each user group to disinfect all touch points and equipment and supplies used.
 - Shared equipment and toys are cleaned after each use.
 - Each administrative staff person is responsible for the daytime cleaning of their workspace, including computer and phone. Except for the reception desk, workspaces will not be shared.

Cleaning & Disinfection - All Programs

- Safe social interactions and cleaning protocols are interwoven into every activity we plan.
- Staff & participants disinfect their hands at the beginning of the program & between each activity.
- For the majority of our programs, each participant has their own separate supplies & equipment. On the occasion that an item is shared, it is put in a separate container to be sanitized before being used again.
- Handwashing stations are readily available.

Safe Social Interactions

Our Facility

- Displayed occupancy limits have been established for passive and physically active programming.

- Place Maillardville Community Centre has established capacity limits on programming to ensure everyone has adequate personal space.
- Staff & Board hosting meetings will be held either online, in large rooms able to accommodate safe social distancing, or outside if possible.
- When entering our facility all staff, volunteers, adults & children in kindergarten and older are required to wear a face covering.
- Proof of vaccination is required for all active programming for ages 21 years and up.
- Proof of vaccination is required for events of 50 or more people.

Administrative Office

- Work stations in operation must maintain the 2-metre social distancing requirement.
- All office staff's work spaces have been moved to over 2-metres apart. Many of our staff also rotate working from home, and use personal protection equipment such as face masks and physical barriers whenever social distancing is not possible.
- The use of smaller spaces, such as the photocopy room & kitchen, are limited to one person at a time.
- Our offices are equipped with Air purifiers with HEPA filters.

General Public

- The administrative office will be open to serve walk-in registrations.
- Signage outside the entrance directs patrons to stop and not enter the build if they have symptoms of a communicable disease or have been in contact with someone with a communicable disease.
- When entering our facility all staff, volunteers, adults & children in kindergarten and older are required to wear a face covering.
- To reduce contact touch points, staff now sign in and out all participants in program binders.

Physical Modifications

Our Facility

- Plexiglass is installed at the reception window providing a safe barrier between patrons and the public.
- For sign in for our programs, a table is used as a barrier between staff and the general public. Signage & stanchions are used to control the flow of the lineup.
- Installation of a clothing washer & dryer to handle daily cleaning of towels etc.

Training

Staff & Volunteers

- All staff & volunteers have received ongoing training, outlining our protocols and prevention procedures.
- Supervisors have been trained on monitoring staff, participants and the workplace to ensure procedures and protocols are being followed.
- All active program staff have been trained on the modifications to their programming.
- All staff are trained on the proper way of donning & doffing of PPE.
- Staff can address safety concerns at any time to members of the Health and Safety Committee.
- Staff have been trained with the tools they can use to modify a child's behavior who chooses not to socially distance during a program.

Program Participants

- Our COVID-19 Safety Plan is available on our website.
- Signage will be displayed around the site reminding participants of our protocols.

Communication

- The Place Maillardville Community Centre COVID-19 Safety Plan has been:
 - Provided to and reviewed with all Place Maillardville Community Centre staff, volunteers, Board of Directors.
 - Made available on our website for our program participants.
 - PMCC will continue to use Zoom, emails, newsletters, Facebook, Twitter, and Instagram to communicate with staff, participants, and the general public.
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Safe Plan Monitoring & Evaluation

Here at Place Maillardville Community Centre, our goal is to keep moving forward while recognizing cautions, as they evolve. Monitoring and evaluating may include:

- Change course as the Provincial Health Office orders and directives are announced.
- Identify what is working well – seek feedback from patrons and staff.
- Keep informed through recognized partnering agencies as they evaluate and adjust their practices.
- Monitor incidences and solicit support from the local health authority.
- Keep informed through trusted sources such as the Provincial Health Officer, Fraser Health Authority, WorkSafe BC, and British Columbia Recreation and Parks Association.