

Pursuant to Section 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008, Langley City is required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulations and has been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purpose of the order).

Langley City has assessed the risk to the workplace, implemented protocols to reduce the risk, has developed policies, will be monitoring the workplace and will update plans as necessary and finally will assess and address risks from resuming operations. These controls are in place for employee and public safety. This document will be posted for employees and the public in order to communicate the controls that have been put into place.

External contractors are responsible for their own safety plans; they must be coordinated with Langley City to ensure that all facility and program users are kept safe, they also review Langley City’s safety plan.

**COVID-19 Symptoms:**

To minimize COVID-19 transmission employees and the public are to stay at home if they have been exposed to a confirmed case of COVID-19 (as advised by public health), if they have travelled outside of Canada within the previous 14 days or if they have symptoms of COVID-19.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine further assessment or testing requirements for COVID-19.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

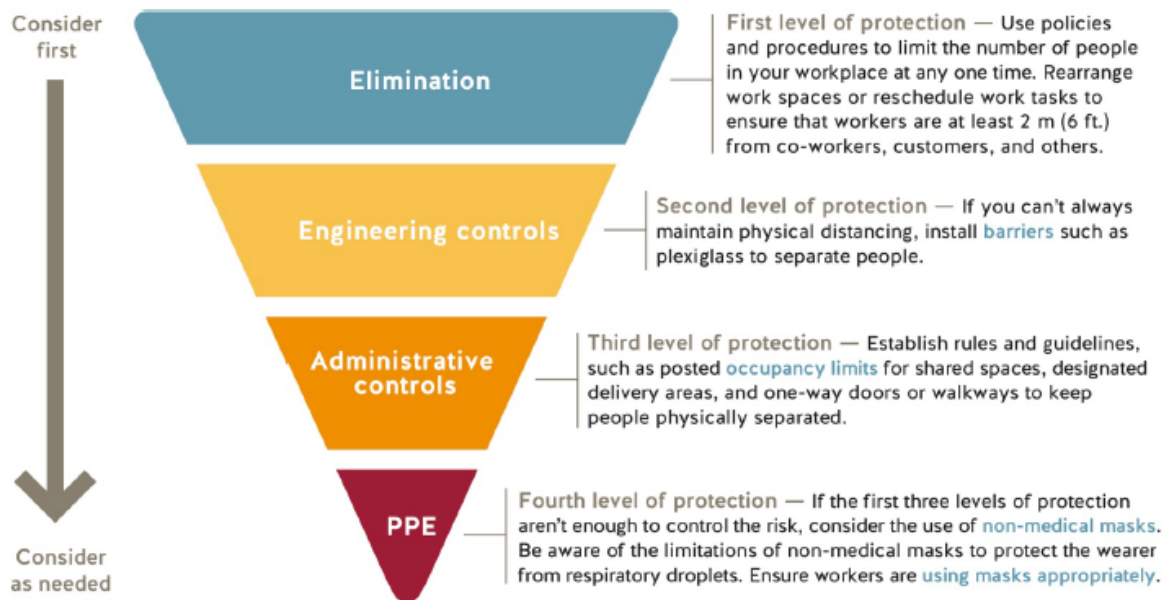
The following are symptoms as defined by the BCCD:

Fever	Sore throat	Muscle aches
Chills	Stuffy or runny nose	Fatigue
Cough	Loss of sense of smell	Loss of appetite
Shortness of breath	Headaches	

## Hierarchy of controls COVID-19

### 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, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



1. **Elimination or Substitution:** This involves removing the risk of exposure entirely from the workplace. This could involve postponing, re-organizing, or planning work in such a way that workers are not exposed to any risk. Having workers work remotely would be an example of eliminating the risk from the workplace.
2. **Engineering controls:** These are physical changes in the workplace, such as installing plexiglass barriers in a grocery store and using markers to control foot traffic.
3. **Administrative controls:** This involves altering work practices to minimize exposure, such as minimizing the numbers of customers inside grocery stores, staggering work shifts, making virtual appointments, working from home etc.
4. **Personal protective equipment (PPE):** This last form of protection should only be considered after careful consideration of the previous control measures. Some workplaces have specific requirements for PPE, such as in health care settings.

## COVID – 19 Risk Assessment

### Essential Critical Business Services (March 16 to May 18, 2020):

City Hall – Closed to public	Fire Hall – Closed to public
Timms Community Centre – Closed to public	Douglas Recreation Centre – Closed to public <ul style="list-style-type: none"> <li>• Douglas Recreation Centre outdoor washrooms open to public.</li> </ul>
Operations Division	Parks Division – Closed to public: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

### Re-opening Prior to May 19, 2020:

Administration: <ul style="list-style-type: none"> <li>• Council meetings and committee and task groups meetings held by electronic means</li> </ul>	Parks Division: <ul style="list-style-type: none"> <li>• Community Gardens</li> <li>• Off-leash dog parks</li> <li>• Public parking lots</li> <li>• Parks open spaces and trails</li> </ul>
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### Phase 1 Re-opening (May 19, 2020):

Recreation Department: <ul style="list-style-type: none"> <li>• Open Summer camps registration</li> </ul>	Parks Division: <ul style="list-style-type: none"> <li>• Tennis courts</li> <li>• Pickle ball courts</li> <li>• Bike skills park and pump track</li> <li>• Public washrooms</li> </ul>
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### Phase 2 Re-Opening (June 1, 2020):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public, Paid On Call Members return
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs – Outdoor youth drop-in program
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments only	Douglas Recreation Centre – Closed to public
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

**Phase 2 Re-Opening (June 15, 2020):**

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Outdoor youth drop-in program</li> <li>• Registered outdoor fitness classes</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments only	Douglas Recreation Centre – Closed to public
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> <li>• Water parks</li> </ul>

**Phase 2 Re-Opening (June 29, 2020):**

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Outdoor youth drop-in program</li> <li>• Registered outdoor fitness classes</li> <li>• Registered summer day camps</li> <li>• Al Anderson Memorial Pool</li> <li>• Pop Up Play</li> <li>• Park Ambassador</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments only	Douglas Recreation Centre – Closed to public
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> <li>• Water parks</li> </ul>

**Phase 2 Re-Opening (July 13, 2020):**

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Outdoor youth drop-in program</li> </ul>

	<ul style="list-style-type: none"> <li>Registered outdoor fitness classes</li> <li>Registered summer day camps</li> <li>Al Anderson Memorial Pool</li> <li>Pop Up Play</li> <li>Park Ambassador</li> <li>Weight Room</li> <li>Indoor Fitness Classes</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, weight room and indoor fitness classes only; access to Fraser Valley Regional Library starting August 4, 2020	Douglas Recreation Centre – Closed to public
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>Sports courts</li> <li>Sendall Gardens Greenhouse</li> <li>Picnic shelters</li> <li>Playgrounds</li> <li>Outdoor fitness equipment</li> <li>Parkour courses</li> <li>Water parks</li> </ul>

**Phase 2 Re-Opening (September 14, 2020):**

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>Outdoor youth drop-in program</li> <li>Registered outdoor fitness classes</li> <li>Pop Up Play</li> <li>Park Ambassador</li> <li>Weight Room</li> <li>Indoor Fitness Classes</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, weight room, indoor fitness classes and library only	Douglas Recreation Centre: <ul style="list-style-type: none"> <li>Licensed Preschool</li> </ul>
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>Sports courts</li> <li>Sendall Gardens Greenhouse</li> <li>Picnic shelters</li> <li>Playgrounds</li> <li>Outdoor fitness equipment</li> <li>Parkour courses</li> <li>Water parks</li> </ul>

### Phase 2 Re-Opening (September 19, 2020):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Outdoor youth drop-in program</li> <li>• Registered outdoor fitness classes</li> <li>• Pop Up Play</li> <li>• Weight Room</li> <li>• Indoor Fitness Classes</li> <li>• Youth Night</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, weight room, indoor fitness classes and library only	Douglas Recreation Centre: <ul style="list-style-type: none"> <li>• Licensed Preschool</li> </ul>
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

### Phase 2 Re-Opening (October 13, 2020):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Outdoor youth drop-in program</li> <li>• Registered outdoor fitness classes</li> <li>• Pop Up Play</li> <li>• Weight Room</li> <li>• Indoor Fitness Classes</li> <li>• Youth Night</li> <li>• Gymnasium</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, weight room, indoor fitness classes and library only	Douglas Recreation Centre: <ul style="list-style-type: none"> <li>• Licensed Preschool</li> </ul>
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

### Phase 2 Re-Opening (October 27, 2020):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Pop Up Play</li> <li>• Weight Room</li> <li>• Indoor Fitness Classes</li> <li>• Youth Night</li> <li>• Gymnasium</li> <li>• Youth Program</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, gymnasium, weight room, indoor fitness classes and library only	Douglas Recreation Centre: <ul style="list-style-type: none"> <li>• Licensed Preschool</li> </ul>
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

### Phase 2 Re-Opening (February 12, 2021):

City Hall 2 <sup>nd</sup> floor – Closed to public	Fire – Closed to public
City Hall 1 <sup>st</sup> floor (Finance Department) – Open to the public for tax and other payments	Recreation Programs: <ul style="list-style-type: none"> <li>• Pop Up Play</li> <li>• Weight Room</li> <li>• Indoor Fitness Classes</li> <li>• Youth Night</li> <li>• Gymnasium</li> <li>• Youth Program</li> <li>• Low intensity fitness classes</li> </ul>
Timms Community Centre – Serve as access to City Hall 1 <sup>st</sup> floor for tax and other payments, gymnasium, weight room, indoor fitness classes and library only	Douglas Recreation Centre: <ul style="list-style-type: none"> <li>• Licensed Preschool</li> <li>• Inclusion Langley Recreation Program</li> <li>• Preschool and Children Recreation and Sports Program</li> </ul>
Operations Division	Parks Division: <ul style="list-style-type: none"> <li>• Sports courts</li> <li>• Sendall Gardens Greenhouse</li> <li>• Picnic shelters</li> <li>• Playgrounds</li> <li>• Outdoor fitness equipment</li> <li>• Parkour courses</li> </ul>

**(Note: This document will be updated as future Phases re-open)**

### **COVID-19 Assessment:**

Langley City has taken the following steps to assessed risk. Langley City has:

- Involved front line workers, supervisors and the joint health and safety committee.
- Identified areas where people gather such as break rooms and meeting rooms.
- Identified areas where the public and workers will interact.
- Identified job tasks and processes where workers could be close to each other or the public including:
  - work place, work vehicles and working at different sites in the City.
- Identified tools, machinery and equipment workers share.
- Identified surfaces people touch often such as doorknobs, elevator buttons and light switches.

### **COVID-19 Controls**

The following are the control measures that have been implemented from March 16 when Langley City was in essential services phase and moving through Phases 2 Re-Opening for employees and for the public. Langley City has:

- Developed an Interim Employment Policy - COVID-19; communicated to all employees.
- Developed a Remote Work (Temporary) Policy, communicated to all employees.
- Developed an Exposure Control Plan - COVID-19; communicated to all employees.
- Ensured physical distancing of 2 meters by:
  - Implementing remote work arrangements.
  - Limiting the number of people in work areas / break rooms / common areas / public areas (employees and public) by having occupancy numbers posted.
  - Controlling public and employee foot traffic.
  - Re-arranging workstations, tables and equipment.
  - Using alternate entries and exits to buildings or workspaces.
  - Requiring single-person travel in vehicles.
  - Holding meetings by appointment only.
  - Reducing in-person meetings and utilizing on-line or phone technology.
  - re-organizing work tasks.
  - Using signage for public and employees.
- Implemented physical barriers or partitions (include cleaning of barriers in cleaning protocols).
- Ensured availability of hand washing facilities and sanitizing supplies for public and employees.
- Posted signage or other instruction that support safe work practices for the public and employees.
- Promoted regular hand washing and/or use of alcohol-based hand rub.
- Promoted the practice of hygiene etiquette (sneeze into elbow, disposing of tissues).
- Implemented cleaning and disinfecting protocols conducted by trained employees.
- Implemented training and communicating to our workers on COVID-19 procedures and protocols by:
  - Email, Exposure Control Plan, crew talks and posters



- Provided PPE for specific job duties.
- Continuously updating controls as per new PHO Orders and as required.

## Monitoring

Langley City will monitor the workplace as we implement new phases of the COVID-19 Recovery Plan and re-opening plans; plans will be amended when appropriate and necessary as orders and recommendations change. We will monitor by:

- Following direction from the Provincial Health Officer and Health Authorities.
- Following direction from WorkSafeBC.
- Following direction from Senior Management and Council.
- Reminding the Joint Health and Safety Committee:
  - to report hazards and unsafe work
  - how to address refusal of unsafe work procedures
  - to identify what is working well.
  - to monitor incidents and hazard reports.
- Continue to assess risks as the re-opening phases occur and adjust controls and procedures as necessary.
- Keeping informed through trusted sources.
- Employees to self-monitor through completing a daily Covid-19 Screening Form prior to coming to work, as per Order dated November 7, 2020.

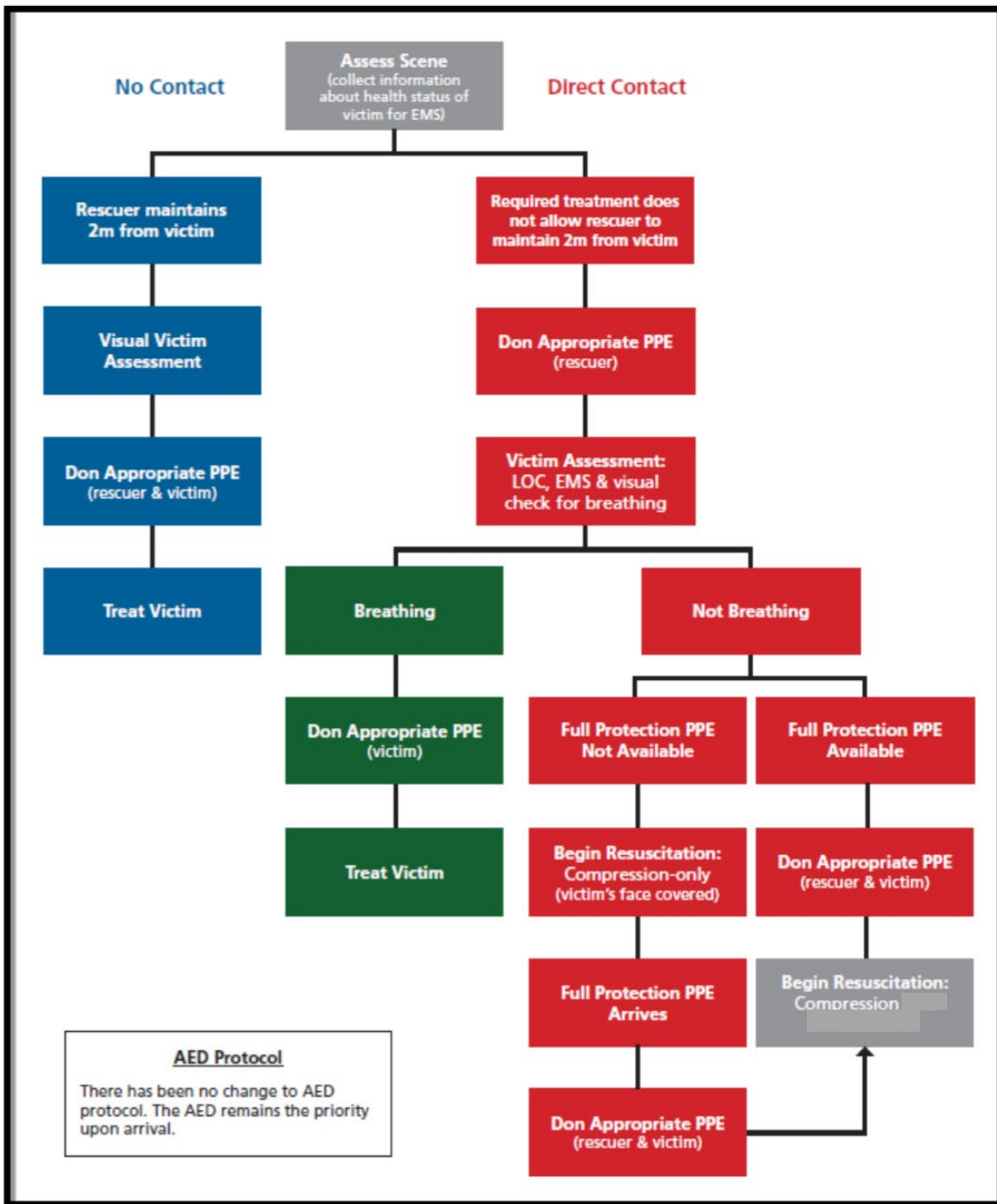
## First Aid Procedures

These first aid procedures will be for all facilities and programs (excluding the Fire Department and Al Anderson Memorial Pool which will specialized procedures) for staff and the public.

When administering first aid, apply the following principles to help reduce the risk of disease transmission. These principles do not replace first aid assessment and treatment skills, but rather provide supplemental requirements for administering first aid during COVID-19. Please see the COVID-19 Decision Tree First Aid and Resuscitation on the following page.

- Administer first aid maintaining physical distancing (2 meters) if possible by providing first aid supplies and instructing the victim how to administer.
- If physical distancing (2 meters) isn't possible, staff must wear PPE: gloves, surgical mask and eye protection and must have the victim put on a surgical mask and then performing first aid.
- If the victim is not breathing call 911, put on PPE, cover the victim's face with a surgical mask, or cloth or light material and start chest compressions until help arrives; use an AED if available; no airway ventilations at this time.
- Staff must properly discard and/or decontaminate all protective equipment after the rescue and wash their hands or use alcohol-based hand rub before continuing with their duties.
- Complete required documentation and reports.

# COVID-19 Decision Tree For First Aid & Resuscitation



**Critical Business Services (March 16 to May 18, 2020):**

- City Hall office staff
- Fire Rescue Services
- Operations Division
- Parks Division

**Re-opening Prior to May 19, 2020**

## Administration:

- Council meetings and committee and task groups meetings held by electronic means

## Parks Division:

- Community Gardens
- Off-leash dog parks
- Public parking lots
- Parks open spaces and trails

**Phase 1 Re-opening****May 19, 2020**

## Recreation Department:

- Open Summer camps registration
- Douglas Recreation Centre outdoor washrooms

## Parks Division:

- Tennis courts
- Pickle ball courts
- Bike skills park and pump track
- Public washrooms

**Phase 2 Re-Opening****June 1, 2020**

- Re-opening City Hall first floor (Finance Department) and Timms first floor to the public for tax, Bylaw Ticket and garbage ticket payments only
- Resume LYFS in-person counselling
- Resume parking enforcement
- Recreation Department, re-opening of:
  - Drop-In Youth Programs (outdoor)

- Parks Division, re-opening of:
  - Sports courts
  - Sendall Gardens Greenhouse
  - Picnic shelters
  - Playgrounds
  - Outdoor fitness equipment
  - Parkour courses

### **June 15, 2020**

- Recreation Department, re-opening of:
  - Registered outdoor fitness classes
- Parks Division, re-opening of:
  - Water parks

### **June 29, 2020**

- Recreation Department, re-opening of:
  - Registered summer camps
  - Al Anderson Memorial Pool
  - Pop Up Play Program
  - Park Ambassador Program

### **July 13, 2020**

- Recreation Department, re-opening of:
  - Weight room
  - Indoor fitness classes

### **September 14, 2020**

- Recreation Department, re-opening of:
  - Licensed preschool at Douglas Recreation Centre

### **September 19, 2020**

- Recreation Department, re-opening of:
  - Youth Night at Timms Community Centre

### **October 13, 2020**

- Recreation Department, re-opening of:
  - Gymnasium at Timms Community Centre

### **October 27, 2020**

- Recreation Department, re-opening of:
  - Youth Program at Timms Community Centre

## November 7, 2020

- Implemented daily Covid-19 Screening by all employees prior coming to work

## November 19, 2020

- Provincial Health Order issued a new order effective immediately until December 7, 2020, midnight, requiring:
  - mandatory wearing of masks in all public indoor settings and workplaces (people who cannot put on or remove a mask on their own are exempt)
    - Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained
  - suspension of all group indoor fitness activities
  - no spectators permitted at sport activities
  - all City locations and programs have either been modified or suspended to comply with the new Order

## December 9, 2020

- Provincial Health Order allowed for recreation centres to provide low intensity group fitness classes with enhanced safety protocols
- Continual mandatory use of masks protocol in all public indoor setting and workplaces
- All employees to continue to complete daily Covid-19 Screening prior to coming to work – current Order is until January 8, 2021

## February 6, 2021

- Current Provincial Health Order has been extended until further notice

## February 13, 2021

- Inclusion Langley Recreation program begins
- Preschool and Children Recreational Sports program begins next week

## Control Measures

The following are the control measures that have been implemented from March 16 when Langley City was in essential critical business services phase and into Phases 2 and 3 – Re-Opening.

# 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>

## City Hall and Timms Community Centre

<p><b>Elimination</b></p>	<ul style="list-style-type: none"> <li>• Langley City Hall is operational, but no public access on the 2<sup>nd</sup> floor and no access into office space on the 1<sup>st</sup> floor. Public washrooms remain closed.</li> <li>• Parkade closed to the public.</li> <li>• Inquiries by email, phone or by appointment.</li> <li>• Promoting payments on line.</li> <li>• Building permit applications dropped off at designated drop spot outside City Hall.</li> <li>• Bylaw disputes dropped off at designated drop spot outside City Hall.</li> <li>• Council meetings and committee meetings held by electronic means.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits controlled by security.</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Physical distancing:             <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other workers and the public</li> <li>○ Inspection and enforcement staff maintain 2 meters distance</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance (mandatory wearing of masks in all common spaces by employees and the public)</li> <li>○ One person per vehicle</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
<p><b>Engineering Controls</b></p>	<ul style="list-style-type: none"> <li>• Langley City will open City Hall (Finance Department) and Timms Community Centre 1<sup>st</sup> floor for tax, parking ticket and garbage sticker payments on June 1, 2020 and the control measures are:             <ul style="list-style-type: none"> <li>○ glass barriers between employees and the public.</li> <li>○ foot traffic control by having a security guard allowing a certain number of people in the facility to control occupancy limits, placing floor decals 2 meters apart (inside and outside of the building) with barriers (inside) to direct travel.</li> </ul> </li> <li>• Barriers when social distancing isn't possible in office space.</li> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches and debit machines.</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided to the public and staff.</li> <li>• Each department/are provided disinfectant spray for equipment, surfaces and vehicles.</li> <li>• Garbage cans for public and staff.</li> </ul>
<p><b>Administrative Controls</b></p>	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick (public and staff).</li> <li>• COVID-19 etiquette signs (public and staff).</li> </ul>

	<ul style="list-style-type: none"> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Mandatory wearing of masks in all public indoor spaces by all employees and public/visitors (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)</li> <li>• Bylaw and Building Service Workers provided gloves.</li> <li>• First aid supplies: nitrile gloves, eye shield, surgical mask for employee victim.</li> </ul>

**Parks**

Elimination	<ul style="list-style-type: none"> <li>• Parks building is operational but closed to the public.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Supervisor meets Chargehands each morning while all other staff await directions in the large shop area or outside.</li> <li>○ Keeping 2 meters away from other employees and the public.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• When maintenance, biohazard cleaning or other is required for public used sports courts, green house, picnic shelters, playgrounds, outdoor fitness equipment or parkour course employees, will ask the public to leave the area and will put up cones or hazard tape in order to socially distance while completing the required work.</li> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms and washrooms.</li> <li>• One-way directional signage.</li> <li>• Lunch room tables moved for distance. 1 per 6 ft. table.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• One person per vehicle.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after using.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick.</li> <li>• COVID-19 etiquette signage.</li> <li>• Exposure Control Plan shared with employees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks: <ul style="list-style-type: none"> <li>○ Manager reminds employees about hand washing, distancing, safety, cleaning</li> </ul> </li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors - (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)</li> <li>• Nitrile gloves are provided for every vehicle.</li> <li>• First aid supplies: nitrile gloves, eye shield, surgical mask for employee and victim.</li> </ul>

**Operations**

Elimination	<ul style="list-style-type: none"> <li>• Operations building is operational but closed to the public.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Supervisor meets Chargehands each morning while all other staff await directions in the large shop are or outside.</li> <li>○ Keeping 2 meters away from other employees and the public.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms.</li> <li>• Lunch times staggered, and tables moved for distance.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• One person per vehicle.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick.</li> <li>• COVID-19 etiquette signage.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> </ul>



	<ul style="list-style-type: none"> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• Training in the proper care and decontamination of half mask respirators.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided for every vehicle.</li> <li>• Half mask respirators that have been fit tested when social distancing is not possible.</li> <li>• First aid supplies: nitrile gloves, eye shield, surgical mask for employee and victim.</li> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)</li> </ul>

**Fire**

Elimination	<ul style="list-style-type: none"> <li>• Public access is restricted.</li> <li>• Staff working remotely as per the Remote Work Policy</li> <li>• Physical distancing of at least 2 meters (staff are to wear a mask if physical distancing of 2 meters cannot be maintain)</li> <li>• The Fire Hall has been compartmentalized to reduce cross traffic of administration staff and suppression staff.</li> <li>• Staff uses different entrances to their area of work.</li> <li>• Communication is through phone or email and if in person, in a large training room allowing 2 meters per person.</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Glass barriers were already in place in the front lobby.</li> <li>• Deliveries are confined to the front lobby area.</li> <li>• Regular scheduled surface cleaning and disinfecting.</li> <li>• Limited occupancy in rooms.</li> <li>• Lunch times staggered, and tables moved for distance.</li> <li>• Handwashing and use of alcohol-based hand rubs.</li> <li>• Disinfected and alcohol hand rubs provided for every vehicle.</li> <li>• Vehicles and tools cleaned before using and after.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• New employees trained on COVID-19 protocols before the first day.</li> <li>• Returning Paid on Call trained on COVID-19 protocols.</li> <li>• Reminders about hand washing, distancing, safety, cleaning.</li> <li>• Posters on proper hand washing technique.</li> <li>• Training in the proper care and decontamination of equipment and PPE.</li> <li>• Operational Guidelines and Memo's to staff created and communicated: <ul style="list-style-type: none"> <li>○ Coronavirus Information Memo #20-01 Document #170229</li> <li>○ LCFRS Continuation of Critical Functions Operational Procedure Changes Memo #20-03 Document #171024</li> <li>○ Decontamination of Supplies on Apparatus and Decontamination Procedures Post Incident Memo #20-04</li> <li>○ Clear Face Shields in Service Memo #20-11</li> <li>○ Hand Sanitizer on Apparatus Memo #20-12 Document #171024</li> <li>○ Fire Hall Gym Access Memo #20-14 Document 1711804</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Medical PPE Disposal System Memo #20-16 Document #171896</li> <li>○ Dispatch Protocol Change Memo #20-19 Document #1711956</li> <li>○ Langley Lodge Long Term Care Facility Memo #20-26 Document #172674</li> <li>○ EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>● All Fire Fighting PPE and Universal Precaution PPE and First Aid PPE.</li> <li>● Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)</li> </ul>

**Douglas Recreation Centre (DRC)**

Elimination	<ul style="list-style-type: none"> <li>● DRC building is operational, but public access is restricted.</li> <li>● Staff working remotely.</li> <li>● Occupancy limits posted in common rooms/areas.</li> <li>● Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>● Leave work / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>● Glass barrier installed between staff and visitors</li> <li>● Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches and debit machines.</li> <li>● Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>● Disinfectant spray for equipment and surfaces.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>● Signage to ask people not to enter if they are sick.</li> <li>● COVID-19 etiquette signage for the public and staff.</li> <li>● Exposure Control Plan shared with employees.</li> <li>● Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>● New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>● Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>● Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>● EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>● First aid supplies: nitrile gloves, eye shield, surgical mask for employee and victim.</li> <li>● Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)</li> </ul>

## Recreation Programs - Outdoor Youth Drop-ins at Douglas Park Recreation Centre

<p>Elimination</p>	<ul style="list-style-type: none"> <li>• DRC building is operational, but public is restricted.</li> <li>• Participants are asked not to attend if they do not feel well. A participant who is presenting symptoms of sickness will be asked to leave.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Daily screening for all staff.</li> <li>• Sign-in sheets with correct contact information will be maintained to allow for contact tracing if needed.</li> <li>• Physical distancing:             <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from employees, patrons and the public</li> <li>○ Each space will be a square that is 2 meters away from any other square. This is to allow movement around the program space.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Youth will not share equipment.</li> </ul>
<p>Engineering Controls</p>	
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>• Program leader is the only staff member as long as 1:10 ratio can be maintained. Additional staff will be added as youth numbers increase to maintain the ratio.</li> <li>• Program leader to check in via phone at beginning of shift with Timms Building Service Worker (BSW) (after 4:30pm) or Supervisor prior to 4:30pm. Program leader to check in at Timms with BSW at end of shift either in-person or via phone if program is running late. Program leader must have phone on at all times.</li> <li>• Youth are to keep physical distancing measures. Youth will be subject to a 3-strike rule in this regard. If they break a rule, they must sanitize and wash hands again. Equipment must also be sanitized again. Youth who do these 3 times deliberately will be asked to leave programs.</li> <li>• Youth required to sanitize hands when entering program and before activities.</li> <li>• Outdoor washrooms are open at Douglas Recreation Centre for hand washing.</li> <li>• All participants must bring own bottles and source of water.</li> <li>• All equipment will be sanitized before programs by staff.</li> <li>• Staff are in charge of equipment. Youth must request and get equipment from staff.</li> <li>• Staff to sanitize equipment after youth are done using and before anyone else uses it. Staff will use gloves and sanitize hands frequently.</li> <li>• Equipment and materials that cannot be sanitized will be disposed of after use (e.g. paper).</li> <li>• Only equipment specific to each activity will be used.</li> <li>• Staff will place equipment on table and move 2 meters away.</li> </ul>

	<ul style="list-style-type: none"> <li>Youth will get equipment and materials one at a time.</li> <li>Signage to warn that programs are occurring and where they are taking place and to please keep social distancing.</li> <li>Signage to ask people not to enter if they are sick (public and staff).</li> <li>COVID-19 etiquette signs (public and staff).</li> <li>Exposure Control Plan shared with employees.</li> <li>Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>First aid supplies: nitrile gloves, eye shield, surgical mask for staff and public.</li> <li>Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors</li> </ul>

**Recreation Programs – Registered Outdoor only Fitness at Douglas Park Recreation Centre**

Elimination	<ul style="list-style-type: none"> <li>DRC building is operational, but public is restricted.</li> <li>Registered participants only, no drop-ins.</li> <li>Participants are asked not to attend if they do not feel well. A participant who is presenting symptoms of sickness will be asked to leave.</li> <li>Leave work / stay at home policy for flu like symptoms.</li> <li>Daily screening for all staff.</li> <li>Sign-in sheets with correct contact information will be maintained to allow for contact tracing if needed.</li> <li>Physical distancing: <ul style="list-style-type: none"> <li>Keeping 2 meters away from employees, patrons and the public.</li> <li>Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>Participants will not share equipment.</li> </ul>
Engineering Controls	
Administrative Controls	<ul style="list-style-type: none"> <li>Outdoor washrooms are open at Douglas Recreation Centre for hand washing and alcohol-based hand rubs provided at the sign-in table for staff and participants.</li> <li>All participants must bring their own bottles and sources of water.</li> <li>Participants are encouraged to bring their own equipment.</li> <li>All City equipment will be sanitized before programs by staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are in charge of equipment. Participants must request and get equipment from staff. Staff will place equipment on the ground and move 2 meters away.</li> <li>• Staff are to sanitize equipment after participants are done using and before anyone else uses it.</li> <li>• Participants will get equipment and materials one at a time.</li> <li>• Signage to warn that programs are occurring and where they are taking place and to please keep social distancing.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Supervisor will remind employees about hand washing, distancing, safety, cleaning.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• First aid supplies: nitrile gloves, eye shield, surgical mask for staff and public.</li> </ul>

**Recreation Programs – Funtastic Adventure Summer Daycamp at Douglas Recreation Centre**

Elimination	<ul style="list-style-type: none"> <li>• DRC building is operational, but public access is restricted.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Explicit policy for children who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not attend daycamp</li> <li>• Smaller camp size, maximum 24 campers</li> <li>• No daily camp registration, weekly camp registration only</li> <li>• Routine daily screening for all staff and campers</li> <li>• Routine and frequent environmental cleaning</li> <li>• Physical distancing (activities will all have the central idea of being physically distant)</li> <li>• Each child will have a bin that contains their supplies and their toys <ul style="list-style-type: none"> <li>○ Bin contents will include:</li> <li>○ Personal supply bag</li> <li>○ Craft “kit”</li> <li>○ Play equipment (lego, ball, bean bags etc)</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Each child will be given their own craft “kit” zip lock bag containing scissors, glue stick, crayons, and felts to reduce cross contamination</li> <li>• Each child will have their own designated area to put their belongings and when they need to go to their bag it will be done in an orderly fashion.</li> <li>• Increased outdoor activities to limit time in the building</li> <li>• No Swimming days</li> <li>• No Field Trips</li> <li>• Designated sign-in and sign-out area for parents</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>• Hand sanitizer will be provided at the sign-in table</li> <li>• Disinfectant spray for equipment and surfaces</li> <li>• Plexi glass will be provided for staff at the sign in table</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• No food sharing</li> <li>• Signage to ask people not to enter if they are sick.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• First aid supplies: nitrile gloves, eye shield, surgical mask for staff and public.</li> </ul>

**Recreation Programs - Modified Pop Up Play**

Elimination	<ul style="list-style-type: none"> <li>• Physical distancing <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees and the public.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Reduced program hours (2/day) and days per week (3)</li> <li>• Routine daily screening for all staff</li> <li>• Routine cleaning all equipment</li> <li>• Designated sign-in and sign-out area for equipment</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as tables by staff using a spray bottle of Oxivir Plus Cleaning Product and paper towel</li> <li>• Handwashing stations (washrooms) will be available at some park locations.</li> <li>• Personal bottle of Hand Sanitizer provided to each staff</li> <li>• Hand sanitizer will be provided at the equipment table for the public</li> <li>• A table will be used to create a 6-foot (2m) barrier between the public and the staff member at the check-in table.</li> <li>• A 12x12 tent with side walls will be used to separate the staff from the public; side walls are mesh to allow for adequate ventilation.</li> <li>• Equipment will be stored in mesh bags, to be distributed to the public on a sign-in/sign-out basis</li> <li>• Staff will sign-in/sign-out equipment; when equipment is handed to the public the staff will place on table and then step back, then ask the public to move forward to pick up equipment. Same process in reverse when equipment is returned, plus staff will wear gloves when placing used equipment in the dirty bin</li> <li>• After equipment is used it will be placed in dirty bin; this equipment will not be used again by the public until it has been cleaned/disinfected. This will be done at Timms Community Centre in MPR1 and the Kitchen; this allows for access to three (3) sinks to use soap and water for cleaning. There is also access to the dishwasher if needed.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing to stay home</li> <li>• Signage to ask people not sign out equipment if they are sick or experiencing any of the COVID-19 symptoms</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Supervisor reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Face mask provided as needed</li> <li>• Individual first aid kits for staff; will be sanitized after each day of the program</li> <li>• Safety backpack will be provided for the safe storage of facemasks and any additional required PPE and first aid forms</li> </ul>
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### Park Ambassador Program

Elimination	<ul style="list-style-type: none"> <li>• Physical distancing <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees and the public.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Reduced program hours (2/day) and days per week (3)</li> <li>• Routine daily screening for all staff</li> <li>• Routine cleaning all equipment</li> <li>• Individual equipment / supplies for each employee</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Handwashing stations (washrooms) will be available at some park locations.</li> <li>• Personal bottle of Hand Sanitizer provided to each staff</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing to stay home</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Supervisor reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Face mask provided as needed</li> <li>• Individual first aid kits for staff; will be sanitized after each day of the program</li> <li>• Safety backpack will be provided for the safe storage of facemasks and any additional required PPE and first aid forms</li> </ul>



## Recreation Programs – Gymnasium Registered Programs

<p>Elimination</p>	<ul style="list-style-type: none"> <li>• DRC and TCC buildings are operational, but public access is restricted.</li> <li>• Physical distancing:             <ul style="list-style-type: none"> <li>○ Limited equipment is provided. Users are encouraged to bring their own.</li> <li>○ A maximum capacity has been implemented for each sport activity.</li> <li>○ No spectators are allowed in the facility to observe any of the sport activities.</li> <li>○ All users will follow posted directional signage and physical distancing markers to maintain a minimum physical distance of 6 feet/2 meters from each other while in Timms Community Centre or Douglas Recreation Centre</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance</li> <li>○ Gathering places have been eliminated and/or reduced and made inaccessible to patrons. This includes: water fountains, cubbies, lockers, change rooms, benches and showers.</li> <li>○ Pre-Registration only. NO DROP-INS</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• They will have their own designated area to put their belongings and sit when not playing.</li> <li>• Avoid close greeting such as hugs and handshakes</li> </ul>
<p>Engineering Controls</p>	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, light switches</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>• Hand sanitizer will be provided at the entrance</li> <li>• Disinfectant spray for equipment and surfaces</li> </ul>
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>• Explicit policy for participants or staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into our programs</li> <li>• Implemented a daily “yes/no” verbal confirmation that Participants do not have symptoms of common cold, influenza, COVID-19 or other reparatory disease. – REFUSE ENTRY if the answer is yes.</li> <li>• Signage to ask people not to enter if they are sick.</li> </ul>

	<ul style="list-style-type: none"> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors</li> </ul>

**Recreation Programs – Cookie Monster Preschool (Licensed Preschool)**

Elimination	<ul style="list-style-type: none"> <li>• DRC building is operational, but public access is restricted.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> <li>○ Posted occupancy limit for the preschool room</li> <li>○ Activities will all have the central idea of being physically distant.</li> <li>○ Separate play areas in the preschool room</li> <li>○ Minimize the frequency of direct contact with children</li> <li>○ Snack/meal area to space children apart/ stagger times</li> <li>○ Use of outdoor space for various activities</li> </ul> </li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Each child will be given their own craft “kit” zip lock bag containing scissors, glue stick, crayons, and felts to reduce cross contamination</li> <li>• They will have their own designated area to put their belongings and when they need to go to their bag it will be done in an orderly fashion.</li> <li>• Designated sign-in and sign-out area for parents</li> <li>• Avoid close greeting such as hugs and handshakes</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, light switches</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>• Hand sanitizer will be provided at the sign-in table</li> <li>• Disinfectant spray for equipment and surfaces</li> </ul>

	<ul style="list-style-type: none"> <li>○ Separated bin toys for 4 programs and removed toys that are not easily cleaned.</li> <li>○ Ask parents and caregiver to only bring comfort items that are cleaned and laundered at the end of day.</li> <li>○ General cleaning and disinfectant occur at least once a day.</li> <li>● Frequently-touched surfaces will be cleaned and disinfect in between programs and at the end of day.</li> </ul>
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>● Explicit policy for children or staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into our preschool.</li> <li>● Explicit policy for children and staff who leaves the preschool room due to symptoms of COVID-19.</li> <li>● Policy with parents and caregiver to assess their children daily for symptoms before sending them to preschool.</li> <li>● Implemented a daily “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19 or other reparatory disease. – DO NOT accept a child drop off if the answer is yes.</li> <li>● No food sharing</li> <li>● Signage to ask people not to enter if they are sick.</li> <li>● COVID-19 etiquette signage for the public and staff.</li> <li>● Exposure Control Plan shared with employees.</li> <li>● Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>● New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>● Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>● Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>● EAP Program or other resources shared.</li> </ul>
<p>Protective Equipment</p>	<ul style="list-style-type: none"> <li>● COVID-19 Public Health Guidance for Child Care Settings states that personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.</li> <li>● Wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.</li> <li>● Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors, unless under 2 years of</li> </ul>

	age, (masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained)
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**Timms Community Centre: Recreation Programs – Weight Room**

Elimination	<ul style="list-style-type: none"> <li>• TCC building is operational, but public access is restricted.</li> <li>• Staff must keep 2 meters away from other employees and patrons.</li> <li>• Staff are to wear a mask if they cannot maintain 2 meters distance.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Limited number of patrons permitted per session. 15 per 90 minute session.</li> <li>• Routine daily screening for all staff and patrons.</li> <li>• Showers &amp; changing facilities not available; accessible washroom available as needed.</li> <li>• Patrons to ensure all equipment used will be disinfected after each usage.</li> <li>• Water fountain available to fill water bottles only.</li> <li>• No outside equipment permitted</li> <li>• Some equipment removed to allow for maximum physical distancing.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Hand sanitizer will be mandatory upon entering the weight room</li> <li>• Patrons must sanitize all equipment and surfaces after each use.</li> <li>• Staggered entry through NORTH facility doors; exit through Patio.</li> <li>• Signage throughout indicating traffic flow.</li> <li>• 30 minutes cleaning scheduled between each session for sanitization of high touch areas.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for registrants and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing will not be permitted to participate.</li> <li>• Participants must bring own water bottles.</li> <li>• Signage reminding participants not to participate if they are sick.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>

Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors (if physically distanced by at least 2 meters, mask can be removed by the participant while exercising in the gym)</li> </ul>
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**Timms Community Centre: Recreation Programs – Personal Training**

Elimination	<ul style="list-style-type: none"> <li>• TCC building is operational, but public access is restricted.</li> <li>• Staff must keep 2 meters away from other employees.</li> <li>• Staff are to wear a mask if they cannot maintain 2 meters distance.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Pre-registration only; no drop-ins.</li> <li>• Only 1 trainer and 1 client at a time in the weight room (60 minute sessions). Pre-booked through Supervisor.</li> <li>• Trainers to meet client at North Entrance to TCC and go directly to weight room; avoid contact with reception &amp; other staff.</li> <li>• Routine daily screening for all staff.</li> <li>• Showers &amp; changing facilities not available; accessible washroom available as needed.</li> <li>• Trainers to ensure all equipment used will be disinfected by client before and after each usage.</li> <li>• Physical distancing (2+m) enforced with client &amp; trainer at all times- no direct contact.</li> <li>• Water fountain available to fill water bottles only.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Hand sanitizer will be mandatory upon entering the weight room (client &amp; staff)</li> <li>• Disinfectant spray for equipment and surfaces after each use.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for registrants and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing will not be permitted to participate.</li> <li>• Participants must bring own water bottles.</li> <li>• Signage reminding participants not to participate if they are sick.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees and public/visitors (if physically distanced by at least 2 meters, mask can be removed by the participant while exercising in the gym)</li> </ul>

**Timms Community Centre: Recreation Programs – Fitness Classes (Low intensity group fitness classes ONLY as of January 4, 2021)**

Elimination	<ul style="list-style-type: none"> <li>• TCC building is operational, but public access is restricted.</li> <li>• Staff must keep 2 meters away from other employees and patrons.</li> <li>• Staff must keep 2.5 meters away from all patrons when leading fitness classes.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Routine daily screening for all staff and patrons.</li> <li>• Showers &amp; changing facilities not available; accessible washroom available as needed.</li> <li>• Patrons to ensure all equipment used will be disinfected after each usage.</li> <li>• Water fountain available to fill water bottles only.</li> <li>• Patrons must come dressed for activity as changerooms and showers remain closed.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Hand sanitizer will be mandatory upon entering the fitness class (client &amp; staff)</li> <li>• Disinfectant spray for equipment and surfaces after each use.</li> <li>• Entry through North Gymnasium doors; Exit through Patio (gymnasium classes). Staggered entry (2m apart)</li> <li>• Fitness Room classes line up at North Facility doors; directed to Fitness Room upstairs; Exit through WEST side fire escape. Staggered entry (2m apart)</li> <li>• Floor markings to ensure participants have at least 2.5m of space between them while exercising.</li> <li>• Maximum 25 in gymnasium classes; max. 8 in Fitness Room classes.</li> <li>• Staff given 15 minutes set up time to ensure facility is ready for patrons. <i>No patrons permitted in the room during this time.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• 10 minutes check-in time for patrons to ensure safety protocols are being followed (staggered entry, no signs of sickness)</li> <li>• 10 minutes check-out time for patrons to ensure staggered exit and maintain distancing.</li> <li>• 10 minutes clean up time for Instructors to Sanitize and ready area for next class. <i>no patrons permitted in the room during this time.</i></li> <li>• Instructors must use microphones so they are not required to raise their voices beyond a normal speaking level. Each instructor has own microphone cover.</li> <li>• Masks are required for all staff and patrons in all common areas when not exercising.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for registrants and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing will not be permitted to participate.</li> <li>• Participants must bring own water bottles. Fountains closed.</li> <li>• Signage reminding participants not to participate if they are sick.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> <li>• Patrons must be pre-registered; no drop-ins permitted.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Face mask provided</li> <li>• Masks to be worn in all common areas by Instructors</li> <li>• Masks do not need to be worn when exercising or when 2.5m Instructor area</li> </ul>

## Timms Community Centre: Recreation Programs – Youth Programs

<p>Elimination</p>	<ul style="list-style-type: none"> <li>• TCC building is operational, but public access is restricted.</li> <li>• Staff must keep 2 meters away from other employees and patrons.</li> <li>• Staff are to wear a mask if they cannot maintain 2 meters distance.</li> <li>• Leave work / stay at home policy for flu like symptoms.</li> <li>• Limited number of youth permitted into each program space (max. 10 per room.)</li> <li>• Staggered entry remaining 2m apart through gymnasium or North Entry doors (program-dependant).</li> <li>• Routine daily screening for all staff and patrons.</li> <li>• Showers &amp; changing facilities not available; accessible washroom available as needed.</li> <li>• Patrons to ensure all equipment used will be disinfected after each usage.</li> <li>• Water fountain available to fill water bottles only.</li> <li>• No outside equipment permitted</li> <li>• Some equipment removed to allow for maximum physical distancing.</li> <li>• Game consoles not in use</li> </ul>
<p>Engineering Controls</p>	<ul style="list-style-type: none"> <li>• Hand sanitizer will be mandatory upon entering the programs (staff &amp; youth)</li> <li>• Staff will sanitize all equipment and surfaces after each use.</li> <li>• Staggered entry through NORTH facility doors.</li> <li>• Signage throughout indicating traffic flow.</li> </ul>
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>• Explicit policy for registrants and staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing will not be permitted to participate.</li> <li>• Participants must bring own water bottles.</li> <li>• Signage reminding participants not to participate if they are sick.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>



Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Face mask provided as needed</li> </ul>
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**City Hall/Timms Community Centre – Christmas Bureau – Completion as of December 2020**

Elimination	<ul style="list-style-type: none"> <li>• Inquiries by email, phone or by appointment.</li> <li>• Promoting donations on line.</li> <li>• Occupancy limits controlled by security.</li> <li>• Occupancy limits posted in common rooms/areas.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other volunteers and the public</li> <li>○ Staff are to wear a mask if they cannot maintain 2 meters distance.</li> </ul> </li> <li>• Leave the office / stay at home policy for flu like symptoms.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Plexiglass barriers between volunteers and the public.</li> <li>• Foot traffic control by having a security guard allowing a certain number of people in the facility to control occupancy limits, placing floor decals 2 meters apart (inside and outside of the building) with barriers (inside) to direct travel.</li> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches and debit machines.</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided to the public and volunteers.</li> <li>• Disinfectant spray provided for equipment and surfaces.</li> <li>• Garbage cans for public and volunteers.</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Signage to ask people not to enter if they are sick (public and volunteers).</li> <li>• COVID-19 etiquette signs (public and volunteers).</li> <li>• New volunteers trained on COVID-19 protocols before the first day.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Mandatory wearing of masks in all public indoor spaces/common areas by all employees/volunteers and public/visitors</li> </ul>

**Recreation Programs – Inclusion Langley Recreation Program at Douglas Recreation Centre (February 13 to April 30, 2021)**

Elimination	<ul style="list-style-type: none"> <li>• DRC building is operational, but public access is restricted.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> </ul> </li> <li>• Smaller program size, maximum 12 kids</li> <li>• Routine daily screening for all staff, participants and support workers.</li> <li>• Routine and frequent environmental cleaning</li> </ul>
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	<ul style="list-style-type: none"> <li>• Physical distancing (activities will all have the central idea of being physically distant)</li> <li>• Each child will be given their own craft “kit” zip lock bag containing scissors, glue stick, crayons, and felts to reduce cross contamination</li> <li>• They will have their own designated area to put their belongings and when they need to go to their bag it will be done in an orderly fashion.</li> <li>• Leave work / stay at home policy for flu-like or any of the Covid-19 related symptoms, travelled outside of Canada within the last 14 days, or been identified as a “close-contact” with a confirmed positive Covid-19 case.</li> <li>• Increased outdoor activities to limit time in the building</li> <li>• Designated area for parents to drop-off and pick-up</li> </ul>
<p>Engineering Controls</p>	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>• Hand sanitizer will be provided at the sign-in table</li> <li>• Disinfectant spray for equipment and surfaces</li> </ul>
<p>Administrative Controls</p>	<ul style="list-style-type: none"> <li>• Explicit policy for children or staff (including Inclusion Langley staff) who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into the program.</li> <li>• All visitors are required to wear a mask in City of Langley facilities. Masks do not need to be worn while exercising or doing an activity but must be worn in all common areas including entering &amp; exiting the facility, stairways, hallways and bathrooms, and if physical distancing of at least 2 meters cannot be maintained.</li> <li>• No food sharing</li> <li>• Implemented a daily “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19 or other respiratory disease, that they have not travelled outside of Canada in the last 14 days, and that they have not had close contact with a confirmed Covid-19 case. – DO NOT accept a child drop off if the answer is yes to any of the three screening questions.</li> <li>• Signage to ask people not to enter if they are experiencing any of the Covid-19 related symptoms.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> </ul>

	<ul style="list-style-type: none"> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Staff must wear a mask at all times</li> </ul>

**Recreation Programs – Preschool and Children Recreation Sports at Timms Community Centre and Douglas Recreation Centre (February 16 to April 30, 2021)**

Elimination	<ul style="list-style-type: none"> <li>• TCC &amp; DRC building is operational, but public access is restricted.</li> <li>• Physical distancing: <ul style="list-style-type: none"> <li>○ Keeping 2 meters away from other employees.</li> <li>○ Parent and Tot classes – 2 metres away from other Parents and Caregivers.</li> </ul> </li> <li>• Smaller program size, maximum 12 kids for children &amp; maximum 10 for preschoolers</li> <li>• No spectators, parents must drop-off their children and wait outside or in the car. Except if they are providing support or assistance.</li> <li>• Routine daily screening for all staff, participants and support worker.</li> <li>• Routine and frequent environmental cleaning</li> <li>• Skill development only with 3m distance apart from each participant. No game play.</li> <li>• Each child will be given their equipment, which will be then be sanitized after the program.</li> <li>• Leave work / stay at home policy for flu-like or any of the Covid-19 related symptoms, travelled outside of Canada within the last 14 days, or been identified as a “close-contact” with a confirmed positive Covid-19 case.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Water fountain station is not available, participants must bring their own pre-filled water bottle.</li> </ul>
Engineering Controls	<ul style="list-style-type: none"> <li>• Regular surface cleaning and disinfecting of surfaces, high touch items and barriers such as door handles, elevator buttons, light switches</li> <li>• Handwashing stations (washrooms) and use of alcohol-based hand rubs provided.</li> <li>• Hand sanitizer will be provided at the sign-in table</li> <li>• Disinfectant spray for equipment and surfaces</li> </ul>
Administrative Controls	<ul style="list-style-type: none"> <li>• Explicit policy for children or staff who have the symptoms of a cold, flu, or COVID-19 with coughing or sneezing not coming into our program.</li> <li>• All visitors are required to wear a mask in City of Langley facilities. Masks do not need to be worn while exercising or doing an activity but must be worn in all common areas including entering &amp; exiting the facility, stairways, hallways and bathrooms, and if physical distancing of at least 2 meters cannot be maintained.</li> <li>• Recreation Worker will take attendance outside and escort participants in to the gymnasium.</li> <li>• Implemented a daily “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19 or other respiratory disease, that they have not travelled outside of Canada in the last 14 days, and that they have not had close contact with a confirmed Covid-19 case in the last 14 days. – DO NOT accept a child drop off if the answer is yes to any of the three screening questions.</li> <li>• Signage to ask people not to enter if they are experiencing any of the Covid-19 related symptoms.</li> <li>• COVID-19 etiquette signage for the public and staff.</li> <li>• Exposure Control Plan shared with employees.</li> <li>• Reporting of hazards and unsafe work and right to refuse unsafe work.</li> </ul>

	<ul style="list-style-type: none"> <li>• New employees and returning employees trained on COVID-19 protocols before the first day.</li> <li>• Training on COVID-19 protocols to staff via emails, handouts and crew talks.</li> <li>• Manager reminds employees about hand washing, distancing, safety, cleaning.</li> <li>• EAP Program or other resources shared.</li> </ul>
Protective Equipment	<ul style="list-style-type: none"> <li>• Nitrile gloves provided as needed</li> <li>• Staff must wear a mask at all times</li> </ul>

## **AI Anderson Memorial Pool – Temporary Covid-19 Safety Plan Amendment for 2020**

This document will provide guidance for preventing transmission of COVID-19 at AI Anderson Memorial Pool. It is based upon current knowledge and it should be understood that guidance in this amendment is subject to change as new data becomes available.

### **Site Management**

Goal – To modify daily operations and AI Anderson’s physical environment to minimize the potential for COVID-19 to spread in the AI Anderson pool area.

- Hand sanitizer will be provided at the entrance of the facility, at the front desk and on the pool deck.
- Bather load will be limited to give patrons and staff space.
- Access and circulation of patrons in and around the facility will be directed by staff and signage
- Patrons will be tracked through ACTIVENET (Facility Card)
- Operational times will be reduced to allow for cleaning after each user group
- Glass shields will be erected at the front desk to protect the administration staff
- Washrooms available will be stocked with soap.

### **Physical Distancing**

Goal – To increase the space between people (patrons, staff and lifeguards) to eliminate the spread of COVID-19

- Mark 6-foot increments on decks where crowds gather such as the diving board and slides

\*Physical distancing measures must not undermine important safety features

Markings on pool deck will not create a slipping hazard.

Markings on pool deck will not obstruct safety signs such as no diving signage.

Care will be used when applying 6-foot markings so as not to confuse physical distancing markers with pool water depths.

### **Signage**

Goal – to use signage in employee and public spaces to communicate important information about COVID-19.

- Signage at entrance asking patrons not to enter if they are ill
- Physical distancing signage in common areas.
- Hand washing signs posted in washrooms.
- Signage reflecting new bather load reductions.
- Additional pool rules posted which include COVID-19 guidelines
  - do not use the pool if unwell
  - wash hands with soap and water or use hand sanitizer
  - shower before and after using the pool (encourage showering at home)
  - do not spit or blow nose in the water
  - practice physical distancing from others not in your party

### **Sanitation**

Goal – Increased cleaning and disinfection of common touch points to prevent COVID-19 from spreading through contaminated surfaces.

- Increased frequency of cleaning of high touch areas (areas will be noted on COVID-19 cleaning checklist)
- Recordkeeping of cleaning (recorded on COVID-19 checklist)
- Production of aerosols will be avoided where possible when cleaning (mop and bucket vs pressure washer)

\*COVID-19 PPE for employees conducting regular pool maintenance duties is not mandatory. Regular PPE will be worn as appropriate such as when doing chemical additions.

### **Employee Sickness and Return to Work Policy**

Goal – All sick employees will remain at home for at least 10 days from the onset of symptoms and will not return to work until it's safe for them to do so.

- The employee illness plan will be communicated to all staff at in-service.
- Employees will declare that they are symptom free when they sign in for the day. If they have any symptoms, even mild, they must go home.
- If an employee starts to experience respiratory illness symptoms that are consistent with COVID-19 they will be asked to don a mask and then go straight home.
- Sick employees must remain at home
- Sick employees should use the BC COVID-19 self-assessment tool.
- If the employee has a COVID-19 diagnosis the public health department will identify and contact anyone who may have been exposed to the sick employee

Recognizing the extenuating circumstances, the City has implemented the following policy to address the current issues and concerns related to the pandemic. This policy may be amended or revoked as appropriate.

Please see Interim Employment Policy – COVID-19 (CORONAVIRUS) Policy

### **Training**

Goal – Provide training to all employees and lifeguards so they understand how to protect themselves and pool patrons from Covid-19.

- All employees will be trained about the virus so that they understand how to minimize its spread.

- Employees must wash hands at beginning of shift, before eating, after touching shared items, after using the washroom and before leaving work.
- Employees must follow cough and sneeze etiquette
- Employees should avoid touching their faces.
- In-service training will be done in small groups with as much physical distancing as possible

## **Lifeguard Safety**

### **Lifeguard Equipment**

Equipment should not be shared between employees

- Lifeguards will have their own equipment - fanny pack, whistle, goggles, gloves, cloth mask, pocket mask
- Lifeguard equipment that is shared such as rescue tubes will be assigned for the duration of the shift and then disinfected
- Break room shared surfaces and appliances will be cleaned after each shift
- Guard room shared surfaces such as bench and work station will be cleaned regularly
- Non-essential items will be removed from shared spaces
- Lifeguards will change their clothing before and after each shift

### **Lifeguard PPE**

Where possible it will be ensured that each employee has the PPE needed for their shift to avoid sharing.

Lifeguards PPE will be dependent on the duties being performed.

- When doing PRs with public, lifeguards will wear a cloth face covering
- When administering first aid, lifeguards will wear a face shield, mask and gloves
- When administering resuscitation, lifeguards will wear a face shield, mask, gloves and apron.

## **Facility Safety**

1. At the entrance signs will inform patrons that
  - They must not enter if they suspect they have COVID-19 or have any of the known COVID-19 symptoms
  - They must maintain a physical distance of 2 meters from other patrons and staff
  - They must cough into a bent elbow or tissue and then wash their hands immediately
2. Patrons will sanitize their hands with sanitizer located at the entrance of the facility
3. Patrons will be screened to ensure that they do not have COVID-19 before they pay their admission fees
4. Patrons will pay their admission using methods that allow for minimal contact between patrons and staff
5. An online reservation system will be used to help crowds gathering while waiting to be admitted to the facility
6. Additional signage will inform patrons to avoid the facility if they are at high risk for severe illness from COVID-19
7. Facility access will have only one entry point (front lobby doors) and one exit (side gate)

8. Physical markers will be installed on the floor to indicate 2 meter spacing for those waiting to enter the building or pay
9. Access to the pool deck will be made taking the shortest direct path.
10. Signage will inform patrons of flow of movement through facility
11. Patrons will be asked to shower before and after using the facility, preferably at home
12. Patrons will be encouraged to arrive and depart the facility in their bathing suits.
13. Patrons will exit the facility out of the side gate at the end of their activity

## **Aquatic Facility Amenities**

### **Toilets**

- Three toilet stalls will be available for patron use – two in family change room and one outside the side gate
- Soap will be provided in the bathrooms
- Toilets will be disinfected after each bather load

### **Diving Board and Slides**

- Physical markers such as pylons will be placed on the deck to indicate distance of 2 meters between patrons in the queues
- Touch points on diving boards and slides will be cleaned after each bather load

### **Patron Equipment**

- As there is currently no evidence that Covid-19 survives in treated pool water there are no special disinfection procedures need for equipment that regularly have contact with chlorinated water such as pool toys and slides
- Use of goggles will be encouraged
- Snorkels will be discouraged
- Shared equipment such as PFDs will be disinfected between each user.

### **Aquatic Fitness Classes**

- Entire pool space will be available to participants during aquafit times
- Aquafit instructor will remain on deck as much as possible

## **COVID 19 – Resuscitation and First Aid Protocol**

### **CPR for drowning victim – migrating risk**

- Lifeguards will don gloves as soon as possible in every first aid scenario
- Lifeguards will not attempt in water rescue breaths
- Lifeguards will use a BVM with a viral filter during CPR. One lifeguard will perform compressions while the other will seal the BVM and deliver ventilations
- Ventilations using a BVM are prioritized to positively affect victim outcome

### **CPR for drowning victim – procedure (2 Guards)**

1. First guard will whistle, signal and then enter the water to retrieve victim from pool basin
2. Second guard will initiate clearing the pool, provide backup and assist with victim removal. Where not needed in the water second guard will get focal point dry bags and don COVID-19 PPE.



3. Both lifeguards will need to dry off and don COVID-19 PPE before continuing with victim care
4. The first lifeguard in PPE will assess the victim and yell for another facility staff member or bystander to call 911 and bring the AED to the scene
5. Both guards will begin the CPR procedure for a drowning victim – starting with 2 BVM ventilations followed by 30 compressions
6. Lifeguard at the head of the victim will keep the BVM sealed to the victims face throughout the procedure with the exceptions of inserting an OPA and turning the victims face to the side for drainage
7. AED will be prioritized after its arrival. During AED use the victims face will be covered with a pocket mask with head strap attached

### **CPR for drowning victim- procedure (3 Guards)**

1. First guard will whistle, signal and then enter the water to retrieve victim from pool basin
2. Second guard will initiate clearing the pool, provide backup and assist with victim removal.
3. Third guard will get focal point dry bags and don COVID-19 PPE
4. Either the first or second lifeguard will need to dry off and don COVID-19 PPE before continuing with victim care
5. The lifeguard not donning PPE will call 911 and bring the AED to the scene
6. Both guards in PPE will begin the CPR procedure for a drowning victim – starting with 2 BVM ventilations followed by 30 compressions
7. Lifeguard at the head of the victim will keep the BVM sealed to the victims face throughout the procedure with the exceptions of inserting an OPA and turning the victims face to the side for drainage
8. AED will be prioritized after its arrival. During AED use the victims face will be covered with a pocket mask with head strap attached

### **CPR for a non-drowning victim – mitigating risk**

- Lifeguards will don gloves as soon as possible in every first aid scenario
- Lifeguards will use a BVM with a viral filter during CPR. One lifeguard will perform compressions while the other will seal the BVM and deliver ventilations
- When the BVM is not immediately available lifeguard compressions may begin with the victims face lightly covered by a protective covering such as clothing or a towel to reduce vapour escaping from the victim's mouth and nose during compressions

### **CPR for a non-drowning victim – procedure (2 guards)**

1. First guard will whistle, signal and then approach the victim for assessment
2. Second guard will initiate clearing the pool, press the reception buzzer and get the focal point dry bags.
3. First guard when finding the victim to be non-breathing will immediately begin compression only CPR with the victims face lightly covered by a towel or light clothing
4. Second guard will don COVID-19 PPE before supporting the first guard with victim care.
5. The second guard while dressing will yell for another facility staff member or bystander to ensure 911 is called and AED is brought to the scene.
6. When the second guard is dressed in Covid-19 PPE they will take over compression only CPR and the first guard will dress in PPE
7. Once both lifeguards are dressed they will start CPR with BVM ventilations

8. Lifeguard at the head of the victim will keep the BVM sealed to the victims face throughout the procedure with the exceptions of inserting an OPA and turning the victims face to the side for drainage
9. AED will be prioritized after its arrival. During AED use the victims face will be covered with a pocket mask with head strap attached
- 10.

### **CPR for a non-drowning victim – procedure (3 guards)**

1. First guard will whistle, signal and then approach the victim for assessment
2. Second guard will initiate clearing the pool and provide backup to the first guard.
3. Third guard will get focal point dry bags and don COVID-19 PPE
4. First guard when finding the victim to be non-breathing will immediately begin compression only CPR with the victims face lightly covered by a towel or light clothing
5. Second guard will bring the AED to the scene and call 911.
6. When third guard is dressed in PPE they will take over compression only CPR.
7. Once both lifeguards are dressed they will start CPR with BVM ventilations
8. Lifeguard at the head of the victim will keep the BVM sealed to the victims face throughout the procedure with the exceptions of inserting an OPA and turning the victims face to the side for drainage
9. AED will be prioritized after its arrival. During AED use the victims face will be covered with a pocket mask with head strap attached

### **Administering First Aid – mitigating risk**

- Lifeguards will don gloves as soon as possible in every first aid scenario
- Lifeguards will wear face shields, masks and gloves when performing first aid
- Lifeguards will maintain physical distancing whenever possible
- Lifeguard teams will minimize the number of lifeguards in direct contact with the victim
- Lifeguards will properly discard all PPE at the end of the First Aid and wash their hands before continuing with their duties

### **Administering First Aid – procedures**

Due to the nature of COVID-19 as an aerosol transmitted pathogen, first aid procedures are categorized into two categories, low risk and high risk. High risk procedures include all treatments that generate aerosols while procedures that do not generate aerosols fall under the low risk category. Lifeguards will don PPE in accordance with the level of risk they encounter.

High risk procedures are as follows:

- Chest compressions
- Ventilations
- High flow O<sub>2</sub> (over 5 lpm)
- Abdominal thrusts/back blows

All lifeguards within 2 metres of a victim must don appropriate PPE for high risk procedures.

The use of high flow O<sub>2</sub> is considered high risk because it generates aerosols. It should be reserved for:

- Victims who need resuscitation
- Children and infant victims

- Drowning victims

First aid procedures can further be divided into no contact and direct contact categories. Lifeguards are encouraged to practice critical thinking and effective scene assessments to decide if direct contact with the victim is necessary.

No contact procedure

- Lifeguard stays 2 meters from the victim
- Visual and verbal victim assessment
- Lifeguard gives first aid supplies to victim
- Victim (or caregiver) administers the first aid treatment under the lifeguards guidance
- Lifeguard fills in minor form

Direct contact procedure

- Visual and verbal assessment of victim calls for direct contact
- Lifeguard dons appropriate PPE
- Lifeguard completes assessment of victim
- Lifeguard treats victim
- Lifeguard fills in minor form

### **COVID-19 Guidelines for all in water rescues (SPINAL, DNS, SEIZURE, SUBMERGED)**

Lifeguards should consider the use of noncontact rescue when appropriate.

1. Lifeguards must remove any face coverings being worn before entering the water
2. Whenever possible lifeguards should approach from behind the victim to avoid face to face proximity
3. Lifeguard teams will minimize the number of rescuers who have direct contact with the victim
4. When possible the third guard (not wet and not providing backup to the guard in the water) will take the lead during first aid and resuscitation as they will be the fastest to don COVID-19 PPE.
5. COVID-19 PPE will be located at the deck focal point. COVID-19 dry bags (2) will contain an adult BVM, OPAs, gloves, face shield, hand sanitizer and a N95 mask.
6. After each rescue all lifeguards will shower with soap, change their clothing and bag the clothing that was worn during the rescue to be washed at home.
7. Equipment used during the rescue will be disinfected or disposed of.

The Centre for Disease Control and Prevention (CDC) recommends a 1:10 dilution ratio for household bleach or a 1:20 ratio for commercial sodium hypochlorite to disinfect PPE and then let air dry. 1-10-minute contact time is recommended.

### **AAMP Rescue Ready Assessment 2020**

All Anderson Memorial Pool lifeguards will be evaluated on the following National Lifeguard test items to ensure that they have the aerobic ability to perform rescue skills.

1. Object recovery wearing clothing: starting in the water, swim 15m and surface dive to recover a 9kg (20lb) object, surface and carry the object 5m while keeping airway (head including ears) clear of the water
2. 50m head up sprint

3. Supportive carry wearing clothing: starting in the water swim 15m and effectively manage a distressed or drowning victim in deep water in a pandemic context (COVID-19 protocols – using training manikin)
4. Rescue drill wearing clothing: starting in the water swim 15m, recover a submerged non-breathing victim, carry 25m and then perform 10 cycles of 30 compressions of CPR on a manikin (COVID-19 protocols – using training manikin)
5. 15m under water swim
6. 25m spinal tow wearing clothing (COVID-19 protocols – using training manikin)

### **Langley City COVID-19 Safety Plan**

Pursuant to Section 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008, Langley City is required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulations and has been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purpose of the order).

Langley City has assessed the risk to the workplace, implemented protocols to reduce the risk, has developed policies, will be monitoring the workplace and will update plans as necessary and finally will assess and address risks from resuming operations. These controls are in place for employee and public safety. This document will be posted for employees and the public in order to communicate the controls that have been put into place.

For the full document, please see COVID-19 Exposure Control Plan.