

Department Policy & Procedure

HEALTHY PARTICIPATION POLICY	Policy Number:	1608424
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Approved:	<input checked="" type="checkbox"/> Department Administration	

PURPOSE

To support the safety and wellbeing of Patrons and Staff members Participating in Department Services or spaces by helping to reduce the potential transmission of infectious diseases.

AUTHORIZATION

This Department Policy is implemented by all Staff.

DEFINITIONS

City – means the City of New Westminster.

Department – means the City of New Westminster Parks and Recreation Department.

Governing Agency – means legislating agencies such as WorkSafe, Fraser Health Authority, Province of BC, Federal Government or any other recognized regional or national authority.

Patron – means any person participating in a Department service or space.

Participation or Participant or Participating – means a Patron doing any paid or free, structure or unstructured meeting, activity or event in any Department service or space.

Services – means drop-in, membership or registered program activity that a Patron has paid for.

Staff – means any Department paid employee or volunteer.

INTERRELATED

All Department policies, Bylaws and Staff are subject to this policy. This policy will be truncated and communicated in Patron rental, membership and registration agreements, conditions and confirmations. Further, other Department and City policies and Bylaws will compliment, expand upon and advance the criteria herein. In addition, the Department and City will comply with and/or enforce public health and safety recommendations and directives from a Governing Agency.

SCOPE

The scope of this policy is to support the overarching health of Patron's Participating in Department Services or spaces.

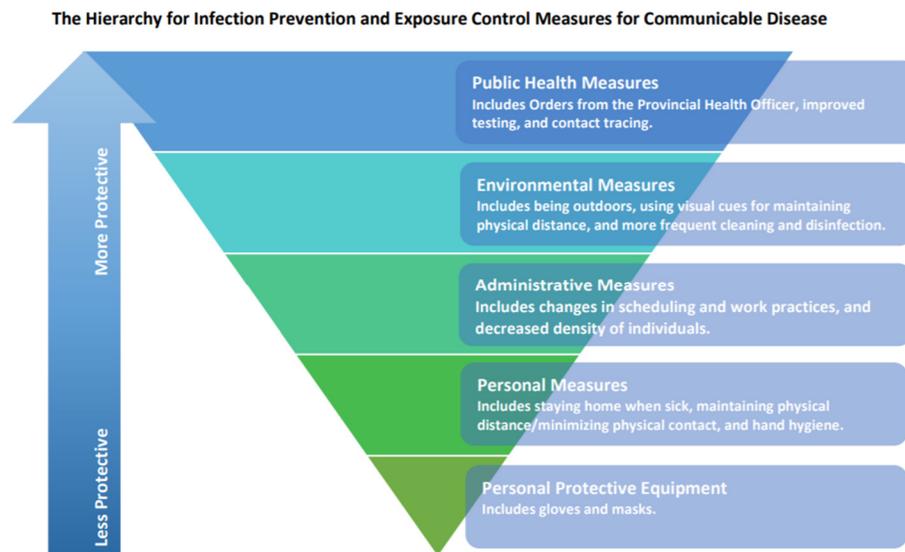
Other Department and City policies and Bylaws, as well as directives from Governing Agencies, will define the specific needs, practices and procedures related to Department operations and Staffing requirements.

PRINCIPLES AND MEASURES

Based on prior public health concerns, the Province of BC's Public Health Officer has used the following principles to help reduce the transmission of infectious disease:

1. Stay at home and keep a safe distance from family when you have cold or flu symptoms, including coughing, sneezing, runny nose, sore throat and fatigue.
2. No handshaking or hugs outside of your family.
3. Practice good hygiene, including regular hand washing, avoiding touching your face, covering coughs and sneezes and disinfect frequently touched surfaces.
4. Keep physical distancing, as much as possible when in the community and where not possible, consider using a non-medical mask or face covering

In addition, the Public Health Officer has indicated the following principles and measures, for public institutions, to help reduce the risk of disease transmission:



1. Physical distancing measures – reduce the density of people
2. Engineering controls – introduce physical barriers (like Plexiglas at checkouts), wayfinding systems, increased ventilation, hand hygiene sanitizing dispensers and cleaning protocols
3. Administrative controls – clear rules, signage and guidelines
4. Personal protective equipment – use of non-medical masks

The Department will use historical and/or current Public Health Officer's principles and measures, in its operations, to support public safety.

POLICY STATEMENT

The Department will implement measures and restrictions, at any time for any reason, to ensure the safety and wellbeing of Patrons and Staff Participating in Department Services and spaces. Measures may include but are not limited to, the following:

1. **Participation Restrictions - Rentals** – rental bookings maybe cancelled or partly cancelled or altered, anytime, to support Patron safety and to help reduce the transmission of infectious disease. Further, the Department may impose rental terms and conditions or user requirements, anytime and through any method, including facility signage, Staff verbal direction and written conditions;
2. **Participation Restrictions – Services** – Patron Services may not be offered, offered with restricted scope and frequency and/or offered with a reduced number of total Participants or a reduced Staff to Participant ratio. In addition, there may be Patron conditions imposed to Participate in Services to support Patron healthy and safety. Conditions can be introduced anytime and be communicated written or verbally;
3. **Patron Distancing** – measures may be taken to separate/distance/limit the number of Patrons in Services or spaces (indoor or outdoor). Such measures can be communicated, anytime, verbally or written.
4. **Patron Movement** – Patrons may be subject to moving in prescribed directions, or queuing, to minimize congestion and congregation;
5. **Illness** – Patrons exhibiting any form or symptom of any communicable illness (i.e. cold, flu or COVID-19 symptoms) are not permitted to Participate in Department Services or spaces, and further, they will be asked/required to leave Department services and/or spaces. Further, Staff are empowered to determine, daily, a Patron's health status through questions such as:
 - a. Do you have any of the following symptoms: fever, chills, cough, shortness of breath, sore throat, stuffy or runny nose, loss of smell, headache, muscle aches, fatigue, loss of appetite?
 - b. Are you or anyone you are living with either sick or quarantined?
6. **Fitness Sanitation** – Patrons are required to sanitize fitness centre equipment before and after every use using the provided disinfectant solution;
7. **Personal Hygiene** – Patrons are required to wash and sanitize hands frequently before, during and after Participation; and

8. **Service Delivery** – some Services and outdoor park amenities may not be offered or offered with reduced scope while other Services or outdoor park amenities may operate normally. This variable approach relates to ensuring Patron and Staff health and safety based on the parameters of the potential health risk.
9. **Public Engagement** – the Department will do its best to communicate public health needs and requirements, as well as changes to its operations and Services delivery, through a variety of print and digital mediums.

COMPLIANCE

Patrons not complying will be subject to removal from Participation (i.e. the Patron is not permitted to be in a Service or space). Failure to comply with Staff removal requests may result in additional enforcement measures and/or Participation restrictions.

FINANCIAL IMPLICATIONS

The Department Refund Policy (#287443) outlines refund options if a Patron is unable to Participate in a paid services due to illness or if the Patron is required to leave a paid service due to non-compliance.