

<i>Covid-19 Restart Safety Policy and Plans - Indoor Services</i>	Policy Number:	1639424
	Effective Date:	September 16, 2020
	Supersedes Date:	
	File No.	01.0110.20-15
Approved:	<input type="checkbox"/> Department Administration	

Purpose

To meet COVID-19 Sectorial Authority requirements for public safety associated to the public’s use of Department indoor services and spaces.

Background

The COVID-19 pandemic has affected all aspects of Department service delivery including the temporary closures of its services and spaces to reduce the potential transmission of the virus and to support public safety. In order to restart Department operations, the Province of BC requires a COVID-19 Safety Plan and Policy that meets all Sectorial Authority regulations designed to balance public safety and service delivery needs. Department indoor services and spaces will be re-introduced, on a graduated basis, with new limitations and Patron requirements in support of public safety.

Scope

This plan and policy is limited to the Department’s provision of public indoor services and spaces. Other City and Department policies will address needs related to outdoor services, spaces and staff. See the Interrelated Policy section.

Requirement

The Department is required to meet all Sectorial Authorities requirements associated to the Province of BC Restart Plan’s Enhanced Protocols designed to support public safety and reduce the potential of COVID-19 transmission. Examples of primary Sectorial Authorities and sources of Enhanced Protocols include:

- [Province of BC Restart Program](#)
- [British Columbia Parks and Recreation Association](#) (BCRPA)
- [Fraser Health](#)
- [ViaSport](#)
- [BC Centre for Disease Control](#)
- [WorkSafeBC](#)

The Department will meet Sectorial Authority Enhanced Protocol’s in support of public safety, which in turn, will mean that Department services and spaces will be subject to limitations, restrictions, full or partial closures, conditions of use and participation requirements.

Understanding

The COVID-19 pandemic and virus is an evolving situation meaning that Enhanced Protocols are subject to on-going change until a vaccine is produced or the Provincial Health Officer rescinds the need for Enhanced Protocols. The Department will adapt its services, spaces, policy and protocols to meet changing Enhanced Protocols.

Due to the significant number of Sectorial Authorities governing Department operations, and evolving Enhanced Protocols, this policy cannot be prescriptive in listing all procedures, and in turn, detail herein is subject to change at any time. The Department will, on an on-going basis, monitor Sectorial Authority Enhanced Protocols and implement changes and modify this policy as needed.

Authorization

This policy has received Department approval and all Staff will ensure its application.

Interrelated Policy

- [Healthy Participation Policy](#)
- [City of New Westminster COVID-19 Re-opening Safety Plan](#)
- [Outdoor Department Safety Plan and Policy](#)

Definitions

City – means the Corporation of the City of New Westminster.

Department – means the City Parks and Recreation Department.

Enhanced Protocol – means all Sectorial Authority legislation, policy, rules, regulations and guideline requirements designed to support public safety, define operational requirements and to reduce the transmission of COVID-19 across all Department operations.

Event - means anything that gathers people on a one-time, regular or irregular basis. Event capacities are subject to Enhance Protocol requirements and may be variable based on the service or space. The Department is working with the understanding that Event occupancy capacity is 50 Patrons in the Premise.

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

Premise – means a space in which food and/or drink services is provided to Patrons.

Sectoral Authority – means any legislating or governance body that has authority (Enhanced Protocols) over Department services or spaces or operations. Examples include: [Province of BC](#), [BCRPA](#), [ViaSport](#) and [Fraser Health](#).

Staff – means any Department paid employee or volunteer.

Principles

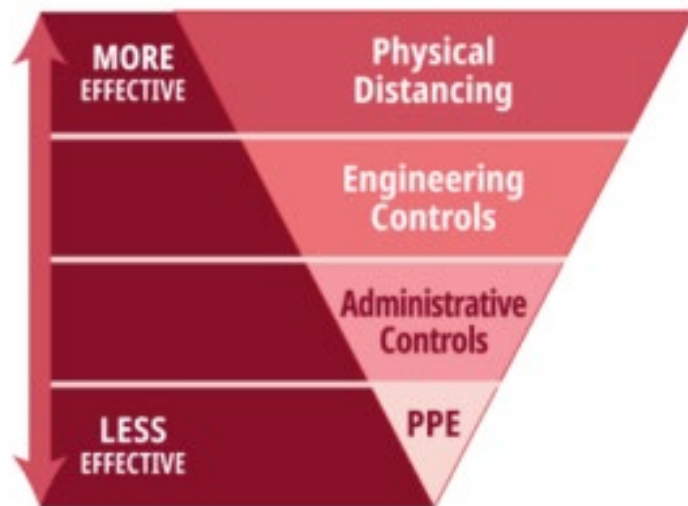
The Province of BC, Provincial Health Officer and BCPR have identified the following principles and actions, for public facing institutions, to help reduce the transmission of infectious disease. These principles and exposure prevention categories will be used by the Department in the development of its COVID-19 service restart safety plan and policy.

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

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



Policy Statement

The Department will support public safety by complying with Senior Government regulation and Sectorial Authority Enhanced Protocols in the delivery of indoor services and management of its indoor public spaces.

Safety Plans – Criteria to Restart Indoor Service Delivery

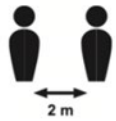





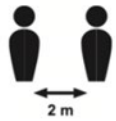





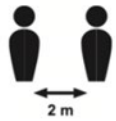





For public access, all safety policies, plans and forms will be available online at:

<https://www.newwestcity.ca/welcome-back/articles/7756.php>

Location	Safety Plans
Canada Games Pool	Canada Games Pool & Fitness Centre Safety Plan
Centennial Community Centre	Community Recreation Programs Safety Plan
Centennial Lodge	Centennial Lodge Safety Plan <ul style="list-style-type: none"> • Centennial Lodge Social and Meeting Room Rental COVID-19 Safety Plan Worksheet
Century House and Youth Centre	Century House Safety Plan Youth Centre Safety Plan
Moody Park Arena	Registered Skating Lessons & Drop-in Skating Re-Opening Operational Guide
Queen's Park Arena	Queen's Park and Moody Park Arena Safety Plan (including Ice Rentals Re-opening & Operating Guide) <ul style="list-style-type: none"> • Queen's Park Meeting Rooms (Indoor Rentals) COVID-19 Re-opening & Operational Guide
Queen's Park Sportsplex	Sportsplex Safety Plan
Queensborough Community Centre	Queensborough Community Centre

The following table summarizes indoor service and/or space categories subject to Enhanced Protocols and safety measures based on Principles and Sectoral Authority regulations to reduce potential transmission of COVID-19.

Source	Enhanced Protocols to Ensure COVID-19 Safety with Department Services and Spaces
Department	<p>Department policy, procedures and documents were modified to message and meet COVID-19 Sectorial Authority safety requirements by service category.</p> <p>Healthy Participation Policy - this new policy speaks to the need for Patrons to be healthy when using Department services or spaces.</p> <p>Consent – all sales will require Patrons to acknowledge the potential risk of contracting COVID-19 when participating in Department spaces or services.</p> <p>Health Screening – Patrons and visitors may be required to answer health-screening questions when purchasing services and/or when entering Department spaces or services.</p> <p>Facility Rentals – the Facility Rental Agreement has been updated with COVID-19 requirements and is supplemented by a COVID-19 rental addendum, new terms and conditions for spaces and uses, new limits, patron capacity limits, and the collection of participant contact information for contract tracing purposes. In addition, the following Rental Forms are used to communicate rental requirements to user groups during the booking and/or contract process:</p> <ul style="list-style-type: none"> • COVID-19 Rental Agreement – Facility Addendum ○ Queen’s Park Meeting Rooms (Indoor Rentals) COVID-19 Re-opening & Operational Guide ○ Queen’s Park meeting Room Renter Safety Plan Template ○ Queen’s Park and Moody Park Arenas Ice Rentals Re-Opening & Operating Guide ○ Centennial Lodge Social and Meeting Room Rental COVID-19 Safety Plan Worksheet <p>Sales of Services –Patron purchases must be in advance of the activity or event to ensure proper management of occupancy loads and safety requirements. For this reason, membership sales and redemption are suspended. Further, Patrons are required to accept additional service requirements, terms and conditions. There may also be time limits imposed on services or building occupancy and limitations or restriction on service amenities such as equipment, showers, change rooms, water fountains, vending, concessions, etc.</p> <p>Signage - COVID-19 Safety Signage (some examples provided) will be installed in recreation facilities to assist Patrons with understanding the new requirements, wayfinding and how to best enjoy a visit to a recreation facility space or service.</p>

Source	Enhanced Protocols to Ensure COVID-19 Safety with Department Services and Spaces						
	<table border="0"><tr><td data-bbox="402 275 695 468"><p>Maintain appropriate at social distancing (2 m)</p></td><td data-bbox="719 275 1060 468"><p>Practice respiratory etiquette (cough or sneeze into sleeve)</p></td><td data-bbox="1109 275 1304 468"><p>Wash hands for least 20 seconds</p></td></tr><tr><td data-bbox="402 489 695 716"><p>No large gatherings or organized sports/games</p></td><td data-bbox="808 489 971 716"><p>Stay home if you are sick</p></td><td data-bbox="1125 489 1304 716"><p>Park equipment is not sanitized</p></td></tr></table>	 <p>Maintain appropriate at social distancing (2 m)</p>	 <p>Practice respiratory etiquette (cough or sneeze into sleeve)</p>	 <p>Wash hands for least 20 seconds</p>	 <p>No large gatherings or organized sports/games</p>	 <p>Stay home if you are sick</p>	 <p>Park equipment is not sanitized</p>
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 <p>No large gatherings or organized sports/games</p>	 <p>Stay home if you are sick</p>	 <p>Park equipment is not sanitized</p>					

Source	Enhanced Protocols to Ensure COVID-19 Safety with Department Services and Spaces
BCRPA	In the event that a Patron is suspected to be unhealthy or exhibit cold or flu like symptoms in a Department service or space, staff will following the BCRPA COVID-19 Procedures: How to Manage a Case in your recreation facility . The Department incident report form will be used for this purpose.
BCRPA Restart Guidelines	The BCRPA – COVID-19 Guideline for Restarting Operations are used as a Department resource for safe service delivery. Further, the guideline appendixes, which outline COVID-19 needs and provide checklists, will be used by Staff to ensure service or space safety and to meet Sectoral Authority requirements.
Province of BC & WorkSafe	The BC Restart Plan and WorkSafeBC will be used to direct the Department’s evolving Enhanced Protocols so they align with the Province’s phased approach to mitigate the impacts of COVID-19.

Enhanced Protocol Communication

The Department will communicate and update Enhanced Protocols by means of:

- Rental Agreements
- Registration Sales process (registration confirmation and conditions, Questionnaires during sales process to attain health screening and informed consent requirements and information supplements)
- Membership Sales Agreements
- [Department](#) and/or [City](#) websites and social media channels
- Site or service signage
- Staff verbal direction

Patrons and user groups are required to meet all COVID-19 legislation and requirements in order to participate in Department services or spaces. Non-compliance may result in loss of future rentals and/or dismissal from services or spaces.

Enforcement

The Department Healthy Participation Policy outlines that participants must be healthy and comply with COVID-19 regulations and safety needs. Patron non-compliance could result in their dismissal from a Department service or space.