



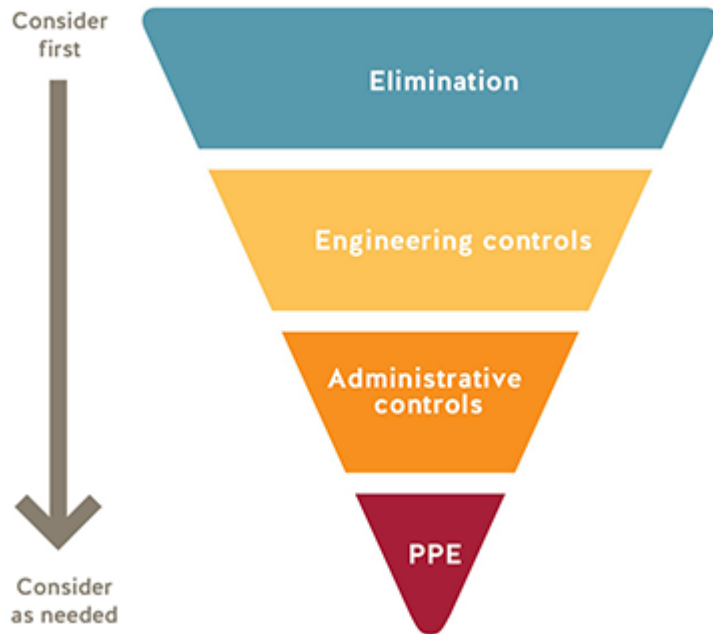
**Columbia  
Valley  
Centre**

# Columbia Valley Centre COVID-19 Safety Plan

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## **FIRST LEVEL PROTECTION**

### **Occupancy Limits**

The occupancy limit for the Columbia Valley Centre is determined by the BC Ministry of Health. It is important to note that the maximum capacity for each room may be modified to a lower number depending on the equipment in the room or activity taking place.

- Occupancy limits for the Columbia Valley Centre (WorkSafeBC Occupancy signs posted).
- Main Hall = 50 people seated, per side of the hall.
- Lobby = 16 people
- Kitchen = 6
- Elevator = 2
- Universal washroom = 1
- Male Washroom = 4
- Female Washroom = 4

## **Screening for Illness**

- A poster is displayed at the main entrance instructing users and staff not to enter if they are exhibiting flu-like symptoms or symptoms of COVID-19.
- Users must follow directional markers through the facility and obey all posted signs.

## **COVID-19 Assessment Tool**

- Staff and users will be expected to screen themselves for flu-like symptoms prior to daily entry of the facility. Please make use of the COVID-19 Assessment Tool prior to entering the facility each day. This tool helps you determine if you need to call 8-1-1 to see a medical professional or need to self-isolate and monitor. This tool is preferred as a first step before calling 8-1-1 to manage call-load for our medical system. Link to COVID-19 Assessment Tool: <https://bc.thrive.health/covid19/en>
- All users of facility must sign logbook at entrance. Users must acknowledge if whether or not they have any symptoms associated with COVID 19. If they have any symptoms, they will not be permitted to enter the building.

Please pay particular attention to the tool stating the following:

- If you have a fever, sore throat, cough, difficulty breathing, or are sneezing you should stay home from work/school for 10 days and avoid going out in public as much as possible.
- If you have travelled outside of Canada in the last 14 days, you are to stay home and self quarantine.
- If you feel you are suffering from any other symptoms such as flu-like symptoms including diarrhea in the last 24 hours you are expected to stay home.

*If you answer YES to any of the above, STAY HOME.*

## **While at Facility**

- If a user/staff member becomes ill or is displaying symptoms while at the facility we ask that you remove yourself from the facility immediately and contact the District of Invermere 250-342-9281 to notify staff.
- User/Staff member must exit premises as quickly as possible.
- A thorough cleaning of the spaces/equipment will take place where the symptomatic person was, and no one is to enter these spaces until cleaning has been completed.
- If a user tests positive for COVID-19, staff will immediately follow directions provided by Interior Health.

## **SECOND LEVEL PROTECTION**

This site does not require barriers.

## **THIRD LEVEL PROTECTION**

### **Handwashing**

To reduce the spread of COVID-19, handwashing has been identified as the most effective method. Staff will be required, and users are strongly recommended, to increase handwashing for all utilizing the facility. Utilizing sinks in Universal washroom, greenroom & kitchen for Staff.

Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions
- Before and after eating and drinking
- After using the toilet
- Before and after use of equipment
- After sneezing or coughing
- Whenever their hands are visibly dirty

### **Coughing and Sneezing**

It is expected that coughing and sneezing that is unrelated to illness may occur. Staff, instructors, and participants are expected to use good hygiene and protocol when this occurs.

- Coughing and sneezing into elbow.
- Nose blowing - use enough layers of tissue paper so that the fingers do not touch the secretions.
- Immediately dispose of tissue paper in a garbage can with a bag and lid, if possible.
- Wash hands with soap and water.

### **Physical Distancing in a Community Facility Setting**

The focus of the facility is to provide opportunities for recreation, health, well-being and social connectiveness. It is expected that you do so in a way that minimizes risk to participants, instructors and staff. Facility usage, room capacities, adapted activities, equipment usage are all

part of these considerations. Please follow the guidelines below to ensure proper physical distancing during your usage. (Group exercise patrons will be able to remain two metres from one another at all times during a class).

- Abide by facility signage.
- Adhere to the room capacity. Room capacities are based on square footage of the space, usage (active vs. non-active).
- Ensure that a minimum of 2 meters (6 ft) of space between participants from different households when participating in non-active actions/programs.

### **Entering and Exiting the Facility**

- All users of facility must sign logbook at entrance. Users must acknowledge if whether or not they have any symptoms associated with COVID 19. If they have any symptoms, they will not be permitted to enter the facility.
- Users are asked to arrive no more than 15 minutes prior to the start of a program and leave immediately following the program, staying no longer than 10 minutes.
- Hand sanitizer will be provided in the lobby and main hall for people to use when entering and exiting the facility; however, handwashing is the preferred method upon entry and exit.
- Tape has been placed on floor every 2m for appropriate spacing in queues.

### **User Groups**

- User groups are required to comply with the PHO Order for Gatherings and Events and monitor this Order for updates.
- Provide the District of Invermere a COVID-19 Safety Plan which clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (i.e. WorkSafeBC). The Safety Plan must identify who will be responsible for ensuring compliance within the user group. The Safety Plan must be posted by the organization and/or available on-site during activities. Users are required to appoint a “host” within a group to oversee participants and ensure they are following all requirements outlined in the user’s safety plan.
- Sport organizations must review the via Sport Return to Sport Guidelines and their Provincial Sport Organization Return to Sport Guidelines and develop a COVID-19 Safety Plan specific to their sport and the facility they are operating out of.
- No spectators are allowed at any sport activities under the order. The only people allowed to attend sport activities are those that provide care to a participant or player. For example, providing first aid.
- Complete a rental agreement with the District of Invermere and provide all required documents including comprehensive liability insurance prior to utilizing the facility for organized activity.
- All equipment is to be sanitized before and after use.

- Understand that the contract holder is responsible for enforcing all Safety Guidelines outlined in this document and your user group safety plan, and if these guidelines are not being followed, this could result in the loss of use.
- User groups to provide their members with a copy of their safety plan to ensure they understand the expectations of them when utilizing the facility.
- Contact tracing is required for each booking session. Names and contact information for all attendees, volunteers, staff and organizers must be recorded and retained by the organizer for 30 days following the booking/event.

## **FOURTH LEVEL PROTECTION**

### **Masks**

Masks are mandatory in the Columbia Valley Centre. Posters are posted on use and care of masks.

### **Cleaning and Hygiene Practices**

*All areas of the facility will be cleaned and disinfected daily utilizing approved cleaners and disinfectants.*

- Renters will be responsible for cleaning program equipment and supplies after each use. Please refer to the WorkSafeBC Cleaning and Disinfecting guidelines posted.
- Other high touch points will be regularly sanitized by staff. i.e. door handles, washrooms.
- Sanitization supplies will be provided (disinfectant, paper towel, gloves).
- Remove garbage generated during use.
- User groups utilizing equipment will be expected to sanitize their own equipment and should be outlined in their safety plan on how they are managing this.
- Enhanced Cleaning/checks of washrooms will be posted to inform patrons.
- After cleaning and disinfecting of surfaces, it is recommended that gloves are discarded, and hands are washed with soap and water or an alcohol-based hand sanitizer solution.
- Cleaning Staff will do heavy duty cleaning and sanitization every Sunday.
- Staff will be following the guidelines set out by Interior Health in relation to Cleaning and Disinfection for Public Settings during COVID-19.
- There is no locker room on site.
- The drinking fountain has been closed except to fill water bottles using our automatic (contactless) bottle filler.
- There will be one hour between bookings in the facility to allow time for cleaning and disinfection of the facility and to reduce crowding.

## **First Aid**

Responding to First Aid situations will still be required by user groups as is required currently/pre-COVID-19; an instructor teaching the program; or a staff member assisting another staff member. In an emergency situation a staff member will assist the first responder. Additional safety measures are required with COVID-19, including additional PPE added to first aid kits.

User groups will be required to address any first aid needs that may arise with one of your users. It is required that User Groups include a first aid plan in their safety plan and increase PPE supplies in their first aid kits.

## **Crisis Management**

*Stay calm and think logically if a crisis situation were to arise.*

Steps to consider when dealing with a crisis situation:

- It's important to assess the situation and ensure you are not putting yourself in harm's way.
- If you are at risk and it's an emergency, call 9-1-1.
- Implement existing protocols if it's a crisis that has outlined procedures, ensuring you maintain physical distancing to protect yourself.
- If it's not an emergency and you are able to talk it through at a safe distance –
  - Provide a listening ear, often that's all individuals are looking for
  - Offer reassurance and understanding
  - If there is an identified problem, let them know you will take appropriate measures to address the situation
  - Follow back up with the individual so they feel satisfied with the way the situation was handled.

## **Outbreak/Case Reported**

Should a case of COVID 19 or outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak.

It is important that once symptoms have been reported, enhanced cleaning measures are implemented as it's one of the most important factors in limiting the size and length of an outbreak.

If a case or outbreak is reported, the following measures should take place:

- Staff member taking the report needs to complete an incident report and notify the District of Invermere's Chief Administrative Officer (CAO) and Corporate Officer immediately.
- Ensure the person reporting has been given direction from Interior Health on next steps and ensure they have a copy of the District's Illness Policy and advise individuals to self isolate as per policy. Individuals can contact 8-1-1 if further health advice is required or 9-1-1 if it is an emergency.
- Determine sanitization measures required.
- The District's CAO will determine what activities/events need to be modified or cancelled within the facility with assistance from the Leisure Services Manager.
- In the event of a suspected case or outbreak, immediately report and discuss with the Medical Health Officer at Interior Health and follow their direction in regard to next steps and contact tracing.
- Implement the District of Invermere's Illness Policy for staff, and other participants, if deemed necessary by Interior Health.



## **RESOURCES:**

### **Province of British Columbia**

B.C.'s Restart Plan: <https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

PHO Orders: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

## **RESOURCES**

Interior Health: <https://www.interiorhealth.ca/Pages/default.aspx>

COVID-19 (B.C.) Provincial Support: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>

Health Canada Handwashing Guidelines: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

Health Canada Personal Protective Equipment against COVID-19:

Health Canada List of Disinfectants for use against COVID-19:  
<https://www.canada.ca/en/healthcanada/services/drugs-health-products/disinfectants/covid-19/list.html>

## **WORKSAFE BC RESOURCES**

COVID-19 Safety Plan Template:  
<https://www.worksafebc.com/en/resources/healthsafety/checklist/covid-19-safety-plan?lang=en>

Returning To Safe Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

## **SPORT AND RECREATION RESOURCES**

BCCDC guidance for recreation facilities: <http://www.bccdc.ca/health-info/diseases-conditions/covid19/community-settings/recreation-facilities>

BCRPA Sector Guidelines for Restarting Operations: <https://www.bcrpa.bc.ca/covidguideline>

Return to High Performance Sport Framework:  
<https://www.viasport.ca/sites/default/files/Canada%20-%20COVID-19%20Return%20to%20HP%20Sport%20Framework%20-%20May%202020.pdf>