



TOWN OF GOLDEN ADMINISTRATIVE PROCEDURE

Pandemic Operational Protocols – Mount 7 Rec Plex

Effective Date: August, 2020	Authorized By: Corporate Policy 2020 COVID safety plan	Replaces: New
---------------------------------	--	------------------

INTENT

The directives in this procedure have been developed to reduce the risk of virus transmission at the Mount 7 Rec Plex. These specific protocols align in measure and definition with Corporate Policy 2020, *Covid19 Safety Plan* and shall be followed by all employees, renters of the space and their patrons, and users of the facility for as long as that policy remains effective.

Risk Reduction Level Protocols

A. Elimination

1. Before entering the Mount 7 Rec Plex, employees renters and patrons should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/> and answer the prompted questions, which include:
 - a. Are you experiencing symptoms consistent with COVID-19 (refer to the link above for the most up to date list of symptoms)?
 - b. In the past fourteen (14) days have you been outside of Canada or BC?
 - c. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?
2. If the answer is 'yes' to any of the above questions, you should not enter the facility or participate in activities being held within.
3. No more than 5 people shall occupy the Rec Plex lobby.
4. No more than 1 person shall occupy the Rec Plex lobby washrooms.
 - One person in each washroom space.
5. Maximum 2 persons in the Rec Plex kitchen at any one time, provided that a second may enter and exit for a task specific purpose (filling a coffee cup, getting utensils, placing or retrieving from the microwave etc.).
6. Maximum 2 persons in the equipment room.
7. Maximum 30 people in the main gym area.

8. **Change rooms will be closed until further notice.** After the facility is open and operational, staff will re-visit dressing room use. Date is to be determined
 - No more than 3 people shall occupy the women's change room.
 - No more than 3 people shall occupy the men's change room.
9. No more than 5 people shall occupy the Rec Plex stage.
10. All storage and office spaces will have posted capacity numbers
11. Opening hours for public program shall be 9am to 10pm.

B. Engineering Controls

1. A solid transparent barrier shall remain at the reception counter between the public and staff. Outside entrance and lobby signs shall be in place directing social distancing, staff interaction protocol, and other public restrictions.
2. As required, signs shall be in place in washrooms and congregational areas iterating social distancing and hygiene expectations for both staff and the public.

C. Administrative Controls

1. All staff, renters and patrons shall wash or sanitize their hands:
 - a. Upon entering the facility.
 - b. After being exposed to surfaces touched by others on a regular basis.
2. Professional in-house custodial cleaning shall be undertaken once daily in all areas of the building as typical, including **enhanced sanitation measures** for frequently touched surfaces **in common areas** including computer keyboards, mice, desk and counter surfaces, telephones, light switches, water fountains and door handles, etc.
 - a. This cleaning will only be conducted when the facility is open for public programming, rented to a private user groups, and when more than 3 workers are using the space.
3. Personal workspaces shall be subjected to typical professional in-house custodial cleaning; **sanitation measures** for frequently touched surfaces including computer keyboards, mice, desk and counter surfaces, telephones, and door handles shall be the **responsibility of the occupant employee** for each space.
4. Appropriate reception counter surfaces and apparatus' shall be sanitized by front line staff following each interaction with a member of the public.
5. Staff shall not share or exchange office materials or tools between workspaces.
6. All dishes and utensils used and sourced from the kitchen shall be immediately washed after use.
7. All equipment used shall be sanitized between uses.

D. Personal Protective Equipment

1. Masks are mandatory in the lobby and all spaces that are not considered part of the main gym and stage area.
 - a. Includes lobby, public washrooms, stairways and bleachers

E. COVID 19 Procedures for Renters and User Groups

1. All bookings must be made through the Town of Golden Recreation Coordinator at rec.booking@golden.ca.
2. All users groups will be required to submit a Covid operational and safety plan as well as completed a rental agreement and required documents including comprehensive liability insurance prior to permitting use of the facility for organized activity.
3. Please do not allow your child to participate in any of our activities or programs if your child has:
 - experienced cold or flu-like symptoms within the last 14 days;
 - been in close contact with anyone else who has had these symptoms in the last 14 days; or
 - been in close contact with anyone else who has travelled outside of Canada in the last 14 days
 - Please note: If your child is displaying symptoms of respiratory distress or illness, they will be asked not to participate.
4. Entrance:
 - There will be social distancing markers to line up at the door and in the lobby.
5. Upon Building Entry:
 - Patrons will go to the marked seating locations in the lobby.
 - Seats are to be used to remove outside footwear and put on gym required footwear.
6. Gym Entry:
 - The main doors to the gym will remain open, and bleacher use will be limited.
7. Program Procedure:
 - For sport groups, coaches must operate programs in the gym space with appropriate distancing.
 - Markers will be placed in the gym to provide reference for social distancing of participants in a program.
 - Programs/activities must be designed with provincial guidelines in mind.
 - Participants and Coaches will be responsible for ensuring minimal sharing of equipment and equipment sanitization at the end of the program. Cleaning supplies will be provided by the facility staff.
8. Exit Gym and Building Procedure:

- At the end of the session, participants must exit the gym on time so that the next group can start on time. Participants must leave within 15 minutes so the next group can enter the building. User Groups will be responsible for ensuring participants leave the facility in the aforementioned timeframe.
9. Safety Protocol:
- Each team/group will have a volunteer at the front door to supervise the group and ensure that unauthorized individuals do not enter the Rec Plex.

Chief Administrative Officer