



# Oceanside Place RESTART PLAN

**Reviewed January 12, 2022** – Depending on current Provincial and/or Federal Health Orders, WorksafeBC direction and RDN policies, some sections and specific procedures within the Restart Plan may or may not be in effect.

AUGUST 2020 - REVISED JAN 18, 2022



*The health and safety of our employees and patrons is our number one priority and we respectfully request and appreciate everyone's support taking the steps to protect against the spread of the coronavirus.*

## Preface

During the COVID-19 pandemic the Oceanside Place Restart Plan was developed.

The objective of this plan was to align with the response and recovery approach of the Province of BC which includes identifying and establishing steps to minimize the risk of exposure to the coronavirus for employees and the public using the best strategies and protocols. Restarting was dependent on provincial, regional and regulatory bodies affirming it was safe to do so and upon employees and the public following the safety plans that have been established.

We will continue monitoring the situation and will make changes based on the directives issued by the Province, Public Health Officer and Health Authorities.

# Background

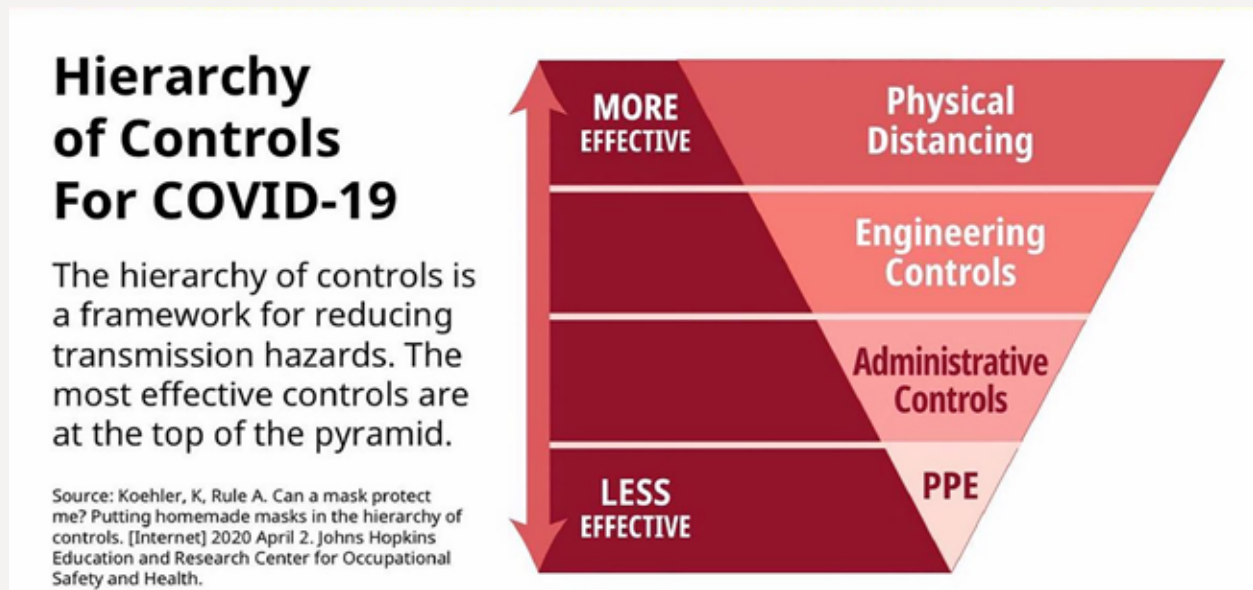
The health and safety of our employees and patrons is our number one priority and we respectfully request and appreciate everyone’s support taking the steps to protect against the spread of the coronavirus.

Table 1

Five Principles For Every Situation				
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none"> <li>• Frequent handwashing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travellers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and people</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

The Province developed the BC Restart Plan ([www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs\\_restart\\_plan\\_web.pdf](http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)), and have reinforced the principles in Table 1 to assist with preventing the transmission of the coronavirus. These five principles are based upon establishing controls which are fundamental to mitigating the risk of exposure of the virus. (Table 2)

Table 2







In response to the directives, the RDN developed a COVID-19 Safety Plan which is a WorkSafe BC prescribed document required for the Employer and is posted in the facility and available on the RDN website at [www.rdn.bc.ca/pandemic](http://www.rdn.bc.ca/pandemic). We have incorporated it and relevant strategies and protocols into our Oceanside Place Safety Plan. A fact sheet, which is a generalized summary of the safety plan, is available to patrons and employees. (Appendix 8 - p. 32)

The BC Recreation and Parks Association, “Return to Recreation” (website link below) and Via Sport BC “Return to Sport” (website link below) have provided guidelines to assist recreation facilities, programs/sports organizations with their phased restarting approach. It is important to note that there is not one specific plan that encompasses all facilities due to their unique layouts and characteristics. In developing the Oceanside Place Restart Plan, we have considered the unique aspects of our facility and the ability to host activities while meeting the directives. Guidelines, protocols, procedures, training and orientation will be provided to the employees to minimize risk of exposure.

On May 25, 2021, the Province announced BC’s Restart: A plan to bring us back together which outlined a four step process for reopening. We have prepared this document to provide information regarding the guidelines for Oceanside Place so that employees, our user groups, sport organizations and the public understand the protocol to support the reopening of the facility. It is our goal to work collaboratively to find our “new normal” and we appreciate everyone’s consideration and support.

**Website links:**

*BC’s Restart: A plan to bring us back together* (<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>)

*The BC Recreation and Parks Association, “Return to Recreation”*  
(<https://www.bcrpa.bc.ca/media/242766/bcrpa-restarting-guidelines-final.pdf>)

*Via Sport BC “Return to Sport”* ([www.viasport.ca/return-sport](http://www.viasport.ca/return-sport))

# Restart Plan - Guidelines

## Roles/Responsibilities

### SUPERVISORS

- Maintain an understanding of the RDN's directives and adapt to any changes required;
- Ensure that employees are instructed on the controls for hazards including administrative, physical, cleaning, disinfecting and PPE;
- Direct work to be conducted and completed in a manner that minimizes or preferably eliminates the risk to employees;
- Ensure employees receive orientation for the protocols for reporting illness and in situations where symptoms of illness are observed, then send them home.
- Ensure employees understand and follow the procedures, protocols, and safety plan.

### EMPLOYEES

- Follow the established procedures and protocols as directed by the Supervisor;
- Know the hazards of the workplace and the controls that have been implemented;
- Use and wear PPE properly as instructed;
- Report any unsafe conditions or acts to the Supervisor;
- Self monitor for COVID-19 symptoms and report any signs to the Supervisor;
- Stay home if displaying symptoms of illness and contact 811 or use the BC COVID-19 Self Assessment Tool to help determine if you need further assessment of testing for COVID-19. Report this to the Supervisor and do not return to work until the symptoms have resolved.



## PUBLIC/SPORT ORGANIZATIONS AND GROUPS

It is the responsibility of the public/sports organizations and groups to provide to the facility a Return to Sport Safety Plan that is relevant to their participants or members of their group and is aligned with the Oceanside Place Restart Plan. They will be responsible to revise their plan as directives change, where applicable, and advise the RDN accordingly.

The Return to Sport Safety Plan shall be consistent with the guidelines and directives provided by the Province, PHO, RDN, WorkSafe BC and their governing sports association, and development of plans will be through collaboration and cooperation between the program provider and the RDN.

Plans must provide;

- Name and contact information of their designated “Communications Officer” who will be the person responsible for communication with the RDN’s representative;
- Orientation plan for their members and participants to follow the established procedures and protocols of the two plans;
- A description of the planned event or activity with how physical distancing will be maintained;
- Intended means of egress to activity or rooms;
- Insurance coverage and completed permits for use;
- Communication plan coordinated with RDN for reporting and caring of illness of their participants;
- Details to address cleaning and storage of equipment;
- Handling of patrons or enforcement for those that are not following the directives;
- First aid protocols for participants and members.

## COVID-19 Training/Orientation

- Training and orientation relevant to COVID-19 shall form an integral part of the Return to Sport and Oceanside Place Restart plans.
- RDN employees with frequent public contact will receive training on COVID-19 safety, cleaning and sanitization protocols.
- Organizations, groups, and contractors are responsible to provide similar training to their members and associates. This shall include but not be limited to players, participants, coaches, instructors, staff, officials, parents and guardians.

# EMPLOYEE/PATRON HEALTH

## PHYSICAL DISTANCING WHEN GUIDELINES REQUIRE

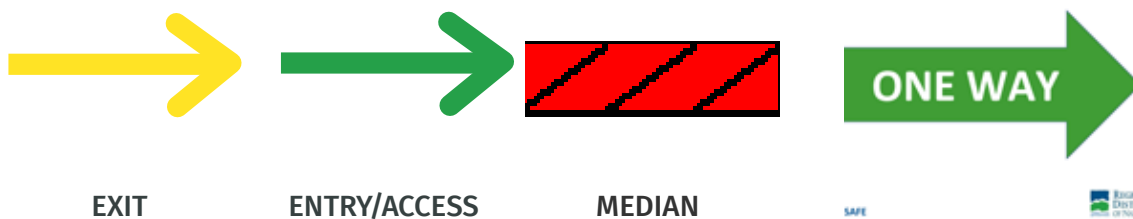
- RDN employees and patrons will be advised to practice physical distancing by maintaining a minimum of two metres from other people while standing in lines, using washrooms, using the elevator, or moving around the facility or property.
- In other areas of the facility where programs or activities will occur, this distance will be increased to five sq. metres wherever possible.
- Layouts of tables, chairs, and other equipment will be arranged to ensure physical distancing and a means of egress is identified for the purpose of entering and exiting.
- Any areas where the public or employees are required to wait in line will be clearly marked for physical distancing.
- Masks are mandatory in public and shared spaces. A face shield is not a substitute for a mask as it has an opening below the mouth. Masks must be worn in a manner that covers the nose and mouth.
- 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 meters distance when inside facilities.





## SIGNAGE

- Health and hygiene reminders will be placed throughout the facility.
- Entrances and exits, washrooms and wherever possible, corridors and high traffic areas will be designated and signed. (Appendixes 4 & 5 - p. 24-25)
- Floor markings and arrows for directional flow have been marked as follows:





## EMPLOYEE/PUBLIC HEALTH

- RDN employees will be ready to provide support to each other and to patrons at the facility as needed.
- Employee shifts start and end times and rest breaks will be staggered.
- Employees and the public should monitor themselves daily for symptoms of illness associated with colds, influenza or COVID-19 and are instructed to stay home if they do not feel well. Employees are instructed to contact their supervisor if they notice a co-worker or patron with a cough, shortness of breath, or other known symptoms of COVID-19.
- It will be communicated to user groups and the public that patrons who are exhibiting any of the symptoms as mentioned are expected to follow the same protocol and stay home.
- Anyone displaying signs of illness, after entering the facility, are to be advised to leave and return home. In situations where there is time required to ensure a safe ride for the individual then that individual shall be placed in the Isolation Room in the lobby until arrangements have been made and the person has left the building.
- Employees and the public who develop symptoms of illness should complete the self assessment tool and follow the recommendations which are available at <https://bc.thrive.health/covid19/en>

## PERSONAL HYGIENE

Correct hygiene and frequent handwashing with soap (Appendix 2 – p. 22) is essential to minimize the spread of viruses and bacteria. RDN employees have been instructed to regularly wash their hands, or use sanitizer when a sink is not available and after any of the following activities:

- using the washroom,
- sneezing or blowing their nose, touching the face,
- cleaning, sweeping, mopping,
- eating, drinking,
- entering and leaving the facility and prior to and after meal/rest breaks.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE will be worn by all employees based on their role and responsibilities and in adherence to regulations and procedures.
- Training on how to properly use and dispose of all PPE will be provided.
- Employees will be supplied by the RDN with their own PPE wherever applicable and the worker will be responsible for the cleaning, wearing and proper care of their PPE.



## ARRIVAL OF PUBLIC TO OCEANSIDE PLACE

Oceanside Place will be open to the public for registration, facility bookings, bus and skate sharepning passes and general inquiries during regular business hours effective July 5, 2021 until further notice.

User groups are required to have a designated activity leader responsible for greeting and superivsing participants in the event. An RDN employee will open facility door at the appropriate time.

Signage (Appendix 3 – p. 23) is posted at the entrance and visitors and employees are asked to not enter the facility if they answer yes to any of they following:

- have traveled outside of Canada within the last 14 days,
- have been identified by Public Health as a close contact of someone with COVID-19,
- have been told to self-isolate by Public Health,
- are displaying any of the following new or worsening symptoms:  
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.

# PROTOCOLS - CONTROLS

The facility regularly uses cleaning products and protocols which are effective against viruses, bacteria, and other airborne and bloodborne pathogens. Due to COVID-19, the RDN is working with our vendors and suppliers to ensure an uninterrupted supply of these cleaning products and necessary PPE. An infectious disease exposure risk assessment was completed for Oceanside Place for reopening (Appendix 6 - p. 26) and physical barriers and controls have been established to mitigate the risk of exposure.

## PUBLIC/COMMON SPACES

### Lobby

- The front entry automatic doors are the designated entrance to the facility. The other three double sets of doors at the front of the facility are designated as exits.
- The rear lobby doors will be open starting July 5, 2021 during regular business hours until further notice.
- Parking is recommended at the front of the facility.
- Signage is placed to identify the maximum allowed for occupancy. This will be evaluated and adjusted as conditions warrant.
- The lobby stairway allows movement of individuals in an upwards and downwards direction. Only one person shall be on the stairway at a time. A wait spot has been designated at both ends of the stairway to allow for physical distancing. The elevator will be available for one person at a time.
- Hand sanitizer is available at the entrance to the facility, washrooms and the Pond.
- Tables and chairs have been removed and will be reviewed as restrictions are eased.
- Public lockers and water fountains will not be available for use until further notice. The bottle fill station is available.
- The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent or high touch points of contact areas including, but not limited to, reception counters, buttons, door handles, public restrooms, room/locker keys and locks, ATM, stair handrails, tables, equipment, counters, and seating areas.

### Concession/Vending Services

The concession will continue to operate to prepare food for the community. However, the concession and vending machines will not be open to the public until restrictions are eased. The ATM will be available based upon the service availability by the contractor.

### Skate Shop

The skate shop will be closed until further notice. Skate sharpening service will be available by dropping off/picking up skates at the Recreation Office during business hours. At time of payment, patrons will be advised when skates will be available for pick up.



## First Aid Room

- The WorkSafe BC First Aid protocol provides guidelines for those that provide first aid assistance to employees and the public.
- A disinfection station has been installed to compliment the existing eyewash station and first aid supplies.

## Washrooms

- Procedures exist for maintenance employees to clean and disinfect the frequent or high points of contact regularly and a checklist for documentation has been implemented. A complete and thorough cleaning and disinfection of the washrooms and fixtures will be conducted at night by the maintenance staff.
- Specific sinks, urinals, toilet stalls have been designated as “Out of Service” to ensure physical distancing.
- Washrooms will be kept stocked with paper towel, toilet paper, hand soap regularly and hand sanitizer dispensers will be available.
- Signage will be placed to identify the maximum allowed for occupancy which is one person for each washroom until further notice. This will be evaluated and adjusted as conditions warrant.
- Signage will be placed to encourage washing hands prior to and after using the washrooms.
- Hand sanitizer dispensers are located at the entry to the washrooms.
- Maintenance employees shall use dressing room six in the Howie Meeker Rink until further notice.



## Meeting Rooms

- Signage is placed to identify the maximum allowed for occupancy. This will be evaluated and adjusted as conditions warrant.
- Room setup by employees shall be provided to allow for physical distancing according to activity.
- Tables and chairs will be cleaned and disinfected by maintenance staff upon completion of each use.
- Food or beverage services may be allowed but requires approval upon details being provided.

Public Meeting Room: 4 persons

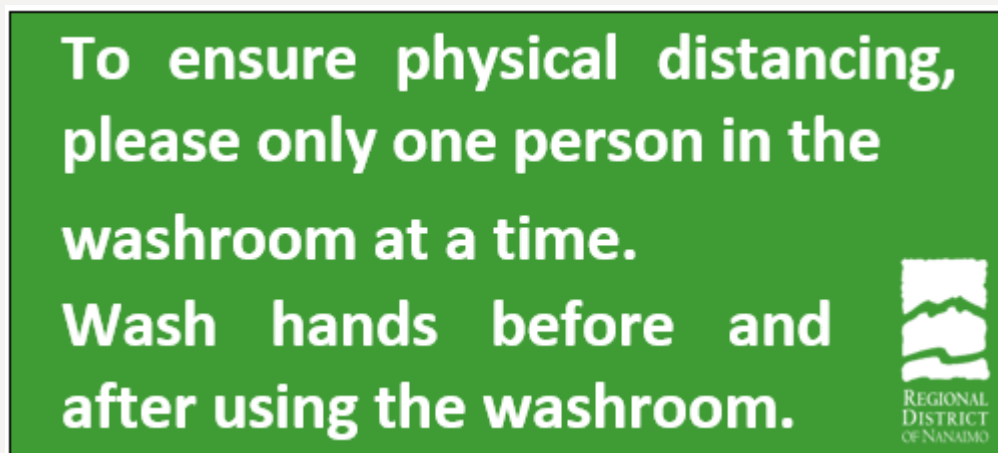
Multi Purpose Room 1: 8 persons      Multi Purpose Room 2: 12 persons

Multi Purpose Room (full room) 20 persons

## Illness Isolation Room

The group user office in the lobby, situated adjacent to the skate shop window, has been designated as an isolation room to be used when an employee or patron becomes ill or displays symptoms of illness during their shift or activity at Oceanside Place. No other use of this room shall occur until further notice.

- The person that becomes ill shall remove him or herself to this room until proper arrangements have been made for transport home.
- Masks will be available for those who are required to self isolate while at Oceanside Place.
- The occupancy of this room will be limited to the person that is ill and an adult or care giver if required.
- Once the person has left the facility, maintenance will be notified and a complete clean and disinfection of the room shall be done.
- An incident report form shall be used for reporting incidents (Appendix 1- p. 20)



## EMPLOYEE SPACES

### Reception/Offices

- The Reception desk windows have been modified with physical barriers to protect both the public and RDN employees.
- The Administrative Assistant's desk in reception has been positioned to allow for physical distancing and a glass barrier is installed on two sides as a physical barrier.
- A disinfection station has been installed for employees in addition to a portable eyewash.
- Information for bookings, permits, schedules that are required for maintenance employees will be provided electronically to eliminate the need for these employees to enter the reception area, with the exception of cleaning and disinfecting or performing maintenance responsibilities.
- All employees that are required to sign in and out shall inform the Administrative Assistant or Receptionist who will update the sign in board.
- All contractors and instructors shall sign in and out at reception.
- Maximum occupancy for reception and the front offices is five persons until further notice.
- The frequency of cleaning and disinfecting has increased in the high traffic areas with an emphasis on the frequent or high touch points of contact areas in the upper administration area, staff room, employee washrooms, reception area, storage areas, meeting rooms, and workshop.
- Cleaning and sanitizing protocols are also in effect for mechanical and ice plant rooms and other areas restricted for access.
- Employees will be responsible for cleaning and disinfection of their own offices and workstations.

### Shared Equipment

- Shared tools and equipment will be cleaned and sanitized by employees before, during, and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, staff room implements, maintenance or operational tools, security keypads, portable equipment, keys, and all other direct contact items used throughout the facility.
- Maintenance employees shall have the responsibility for cleaning and sanitizing the frequent contact areas of the mechanical, electrical, refrigeration plant, Zamboni rooms and the workshop. This will also include ice maintenance and janitorial equipment and tools which shall be cleaned/sanitized after each use.
- Employees shall wash their hands prior to and after each use of the Zamboni and ice edger.

### Heating/Ventilation/Air Conditions (HVAC)

- The frequency of air filter replacement and HVAC system cleaning and maintenance will be conducted at regular intervals with fresh air exchange maximized wherever possible.

## Domestic Water

- Due to low demand or non-operational periods, the facility's water system will be flushed regularly and documented.
- Individuals should supply their own water bottles and water whenever possible but may fill their water bottles at the bottle refill stations located in the lobby and the mezzanine in the Howie Meeker Rink.
- When showers are allowed, the maximum occupancy will be one person at a time. This will be evaluated and adjusted as conditions warrant.

## Arena Program Staff Room

- Maximum occupancy level is two persons to maintain physical distancing.
- A hand sanitizer dispenser is available at the entry.

## Storage Rooms

- Maximum occupancy level in the Howie Meeker storage room is four persons to maintain physical distancing.
- Employees using this room shall be responsible for sanitizing the handrail on the stairs, door handles, other shared equipment and wash their hands prior to entry and after exiting.



## RINK PROTOCOLS

Maximum occupancy level for the on ice/dry floor surfaces in the main rinks is in accordance with the guidelines of the Province, PHO and the RDN. The public/sport organizations and groups shall be responsible for complying to these levels.

### CLEANING/DISINFECTING

Maintenance employees will clean and disinfect the high touch points of contact areas in rink dressing rooms, corridors, meeting rooms and lobby prior to and after each use. This will include the following:

- door handles, locks, counters,
- sinks, shower fixtures, toilets and stall partitions,
- seating and shelves,
- floors,
- rink board gate handles,
- timekeeper shelf and score clock, sound booth,
- player and penalty boxes.

A thorough cleaning and disinfection will be completed each night by maintenance.



## DRESSING ROOMS

Dressing rooms will be made available based on the Return to Sport plan aligned with the Oceanside Place Restart Plan.

- Dressing rooms will be supervised by a designated person (s) from the group.
- Rooms will be available 20 minutes prior to start of booking and shall be vacated 20 minutes after the end of booking. Room availability times may be adjusted upon approval as restrictions are further lifted.
- Physical distancing shall be established when rooms are being used.
- One shower will be available with a maximum of one person in the shower area at any time. This will be evaluated and adjusted as conditions warrant.
- \*Room occupancy will be posted as follows:  
Howie Meeker Rink: Room 1: 4 persons Rooms 2-5: 6 persons Room 6: 1 person (maintenance only)  
Victor Kraatz Rink: Room A: 1 person Rooms 1-4: 6 persons  
\*Dressing room occupancy may be increased and is dependent on RDN approval.

## SPECTATOR SEATING

- A designated seating area will be available for specific activities and sessions based upon the Return to Sport Plan and aligned with the Oceanside Place Restart Plan. When allowed by the RDN, the ratio will be one parent/adult per participant in a session. This will be reviewed and adjusted as determined by the RDN.
- Access and exit to spectator seating shall be designated by signage to provide physical distancing.
- When spectator seating is allowed, families of the same household may sit in groupings, as long as maximum occupancy levels are maintained.

## PATRON CONSIDERATIONS

- Physical distancing requirements of two metres shall be established whenever possible.
- Patrons will not be permitted into an RDN facility without wearing a mask.
- Hand sanitizer stations are located at multiple locations throughout the facility.
- Spitting, nose-blowing without tissues, and other unsanitary activities are prohibited and will result in loss of privileges.
- Supervision of children is required in the facility.
- Handshakes and other person-on-person interactions without wearing protective equipment is prohibited.
- Patrons will be required to supply their own towels and personal hygiene products.
- Soap dispensers will be provided in dressing rooms and washroom areas.
- Trash cans for disposal will be available.
- Signage will be placed throughout the facility to remind patrons to refrain from touching surfaces and to sanitize before use.

## OCEANSIDE POND

- Signage will be placed to identify the maximum allowed for occupancy. This will be evaluated and adjusted as conditions warrant.
- Entry to the Pond will be through the double glass doors in the Lobby. Exit is either through the single glass door into the Howie Meeker Rink and then through the Lobby to the designated exit. Or during program time the single door to the rear parking lot may be designated for entry and exit.
- Maintenance employees are responsible for cleaning floors, windows, doors and removal of garbage and recycling. Program staff and patrons shall be responsible for cleaning and removal of equipment.

## ICE/DRY FLOOR USE

Permits are issued through the Arena Program Secretary and are required for all bookings at Oceanside Place. To be considered complete and valid, the following information must be included;

- Full details regarding the booking including the type of activity, age group involved, number of participants;
- Certificate of insurance provided naming the RDN as an additional insured party;
- Signatures of renter and RDN representative on the permit including the COVID-19 Addendum (Appendix 7- p. 30);
- Schedules for bookings shall allow for length of booking and time allotted to address cleaning/disinfection, pick-up and drop-off of patrons, occupancy levels, means of egress, ice/floor maintenance and availability of ice or dry floor surfaces. During the restart of Oceanside Place the allotted time will be varied dependent on the type of activity and the RDN shall be responsible for determining the length of time required;
- Signatures of both the renter and the facility representative must be on the permit to be considered valid.

Special events that require a special occasion licence will not be permitted until further notice.



*The health and safety of our employees and patrons is our number one priority and we respectfully request and appreciate everyone's support taking the steps to protect against the spread of the coronavirus.*

# Appendix 1 - Incident Report Form



## Incident Report Form

**This form is only to be completed for incidents regarding patrons involved in an accident, misbehavior, damage, theft, loss, reporting an illness, etc.**

- Date of incident: (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_ Time: \_\_\_\_\_ (circle) am/pm
- Specific location of incident at Oceanside Place: \_\_\_\_\_
- **Contact information** - Group / Individuals involved (in the case of an **injury requiring first-aid / medical attention** you **MUST** provide individual's name and contact information; otherwise, provide as much information as available depending on the incident):

Name of Group /Individual: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Age: \_\_\_\_\_ *years old*

**Describe the incident in detail - please provide full account (what happened / how incident occurred)**

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### IN THE CASE OF AN INJURY – PLEASE ENSURE THE FOLLOWING IS COMPLETED

**Detailed description of injury(ies) - *ie. location on body (right / left), size of wound / injury (length / depth), swelling, bruising, amount of bleeding, loose teeth, concussion, etc. In the case of illness, please provide the symptoms being displayed by the person***

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**Details of treatment administered - *pressure, elevation, ice, band-aid, other dressings, sent for medical assistance (clinic / hospital), ambulance called, etc.***

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*(If necessary, please provide additional paperwork to fully and accurately detail information)*

**(CONTINUE TO BACK PAGE AND COMPLETE OTHER INFORMATION)**



**CONTACTED:** Parents /Guardians Yes / No Time of call: \_\_\_\_\_ (circle) am/ pm  
Police Yes / No Time of call: \_\_\_\_\_ (circle) am/pm  
Name of Constable: \_\_\_\_\_  
RCMP File #: \_\_\_\_\_

Was the patron participating in:  
\_\_\_ public skate session \_\_\_\_\_ school skate rental  
\_\_\_ user group skate session \_\_\_\_\_ private skate rental  
(ie. minor hockey / figure skating)  
\_\_\_ Recreation and Parks program/event

Was the injured person disobeying a rule or regulation at the time of the accident? Yes / No

If yes, please explain: \_\_\_\_\_

Employee responding: \_\_\_\_\_ Employee assisting: \_\_\_\_\_

Witness(es) to accident: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Recommended action to avoid future incidents:

\_\_\_\_\_  
\_\_\_\_\_

### **Immediately upon completion:**

1. Submit original to the Recreation Programmer (Arena) for follow up.
2. Submit a copy to the Superintendent of Arenas Services

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**FOLLOW UP:** Staff: \_\_\_\_\_

Date: (d) \_\_\_\_\_ (m) \_\_\_\_\_ (y) \_\_\_\_\_ Time: \_\_\_\_\_ (circle) am / pm

Details: (meetings, phone calls, decisions, action taken, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

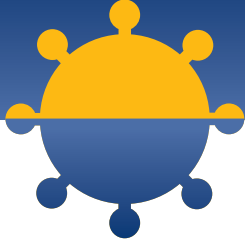
*(If necessary, please provide additional paperwork to fully and accurately detail information)*

**Once original is completed, reviewed and ready for filing provide date and signature of Superintendent or Manager:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery**

### HOW TO HAND WASH



1 Wet hands with warm (not hot or cold) running water



2 Apply liquid or foam soap



3 Lather soap covering all surfaces of hands for 20-30 seconds



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB



1 Ensure hands are visibly clean (if soiled, follow hand washing steps)



2 Apply about a loonie-sized amount to your hands



3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

# Help prevent the spread of COVID-19

Please do not enter this workplace if you:

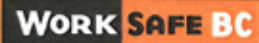
- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:
  - Fever or chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

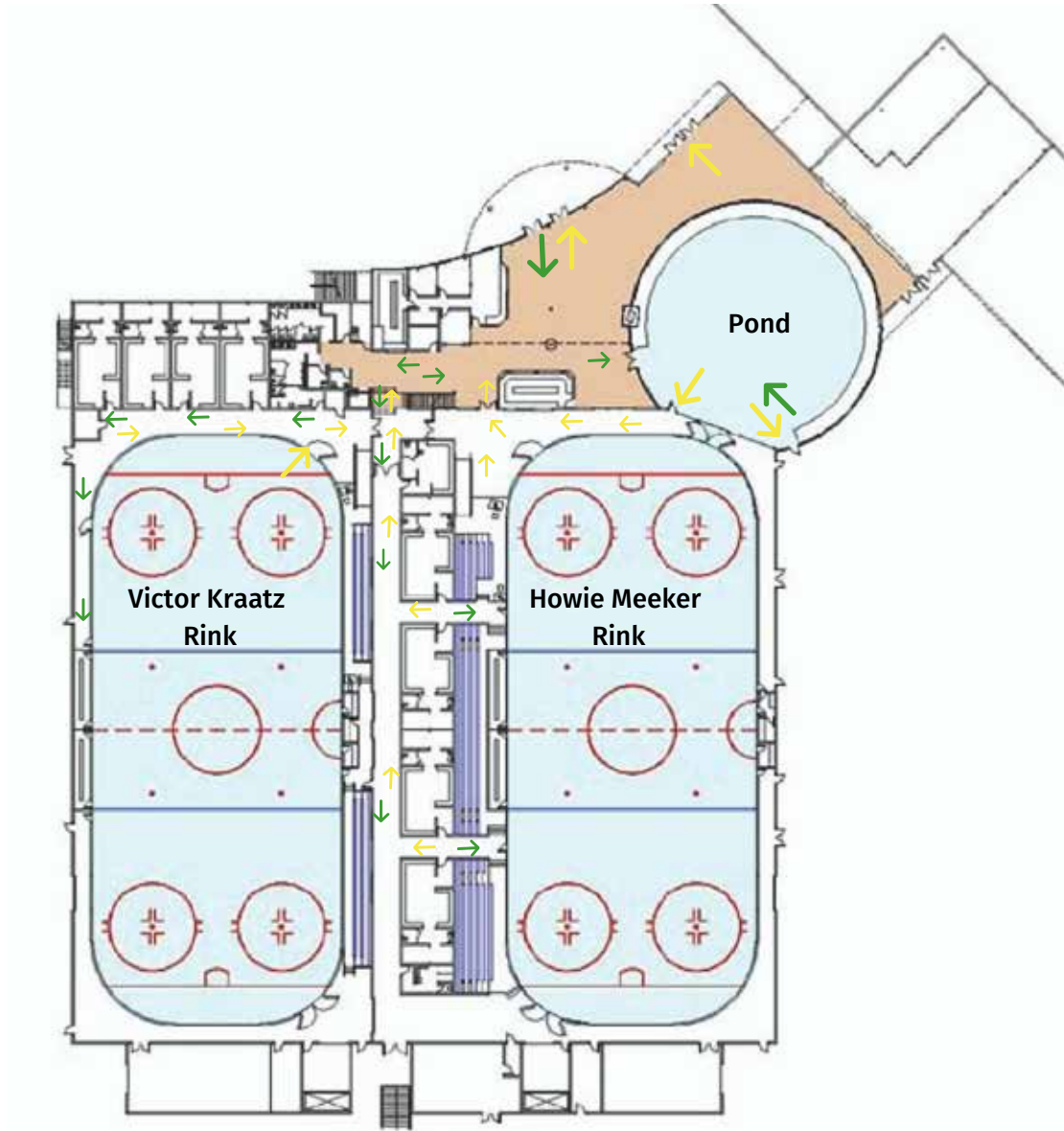
**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.**

[worksafebc.com](http://worksafebc.com)

11/20



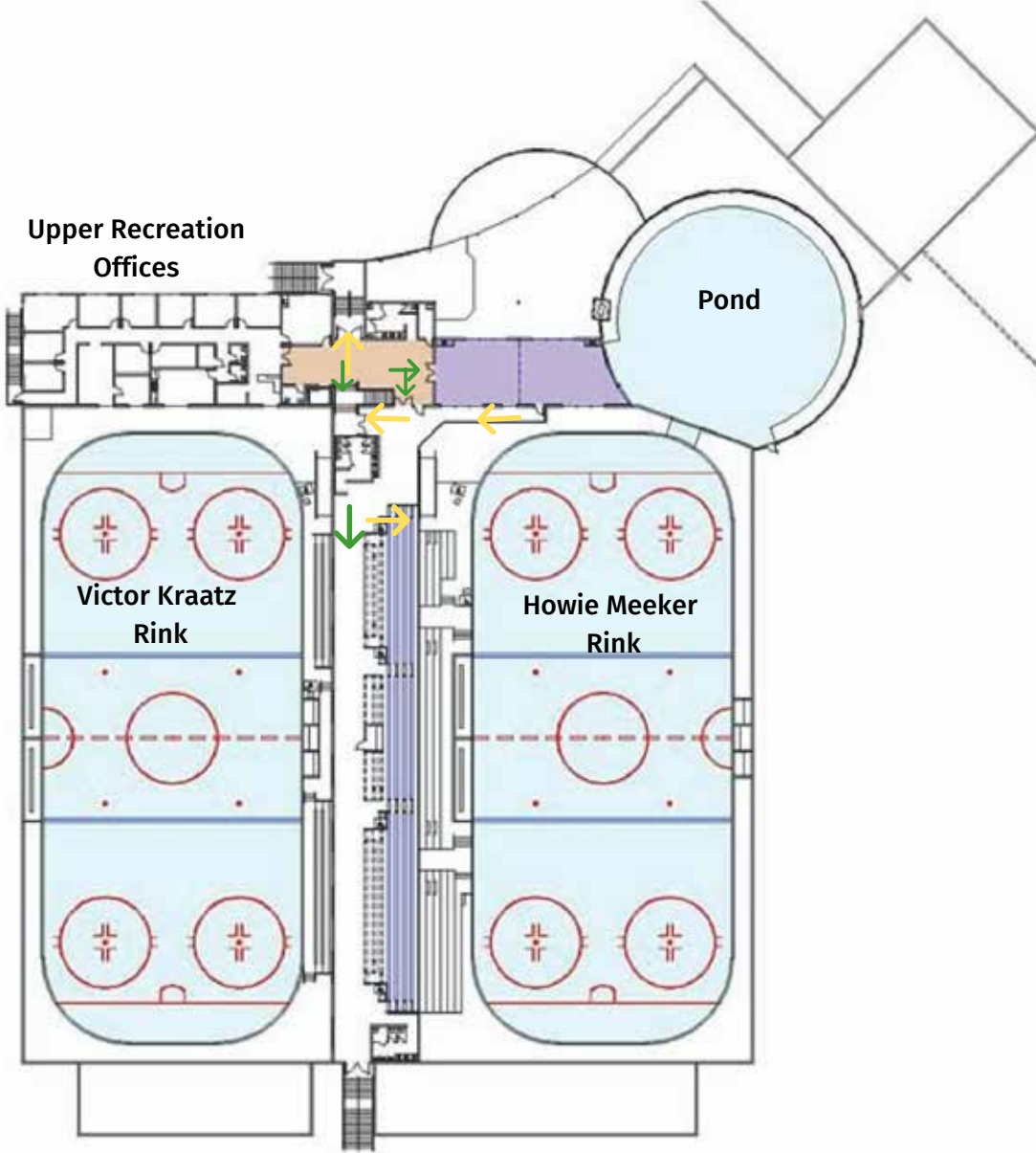
## Appendix 4 - Ground Floor Entry and Exit Plan



**Ground Floor Entry and Exit Plan  
Oceanside Place**



Appendix 5 - Upper Floor Entry and Exit Plan



**Upper Floor Entry and Exit Plan  
Oceanside Place**

# Appendix 6 - Infectious Disease Exposure Risk Assessment



## Infectious Disease Exposure Risk Assessment

STEP 1	<b>Job Site or Building</b>	Oceanside Place - Phase 3 Re-Opening To Booked Events	
	<b>Date</b>	Jun 30, 2020	
	<b>Completed By</b>	John Marcellus ; Andrew Brooks ; Hannah King	
STEP 2	<b>Risk Assessment BEFORE Controls</b>		
	Low Risk <input type="checkbox"/>	Moderate Risk <input type="checkbox"/>	High Risk <input checked="" type="checkbox"/>
	Exposure to employees, public or shared materials or workstations is rare.	Exposure to employees, public or shared materials or workstations occurs several times per day.	Exposure to employees, public or shared materials or workstations occurs several times per hour.
STEP 3	Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
	<b>Activity and Hazard</b>	<b>X = YES</b>	<b>Controls</b>
	Exposure through contact with employees.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Single-person travel. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Staggered start/end and break times. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input type="checkbox"/> Teleworking.
	Exposure through asymptomatic carriers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Staying home if have any illness symptoms. <input checked="" type="checkbox"/> Self-isolating for 14-days when returning from outside of Canada. <input checked="" type="checkbox"/> Staying home if in close contact with someone who is diagnosed or who has infectious disease symptoms.
Exposure through contact with the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/> Close facility. <input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Alternate entry. <input checked="" type="checkbox"/> Physical barrier (sneeze guard). <input checked="" type="checkbox"/> Meetings by appointment only. <input checked="" type="checkbox"/> Appointment pre-screening. <input checked="" type="checkbox"/> Reduced service. <input checked="" type="checkbox"/> Cleaning and sanitizing. Single point of entry for public. Participant pre-screening. Stand here signage on exterior of building.	

Infectious Disease Exposure Risk Assessment

Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
Activity and Hazard	X = YES	Controls
Exposure through contact on vehicles and equipment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Single-person travel. <input type="checkbox"/> Barrier between front and rear seats. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> PPE – gloves. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. Wear masks when more than one person in vehicle. Sanitize Zamboni touch points before and after use.
Exposure through the handling of materials.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Delivery by appointment only. <input checked="" type="checkbox"/> PPE - gloves. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Cleaning and sanitizing. No food or drink services. No skate supply or services.
Exposure through contact of tools.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> PPE – gloves. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies.
Exposure through contact of personal protective equipment (PPE).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> Disposable PPE. <input checked="" type="checkbox"/> Assigned PPE; no sharing. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies.
Exposure through sharing common spaces with others.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> One-person restriction in shared space. <input checked="" type="checkbox"/> Staggered start/end and break times. <input checked="" type="checkbox"/> Cleaning and sanitizing. Hands-free water bottle filling station only - no water drinking fountain.
Exposure through work on computer, desk or office.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Cleaning and sanitizing.
Exposure when handling cash.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Physical barrier (sneeze guard). <input checked="" type="checkbox"/> Hand washing and sanitizing supplies. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> Stop accepting cash.
Exposure when passing others in hallways or aisles.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input type="checkbox"/> One-way route. <input checked="" type="checkbox"/> Cleaning and sanitizing. Wear mask if unable to obtain physical distancing.

STEP 3 CONTINUED

Infectious Disease Exposure Risk Assessment

STEP 3 CONTINUED	Assess the types of exposures to infectious disease and determine the appropriate controls to reduce exposure:		
	Activity and Hazard	X = YES	Controls
	Exposure to biohazardous materials.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> PPE – gloves. <input checked="" type="checkbox"/> PPE – respirator. <input checked="" type="checkbox"/> PPE – gown or coveralls. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies.
	Exposure when performing first aid treatment to a WORKER.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> PPE – gloves. <input checked="" type="checkbox"/> PPE – respirator. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies.
	Exposure while performing first aid treatment to a member of the PUBLIC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Physical distancing. <input checked="" type="checkbox"/> Transmission control – face mask. <input checked="" type="checkbox"/> Cleaning and sanitizing. <input checked="" type="checkbox"/> PPE – gloves. <input checked="" type="checkbox"/> PPE - respirator. <input checked="" type="checkbox"/> PPE – gown or coveralls. <input checked="" type="checkbox"/> Hand washing and sanitizing supplies.

STEP 4	Identify the additional controls the have been implemented to reduce exposure to infection diseases	
	<b>Worker policies and procedures</b>	As facility re-opens protocols in place for cleaning, awareness signage, and traffic flows for physical distancing. Updated first aid protocols with applicable PPE.
	<b>Public procedures</b>	Max. occupancy signage, entry/exits designated, physical distancing and physical barriers implemented.
	<b>Work environment or work processes</b>	Shifts are staggered, working remotely or in an assigned office space/workstation.
	<b>Training</b>	<input checked="" type="checkbox"/> Workers receive education or training in the following: <ul style="list-style-type: none"> <li>• The risk of exposure to pandemic influenza and SARS, and the signs and symptoms of the disease.</li> <li>• Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.</li> <li>• Location of washing facilities, including dispensing stations for alcohol-based hand rubs.</li> <li>• How to seek first aid.</li> <li>• How to report an exposure to, or symptoms of, pandemic influenza or SARS.</li> </ul> <input checked="" type="checkbox"/> Workers receive education or training in the department-specific safe work procedures.

Infectious Disease Exposure Risk Assessment

<b>Communication</b>	<input checked="" type="checkbox"/> Weekly staff updates from senior management. <input checked="" type="checkbox"/> Daily check-in with supervisor or manager.
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<b>Risk Assessment AFTER Controls</b>			
	Low Risk <input checked="" type="checkbox"/>	Moderate Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
<b>STEP 5</b>	Exposure to employees, public or shared materials or workstations with NO infectious disease controls is rare.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per day.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per hour.

<b>Additional Comments</b>
<p>This updated risk assessment is based on pre-booked events, with consideration given for:            Maximum occupancy.            Adequate cleaning and sanitizing time.            Recreation organizations having a safety plan and tracking participants.</p>



# COVID-19 Addendum to Facility Use Agreement/License

***PLEASE READ CAREFULLY!***

Dr. Bonnie Henry stated on May 16, 2020 that “COVID-19 is new for all of us”. We at the Regional District of Nanaimo 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 Safety Plan, which is available for your review at <https://www.rdn.bc.ca/covid-19-safety-plans-and-risk-assessments>. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but **the risk remains that a COVID 19 outbreak could occur despite our efforts.**

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 Safety Plan and COVID-19 policies and procedures. You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with the COVID-19 Safety Plan and COVID-19 policies and procedures. Failure to adhere to the same could result in your user group’s license 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.

It is vital that any person who believes that they may have become ill or their child may have become ill within 14 days of visiting one of our facilities report this immediately to us by contacting 250 248 3252 and 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. To attend our facilities, all persons taking part in your activities must consent to the same.

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 Agreement/License.	INITIAL HERE
I have reviewed the [NAME OF LOCAL GOVERNMENT] COVID-19 Safety Plan.	INITIAL HERE
I have reviewed the [NAME OF LOCAL GOVERNMENT] COVID-19 Policies and Procedures.	INITIAL HERE
I have reviewed this Addendum to Facility Use Agreement/License with all participants in the activity(ies).	INITIAL HERE

\_\_\_\_\_  
Print name clearly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Cellular Phone Number

\_\_\_\_\_  
Emergency Email

To be updated

Mar 2, 2021



## OCEANSIDE PLACE – RESTART GUIDELINES

It is very important that all persons follow the guidelines of the Oceanside Place Restart Plan and the Return to Sport Plan provided by the sports organizations that are relevant to their activities. These guidelines have been established to ensure the safety, health and well being of the public and staff and to minimize exposure to the coronavirus. We appreciate everyone's support as we proceed to a restart of Oceanside Place and the opportunity for participating in recreation with the objective of staying active and healthy.

### ARRIVAL/EXIT

- Participants may arrive no sooner than 20 minutes prior to their session and must exit the facility no later than 20 minutes after their session.
- Drop off and pickup will be at the front of the building and entry shall be through the designated entrance which is the automatic doors to the lobby. Other means of entry and exit may be designated for the Victor Kraatz Rink and Pond upon approval from the RDN.
- No access will be available through the rear lobby entrance.
- Each group will have a designated person acting as an "Ambassador" at the front door to supervise the group and ensure that unauthorized individuals do not enter the facility.
- Visitors to the facility are asked not to enter if they answer yes to any of the following:
  - i) have traveled outside of Canada within the past 14 days,
  - ii) have been identified by Public Health as a close contact of someone with COVID-19,
  - iii) have been told to self-isolate by Public Health,
  - iv) are displaying any of the following new or worsening symptoms: 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.
- Floor markings and arrows for directional flow have been marked as follows:



- ENTRY/ACCESS



- EXIT



- Median



### SAFETY/HYGIENE PROTOCOLS

- Please practice physical distancing of 2m in the facility.



- No spitting is allowed in the facility or on ice and will result in loss of privileges.
- Patrons will not be permitted into an RDN facility without wearing a mask.
- Do not share water bottles, towels or equipment.
- Please use hand sanitizer or wash your hands upon entering and after any of the following activities:
  - i) using the washroom,
  - ii) sneezing or blowing their nose,
  - iii) touching the face,
  - iv) cleaning, sweeping, mopping,
  - v) eating, drinking,
  - vi) entering and leaving the facility and prior to and after meal/rest breaks.
- The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent or high touch points of contact areas.

#### LOBBY

- Washrooms are available but only 1 person allowed at a time.
- Benches have designated spaces for seating to maintain physical distancing.
- Maximum occupancy is in accordance with the guidelines of the Province, PHO and the RDN.
- Public lockers and water fountains will not be available for use until further notice. The bottle fill station will be available.
- An isolation room, situated adjacent to the skate shop window, has been designated for use when an employee or patron becomes ill or displays symptoms of illness during their shift or activity and are unable to leave the facility immediately. No other use of this room shall occur until further notice.

#### FIRST AID PROTOCOL

- The WorkSafe BC First Aid protocol provides guidelines for those that provide first aid assistance to employees and the public.
- Groups are responsible for first aid for their participants and spectators.

#### HOWIE MEEKER ARENA

- Maximum occupancy is in accordance with the guidelines of the Province, PHO and the RDN.
- Spectator seating is not available until further notice.
- Activities shall follow the guidelines of the Return to Sport Plan

#### VICTOR KRAATZ ARENA

- The floor will be a dry floor until further notice and is available for bookings.
- Maximum occupancy is in accordance with the guidelines of the Province, PHO and the RDN.
- Spectator seating is not available until further notice.

#### DRESSING ROOMS

- Dressing room occupancy level is designated as 6 persons to maintain physical distancing. This may be adjusted if approved by the RDN.
- The group is responsible for supervision of the rooms, corridors, and ice/floor activities.
- One shower will be available with a maximum of one person in the shower area at any time.
- Rooms will be made available 20 minutes prior to the session and users shall exit no later than 20 minutes after the session. Room availability may be adjusted upon approval as restrictions are lifted.
- Hand sanitizer is available in the corridors and soap dispensers are available at the sinks in the rooms.

#### OCEANSIDE POND

- This will be a dry floor and will not be available for public booking until further notice.
- RDN programs/camps will be using this venue.

#### MEETING ROOMS

- The multi purpose room is available for bookings and maximum occupancy is 20 persons.
- The public meeting room in the upper foyer will not be available until further notice.



## BOOKINGS/PERMITS

- Requests for bookings shall be via phone or e-mail to the Arena Program Secretary at 250-248-3252 or [dcouturier@rdn.bc.ca](mailto:dcouturier@rdn.bc.ca).
- Full details will be required when booking including the type of activity, age group involved, number of participants.
- Sports organizations and groups will need to submit a Return to Sport Plan providing guidelines for maintaining the directives from the Province, PHO, Via Sport BC and /or their sports governing association. <https://www.viasport.ca/return-sport>
- Upon completion of reviewing the requests, permits will be drafted and sent to you for review and signing.
- Please take the time to review the permit carefully in order to ensure that details are accurate and as requested and that you understand the Disclaimer.
- If adjustments are required, please advise our office immediately so that we can finalize bookings in a timely manner.
- Once the permit information is found satisfactory, then the User shall sign and date the permit, the COVID-19 Addendum and include a copy of the Users General Commercial Liability Insurance naming the Regional District of Nanaimo (RDN) as an additional insured and forward the documents to our office. The contract will be then signed by the Superintendent of Arenas Services or designate which will effectively confirm the contract between the RDN and the Renter.



REGIONAL  
DISTRICT  
OF NANAIMO



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[rdn.bc.ca/recreation](http://rdn.bc.ca/recreation)