

<i>Covid-19 Restart Safety Plan and Policy Outline - Outdoor Services</i>	Policy Number:	1626509V2
	Effective Date:	July 2, 2020
	Supersedes Date:	
	File No.	01.0110.20-15
Approved:	<input checked="" type="checkbox"/> Department Administration	

Purpose

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

Background

The COVID-19 pandemic has affected all aspects of Department service delivery including the closures of its services and spaces to reduce the potential transmission of the virus and to support public safety. BC's Restart Plan indicated that employers would be required to have COVID-19 Safety Plans, outlining the employer’s COVID-19 safety practices. Safety Plans must meet Health and Safety Guidelines issued by WorkSafeBC and the requirements of BC’s Provincial Health Officer.

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 outdoor 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 outdoor services and authority over the management and use of outdoor spaces. Other City and Department policy will address needs related to inside services and spaces as well as the protection of staff as identified in the Interrelated Policy section herein.

Requirement

All Sectorial Authorities are required to meet the Province of BC Restart Plan and develop Enhanced Protocols to ensure 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. The result will mean that services and spaces will be subject to new limitations, 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 and spaces to meet changing Enhanced Protocols to ensure compliance.

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. 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 received Department approval and all Staff will uphold.

Interrelated Policy

- Healthy Participation Policy, 1608424
- City COVID-19 Re-opening Safety Plan, 1619835
- Indoor Department Safety Plan and Policy (pending)

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 with all Department operations.

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

Sectorial 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

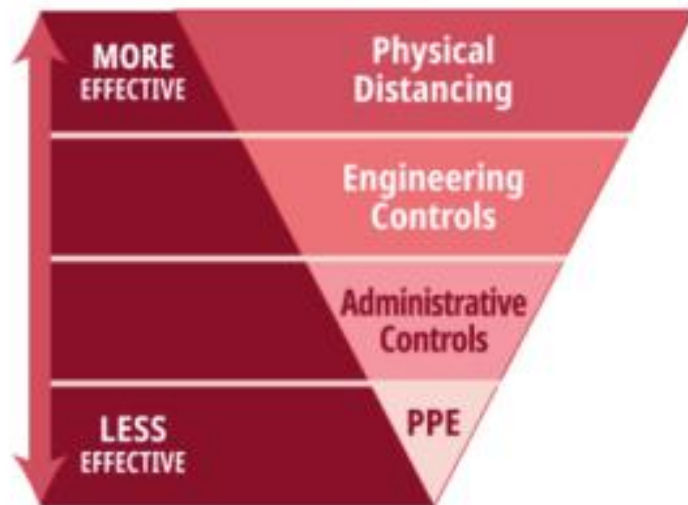
The Province of BC, Provincial Health Officer and BCPR have identified the following principles and actions, for public facing institutions, to help reduce the transmission of infectious disease. These principles and exposure prevention categories will be used by the Department in the development of it's 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.

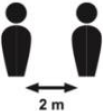













Policy Statement

The Department will support public safety by complying with Sectorial Authority Enhanced Protocols in the delivery of outdoor services and the management of outdoor public spaces.

Safety Plan – Criteria to Restart Outdoor Service Delivery

The following table outlines outdoor service and space categories subject to variable Enhanced Protocols, safety measures based on Principles and Sectoral Authority regulations to reduce potential transmission of COVID-19.

Service or Space	Principles	Enhanced Protocol
All	Department Documents and Processes	<p>To following Department documents and processes have been modified to ensure and message COVID-19 Enhanced Protocols:</p> <ul style="list-style-type: none"> - Facility Rental Agreement and user group requirements - Registration Process (outdoor services) including: <ul style="list-style-type: none"> o Informed Consent o Participant conditions o Health screening o emailed Registration Confirmation o Contact Tracing information o Safety Requirements o Specific service information and participant requirements - Membership Agreement (affecting new sales per the date of this policy) - COVID-19 Safety Signage (example of messaging provided) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Maintain appropriate at social distancing (2 m)</p> </div> <div style="text-align: center;">  <p>Practice respiratory etiquette (cough or sneeze into sleeve)</p> </div> <div style="text-align: center;">  <p>Wash hands for least 20 seconds</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <p>No large gatherings or organized sports/games</p> </div> <div style="text-align: center;">  <p>Stay home if you are sick</p> </div> <div style="text-align: center;">  <p>Park equipment is not sanitized</p> </div> </div>
	BCRPA	<p>The BCRPA – COVID-19 Guideline for Restarting Operations will be 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.</p>
	Province of BC & WorkSafeBC	<p>The BC Restart Plan and WorkSafeBC will be used to dictate the Department’s evolving Enhanced Protocols so they align with the Province’s phased approach to mitigate the impacts of COVID-19.</p>
Moody Park Outdoor Pool	Additional Detail	<p>The links below provide additional detail:</p> <ul style="list-style-type: none"> o Moody Park Outdoor Pool Covid – 19 Safety Plan o Moody Park Outdoor Pool Covid-19 Safe Operations

		 CNW_DOCS-162713 3.DOCX.DRF  CNW_DOCS-162650 2.DOCX.DRF
	Environmental	<ul style="list-style-type: none"> • A plexiglass barrier, to protect patrons and staff, has been installed at the reception counter • Limited access to change rooms and amenities allow for required physical distancing • Increased facility cleaning protocols to reduce potential transmission
	Administrative	<ul style="list-style-type: none"> • Contactless payment is encouraged (tap vs. cash) • Signage outlining requirements such as physical distancing, hand/personal hygiene and wayfinding • Required Patron registration will control occupancy load and meet contact tracing need • Pool space is partitioned to control occupancy loads and define Patron use
	Personal	<ul style="list-style-type: none"> • Proper hand and personal hygiene requirements, communicated by signs, will be posted throughout the facility (i.e. showering requirements)
	PPE	<p>Lifeguards have received training on enhanced first aid protocols in order to maintain physical distancing (when appropriate). In the event staff must attend and physically touch a patron they will don the appropriate PPE including safety goggles, surgical mask and gloves. Public receiving first aid will be required to wear a surgical face mask provided to them.</p>
Registered Programs	Additional Detail	<ul style="list-style-type: none"> • The link below provides additional information: Outdoor Discovery Programs Covid-19 Re-opening Safety Plan <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <small>CNW_DOCS-1631551.DOCX.DRF</small> </div> <div style="text-align: center;">  Hume Site Layout Map.docx </div> <div style="text-align: center;">  Port Royal Site Layout Map.docx </div> <div style="text-align: center;">  Queens Park Site Layout Map.docx </div> </div>
	Environmental	<ul style="list-style-type: none"> • Outdoor service delivery allows for physical distancing requirements and reduces transmission potential • Participant registration is limited to up to 18 spots in camp locations • Staff to Patron ratio is modified, 1 to 6 ratio, to increase ability to deliver the service and implement Enhanced Protocols • Proper Signage in place related to COVID protocols • Cleaning protocols for picnic tables and washrooms will be implemented by Engineering Operations
	Administrative	<ul style="list-style-type: none"> • No other participant will be added to program should a space be open due to sickness or cancellation once the program has started • Inform Patrons of COVID-19 participation conditions • Attain Patron informed participation consent • Conduct Patron daily health screening (i.e. FHA health screening questions will be used) • Staff Training of COVID-19 protocols related to program and space • Participants will receive their own program supplies and materials • Implementation of touchless activities and games • Physical distancing applied in all situations with proper signage in place
	Personal	<ul style="list-style-type: none"> • Stay home if sick or have flu like symptoms

		<ul style="list-style-type: none"> Staff to exercise physical distancing and hand hygiene
	PPE	<ul style="list-style-type: none"> Regular hand washing or hand sanitizing between activities Services are delivered with easily accessible washrooms with hand washing signage in place Masks and Gloves will be used in performing first aid Masks are recommended when supporting children that require assistance
Sports Field Rentals	Environmental	<ul style="list-style-type: none"> Signage promoting two metre distancing, avoid large crowd, hand washing, respiratory etiquette, stay home if sick and competitive play or games is not permitted
	Administrative	<ul style="list-style-type: none"> User group must have an approved Safety Plan, Policy and Procedures (criteria established by the Provincial/National sport governing body, WorkSafe, BCRPA and/or ViaSport) User group must have a Department Rental Agreement and agree to all terms, conditions and requirements
	Personal	<ul style="list-style-type: none"> Physical distancing, avoid large gathering, wash hand, stay home if sick and minimal sharing of equipment
	PPE	<ul style="list-style-type: none"> Users are responsible for their own protection and can take measures they feel is required
Outdoor Structure Rentals	Environmental	<ul style="list-style-type: none"> Engineering Operations staff is responsible for the sanitation of picnic shelters and the Bandshell prior to rental bookings Public park washrooms are available and the Building Services Department is responsible for their sanitation Park signage indicates that outdoor equipment and amenities are ‘not sanitized’ due to the unrestricted access and use
	Administrative	<ul style="list-style-type: none"> Picnic Shelters Capacity <ul style="list-style-type: none"> Queen’s Park #1 – 50 people maximum Queen’s Park #2 –16 people maximum Hume Park – 48 people maximum Ryall Park – 28 people maximum Port Royal Park - 32 people maximum Old School House Park – 24 people maximum Queen’s Park Rose Garden rental Capacity is 20 people Space Reserved signs will be posted to identify renter Renter required to keep a participant list for contact tracing (for each rental booking occurrence) Signage will be posted to remind users of COVID-19 basic requirements User group must have a Department Rental Agreement and agree to all terms, conditions and requirements
	Personal	<ul style="list-style-type: none"> No staff will be on-site during rental booking Rental booker is required to ensure informed consent of rental participants and compliance with Sectoral Authority Enhanced Protocols
	PPE	<ul style="list-style-type: none"> Rental user preference
Public Park Spaces	Environmental	<ul style="list-style-type: none"> Safety signage posted in parks and open spaces: Physical distancing, avoid large gatherings, wash hands and stay at home if sick
	Administrative	<ul style="list-style-type: none"> Social media and website reminders for safe usage of parks and open spaces.

	Personal	<ul style="list-style-type: none"> Users are responsible for their own protection and can take measures they require
	PPE	<ul style="list-style-type: none"> Users are responsible for their own protection and can take measures they feel is required
Public Park Amenities	Environmental	<ul style="list-style-type: none"> Playgrounds are seasonally power washed Safety signage is posted and communicates that play equipment is not sanitized
	Administrative	<ul style="list-style-type: none"> Social media and website reminders outlining safe usage of parks and open spaces
	Personal	<ul style="list-style-type: none"> Physical distancing, avoid large gatherings, wash hands and stay at home if sick Child friendly signage posted at playgrounds and spray parks to wash and sanitize hands before and after play
	PPE	<ul style="list-style-type: none"> Users are responsible for their own protection and can take measures they feel is required
Special Events	Environmental	<ul style="list-style-type: none"> No mass gathering of over 50 people Physical distancing requirements are adhered to reducing transmission of potential virus Proper Signage in place related to COVID protocols included directions and 2 metre designation Hand Sanitizer stations on location
	Administrative	<ul style="list-style-type: none"> Defined location of gatherings under 50 people with identified entrance and exits with caution tape as boundary markers. No people permitted in space if they are sick or show any signs of flu like symptoms. Permits and Letter of Agreements include all COVID-19 expectations
	Personal	<ul style="list-style-type: none"> Stay home if sick or have flu like symptoms Modeling physical distancing and hand hygiene practices
	PPE	<ul style="list-style-type: none"> Regular hand washing or hand sanitizing stations with proper signage Masks and Gloves are recommended but not required
Outdoor Registered Group Fitness Classes	Environmental	<ul style="list-style-type: none"> Fitness area will be defined for registered participants and to exclude public access Fitness areas used will be booked, have appropriate surfaces, available washroom access and parking Class size will be limited to 20 participants Individual workout areas of 5.95 square metres will be marked off with cones to allow participant activity movement while maintaining two metres of physical distancing Participant personal items (i.e. mats or water bottles) are to be stored within the individual's workout areas and not shared The Department will not provide any participant equipment
	Administrative	<ul style="list-style-type: none"> The registration process includes informed consent, health screening questions and contract tracing information Drop-in access is not permitted A BCRPA Registered fitness instructor will be supported by an additional staff member to ensure physical distancing protocols are maintained

		<ul style="list-style-type: none"> • Signage will identify participant requirements to follow public health standards for hand hygiene, to refrain from touching their faces and to follow good respiratory etiquette • Classes will be cancelled during inclement weather
	Personal	<ul style="list-style-type: none"> • Anyone exhibiting COVID-19 symptoms (such as cough, fever, runny nose, sore throat, or shortness of breath) must isolate at home and cannot participate in outdoor fitness classes • Staff and participants must maintain a safe physical distance of at least 2 meters at all times • Hand washing should be encouraged before and after class • Cheering, singing and high-fives are not permitted • Staff will have COVID-19 first aid training and equipment on hand
	PPE	<ul style="list-style-type: none"> • Staff will wear a mask and gloves while performing first aid

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 Agreements
- www.newwestcity.ca and Department and/or City 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.