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## COVID 19 RISK MITIGATION PLAN (SAFETY PLAN) REVELTOKE FORUM

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The following plan is provided to assist in minimizing the risk of exposure to the virus that causes COVID19. This plan will be re-evaluated during operation on an on-going basis. Adjustments to the plan will be made as required and if the measures identified in the plan cannot be reasonably achieved, the Revelstoke Forum will be closed.

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### PART 1: RISKS IN THE WORKPLACE

We have involved frontline workers, supervisors, and the Joint Health & Safety Committee in assessing the risks in the workplace.

- ✓ We have identified areas where people gather such as lobbies, spectator stands, changerooms, meeting rooms, offices and players benches.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations.
- ✓ We have identified the equipment, furniture, tools and manuals that workers share while working.
- ✓ We have identified surfaces that people touch often.

#### AREAS WHERE PEOPLE GATHER:

- ⇒ Lobby area
- ⇒ Hallways
- ⇒ Entrance ways
- ⇒ Bleachers
- ⇒ Players Benches
- ⇒ Changerooms
- ⇒ Bathrooms
- ⇒ Meeting rooms
- ⇒ Offices

#### JOB TASKS AND PROCESSES WHERE WORKERS ARE CLOSE TO ONE ANOTHER OR MEMBERS OF THE PUBLIC:

Arena Staff: Skate sharpening, skate rental, drop in program management, lost and found maintenance, deliveries, customer inquiries within the facility, facility maintenance and cleaning and patron management.

### **TOOLS & EQUIPMENT THAT WORKERS SHARE WHILE WORKING:**

Printer, pens, office phone, cell phone, facility light switches, lost and found bin, safe, cash register, office chairs, cleaning supplies (mops, brooms etc..), Zamboni steering wheel and controls, hoses, water valves, skate sharpener, ice edger, skate assists and hockey nets.

### **SURFACES THAT PEOPLE TOUCH OFTEN:**

Desks, countertops, chairs, tables, handi-cap buttons, door handles, light switches, hand rails, kitchen appliances (coffee pot, toaster), fridge handle, sink taps, benches, sink taps, bathroom fixtures, office equipment (phones, staplers, pens, files and filing cabinet, cash register, lost and found items, garbage cans and recycling bins.

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## **PART 2: PROTOCOLS TO REDUCE THE RISKS**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- ⇒ The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- ⇒ The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

With this in mind, we have chosen to use the protocols that offer the highest level of protection for the workplace using the following framework (1.0) levels of protection.

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### **3.0 Framework for protection protocols**

#### **REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION**

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection. We consider controls from additional levels if the first level isn't

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practicable or does not completely control the risk. It is likely needed to incorporate controls from various levels to address all the risk at the workplace.

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## **WORKPLACE PROTOCOLS FOR ARENA OPERATIONS**

### **ELIMINATION:**

- ⇒ Skate rentals will be sanitized after each use. Skates that have been used will be placed on the side of the counter labeled USED until they can be sanitized.
- ⇒ Motion sensor taps have been installed in all washrooms.
- ⇒ Public Skating and drop in programs for adults require proof of vaccination.
- ⇒ All adult user groups are required to confirm that program participants have provided proof of vaccination.
- ⇒ Minor Hockey and Figure Skating groups have been instructed on proof of vaccination requirements for adults and volunteers. Proof of vaccination is not required for children and youth under 22 years when participating in programs for youth.

### **ENGINEERING CONTROLS:**

- ⇒ A hand washing station is directly at the entrance of the facility allowing for easy access for all who enter the facility.
- ⇒ A glass barrier in at the ticket office eliminates direct contact with the public.
- ⇒ Barrier will be cleaned at least once daily by staff.

### **ADMINISTRATIVE CONTROLS:**

- ⇒ COVID -19 protocols are posted on City of Revelstoke website ([www.revelstoke.ca](http://www.revelstoke.ca))
- ⇒ Public education provided through signage, media releases, and social media will encourage appropriate conduct and emphasizes personal responsibility.
- ⇒ Signage has been installed near the entrance of the building informing customers (and reminding employees) not to enter the facility if they are exhibiting symptoms of illness consistent with COVID 19; to hand sanitize upon entering and leaving the building and the occupancy limit.
- ⇒ Signage illustrating effective hygiene practices will be posted in the following locations: (8 total)
  - ⇒ Handi-cap washroom
  - ⇒ Women's washroom
  - ⇒ Men's washroom

- ⇒ Refs room
  - ⇒ Grizzlies Room
  - ⇒ Staff Room
  - ⇒ 1 in each changeroom
  - ⇒ 1 in janitor/skate rental room
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- ⇒ Employees have been informed not to come to work when sick.
  - ⇒ Employees will perform daily health check for symptoms of COVID19 before each shift.
  - ⇒ Employees have been instructed to clean their workspace before commencing their shift and at the end of their shift.
  - ⇒ Employees have been instructed to clean and disinfect shared equipment after each use.
  - ⇒ Employees have been instructed to wash and sanitize hands after coming into contact with public items.
  - ⇒ Employees have been instructed to use their own equipment.
  - ⇒ Staff have been instructed to wash hands after handling cash.
  - ⇒ Individuals booking the facility will be reminded to reschedule if they experience symptoms typical of COVID19 or are placed on self-isolation.
  - ⇒ All changes made to the usage of communal areas have been communicated to workers.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- ⇒ Respiratory Protection: Non-surgical masks, Surgical Mask (ASTM Level 1)
  - ⇒ Eye protection: face shields and/or personal protective goggles
  - ⇒ Hand protection: Non-latex disposable gloves
  - ⇒ Staff have received instruction on:
    - ⇒ How to safely put on and take off a mask and gloves
    - ⇒ When to change a mask and gloves
    - ⇒ The importance of conducting good hygiene
- See Appendix B: Instructions on wearing a mask*  
*See Appendix E: Instructions on removing disposable gloves*
- ⇒ Facility users and staff are required to wear masks in all common areas.
  - ⇒ Staff will be instructed to wear masks if they are performing tasks with another employee and physical distancing cannot be achieved.
  - ⇒ Staff will be instructed to wear gloves when cleaning or performing tasks where gloves are required.

## **CLEANING AND HYGIENE PRACTICES:**

- ⇒ Staff members must wash their hands when arriving and leaving the facility and before and after:
  - ⇒ Eating
  - ⇒ Breaks
  - ⇒ Smoking
  - ⇒ Blowing one's nose, coughing or sneezing
  - ⇒ Going to the washroom
  - ⇒ Using shared equipment
  - ⇒ Providing routine care with another person who needs assistance
- ⇒ Staff members will be responsible for cleaning the facility at the end of the day.
- ⇒ Handwashing facilities and hand sanitizing stations are available throughout the facility as well each employee workstation is equipped with hand sanitizer and sanitizing wipes.
- ⇒ All hand washing sinks and stations must have liquid soap, single-use paper towels and running water for staff and patron use.
  - ⇒ 2 sinks available in women's washroom
  - ⇒ 2 sinks available in men's washroom
  - ⇒ 1 sink available in handi-cap washroom
  - ⇒ 2 sinks available in dressing room
  - ⇒ 1 sink available in janitor/skate rental room
  - ⇒ 1 sink available in refs room
  - ⇒ 1 sink available in Grizzlies change room
  - ⇒ Use of Debonair Foam Soap
  - ⇒ Use of Deb Stoko Instant Foam
- ⇒ Good hygiene practices have been communicated to workers and posters have been posted throughout the facility.
- ⇒ Update cleaning and sanitizing procedures for all common areas and surfaces.
- ⇒ Staff equipment/other high touch areas to be regularly sanitized by staff:
  - ⇒ Staff room table
  - ⇒ Appliances and accessories (ie. Microwave, toaster oven, coffee maker, etc) before and after use
  - ⇒ Facility doorknobs and light switches during each shift
  - ⇒ Appropriate PPE (if not disposable) after each use

- ⇒ All unnecessary tools and equipment will be removed from staff and storage area to minimize cleaning process.
- ⇒ Employees who are responsible for cleaning will be equipped with PPE deemed necessary, depending on the cleaning process and chemicals used, including:
  - ⇒ Disposable gloves
  - ⇒ Surgical mask (ASTM Level 1)
  - ⇒ Face shield
- ⇒ Public high touch surfaces to be regularly sanitized by staff:
  - ⇒ Door handles (minimum 2 x daily or when visibly dirty)
  - ⇒ Washroom counters, faucets, paper towel, soap dispensers, cubicle doors (minimum 2 x daily or when visibly dirty)

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### **PART 3: DEPARTMENT POLICIES**

The following policies have been developed to manage the workplace:

- ⇒ Guidelines for providing a safe workplace during the COVID19 Pandemic.
- ⇒ COVID19 Return to Work Guide for Employees.
- ⇒ Working Alone Policy
- ⇒ Telecommuting Policy
- ⇒ Violence in the Workplace Policy.
- ⇒ Visitors have been limited in the workplace.
- ⇒ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

⇒ **Vaccination Policy:**

While vaccination is not mandatory for City employees. Employees are encouraged to get vaccinated and will be supported in their efforts to receive the vaccination during work hours.

These workplace policies are to ensure workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Specifically,

- ⇒ Anyone who has had symptoms of COVID-19 in the last 5 days. Symptoms Of COVID include new or worsening fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, runny nose, sneezing, extreme fatigue or tiredness, headache, body aches, nausea or vomiting and diarrhea.
- ⇒ Anyone directed by public health to self-isolate.

- ⇒ If you are not fully vaccinated and did not have COVID-19 in the last 90 days, you are required to self-isolate for 10 days from the day you last had contact with the person who has COVID-19, even if you do not have any symptoms.

If you are a close contact of someone who tested positive for COVID19, and you are fully vaccinated or had COVID-19 in the last 90 days, you are not required to self-isolate, and you can continue to participate in routine activities, such as work.

### **Illness Protocols for Staff**

1. Supervisors to be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
2. If an employee is identified as having symptoms, the following procedure should be followed:
  - ⇒ If an employee is at home when they identify as having symptoms, they must:
    1. Inform their supervisor immediately.
    2. Remain at home.
    3. Contact their family physician, primary care provider or Health Link BC at 8-1-1.
  - ⇒ If the employee is at work when they identify as having symptoms, they must:
    1. Inform their supervisor immediately.
    2. Immediately put on a mask, maintain physical distancing from others and return home.
    3. Contact their physician, primary care provider or Health Link BC at 8-1-1.
  - ⇒ If the symptoms are severe such as shortness of breath (i.e. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
  - ⇒ Any surface that the ill worker has come into contact with will be cleaned and disinfected immediately.

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## **PART 4: COMMUNICATION PLANS AND TRAINING**

The Department has implemented measures to ensure that everyone entering the workplace, including workers from other employers, (contractors etc.) knows how to keep themselves safe while at our workplace.

- ⇒ We have a training plan to ensure everyone is trained in workplace policies and procedures.

- ⇒ All workers have received a copy of workplace policies and have gone through in detail the policies for staying home when sick.
- ⇒ Signage has been posted in the workplace, including occupancy limits and effective hygiene practices.
- ⇒ Signage has been posted at all facility entrance points indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ⇒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- ⇒ Staff is encouraged to provide regular feedback on any issues with COVID-19 prevention measures.
- ⇒ This safety plan will be posted on site and on the City's website.

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## **PART 5: MONITOR**

This plan will be reviewed on an on-going basis and is subject to change. As the situation with COVID19 evolves, we will continue to assess our business operations and implement any additional protocols that may be required to minimize the risks of transmission.

Current policies and protocols will need to be reviewed on an on-going basis. If a new area of concern is identified or if the new measure in place is not working staff will be instructed to update their supervisor immediately so that we can review the area of concern and take necessary steps to deal with it. To assist with this process, the supervisor will have a daily COVID 19 check in with staff, and more formally, a COVID19 check in will be added to the monthly staff meeting agenda.

When a new area of concern is identified, staff will be involved in finding a solution to address the concern. If further assistance is required in resolving the issue, we will involve a representative of the Joint Health & Safety Committee.

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## **NOTES:**

The following reference were used in creating the Department's safety plan:

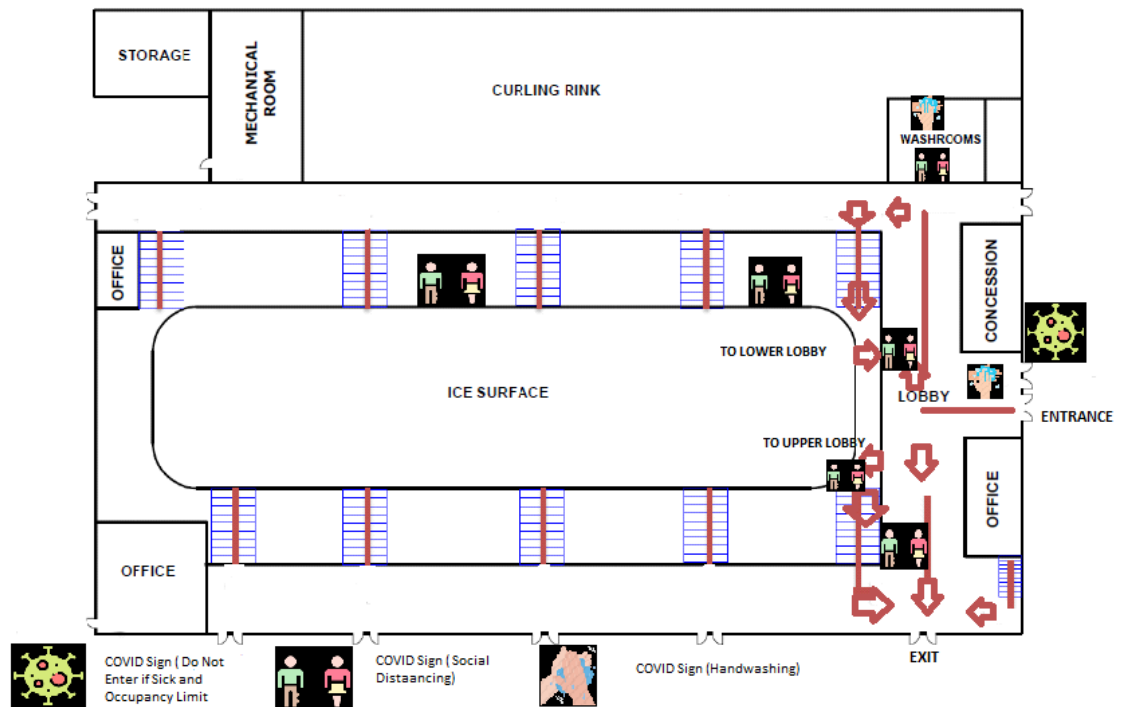
1. Worksafe BC- COVID19 Safety Plan
2. BC Municipal Safety Association
3. BCRPA Guideline for Restarting Operations
4. WHO. Getting your workplace ready for COVID19.
5. viaSport BC Return to Sport Guidelines for BC
6. City of Revelstoke Communicable Disease Control Plan

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## APPENDIX A: SITE MAP

Revelstoke Forum  
1100 Vernon Avenue Revelstoke BC





## APPENDIX B: INSTRUCTIONS ON WEARING A MASK

### HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

#### DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

#### DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

#### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

#### DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

#### DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



## APPENDIX C: FACILITY TOUCH POINT CLEANING

### Cleaning Checklist for High Contact Surfaces Washrooms/Arena/Staff Area

Week of: \_\_\_\_\_

Date:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time:							
<b>Washroom</b>							
Door Handles							
Light Switches							
Counters							
Soap Dispenser							
Cubicle Door							
Sink							
Paper Dispenser							
Change Table							
Sanitary Disposal							
Walls							
Urinal							
Toilet							
<b>Arena Area</b>							
Benches							
Door Handles							
Light Switches							
Glass							
Ledges							
Handrails							
<b>Staff Area</b>							
Table							
Chair							
Phone							
Appliances							

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## APPENDIX D: CHEMICALS USED FOR CLEANING

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### CHEMICALS USED FOR DISINFECTION/CLEANING

PRODUCT	APPLICATION	WHO CAN USE	PPE	DWELL TIME	RINSE	DISPENSER/PREMIXED
OXIVIR PLUS DISINFECTANT	TRIGGER SPRAY BOTTLE	ANYONE	GLOVES	15 MINUTES	N/A	DISPENSER
OXIVIR DISINFECTANT	TRIGGER SPRAY BOTTLE	ANYONE	GLOVES	1-3 MINUTES	N/A	PREMIXED IN SPRAY BOTTLE
BURST ALL PURPOSE CLEANER	TRIGGER SPRAY BOTTLE	ANYONE	GLOVES	NOT NEEDED	N/A	DISPENSER
GLASS CLEANER	TRIGGER SPRAY BOTTLE	ANYONE	GLOVES	NOT NEEDED	N/A	DISPENSER
BENEFACT	TRIGGER SPRAY BOTTLE	ANYONE	GLOVES	15 MINUTES	N/A	PREMIXED IN 4 LITRE JUG

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## APPENDIX E: REMOVING DISPOSABLE GLOVES

