



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
Public Works: 250-557-4295
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

7:00 PM Regular Meeting of Council, Monday, June 15th, 2020

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
 - M-1—May 14th, 2020 Special Council Meeting Minutes
 - M-2—May 19th, 2020 Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
 - C-1—Board Highlights – North Coast Regional District
 - C-2—Provincial Trail Advisory Survey – MNP LLP
 - C-3—Golf Proposal – Linda Berston and Sharon Buckley
- 6. FINANCE**
- 7. GOVERNMENT**
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
 - R-1—Protocol Table Update – Verbal - Mayor Daugert
 - R-2—COVID-19 & Office Update – Deputy Clerk report & CAO Decock verbal report
- 10. ACTION ITEMS**
 - A1- Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
 - 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - (c) labour relations or other employee relations;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- 13. ADJOURNMENT**



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6:00 PM – Committee of the Whole – BC's restart Plan (4 phased approach) to opening up BC

Present: No Members of the public attended Committee of Whole session, however community members attending the Special Meeting later made these comments regarding the issue:

- *Port Clements should continue to keep travel restrictions to/from Haida Gwaii until July and in July we should re-evaluate and consider providing more movement in the communities so that residents can be on a "staycation".*
- *Port Clements should continue to keep the travel restrictions – Port Clements has only one business that has been severely impacted and that is the Pub.*
- *Concern about the ability to medically respond if we lift the travel restrictions and let non-residents back into Haida Gwaii. We should continue to limit access to Haida Gwaii to essential services and push for more testing and testing of those coming to Haida Gwaii.*
- *Recommend that no schools be opened and continue with the closures.*
- *Concerned of residents leaving Haida Gwaii will return and bring back COVID-19 because they do not self-isolate*
- *Concern about not knowing where people are coming from. It may be safe for those coming from other Northern Communities which has seen a low number of COVID-19 cases as opposed to those in the lower mainland. Someone coming from areas with higher reported COVID-19 cases would likely cause our communities to be more susceptible.*
- *Testing is the key – we need to get more testing done.*
- *Concern about essential service workers who come to Haida Gwaii and their involvement with the susceptible. Recently a chemotherapy technician will be working with the immunocompromised. That essential service worker will not have to self-isolate for 14 days and they will be coming from the lower mainland.*
- *There needs to be more tracing done to identify*

7:00 PM Special Meeting of Council, Monday, May 14th, 2020

Present:

Mayor Daugert

Councillor Kish via teleconference

Councillor Gould via teleconference

Councillor Cumming

Councillor Falconbridge via teleconference

CAO Ruby Decock

Members of the Public and Press: Karissa Gall, Joan Hein, Marilyn Bliss, Bev Lore, Wayne Nicol

Meeting Called to Order at 7:03 PM

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2020-05-095—Moved by Councillor Cumming, seconded by Councillor Kish
THAT the May 14th, 2020 Special Council Meeting Agenda be adopted as presented.
CARRIED

2. NEW BUSINESS

NB-1—BC's Restart Plan – VOPC's consideration of Community Implementation Plan

2020-05-096—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receive the verbal reports regarding BC's Restart Plan and Community's consideration for how they will be implementing the plan.

2020-05-097- Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council direct CAO Decock to summarize the comments as succinctly and pass a copy to Council prior to sending it off to Unified Command and the Council of the Haida Nation.

CARRIED

3. ADJOURNMENT

2020-05-098—Moved by Councillor Cumming

THAT this meeting be adjourned at 7:42 PM

CARRIED

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Minutes of the Regular Meeting of Council on Tuesday, May 19, 2020

Present:

Mayor Daugert via teleconference
Councillor Kish via teleconference
Councillor Gould via teleconference
Councillor Cumming via teleconference
Councillor Falconbridge

CAO Ruby Decock

Members of the Public and Press: Karissa Gall (via teleconference)

Meeting Called to Order at 7:06 PM

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2020-05-099—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT the May 19th, 2020 Regular Council Meeting Agenda be adopted with the correction of the day from Monday to Tuesday.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—May 4th, 2020 Regular Council Meeting Minutes

2020-05-100—Moved by Councillor, seconded by Councillor Falconbridge

THAT the May 4th, 2020 Regular Council Meeting Minutes be adopted with the correction of Shel Fjaagesund under Public attendees and C-3 that identifies that Councillor Cumming returned to the room and not by teleconference.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1 – Letter sent to CHN President Jason Alsop re: Skidegate Checkpoint Event

2020-05-101—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the letter that was sent to CHN President Jason Alsop re: Skidegate Checkpoint Event.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1— Grant Writer Report – Second Quarter Report – Andrew Hudson

11-2

2020-05-102—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council receives the Grant Writer Report – Second Quarter Report written by Andrew Hudson.

CARRIED

2020-05-103 – Moved by Cumming, Seconded by Councillor Falconbridge
THAT Council writes a letter to Andrew Hudson thanking him for his detailed reports with MIEDs being cc'd in the letter.

CARRIED

6. FINANCE

F-1 – Northern Capital Planning Grant Update – CAO Decock

2020-05-104—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council receives the Northern Capital Planning Grant Update report.

CARRIED

7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Mayor Daugert: *Attended the COTW and special meeting of council. Attended the weekly meetings with Northern Health and answered that increased testing would not be beneficial because it requires time to culture the tests. This type of testing is going to continue to be used only for Health Essential Service Workers. Attended MIEDS AGM meeting – MIEDS is looking at assisting with business in light of the impacts of COVID-19. No news on the Community Forest. Attending the lidstone restart, protocol group meeting, attending meetings with Minister Robinson & Farnworth, will also attend NCRD and NWRH. Recommend Council give a thorough read of the CWPP.*

Councillor Kish: *Attended the COTW and the Special Meeting of Council.*

Councillor Gould: *Forwarded a letter from VIRL to staff. Do not expect any services before June 1, 2020. We still have the coordinator position and going to have a discussion with the working group about the position.*

Councillor Cumming: *Haida Gwaii Community Futures has been hosting weekly small business calls via zoom. Keeping small businesses in the loop re: Covid-19. Attended Special Meeting of Council and the COTW.*

Councillor Falconbridge: *Did not make the COTW attended the Special Meeting of Council.*

CAO Decock: *Electrical work on Well #2 has been finalized. Public works is continuing to work on connecting Well #3 and expect to have RFP's/RFQ's for the work to start in July /August. I have been informed that the Rainbow Wharf was reviewed by a biologist and it is looking hopeful that the work can be completed during the fish window in July/August. EOC is still open at level 1 and continue to work with Unified Command regarding travel restrictions and the permitting process. We are continuing to meet weekly. There is still a lot of unknowns regarding how municipalities can open public spaces and we will be attending more information sessions with the Local Government Association and the Municipal Insurance Association. Still unknown if we can safely open the*

11-2

Multiplex Building and we are looking at working with the Port Clements Elementary School and Vancouver Island Regional Library.

2020-05-105--Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT council receives the verbal reports from Council and CAO Decock.

CARRIED

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Karissa Gall: Essential Workers are required to self-isolate for 14 days?

Answer: Please refer to the wording from the update to the CHN website.

Karissa Gall: Does \$338,000 from the NCPG, is that going to be directed to the Sewer Lagoon Expansion Project or how is that going to move forward?

Answer: There is some discussion with Council that needs to be addressed. There is no end of projects but a manner of approach to plan for the use of this money.

Karissa Gall: How is the money being received and what will be the planned use?

Answer: The NCPG must be spent on planning and capital expenses. It cannot be used for operational expenses.

Karissa Gall: Regarding potentially restarting again – my understanding is that the comments will be given back to Unified Command. Is there something like a plan going forward with the restart plan?

Answer: We will get more of an indication after the Protocol meeting and after the Meeting with the Minister. Whatever transpires it would be on the advice of Unified Command.

Question: Parents with children are concerned that communications from SD50 and Unified Command do not address Schools reopening on June 1st

12. IN-CAMERA

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2020-05-106—Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council moves In-Camera as per section 90(1)(c)&(j) of the *Community Charter* at 7:44 PM.

CARRIED

13. ADJOURNMENT

2020-05-107—Moved by Councillor Cumming
THAT this meeting be adjourned at 8:32 PM

CARRIED

11-2



Board Highlights

March-May 2020

Board Business:

NCRD Regular Meeting of March 20:

1. The Board of the NCRD provided a Resolution of Support for the Edge of the World Music Festival 2020 application to Northern Development Initiative Trust's Fabulous Festivals and Events for application of up to \$5000.
2. The Board of the NCRD provided a letter of support for TELUS for application to the CRTC for Broadband Funding to Improve Wireless Coverage along Highway 16 between Terrace and Prince Rupert, and to encouraged Telus to apply to CRTC for Broadband Funding to Improve Wireless Coverage for fibre communities on Haida Gwaii.
3. The Board of the NCRD adopted Bylaw No. 662, 2020 - A bylaw to adopt the Five-Year Financial Plan for the Years 2020-2024

NCRD Regular Meeting of April 24:

1. The Board of the NCRD authorized resubmission of resolution 2019-B202 to the Union of British Columbia Municipalities (UBCM) for the 2020 UBCM Convention:

Helipad Hospital Construction

WHEREAS none of the new or existing level 3 trauma hospital construct plan in rural British Columbia include plans or designs for onsite helipads;

AND WHEREAS due to an absence of onsite hospital helipads, rural BC trauma patients experience delayed access to level 3 trauma hospitals:

THEREFORE BE IT RESOLVED that UBCM lobby the Province of BC to legislate that all current at future level 3 and above trauma hospitals being constructed in rural BC receive capital funding to construct and operate an onsite helipad.

2. The Board of the NCRD provided a letter of acknowledgment to the Municipal Finance Authority for its 50th Anniversary.
3. The Board of the NCRD provided a letter of support for West Coast Fisheries: Sharing the Risks and Benefits to Honourable Bernadette A. Jordan, Minister of Fisheries, Oceans and the Canadian Coast Guard.

C-1

4. The Board of the NCRD directed staff to submit correspondence to the Sandspit Airport Manager, Transport Canada, to request that Transport Canada provide funding for training and equipment.
5. The Board of the NCRD provided a letter of support for Citywest's application to Northern Development Initiative Trust's Connecting British Columbia program for construction of a fibre-to-the-home network in the North Coast Regional District region.
6. The Board of the NCRD supported signing correspondence to the Province of B.C. with respect to travel restrictions for Haida Gwaii, North Coast and Central Coast amidst the COVID-19 pandemic.

NCRD Regular Meeting of May 22:

1. The Board of the NCRD directed staff to invite the Department of Fisheries and Oceans to discuss issues related to crab fisheries, regulation, and monitoring.
2. The Board of the NCRD resolved to join the Northern Development Initiative Trust northwest regional development account.
3. The Board of the NCRD supported Gitga'at's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities program, in the amount of \$20,000 to be drawn from the nominal allocation, for the completion of the Txalgiu Cooperative Commercial Community Kitchen Project
4. The Board of the NCRD approved the joint-media release, dated April 30, 2020, entitled "First Nations and Municipal Leaders from the North and Central Coast Continue to Enact Travel Restrictions".
5. The Board of the NCRD support signing the joint-letter to Premier Horgan entitled "Invitation to Meeting with Haida Gwaii North and Central Coast Leaders; BC Hunting and Fishing Access", dated May 5th, 2020."
6. The Board of the NCRD directed staff to cancel the June 19, 2020 Regular Board meeting and re-schedule that meeting to July 17, 2020 at 7:00 P.M.
7. The Board of the NCRD provided third reading with amendments to the following bylaws:
 - Area E Civic Addressing Bylaw No. 664, 2019; and
 - Area D Civic Addressing Bylaw No. 665, 2019.
8. The Board of the NCRD adopted the following bylaws:
 - Mainland Recycling Service Security Issuing Bylaw No. 666, 2020; and
 - Arts and Culture Contribution Bylaw No. 621, 2018.

For complete details of NCRD Board meetings, the Agenda and Minutes are posted online at www.ncrdbc.com.

Elizabeth Cumming

Subject: FW: Province Seeking Local Government Feedback on Trail Priorities

From: Kathleen Van Ekris <Kathleen.VanEkris@mnp.ca>
Sent: May-27-20 10:58 AM
To: Kathleen Van Ekris <Kathleen.VanEkris@mnp.ca>
Subject: Province Seeking Local Government Feedback on Trail Priorities

Hello,
The Provincial Trail Advisory (PTAB), in collaboration with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is seeking local government feedback on the Trails Strategy for BC.

Adopted in 2013, the Trails Strategy for BC is a call to action that invites all British Columbians to join in supporting and developing a sustainable network of trails throughout the province.

We are seeking feedback from local governments across BC to prioritize the remaining action items from the Trails Strategy for BC and to learn what local governments are doing in relation to the strategy's 22 action items. Feedback from local governments will be used to inform strategy implementation and update recommendations on the Trails Strategy for BC.

Multiple responses from a local government are permitted so please forward this invitation to your colleagues that may have insight into your organization's trail activities and priorities.

The survey is available [HERE](#) and will be open from May 27, 2020 to July 3, 2020.

This survey is for local government representatives only. Engagement to date has included interviews with trail associations, stakeholder organizations and provincial government representatives as well as a public survey which received over 5800 responses.

MNP LLP has been hired by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to administer this survey as a component of a complete review of the Trails Strategy for BC.
If you have any questions, please feel free to contact me

Thank you,
Kathleen

Kathleen Van Ekris, MPA
MANAGER, CONSULTING SERVICES

Cell 250.661.2331
Suite 300
888 Fort Street
Victoria, BC
V8W 1H8
kathleen.vanekris@mnp.ca
mnp.ca



June 6 2020

To : Village of Port Clements

Attn: The Mayor and Councillors

Proposal from: Linda Berston and Sharon Buckley -
To use the soccer field for a small golf course.

As the village moves forward with the covid 19 easing of restrictions please consider these no contact rules.

1. Golfers provide their own equipment.
2. Golfers abide by golf rules and etiquette.
3. Signage will be provided as well as a course map.
4. Golfers will yield to the playground and or maintenance workers.
5. Flag poles will be fixed and bumpers instead of cups to facilitate no physical contact.

What we need from the village-

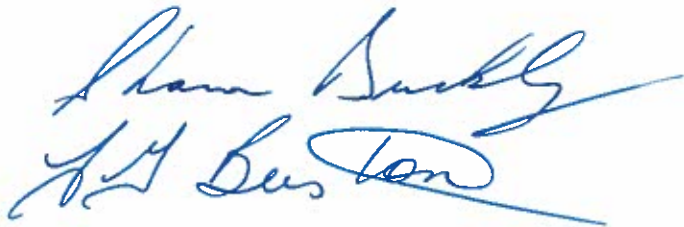
1. Some mowing of the fairways.
2. Removal of soccer goals.
3. Approval for this proposal.

What we will do-

1. Set up the course
2. Provide flags, bumpers, signs and maps
3. Mow the greens, some weed eating

The local response to the project has been favorable.
Thank you for your consideration of this proposal.

Linda Berston and Sharon Buckley



C-3



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO
Date: June 10, 2020
RE: User Groups & Municipal Facilities – Reopening up Port Clements Parks

BACKGROUND:

The Province's BC Restart Plan Phase II began on May 19th, 2020 and is ongoing, with Phase III to follow in June through September. The next step of Haida Gwaii's COVID-19 with the ease of some restrictions began on June 1, 2020. With this incremental reopening, residents and local user groups have begun inquiring and requesting use of municipal facilities for their activities.

One of the requests is from Linda Berston and Sharon Buckley to use the soccer field in the Community Park for a small golf course.

DISCUSSION:

BC's Restart Plan requires that Safety Plans and Exposure Plans following WorkSafe BC's guidelines be in place before facilities are reopened to the public. The Province has identified that there is a duty of care to ensure the safety of premises for occupants and visitors. While Staff have been working on these documents, they are not complete or in place yet.

To properly develop these plans and ensure they meet legal thresholds and reduce liability exposure for the municipality, Staff have been reviewing information provided by WorkSafe BC as well as closely following MIABC's webinars who have identified elements on what these plans and processes should include. These webinars were presented by Don Lidstone, a law firm that specializes in local government though they cannot be taken as direct legal advice.

MIABC also highlight utilizing guidelines from the BC Recreation and Parks Association on restarting operations, as well as information provided by the BC Municipal Safety Association.

The BCRPA (see attached page) identifies in relation to third-party user groups and leaseholders that:

All user groups are required to have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (WorkSafeBC).

It further elaborates that these plans must provide the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, the plan on managing physical distancing and common touch areas, as well as the flow of participants.

The proposal submitted regarding the golf activity does not identify how it will be controlling the space for social distancing or how they are tracking and limiting attendance. It does not clearly identify how it will ensure that the Public Health Orders will be adhered to. They also do not identify when this activity will start and conclude.

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Despite Staff identifying these areas of concern to the organizers in conversation they have only identified that they were not intending to produce control measures or submit further plans that address these concerns. They identified relying on participant's individual responsibility to ensure their own safety, coupled with signage. They identified that they did not expect high attendance and that they were not planning for that scenario.

They also identified that they believed that they would be covered by the municipality's insurance for the event, however, MIABC has clarified to staff that as a third-party they are not covered by the municipality's insurance for their activities. Typically, staff recommend third-party user groups without insurance to approach Haida Gwaii Regional Recreation Commission, as if they become an activity under them then they would have insurance coverage.

Staff identified that municipality's safety and exposure plans would need to be in place before reopening facilities, and requests from third-party user groups could not be accommodated until they were.

Staff are developing an application form for user groups that would identify what documents and other information they would be required to provide to use the facilities once the re-opening plans are in place. Once these standards are in place, they can be communicated making the process easier for user groups and the municipality.

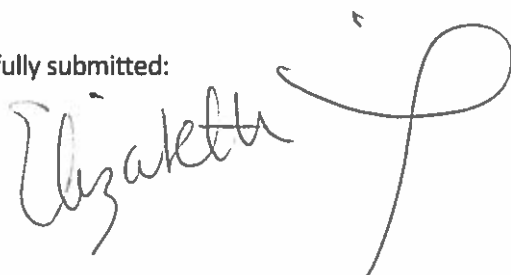
CONCLUSION:

The municipality should not permit user groups to use municipal facilities for events and activities before reopening plans and policies are in place. Once the plans are in place, then an application process should be utilized to ensure that proposals provide adequate information and plans on how the events and activities will unfold to ensure that public safety and Public Health Orders are behind provided for.

IMPLICATIONS:

STRATEGIC	(Guiding Documents Relevancy – Strategic Plan, Official Community Plan) Reopening of facilities should be in line with BC Restart Plan and the Haida Gwaii Restart Plan. The BC Restart plan identifies needing to have plans in place before reopening.
FINANCIAL	(Corporate Budget Impact) There is the potential for financial impacts to occur (penalties, fines, legal) if the municipality was found liable or negligent in its actions. Plans and policies mitigate this potential.
ADMINISTRATIVE	(Policy/Procedure Relevancy, Workload Impact and Consequence) Staff have high workloads due to COVID-19 and its impact on municipal operations. There are several competing demands on limited staff and staff time. These demands are increasing with the Province's and Haida Gwaii's move towards reopening, as residents, naturally, would like to resume normal activities. Staff cannot produce immediate turnarounds and are very limited in the ability to accommodate short timelines from third parties. Priority is given for the municipality's operational and emergency response needs.

Respectfully submitted:



8 USER GROUPS AND LEASEHOLDERS

Most municipalities lease or rent their facilities to third party user groups such as sport and community organizations. All user groups are required to have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (ie WorkSafeBC). The purpose of this control plan is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by viaSport. Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19.

In consultation with a local government's insurer (in most cases, this is the Municipal Insurance Association of BC), the recreation facility user group agreement should be amended to include new provisions for COVID-19 transmission mitigation expectations.

A checklist is provided in [*Appendix 4 Exposure Control Planning*](#) intended to offer guidance on requirements and key measures, but may be tailored by a facility owner based on their local context. The checklist was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.

APPENDIX 4 – SECTION 8

EXPOSURE CONTROL PLANNING

This Appendix supports Section 8 of the Recreation and Parks Sector Guideline for Restarting Operations.

The checklist is was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Physical Distancing of at least 2m	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>	<p>Provided: engineering and administrative controls for physical distancing.</p> <p>Will spectators be allowed?</p> <p>Are there potential congestion areas requiring additional controls?</p> <p>Whose responsibility are those controls?</p>
Frequent Hand Hygiene	<p>Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.</p>	<p>Provided: Infrastructure to enable hand hygiene, including details on the location of washrooms or stations.</p> <p>Will hand sanitizer be provided in addition to standard infrastructure supplies?</p>
Cleaning and Disinfection	<p>Users will sanitize their own equipment and do so with their own cleaning supplies.</p>	<p>Products and procedures for surface touch points as well as high use areas will follow BCCDC and WorkSafeBC employee safety protocols.</p> <p>Post your cleaning schedule.</p>

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.	Confirmation of facility use area(s) and maximum participant count for each space.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.	Have you provided information advising users about personal health and addressing individuals exhibiting signs of illness on site?
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.	When equipment is supplied, provide expectations regarding user and municipal responsibilities for sanitization. Towels and other shared resources will not be provided.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.	Posting of policies and procedures for safety control measures.
Training of Employees/Volunteers	Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc) New coaching/instructor guidelines.	Training policies and procedures for facility employees is available upon request.
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.	Updated facility emergency plans – first aid, PPE, response to fire alarms (mustering), and protocol response to cases or outbreaks of COVID-19 etc.

C-3



REPORT TO COUNCIL

Author: Elizabeth Cumming, Acting CAO

Date: June 10, 2020

RE: COVID-19 & Office Update

COVID-19 & EMERGENCY RESPONSE:

May 26 – June 12 inclusive:

- EOC Director infilled by Deputy Clerk while CAO/EOC Director away from office.
- EOC Finance Officer infilled by Senior Finance Manager while Deputy Clerk infilling as EOC Director (except on Mondays and Fridays when SFM not in office)
- EOC Information continued by EOC Director
- EOC Planning/Logistics/Operations infilled by EOC Director, as Contractor not able to continue in role at time.

EOC run by two staff, predominantly EOC Director during period.

Attended Unified Central Command Meetings, Protocol Meetings, Harbour Meetings, MIABC Webinars, and other meetings with stakeholders (VIRL, etc). Multiple daily meetings throughout the period. Significant email volume from PREOC, Province, MIABC and other parties regarding reopening planning and implementation. Trained SFM on Finance Officer responsibilities.

Reviewed and provided essential work permits. Shared information and updates via website & Facebook. Answered EOC inquiries from residents and other stakeholders (HG Rec). Ordering supplies & organizing needs for reopening plans.

Haida Gwaii State of Emergency has lowered some restrictions for quarantining if residents/essential workers are coming from Northern Health Region, as well as some social distancing restrictions. Non-resident leisure and non-essential travel is still prohibited at this time. Meetings, planning and discussion on going forward strategy still in progress.

Development of municipality's reopening plans are still in progress. Noted, residents eager to return to more normal life.

VILLAGE OFFICE:

May 26 – June 12 inclusive:

- Deputy Clerk as Acting CAO while CAO away from office.
- Tax notices and utility bills went out in May – rapid increase in appointments for payment of utility and tax bills at service delivery window. Also handling increase in email and phone calls regarding tax and payment questions. Will continue to increase as July and the payment deadline draws near as regular busy season. Noted increase in online payments.
- Acting CAO dealing with substantial meetings, webinar, email, and phone volume – increased significantly with BC Restart Plan reopening and public interest in facilities. Meetings typically held back to back and take up significant portion of day.
- Handled signing finalized contracts and documents for projects and grants.
- Development of reopening plans, still in progress. Substantial body of literature to cover and address. Example with attached BC Recreation & Parks Association operation restart guideline.

Working with other stakeholders, such as VIRL, to develop and accommodate reopening plans. Aim for curbside pickup with Library services to commence soon. Further meetings will be held over next week to sort out specific details.

Please note that report does not list every activity undertaken, just provides a simplified snapshot of activity.

Respectfully submitted:

2-2



HAIDA GWAI STATE OF EMERGENCY

These next steps in Haida Gwaii's COVID-19 response provide guidelines to start expanding your social circles. Always err on the side of caution and follow advice from local health care practitioners.

If you have any sign of illness, self-isolate from other members of your household and the community and seek testing for COVID-19 immediately. COVID-19 symptoms include: Fever, dry cough, difficulty breathing, sore throat, runny nose, loss of smell.

We all share the responsibility to keep ourselves and each other safe.

NEXT STEPS IN COVID-19 RESPONSE IN EFFECT UNTIL FURTHER NOTICE

STAY LOCAL: KEEP YOUR CIRCLE SMALL	<p>You can only have physical contact with people you live with. Each person must be healthy and observing COVID-19 prevention measures.</p> <ul style="list-style-type: none">• Carefully expand your social interactions to include close family and friends but keep your circle small.• Visiting inside family and friends' homes is allowed if each person is healthy.• Respect physical distancing, especially when indoors, and always practice good hygiene.• When expanding your social circle, consider the interactions each person within your circle has had and remember how easily the COVID-19 virus can spread. <p>Only increase social interactions after fully considering the risks to you, your family, friends and community. If you are vulnerable to the health impacts of COVID-19, continue with caution and carefully consider if and how you will expand your circle.</p>
RESPECT PHYSICAL DISTANCING & PRACTICE GOOD HYGIENE	<p>Only leave home when you are in good health and respect the following:</p> <ul style="list-style-type: none">• Physical distancing: keep at least 2 metres / 6 feet away from people who are not from your household.• When you are not able to physically distance in public, consider wearing a non-medical mask.• Wash hands thoroughly and often with soap and water for 30 seconds.• Wash your hands before and after touching your eyes, nose or mouth.• Cough or sneeze into your arm sleeve or a tissue (<i>immediately dispose of tissue and wash hands</i>).• When out and about in the community, give priority to Elders and always give them safe physical distance.
INDOOR GATHERING PLACES	<ul style="list-style-type: none">• All businesses and services open to the public must ensure physical distancing and hygiene standards are always maintained.• Offices, businesses and services must comply with current provincial health and WorkSafeBC standards and have required COVID-19 Safety Plans in place.• Public places and facilities may be re-opening. Check with your local authority or EOC for more information.
OUTDOOR SPACES	<p>Parks, playgrounds, trails and other outdoor spaces may be re-opening for day use. You are responsible for maintaining physical distancing and sanitizing any surfaces (for example, at the playground). <i>Use at your own risk</i> and check with your local authority or EOC for more information.</p>
LOCAL ON-ISLAND TRAVEL	<p>When traveling between Island communities, do so carefully. Always respect physical distancing, practice good hygiene and consider wearing a non-medical mask when in indoor public places.</p>
RESIDENT OFF-ISLAND TRAVEL	<p>Non-resident and all leisure travel to Haida Gwaii is not permitted at this time.</p> <ul style="list-style-type: none">• Residents should assess the risks of off-island travel and take every precaution while away and upon returning home.• Self-isolation after medical travel is only required if returning from a high-risk facility.• Residents traveling from anywhere outside of the Northern Health region should self-isolate for 14 days upon returning.
ESSENTIAL WORKERS & MANDATORY ISOLATION PROCESS	<p>Those coming to Haida Gwaii to conduct essential service work must apply through the Council of the Haida Nation and include a Safe Work Procedure and Safe Community Plan. Essential service workers need to self-isolate and/or follow requirements according to Work Permits issued, follow physical distancing measures and hygiene guidelines during isolation and after. Applications can take 7-10 days to process, contact: essentialworkpermits@haidanation.com</p>

Gaw Tlaage
Old Massett
oldmassettvillagecouncil.com
omvcemergency@gmail.com
250 626.7293

HI Gaagilda
Skidegate
skidegate.ca
250.559.4610

Village of Massett
massetbc.com
250 626 3995

Village of
Port Clements
portclements.ca
office@portclements.ca
250.557.4295

Village of
Queen Charlotte
queencharlotte.ca
VOCHelp@gmail.com
250 637.1780

North Coast
Regional District
nrcdrc.com
info@nrcdrc.com
250.624.2002

Northern Health's 24/7 Online Clinic and Information Line: 1.844.645.7811

Updated June 2, 2020

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THE RECREATION & PARKS SECTOR GUIDELINE FOR RESTARTING OPERATIONS

COVID-19: Recovery Through Recreation & Parks



bcrpa.bc.ca

RECOVERY THROUGH RECREATION AND PARKS

BC's recreation and parks sector focusses on two foundations:

- The health and wellbeing of individuals – physically, mentally, emotionally, and creatively.
- The health and wellbeing of communities – connecting people, including the most isolated, and helping them to feel a part of something bigger than themselves.

Never before has this mandate been more clearly valued and needed, and never before has the sector's role been more important, than it is right now as the world recovers from the devastation of the COVID-19 pandemic.

Operating more than 500 indoor and outdoor facilities in every community in our province, the sector generates over 80 million visits in a typical year; touching more individuals than any other elective public service. BCRPA members report a 60% increase in parks usage during pandemic times, as people reach outdoors for social connections, physical activity, general respite from isolation and the devastating effects of inactivity.

BCRPA's position is that recreation and parks services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of our province during these turbulent times. The ability to get into parks and to engage in recreation and physical activity protects and supports public physical and mental health.

Recognizing that this Guideline is a starting point, BCRPA will continue to provide opportunities across the Province to collaborate through resource and best practices sharing, and by supporting the connection of members.

May 20, 2020

BC Recreation and Parks Association
#301 - 470 Granville Street
Vancouver, BC V6C 1V5
Tel: 604.629.0965



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1 INTRODUCTION

The provincial government has tasked the British Columbia Recreation and Parks Association (BCRPA) to develop a set of guidelines for how the public recreation and parks sector (“the sector”) can operate safely during the pandemic. In response, we assembled sector leaders across BC to plan a safe and coordinated restart of recreation services province-wide.

The Recreation and Parks Sector Guideline for Restarting Operations (The Guideline) provides a framework for local and regional governments (“local governments”) to apply to the provision of recreation and parks services in the pandemic, and is to be used to develop policies, plans and procedures specific to each organization. Each local and regional government has its own balance of risk, resources, capacity, and public demand to weigh in deciding about their timeline and process for re-opening facilities and offering services.

The impacts of COVID-19 have resulted in a variety of closures done through an abundance of caution in response to the Provincial Health Office (PHO) requirement of physical distancing. Municipal and regional parks did not completely close; all public indoor recreation facilities closed mid-March; most outdoor recreation amenities closed but are now reopening for casual use where physical distancing and other PHO recommendations can be maintained.

The closures were immediate, and restarting is complex and must be done carefully. This Guideline offers considerations for agencies as they make decisions about restarting and operating recreation safely.



The Canadian Parks and Recreation Association defines recreation as “the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” Physical activities include individual, group, and team endeavours undertaken that contribute to our physical and mental health.

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2 GOALS OF THE GUIDELINE

- ▶ To provide information, tools, and strategies for local government decision-making regarding safe operations that will limit transmission of COVID-19 within the recreation and parks sector.
- ▶ To communicate a common approach that can be applied for the sector in Phases 1 through 3 of BC's Restart Plan, and that reflects a collaborative effort among the sector's key partners and agencies.
- ▶ To provide strategies for service areas which are flexible and adaptable to the varied needs of local governments, and a continuum of steps for communities to follow in restarting recreation and parks services (both the expansion and possibly retraction, depending upon the progress of the pandemic).
- ▶ To align the above goals with broader PHO guidelines and directives.



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3 PUBLIC HEALTH OFFICE CONSIDERATIONS

BCRPA has kept informed of the Public Health Officer (PHO) orders, notices and guidance. The sector is aware of the guiding principles to reduce the transmission of COVID-19, and representatives of the sector meet weekly to discuss the impacts, challenges, and solutions for safely running our services in a pandemic. Our deliberations have been informed by our national organization, the Canadian Parks and Recreation Association, and the provincial recreation associations in its federation. We have also been in discussion with our stakeholder provincial agencies associated with recreation and parks.

BCRPA and its members recognize that the responsibility of the PHO is to monitor the health of the population across the province, while working with the Centre for Disease Control and Prevention, and BC's Medical Health Officers. As such, during the COVID-19 pandemic, the PHO has established eight [principles](#) for preventing the transmission of the disease:

The Province reinforced these principles in its [BC's Restart Plan, May 6](#), with this chart:

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">• 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

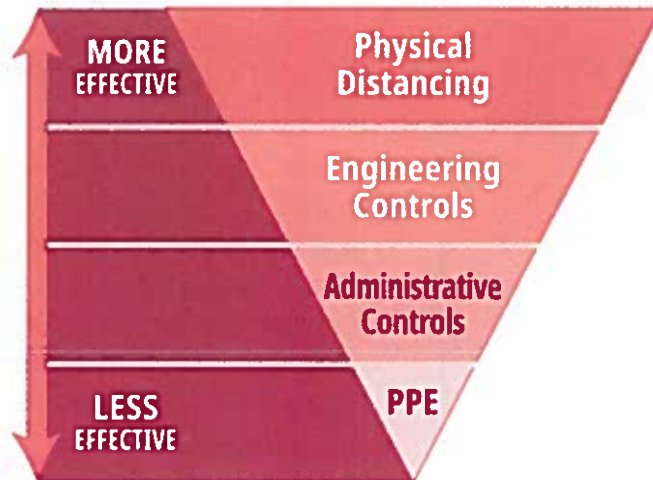
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The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations.

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.



This Recreation and Parks Sector Guideline for Restarting Operations provides recommendations for the recreation sector to comply with these principles, and as directed by the Province, focuses on three main considerations for both patrons and employees:

1. processes to restart safely;
2. measures to keep people safe to avoid further outbreaks;
3. a plan in the event that a case or an outbreak should occur.

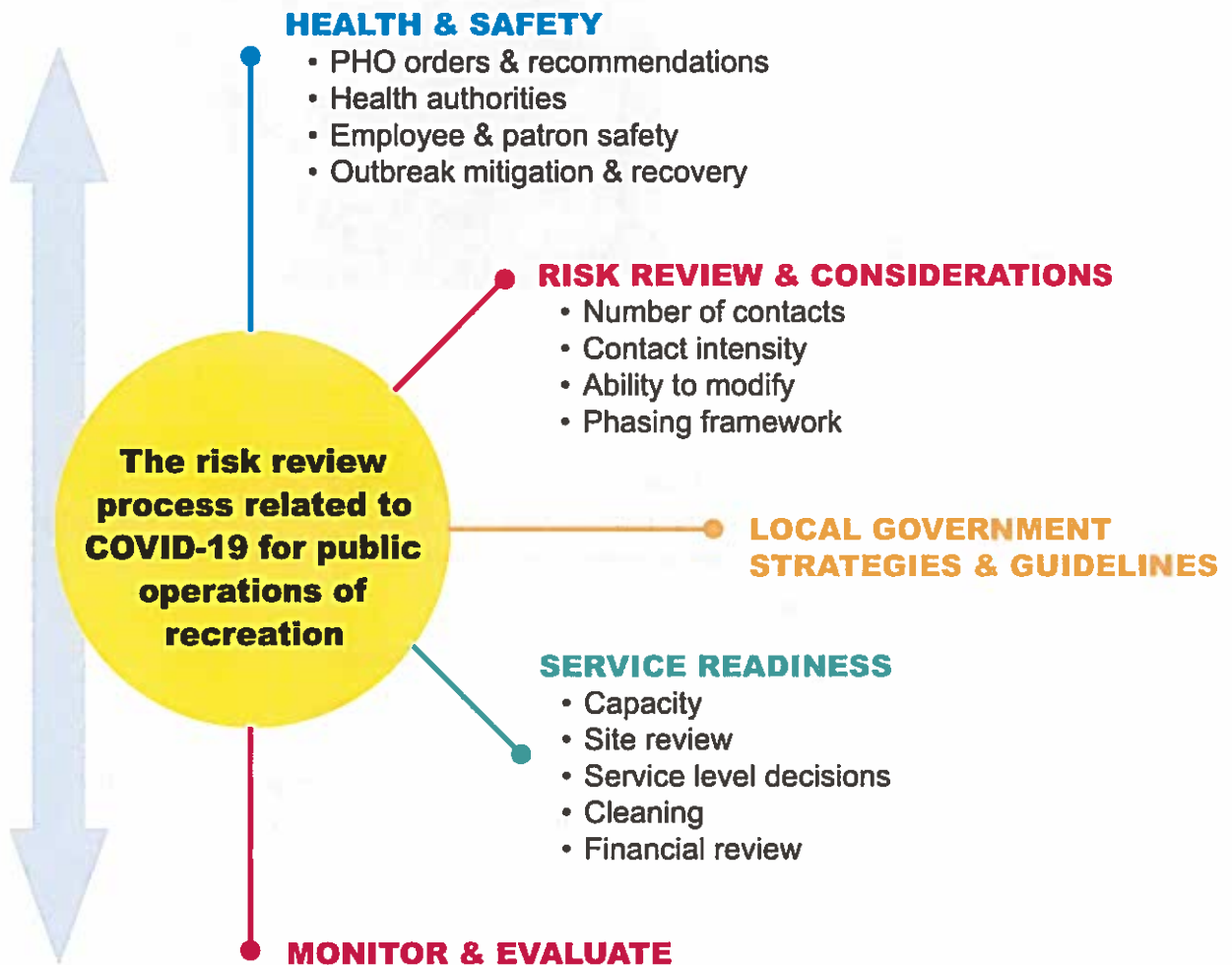
To address these three considerations, this Guideline will provide strategies for **physical distancing controls**, **hand hygiene provisions**, and **touch point sanitization**.

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4 RECREATION AND PARKS RISK REVIEW PROCESS

The risk review process related to COVID-19 for operations of public recreation is represented in this diagram. The decision by local governments to restart, or delay restart of services due to COVID-19 factors, will be based on these risk review principles.

Each of the five areas in this diagram are detailed in [Appendix 1. Recreation and Parks Risk Review Process](#).



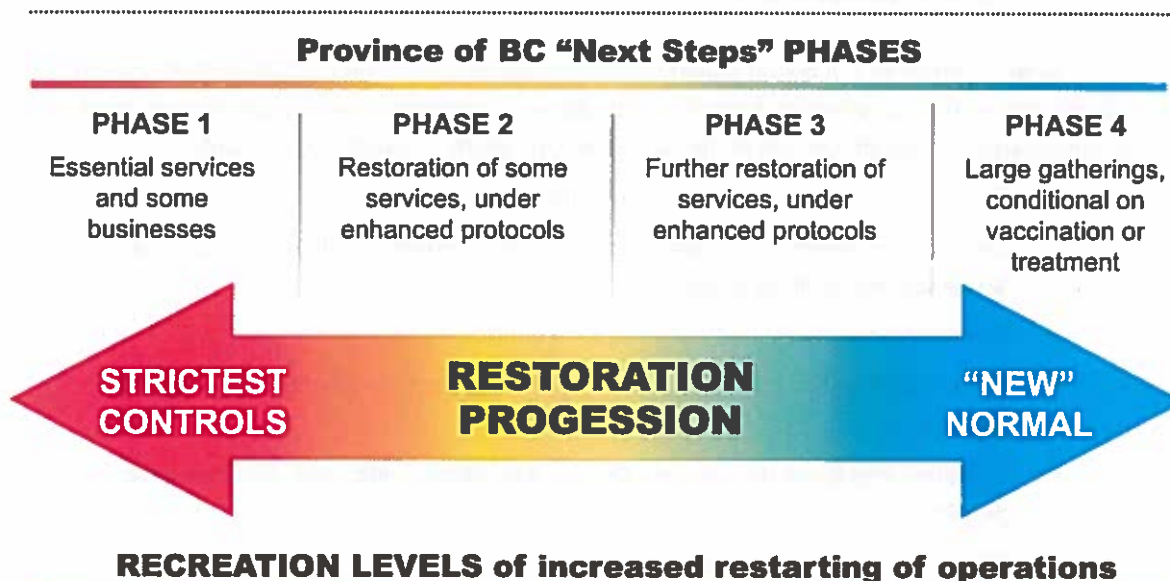
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PROGRESSION PLANNING GUIDELINES

The planning framework below is a layered plan that broadly outlines progressive steps forward. The first layer is phases of [BC's "Next Steps" Plan](#); the second layer is a recreation level system designed to enable fluid movement from one level to another. Refer to [Appendix 1, Recreation and Parks Risk Review Process](#) for detailed descriptions.

This Guideline recognizes that it is up to each local government to decide how to provide its services and operations as it scales from level to level. The pace of the transition from level one to level four over time will be unique for each local government. Conditions may arise that require movement forward and back between levels as recreation expands and contracts in response to the many complex conditions in the pandemic period.

PROGRESSIVE PLANNING FRAMEWORK



LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Limited # of outdoor facilities are open for casual use (e.g. sport fields, racquet courts, washrooms)	Expanded # of outdoor facilities are open for modified casual use (e.g. more washrooms, sport courts, table sports, some playgrounds)	Progressive expansion from some to all outdoor facilities open for modified casual use (e.g. sport groups begin to use amenities)	All outdoor facilities open for "New Normal" use
Indoor facilities closed	Limited access to indoor facilities where physical distancing can be achieved	Progressive expansion from some to all indoor spaces open with measures to ensure physical distancing	All indoor facilities open for "New Normal" use
Programming is all online	Programming is limited outdoor, continues online	Programming is expanded outdoor, is expanded indoor from limited to extensive, continues online	Full programming in "new normal" phase, continues online

5 SERVICE AREA SPECIFIC MEASURES

Recreation services are provided through indoor and outdoor recreation facilities and amenities. Identifying commonalities allows organizations to ensure the safety of spaces and activities as a 'new normal' is created.

The intent is to provide guidelines for these commonalities, not to be fully prescriptive, as each local government is different and has its own unique considerations. Appendix 2. Service Area Specific Measures is a planning template that outlines the commonalities around measures to keep people safe and to avoid further outbreaks with a focus on identifying mitigation procedures.

Considerations for commonalities can be evaluated based on the Province's Five Principles concept (referred in section 3, above).

Each local government will create a plan to reopen facilities, parks and programs based upon this guideline. The following commonalities should be considered for recreation service areas when determining the process to restart an activity, program, or green space safely:

- Creating physical distancing – two metres
- Determining maximum capacity based on five metre radius distancing calculations & unencumbered floor space
- Providing engineered and administrative controls
- Providing non-medical PPE for employees to be used as established in facility policies
- Providing employee training for COVID-19 protocols, measures, and prevention policies
- Ensuring enhanced cleaning and disinfecting
- Creating and following a schedule for enhanced cleaning
- Providing the ability for frequent handwashing or sanitizing
- Ensuring clear and consistent signage/messaging for the public and employees regarding facility and amenity COVID-19 transmission mitigation policies and procedures (date, logo, physical distancing and hand hygiene expectations, special instructions, etc.)
- Providing self-isolation containment area for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home
- Following and ensuring Provincial and Local Health Authority practices are being met
- Insuring user groups have a COVID-19 safe practices plan (e.g. Provincial Sports Organization/Local Sports Organization)
- Ensuring that the facility's local government policies are being followed

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All these common factors can be applied to assessing activities or space in terms of:

1. How each commonality is to be factored into the planning and delivery;
2. Consideration of patrons' needs, safety, responsibilities;
3. Consideration of employee needs and safety, as well as employer responsibilities, and;
4. The mitigations to be in put into place.

Common service areas include:

OUTDOOR

- Parks and open green spaces
- Trails
- Park amenities including: skateboard parks, bike parks, off leash dog park
- Playgrounds and outdoor gym equipment
- Sports courts (e.g. basketball, racket)
- Sports fields
- Track facilities
- Swimming pools, spray parks, beaches, and waterfronts
- Picnic tables and shelters
- Washrooms
- Golf/disc golf
- Camp-grounds
- Picnic shelters
- Boat Launch
- Cemeteries

INDOOR

- Community Centres (includes amenities activity areas such as fitness, gym, gymnasium, common areas, etc.)
- Swimming Pools
- Ice Arenas



6 SITUATIONS REQUIRING NON-COMMON APPROACHES

While there is significant commonality among local and regional governments that provide recreation and parks programs there are also significant differences. Before re-opening any program or facility consider carefully all of the commonalities and then consider all those elements that make your services unique. Also consider how you will manage those unique situations as they arise.

Refer to [Appendix 3 Non-Common Approaches](#) for a list of items that may not have been considered by your employees or user groups.



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7 PUBLIC ENGAGEMENT

Community engagement builds community confidence and is imperative to ensure the public is informed of their local government's plans and actions. Keeping the public informed about what their local government is doing to help keep them safe and active, as well as what is expected of them, will reinforce their trust, reduce the spread of misinformation and lack of compliance, and will alleviate general anxiety and confusion.

Communication should be transparent about the factors used in decision-making, and when and where possible, the decision-making process itself, and the stakeholders involved. Local governments should acknowledge where uncertainty exists and provide information about what measures are being taken to reduce that uncertainty.

Each municipality and regional district will utilize their communication resources and platforms to ensure accurate, consistent and timely information is distributed and made available and that feedback and input can be received.

Content of messages should focus on changes in service delivery. Questions beyond the scope of the local government should be referred to federal, provincial, and local health authorities, unless they have been instructed, or received permission, to provide information on their behalf.

Each service area will have its own set of guidelines with respect to usage and conduct. These will need to be part of user and leasehold agreements, reflected in signage posted in and around use areas, noted on websites, etc.

Provide employees and the public with reliable and up-to-date information from the BC Provincial Government through the [BCCDC](#), and the Canada Federal Government through the [Public Health Agency](#). Also provide relevant training and supervision for employees.

Information about COVID-19 is evolving, but what we know from the PHO, is that droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting where there is more space for people to keep physically distanced.

COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area then touches their face or eyes without first cleaning their hands. This speaks to the importance of regularly cleaning one's hands and also the cleaning of high touch areas in the environment.

However, whether indoors or outdoors, physical distancing and avoidance of high-touch surfaces will reduce the risk of transmission.

BCRPA will continue to keep the sector informed and its members connected through the sharing of best practices, restart resources, and member connectedness. bcrpa.bc.ca



EMPLOYEES AND PATRONS WITH SYMPTOMS

As per WorkSafeBC, part of the safe return to operations includes the development of a [COVID-19 Safety Plan](#). The COVID-19 Safety Plan is a requirement by the PHO and must be completed and posted at the worksite. This document along with guidance provided by WorkSafeBC will assist employers in developing their plan. An element of this plan is to establish policies regarding who can be at the workplace, and how to address illness that arises at the workplace. See section 9 for details.

Encourage employees and volunteers to use the British Columbia [COVID-19 Self-Assessment Tool](#).

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8 USER GROUPS AND LEASEHOLDERS

Most municipalities lease or rent their facilities to third party user groups such as sport and community organizations. All user groups are required to have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (ie WorkSafeBC). The purpose of this control plan is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by viaSport. Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19.

In consultation with a local government's insurer (in most cases, this is the Municipal Insurance Association of BC), the recreation facility user group agreement should be amended to include new provisions for COVID-19 transmission mitigation expectations.

A checklist is provided in Appendix 4 Exposure Control Planning intended to offer guidance on requirements and key measures, but may be tailored by a facility owner based on their local context. The checklist was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.

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LOCAL GOVERNMENT LIABILITY

At the time of publishing this Guideline, there is no contagion insurance coverage being offered by insurers. Furthermore, most insurance policies will not cover any claims relating to communicable diseases or pandemics, including Directors and Officers Insurance. Many policies will exclude pandemic coverage.

In the case of a claim, the Municipal Insurance Association of BC has noted that while it may be difficult to establish causation for transmission from contaminated surfaces, local governments will certainly be the subject of these claims. Local governments could consider requiring waivers from adults and informed consent from parents or guardians of children and youth as a means of limiting their liability, but these strategies may not adequately protect local governments. In order to enable local governments to continue to provide valuable services for their communities, the immunity from transmission claims granted to essential service providers, including local governments, in Ministerial order No. M094 under the Emergency Programs Act should be extended until the pandemic is declared over.

It is important to have a detailed reopening plan that sets out policies and procedures that comply with public health and WorkSafe orders, requirements and guidance. The reopening plan should be approved by the council or board, which will constitute a legal policy for the purpose of establishing the policy defense.

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9 EMPLOYEE & VOLUNTEER SAFETY

All employers in BC have a legal obligation to ensure a healthy and safe workplace. Organizations that rely on volunteers also need to take steps to ensure their safety; the worker safety guidelines also provide support for their safety considerations.

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers have three key rights:

- the right to know about hazards in the workplace;
- the right to participate in health and safety activities in the workplace; and
- the right to refuse unsafe work.

A requirement for resuming operations following work interruptions related to COVID-19 is that all employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process outlined by WorkSafeBC in its [COVID-19 Safety Plan](#). It is recommended that in order for these plans to be as effective as possible, provisions be made to include worker participation as well as regular review and modification as required.

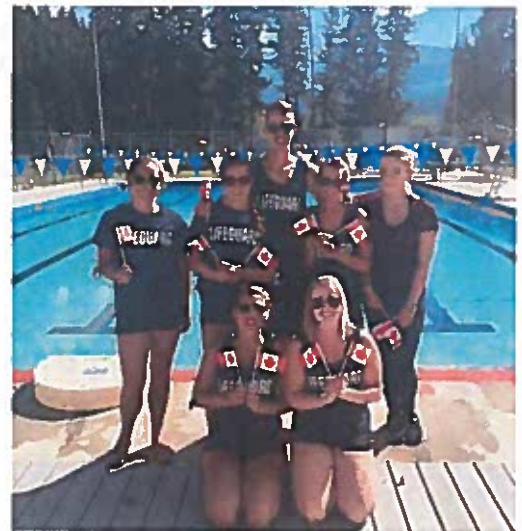
WorkSafeBC has produced documentation outlining how to return to safe operations, including specific guidelines [for parks and recreation](#). These guidelines include:

- Who should come into the workplace
- Physical distancing and other preventative measures
- Cleaning and hygiene
- Documentation and training, and
- Worker transportation

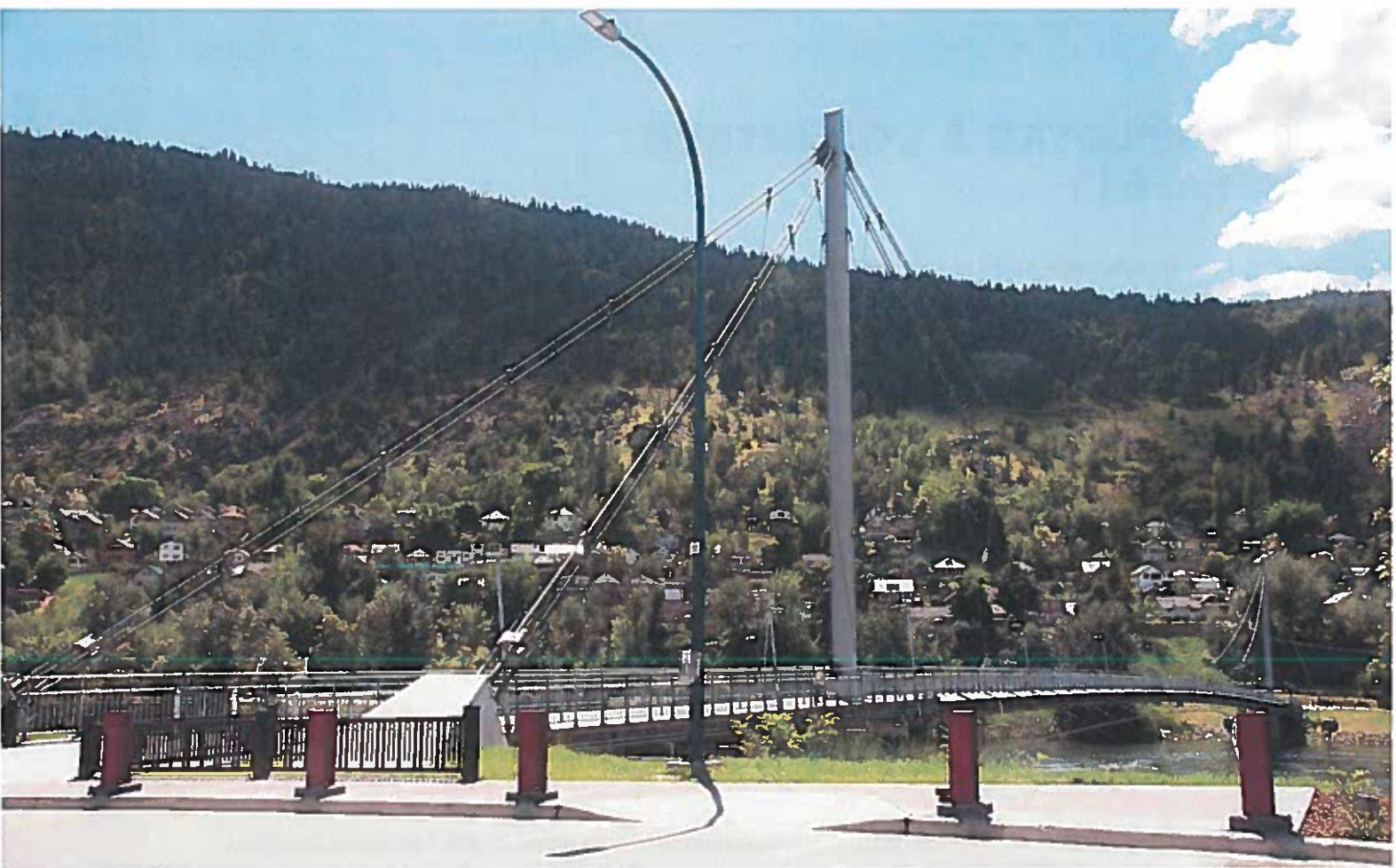
Specific to parks and recreation the guidelines address:

- Preparing your workplace,
- Shared workspaces,
- Public interface,
- Facility cleaning, and
- Visitor management

The details for each of these guidelines are in [Appendix 5 WorkSafeBC Protocols for Parks](#).



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Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and that measures need to be taken to support mental well-being. WorkSafeBC's [Returning to Safe Operations webpage](#) also contains helpful resources that can assist with protecting mental health in the workplace during this time.

The BC Municipal Safety Association (BCMSA) has supported the preparation of this Recreation Sector Guideline for Restarting Operations. BCMSA has developed a template for local governments to use as they prepare site specific plans which is included as a resource template in [Appendix 6 Return to Safe Operations Due Diligence Template](#).

In addition to the training guidelines provided by WorkSafeBC and BCMSA, the Lifesaving Society of BC has also created a [Guidelines for Re-opening Pools](#) published May 19, 2020 which establishes protocols and training to support aquatic operations.

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10 CONCLUSION

COVID-19 has changed the way British Columbians live and interact with each other and the world. Adjusting to this change, and the heightened need to adhere to health protection measures, requires a carefully considered and detailed approach. This Guideline will help local governments navigate the complexities and nuances of service to and space for their communities in and after the pandemic, maintaining community health and wellbeing as the primary focus.

As a new threat, COVID-19 is still a largely unknown virus and, as such, measures and reactions will continue to be modified as research and our experience with it evolves. For this reason, it is imperative that the Provincial government continue its partnership with the BCRPA to help guide the recreation sector through and past the pandemic, utilizing the BCRPA as the agency capable of facilitating a coordinated and collaborative approach to restoring recreation in our respective communities.

This Guideline is founded upon the understanding that each local government has its own balance of risk, resources, capacity, and public demand to weigh in decisions about re-opening facilities and offering services. As a result, this Guideline is flexible and scalable to allow local governments to use it as necessary.

Although not specifically addressed in the operational sections of this Guideline, it must be stated that reopening and restarting recreation and parks calls for contemplative decision making that elevates the needs and dignity of the most vulnerable community members, as well as the type of access and supports they require to support a healthy lifestyle. We must acknowledge that as a result of this global crisis, our vulnerable communities will evolve to include more people who may not have otherwise been at risk; the numbers of people with mental and physical health issues has the potential to grow dramatically.



As this Guideline is put into practice, it will ensure all British Columbians are transitioned through this pandemic with the necessary care, support and consideration when engaging in recreation.

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GUIDELINE DEVELOPMENT

BCRPA would like to acknowledge and thank the following individuals, groups and organizations for their contributions to this document. Contributions have been made through BCRPA's informal regional and province-wide sector senior leaders meetings conducted throughout April and May, co-hosted webinars, and discussions with key stakeholders.

- ▶ BCRPA Recreation and Parks Guideline Task Force
 - Trisha Davison, Trail, President BCRPA
 - Donnie Rosa, Coquitlam, President-Elect BCRPA
 - Abby Fortune, Ucluelet
 - David Geronazzo, Prince Rupert
 - Jim Gabriel, Kelowna
 - Joe Chirico, Central Kootenay Regional District
 - Maureen Sinclair, Mission
 - Steve Kellock, New Westminster
 - Thomas Soulliere, Victoria
- ▶ Contributors
 - BCRPA members, including Brian Johnston (Guideline quality control) and Darryl Condon (HCMA document design)
 - Province of BC, Provincial Health Office, Ministry of Tourism, Arts and Culture
 - WorkSafeBC
 - Recreation Facilities Association of BC
 - Lifesaving Society – BC & Yukon
 - viaSport
 - Municipal Insurance Agency of BC
 - BC Municipal Safety Association
 - SportBC

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The knowledge in this Guideline is based on the following reliable sources:

► BC Provincial Government

[BC's Restart Plan](#)

[BC's Key Steps to Safely Operating Your Business or Organization](#)

► BC Centre for Disease Control

[About COVID-19](#)

[CDC Guide for Recreation Facilities](#)

[Cleaning Guidelines](#)

[CDC COVID-19 Symptom Self-Assessment Tool](#)

[Government of Canada COVID-19 Prevention and Risks](#)

[COVID-19 Guidance to the Accommodation Sector](#)

[COVID-19 Signage and Posters](#)

► WorkSafeBC

[WorksafeBC COVID-19 Returning to Safe Operations - Parks](#)

[WorksafeBC's Municipalities and COVID-19 safety](#)

[WorksafeBC's Returning to Safe Operation](#)

[Worksafe cleaning](#)

In addition to these authorities, each local government will also be referring to the directives established by their regional health authorities:

[Fraser Health](#)

[Interior Health](#)

[Island Health](#)

[Northern Health](#)

[Vancouver Coastal Health](#)

Appendix 1 – Section 4, Risk Review Process

Appendix 2 – Section 5, Service Area Specific Measures, Planning Template

Appendix 3 – Section 6, Non-Common Approaches

Appendix 4 – Section 8, Exposure Control Planning

Appendix 5 – Section 9, WorkSafeBC Protocol for Parks

Appendix 6 – Section 9, Returning to Safe Operation Due Diligence Template

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APPENDIX 1 – SECTION 4

Recreation and Parks Risk Review Process

This Appendix supports Section 4 of the Recreation and Parks Sector Guideline for Restarting Operations.

A – HEALTH & SAFETY

There is a united commitment across the recreation sector to put the health and safety of our communities, our patrons, and our employees as our top priority. Recreation facilities indoors and outdoors provide access to the breadth of activities British Columbians enjoy and which are fundamental to individual and community well-being.

There are various governing agencies that oversee, establish best practices, and regulate the services offered through local governments. These agencies have been taken into consideration in developing this Guidelines, and will continue to be consulted as plans unfold to restart the sector.

Enhanced health & safety measures include:

► Keep People Safe

- *Policies & procedures* - to ensure employees and patrons who are unwell stay home.
- *Public Awareness* – to provide information that helps educate recreation patrons on provincial health restrictions and recommended safe practices – physical distancing, hand hygiene, respiratory etiquette.
- *Adhere to Provincial Health Orders & Guidelines* – physical distancing and mass social gathering limitations.
- *Enhance cleaning & disinfecting protocols* as guided by [WorkSafeBC](#) and the [BC Centre for Disease Control](#)
- *Physical distancing worksite modifications* – office workstation spacing, sneeze guards, hand hygiene stations, operating practices, create appropriate safe work practices, etc.
- *Adjust service offerings and capacity* to allow for physical distancing based on site feasibility.
- *Safe return of organized sport* - partnering with viaSport and SportBC on the sport organizations' return to sport plans for each activity led by a Provincial Sport Organization (PSO), Local Sport Organization (LSO), or league.
- *Safe facility operations* – consulting the Recreation Facilities Association of BC
- Take specific guidance from local health authorities as needed.

► Institute Risk Mitigation for Facilities

- *Undertake facility adjustments, reconfiguration, and/or repurposing* to ensure physical distancing.
- *Implement changes advised by certifying agencies* – Lifesaving Society, Technical Safety BC, WorkSafeBC, and Red Cross.
- *"Go slow to go fast"* – methodically restart services at a pace that allows each local government to continuously monitor, evaluate and adjust operations to ensure safe practices.

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- *Follow the PHO instruction to stay home when sick, and to have a facility protocol to discourage those who are sick or symptomatic from presenting on-site.*
- *Develop administrative systems and practices for programs whereby contact tracing would be available should an outbreak occur.*
- *Consult with the Municipal Insurance Association of BC ([MIABC](#)) on best practices for liability in municipal operations.*

► **Actively Communicate**

- *Participate in BCRPA led provincial, regional, and service specific meetings with recreation practitioners across the province to maintain a coordinated approach to restarting, and to share best practices for problem-solving as the sector progresses through the phases of recovery.*
- *Provide public education through signage, press releases, and social media that encourages appropriate conduct and emphasizes personal responsibility.*
- *Proactively communicate with user groups outlining expectations with respect to their individual COVID-19 mitigation of transmission plans, and participant behaviours.*
- *Keep patrons and employees updated regarding efforts to slow transmission of the virus; communicate online and at all facilities and amenities.*

► **Train Employees** (details in section 9, Employee and Volunteer Safety)

- *Develop and train all employees on COVID-19 exposure control plans & new procedures.*
- *Provide the [BCCDC COVID-19 Symptom Self-Assessment Tool](#) and the help line 1-888-COVID19*

► **Outbreak Mitigation and Recovery** (details in section 4)

- *If a case or outbreak is suspected, call 911 if it is an emergency, or 811 for health advice*
- *Report any suspected case(s) of COVID-19 like illness among patrons or employees to the local Health Authority Medical Health Officer.*
- *If a case or outbreak is confirmed, follow the orders of the local Health Authority*
- *Enhance cleaning and infection control measures to reduce risk of transmission in your facility.*
- *Ensure Self-isolation for employees who have symptoms of COVID-19 for a minimum of 14 days*

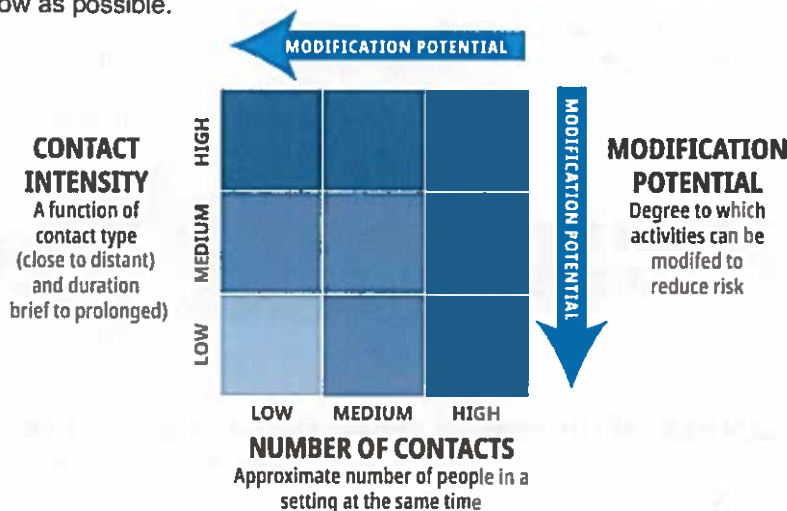
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B – RISK REVIEW & CONSIDERATIONS

The recreation sector has a responsibility to reduce the transmission risk of COVID-19 at our indoor and outdoor spaces and services by reducing the contact intensity and number of contacts encountered by users and reducing the risk of transmission for each contact, all while providing opportunities to recreate and improve wellbeing. In a recreation setting, this is primarily accomplished by:

- managing public space to offer physical distancing throughout the facility and during programmed activities,
- providing opportunities for hand washing/sanitizing,
- providing sanitization of high touch point areas, and
- adhering to Public Health Orders on maximum number for single event gathering.

The considerations for the processes and provisions for reducing transmission are guided by the risk rating cited in the [BC's Restart Plan](#). By assessing the two variables of contact intensity and number of contacts, the risk can be rated as low, medium, or high. All three levels of risk are subject to physical distancing and controls (engineering, administrative, PPE) to keep risks as low as possible.



Based on the current physical distancing requirements of 2 metres between individuals, and that reopening will occur in a thoughtful and progressive manner, the recreation sector has translated this into the following principles:

- Focus on outdoor activities more than indoor activities
- Focus on outdoor unstructured usage before program-based activities
- Focus on low risk (e.g. individual) activities before higher risk (e.g. group) activities
- Focus on indoor controlled usage
- Focus on skill development before competition
- Focus on local community before extending to neighbouring communities (and only when the PHO advises that extending the geographical range is acceptable)

While local governments offer similar recreation services across the province, factors that influence how a community rates and is able to mitigate the risk of a service can vary greatly. This could mean that a service restarts in one community but does not get restarted at the same time in another community.

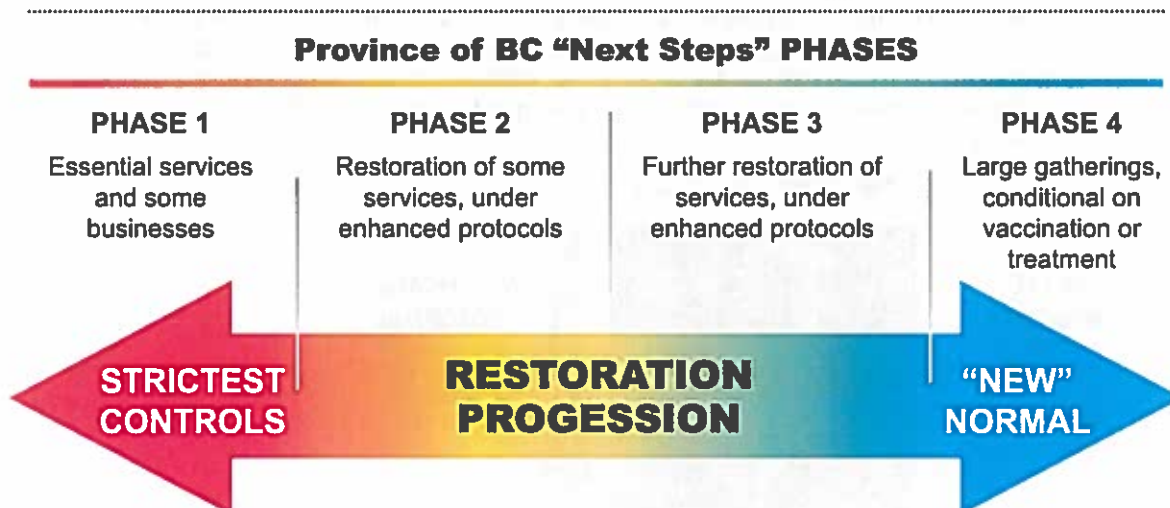
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PROGRESSION PLANNING GUIDELINES

The planning framework below is a layered plan that broadly outlines progressive steps forward. The first layer is phases of [BC's "Next Steps" Plan](#); the second layer is a recreation level system designed to enable fluid movement between levels.

This Guideline recognizes that it is up to each local government to decide how to provide its services and operations as it scales from level to level. The pace of the transition from level one to level four over time will be unique for each local government. Conditions may arise that require movement forward and back between levels as recreation expands and contracts in response to the many complex conditions in the pandemic period.

PROGRESSIVE PLANNING FRAMEWORK



RECREATION LEVELS of increased restarting of operations

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Limited # of outdoor facilities are open for casual use (e.g. sport fields, racquet courts, washrooms)	Expanded # of outdoor facilities are open for modified casual use (e.g. more washrooms, sport courts, table sports, some playgrounds)	Progressive expansion from some to all outdoor facilities open for modified casual use (e.g. sport groups begin to use amenities)	All outdoor facilities open for "New Normal" use
Indoor facilities closed	Limited access to indoor facilities where physical distancing can be achieved	Progressive expansion from some to all indoor spaces open with measures to ensure physical distancing	All indoor facilities open for "New Normal" use
Programming is all online	Programming is limited outdoor, continues online	Programming is expanded outdoor, is expanded indoor from limited to extensive, continues online	Full programming in "new normal" phase, continues online

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C – Local Government Strategies and Guidelines

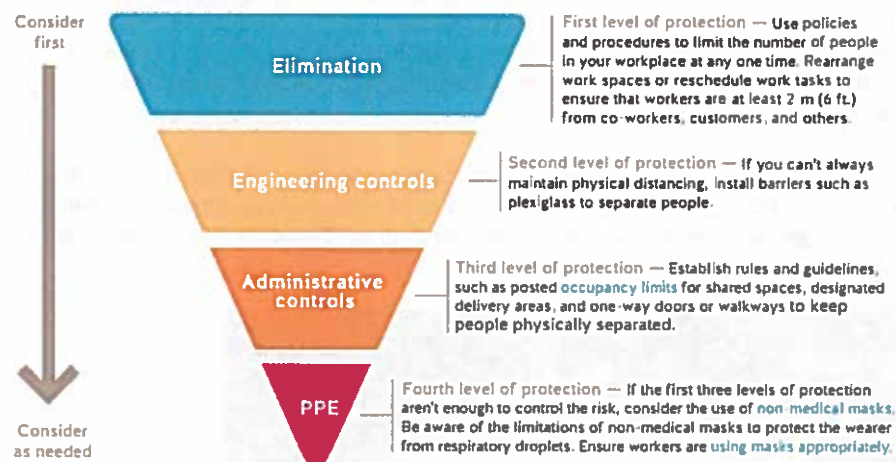
The strategies for reducing transmission risks of COVID-19 will impact all recreation operations in different ways. How each community adapts their unique indoor and outdoor spaces, programming, and support services will vary yet based on the same goals.

For the sector, the three primary focus areas for limiting the spread of coronavirus are:

Physical Distancing Controls	Hand Hygiene Provisions	Touch Point Sanitization
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1. **Physical Distancing Controls** – This is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide at least two metres of space between people where possible.

Where physical distancing is not possible, use engineering and administrative controls, including non-medical personal protective equipment (PPE) as recommended for workplaces in [WorkSafeBC's protocol levels](#).



- The first level is the Elimination of exposure which means ensuring a two metre distance between people. This could include physical distancing guides such as:
 - staying home when sick,
 - signage,
 - staff ambassadors,
 - delineated movement pathways (e.g. cones, ropes, floor markers, one-way flow arrows, one-patron limit at staffed stations like registration desk),
 - alternating access to amenities (e.g. close every other urinal/change stall),
 - managing occupancy limits.

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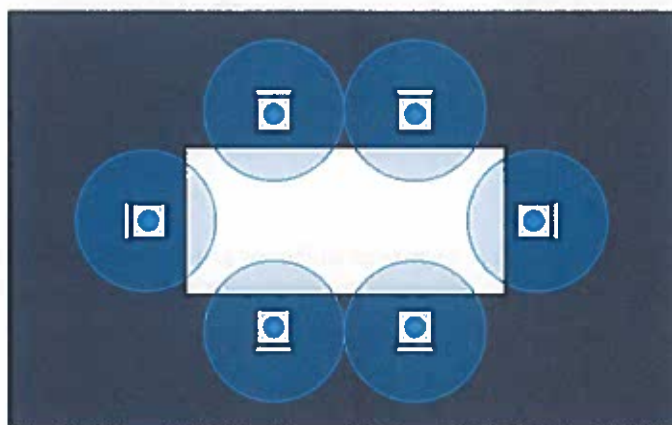
- The second level is the use of Engineering controls for circumstances where the two metre distance cannot be maintained, utilizing barriers such as plexiglass to separate people.
- The third level is the use of Administrative controls which includes signage, implementing one-way passages, touchless or low touch registration procedures, online service options, and reminders to not linger.
- The fourth level is use of PPE (face covering, gloves), in combination with measures taken in level two and three listed above.

PHYSICAL DISTANCING SPACE CALCULATION

To ensure a two metre distance between people, planning of indoor and outdoor space for activities must be calculated. The PHO has stressed that outdoors is safer than indoors for exposure to the virus. The planning required will be greater for indoor spaces and outdoor space amenities (playgrounds, court/sport spaces, skateparks), as the contact intensity and the number of contacts increase in indoor settings and when participants are in motion. Each recreation facility must conduct a risk assessment to identify how physical distancing will be implemented and will impact the use of a particular space.

Traditionally occupancy limits of a space are based upon practical considerations such as fire safety requirements, the number tables and chairs that fit in a space, or the movement area requirements of an activity. To ensure physical distancing, facility owners must consider how many people can fit in a space with adequate physical distancing for active versus static activity. The new physical distancing requirements will in all cases reduce the capacity of a space. Guidelines are:

- Static activities – Calculate space capacity by allowing a 1 metre radius around each person (a 1.3 metre radius from the centre of each person allows two metres between individuals) as is demonstrated in this illustration. Typically, this will reduce room occupancy by approximately 50%



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APPENDIX 1 – SECTION 4 continued

- Active activities (e.g. aerobics) – Calculate space capacity by allowing a 2-5 metre radius depending on the activity. For example, if a typical activity required a two metre radius pre-pandemic, that same activity would now require a three metre radius.

Spacing Guide

- 2 metre minimum distance between people
 - 1 metre radius per person for static activities – see diagram above
 - 2 metre radius or more per person for active activities
 - 5 metre square distance per person suggested to calculate occupancy for ensuring 2 metre distance can be maintained between people
- Total occupancy – [The COVID-19 Guidance to Retail Food and Grocery Stores](#) recommends a five square metre unencumbered floor space (floor space minus fittings, displays, etc.) per person when calculating the occupancy of a store. We recommend this guidance also be applied to recreation facilities.
 - Unstructured activities – This type of programming includes activities like public swims, skating, skateboarding and racquet court use. These are the activities that will require participants to self-manage the most. Guidelines to determine capacity are:
 - Calculate the radius of the activity to ensure a two metre distance can be maintained between participants, recognizing this will typically require spacing of up to five square metres. Refer to the space calculations above.
 - If the activity attracts on-lookers or a queue for participation, space could be designated for this purpose and clear indicators such as signage and/or markings on the ground will reinforce physical distancing requirements.
 - Fitness/Workout Equipment Spaces

Fitness rooms are often designed to minimize space occupied by each patron. As these rooms often do not have space to adequately spread out equipment to allow for physical distancing, new strategies may be considered:

- Using the same calculations for rooms, all equipment must provide for a two metre separation between people. For equipment where the user's relative position is static (e.g. treadmill, bikes) assume a one metre radius around where the person is situated and a larger radius around equipment where the person's relative position is moving (e.g. rowing machine). If this cannot be accomplished, equipment should be removed or closed to allow adequate spacing between equipment that is in use.
- If a facility has under-used rooms or spaces not required for circulation, some equipment could be moved for use in those spaces. Equipment that requires less supervision for safety should be considered first to move to these new-use spaces.

WorkSafeBC guidelines are now available for [private gyms and fitness centres](#).

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- Circulation Hallways, Entrances, Exits, Trails, or Pathways Spaces

The PHO has stated that transmission of the virus in transitory passing is a low risk. Administrative controls such as markings on the ground and signage can be used to guide patrons and employees to be courteous and avoid lingering.

- If pathways are narrow and busy, consider one-way directions.
- If one-way direction is not possible, consider signage to emphasize that the person coming into the space make way for the person leaving by stepping aside.

- Structured Activities

Organizations such as sport and other user groups must establish a common understanding with recreation facility management on how the spaces are planned to be used safely with physical distancing measures. Each local government will determine whether any additional physical distancing administrative or engineering controls are the responsibility of the user group or the host recreation facility. The host recreation facility reserves the right to refuse spectators due to physical distancing concerns.

- Gathering limit

The [PHO order banning mass gatherings](#) over 50 people, which is expected to be enforced through the BC Restart Plan's Phase One through Three, is specific to social gatherings that are singular, one-time events where people are engaged in one common activity. While the spirit of the order applies in all circumstances, according to the [BCCDC](#) the adherence to the 50 person limit does not apply to recreational activities where the size of space enables appropriate physical distancing between people. [The Guidance to Retail Food and Grocery Stores](#) cites guidelines that are applicable to the recreation sector: *"The mass gathering Order does not apply to grocery stores. It applies to one time or episodic events which could result in people gathering closely together. Nevertheless, the spirit of the order with respect to physical distancing should be followed. This means that, for example, in large grocery stores where it is feasible to have more than 50 people, while still following appropriate physical distancing, it is acceptable to have over 50 people present at one time."*

The recreation sector application of the order is as follows:

- Special events larger than 50 will not occur. The mass gathering order eliminates large event rentals and programs such as community meetings, weddings, holiday parties, and fundraising dinners.
- Gatherings of fewer than 50 people for a singular event may be hosted in recreation spaces indoor or outdoor, provided that strict physical distancing measures are in place.
- For facilities that may accommodate more than 50 people for activities that are not episodic, space calculations (see above) will guide the number of people in a space that will adhere to the physical distancing requirement. It is understood that if a space or facility cannot adhere to physical distancing requirements for a desired number of people then the number has to be reduced to that which will ensure two metres between individuals. For example, when multiple programs are taking place resulting there will be more than 50 patrons in the facility, and there must be controls in place to ensure each program space provides adequate physical distancing. Ingress and egress to that space must be managed in order to avoid any density of people in the lobby that does not allow adequate physical distancing.

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Although these physical distancing measures may mean that space modifications to accommodate recreation activities, it is entirely possible to offer activities albeit the modifications will decrease participation numbers which typically will result in decreased revenue. As this will have different impacts depending on the community, each community must evaluate the impact of this financial change, and plan accordingly.

Hand Hygiene Provisions

Facility options for providing hand hygiene is very important for employees and patrons and is particularly important in indoor facilities. Ideally, patrons and employees are provided with easy access to places to wash their hands with soap and water. Where this is not possible, [hand sanitizing](#) options should be provided in convenient locations for indoor spaces. Installing hand sanitizers in outdoor spaces is recognizably less feasible; outdoor patrons are encouraged to provide their own hand sanitizers.

- Where possible, provide patrons of outdoor spaces access to indoor spaces for the purpose of hand washing.
- Ensure washrooms are always stocked with liquid soap, running water, and paper towels where touchless dryers are not provided.
- Request patrons to wash their hands before arriving at the facility.
- Encourage patrons to take personal responsibility in bringing their own hand sanitizer, particularly to spaces that do not have plentiful hand cleaning capabilities.
- Clarify with user groups their responsibility in providing hand sanitizers for their participants.
- Provide signage to remind patrons to exercise [public health standards](#) for hand hygiene, to refrain from touching their faces, and to follow respiratory etiquette (cough or sneeze into tissue or elbow).

Touch Point Sanitization

Cleaning and disinfecting practices and protocols have been developed by [WorkSafeBC](#), [BCCDC](#), [Health Canada](#), [Vancouver Coastal Health guide for Washrooms and Showers](#), and [webinar](#) jointly presented by BCRPA and RFABC on COVID-19 cleaning for recreation facilities.

- It is recognized that high contact surfaces need to be cleaned more regularly, especially in situations where there is a high likelihood that you may touch your face before cleaning your hands. BCCDC provides a [frequency guide](#). Follow the industry cleaning standards, and post the facility protocols so that patrons are aware of the frequency they can expect and the risks they will assume.
- Patrons will be instructed to not share their own equipment and to clean shared equipment before and after use.
- The most effective response will be to increase the opportunities for employees, users and visitors to wash their hands. Encourage use of soap and water access in washrooms, and strategically locate sanitizing stations for optimal access in each facility.

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Signage & Communications

- Internal and external signage and communications on COVID-19 protocols related to facilities and specific service areas will be required.
- Best practice suggests signs contain information and graphics to convey such as:
 - maximum attendance or other definitions for typical activities (example: singles only for racquet sports)
 - time limits for use
 - recommendation that users to return at a different time if the facility/space is busy,
 - encourage safe behaviour and adherence to physical distancing, hand hygiene, and respiratory etiquette (e.g. coughing into elbow), and
 - reminders to not linger in areas where physical distancing may be difficult to control.
- Ongoing public and employee education to reduce chances of complacency will be essential.

In the event of a Case or Outbreak

Should an outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak. The [BC Hotel Association](#) recommended procedures for managing an exposure or potential exposure to COVID-19 and provides guidance that is applicable for recreation:

- If an employee is concerned they may have come into direct contact with an individual with COVID-19, they should monitor their own health. If they develop [symptoms of COVID-19](#) (fever over 38 degrees, cough, respiratory issues), employers must instruct the employee not to come to work, to self-isolate, and to visit [the BC Ministry of Health Self-Assessment Tool](#) for further guidance
- Make sure employees know they must report respiratory illness to their employer. If they develop symptoms (cough, fever, fatigue, sore throat, runny nose, difficulty breathing and/or shortness of breath), they must stay home. They must also visit [the BC Ministry of Health Self-Assessment Tool](#) and/or dial 811 and follow any guidance provided by public health.
- Employers should ensure any medical information about an employee is kept in a secure location. It may be necessary to advise other employees there has been a case of COVID-19 confirmed in the workplace. However, any disclosure should avoid identifying information and be limited to the extent it is necessary to take precautions to protect health and safety. Similarly, patron information must remain confidential if a case is confirmed.
- Post your sick policy for employees and patrons noting that illness will not be tolerated in the recreation setting. Those who are ill or symptomatic must stay home; those presenting with symptoms will be sent home.
- Identify the roles and responsibilities for employees if a case/outbreak is reported.
- Provide an isolation room on site in the event an employee or a patron falls ill.
- Develop and implement enhanced infection prevention control measures for managing ill employees or patrons.

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D – Service Readiness Checklist

When assessing their risk, local governments will evaluate their various service offerings to determine their level of readiness to reestablish services. The following six areas of consideration offer a check-list of considerations:

1. Physical Distancing and Limiting Gatherings

- ☐ Does the space/facility/program allow for physical distancing of the public and employees?
- ☐ Does the space/facility/program allow for controlling maximum gathering requirements?
- ☐ Have you calculated the new capacities for each programmable facility component?
- ☐ Have policies or procedures been developed for the monitoring and educating patrons about physical distancing and gathering requirements?
- ☐ Have employees been trained on proper procedures for monitoring physical distancing?
- ☐ Do you have a communications plan for sharing information on physical distancing, gathering requirements and monitoring procedures?
- ☐ Has signage been posted reminding community members to physically distance, stay home when sick, avoid lingering, and limit gatherings?
- ☐ Do you have a contingency plan in the event that mitigation and gating measures need to be reinforced due to a resurgence in COVID-19 case counts?
- ☐ Have you adjusted our emergency evacuation protocols and mustering arrangements to consider physical distancing (recognizing that physical safety in an emergency is the primary concern)?

2. Cleaning and Disinfection Practices

- ☐ Can the space/facility/program materials be properly cleaned/disinfected regularly? The [BCCDC](#) offers guidance.
- ☐ Have maintenance plans/checklists outlining cleaning protocols and frequency been created to prepare employees for implementation?
- ☐ Have you established service levels to maintain the cleaning protocols and frequency your facility has planned?
- ☐ Have you secured cleaning/disinfection supplies (see [WorkSafeBC Guide](#)) and non-medical PPE for employees?
- ☐ Do you have a plan in place for securing additional cleaning/disinfection supplies within the supply chain?
- ☐ Have you trained employees on proper cleaning/disinfection?
- ☐ Do you need to provide hand sanitizer to users?
- ☐ Have you posted information for patrons on your cleaning and disinfection practices (e.g. how often spaces are cleaned?)
- ☐ Have you considered requiring patrons to clean equipment after use? If so, have you provided the required cleaning supplies?

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3. Staff Capacity

- ☐ Do you have a staffing plan in place to reopen spaces/facilities/programs?
 - ☐ Does your staffing plan include re-orientation of employees who have been off the job for an extended period of time, and overall training of all employees to review all COVID related policies, expectations and opportunities for feedback?
- ☐ Do you need to repurpose employees (e.g. full time to staff seasonal operations; admin shifting to maintenance/sanitization roles, etc.)?
- ☐ Is there a plan in place for protecting vulnerable/high-risk employees?
 - ☐ Does the plan include training, supervision and support for any workers expected to monitor compliance with public and/or may encounter disgruntled patrons? Employers should review working alone and harassment policies and procedures.
- ☐ Is there a contingency plan in place in the event of losses in staff capacity?

4. Measures to Protect Employees and the Public

- ☐ Do you have a clearly stated policy that every employee adheres to regarding the absolute need to stay home if sick or experiencing [symptoms of COVID-19](#)?
- ☐ Have you identified for your employees when and what PPE is needed?
- ☐ Have you secured a supply chain for the necessary PPE?
- ☐ Have you trained employees on the proper use and disposal of PPE?
- ☐ Is there a clear understanding in place regarding hand washing/sanitizing frequency of employees?
- ☐ Do you have updated emergency contact information for employees?
- ☐ Have you updated your first aid protocols, supplies, and dedicated rooms?
- ☐ Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

5. Site-Based Questions

Based on the specifics of your spaces, facilities and programs, have you created a plan for additional employees and user protective measures that may be required? This may include:

- ☐ Do you need/have updated emergency contact information for patrons?
- ☐ Do you have a plan to offer [health screenings](#) for employees? For patrons?
- ☐ Are you able to limit the number of patrons or stagger entry times?
- ☐ Can signage be installed reminding the public to physically distance, limit gatherings, stay home when sick, wear face coverings if necessary, and practice proper personal hygiene per CDC guidance?
- ☐ Will adjustments to equipment or office space be needed to meet physical distancing and/or reduce common touch points?
- ☐ Have you developed a drop-off system for childcare programs?
- ☐ Is there an isolation room on-site in the event someone falls ill during a program?
- ☐ If you are providing food, what policies are in place for food deliveries and distribution?
- ☐ Do you need additional organization vehicles?
- ☐ Will you need to install physical barriers to keep frontline employees safe?
- ☐ Do you have a plan should a case or outbreak occur on your site?

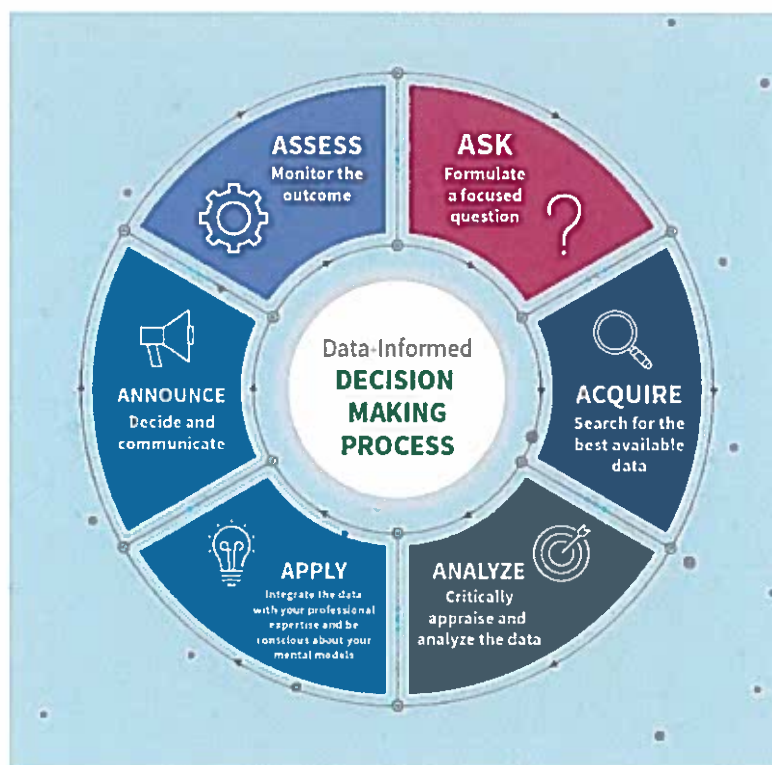
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E – Monitor and Evaluate

As steps forward are taken, the goal is to keep moving forward while recognizing steps back may be necessary. Monitoring and evaluating may include:

- ☐ Change course as PHO orders and directives are announced
- ☐ Identify what is working well – seek feedback from patrons and employees
- ☐ Keep informed through recognized partnering agencies as they evaluate and adjust their practices
- ☐ Monitor incidences and solicit support from local health authority
- ☐ Expect fluidity of movement between levels as evaluation indicates
- ☐ Keeping informed through trusted sources such as the [BCRPA website](#).

The following decision-making model demonstrates an effective process:



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APPENDIX 2 – SECTION 5

Service Area Specific Measures

This Appendix appears on the following page due to it's irregular size.



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APPENDIX 3 – SECTION 6

Non-Common Approaches

This Appendix supports Section 6 of the Recreation and Parks Sector Guideline for Restarting Operations.

Considerations for situations requiring non-common approaches (irregularities) can be evaluated based on the Province's Five Principles concept (referred to in section 3):

NON-COMMON SITUATIONS	Suggested Resolutions
Local Health Considerations	<p>Must follow regional health authority restriction that may differ from the other regional health authorities.</p> <p>The availability of health care services is different in rural areas.</p> <p>A community may choose to continue more restrictive measures. This should be decided by the local government.</p>
Providing hand hygiene options is not always possible in outdoor venues	<p>Communicate to users through on-site signage and community websites the importance of hand hygiene, remind everyone to wash their hands before and after being in public outdoor settings, and to bring their own hand sanitizer.</p>
Swimming in a chlorinated pool	<p>Communicate to the public that "There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water." BCCDC</p> <p>Communicate that all other physical distancing requirements remain.</p> <p>Could consider not providing public swimming and only structured programs such as swimming laps (s per guidance from Vancouver Coastal Health).</p> <p>Refer to Lifesaving Society COVID-19 guidelines of May 19, 2020.</p>
Swimming in fresh water	<p>Communicate that ocean and fresh water recreational activity is low risk for infection of COVID-19.</p> <p>Communicate that all other physical distancing requirements remain.</p>
Aquatics	<p>Lifeguards must have PPE supplies available, and must follow the Lifesaving Society COVID-19 guidelines.</p>
Spitting	<p>Some team sports have a culture of spitting (e.g. baseball); work with leagues in your community to come to terms with the new normal (no spitting). Reconsider what is being sold at the concession (discontinue sunflower seeds).</p>

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APPENDIX 3 – SECTION 6 continued

PROGRAMMING	Suggested Resolutions
Active play / sports and physical distancing	<p>Increase physical spacing to prevent inadvertent contact (running, basketball, cycling, lacrosse, trail users may all need to widen the gap).</p> <p>Follow best practices from viaSport and PSO's.</p>
Instructor / employee safety	<p>While employees working at reception can be located behind plexiglass shields, most instructors cannot.</p> <p>Use larger spaces and reduce participant numbers, mark off the floor and create a safe zone/ no-go zone for instructional employees.</p> <p>Consider limiting programming offerings if physical distancing cannot be maintained.</p>
Indoor events, programs and activities	<p>Move outdoors when possible and limit participation to enable physical distancing.</p>
Spectators/Parents	<p>If there is space for spectators/parents, communicate strict physical distancing requirements.</p> <p>If space does not allow for strict physical distancing do not allow spectators/parents. Communicate drop off and pickup procedures for participants.</p>

OUTDOOR RECREATION	Suggested Resolutions
Casual play, pick-up leagues, etc.	<p>Post the facility COVID-19 rules.</p>
Picnic areas: gazebos, picnic shelters, bandstands, picnic tables	<p>Where physical distancing may be challenging, remind patrons through signage of their personal responsibility to maintain a two metre distance from others.</p> <p>Consider removing or closing tables to meet physical distancing requirements.</p> <p>Post signage that tables are not to be moved or relocated in the park.</p>
Sports organizations	<p>Require all sports follow their PSO guidelines for COVID. If there is no corresponding PSO, organizations are to refer to viaSport guidelines for best practices.</p>
Sports Courts, Lacrosse, Tennis, etc.	<p>Communicate that participants:</p> <ul style="list-style-type: none"> • Use their own equipment, do not share equipment • Only be less than two metres physical distance with members of the same household • Physically distance two metres with people not in your household • Do not share water bottles • Limit participants playing at one time • Consider limiting the amount of playing time at high traffic locations • Consider directions to create a queue

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OUTDOOR RECREATION	Suggested Resolutions
Benches, bleachers, dugouts	<p>These are generally fixed in place. Consider:</p> <ul style="list-style-type: none"> • If physical distancing is possible, marking places to sit and directional markings to access • If physical distancing is not possible, close off the area • Communicate with signage the need to physical distance
Golf Courses	<p>Seek direction from the Allied Golf Association COVID-19 Protection Best Practices.</p> <p>Consider only allowing on-line bookings.</p> <p>Close locations and spaces where physical distancing rules cannot be met.</p> <p>Provision of food will be determined by each municipality.</p>
Water fountains and water bottle filling stations	<ul style="list-style-type: none"> • Public drinking water is safe to drink, however the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19 and other germs. Find a way to communicate: <ul style="list-style-type: none"> ◦ Don't place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling. ◦ Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking. ◦ If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow. ◦ Clean your hands afterwards with an alcohol-based rub or wash them with soap and water. • Consider more frequent cleaning of drinking water fountains. • Consider leaving fountains closed if additional cleaning cannot be provided.
Campgrounds	<ul style="list-style-type: none"> • Complete a risk assessment for the campground. • Follow COVID-19 Guidance to the Hotel Sector. • Refer to BC Parks Response to COVID-19.

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OPERATIONAL ISSUES	Suggested Resolutions
First aid for patrons in your facility	Follow protocols provided by governing bodies such as Red Cross and Lifesaving Society for COVID-19 protocols, and follow hygiene and distancing as guided by occupational first aid attendants in your workplace. Also see WorkSafeBC OFAA protocols .
Food Services	Follow British Columbia Restaurant and Foodservices Association Blueprint .
Contractor and Community Association Partnership Considerations	<p>Provide contractors/partners with the municipal WorkSafe exposure mitigation plans.</p> <p>Ensure the contractor/partner has a WorkSafeBC exposure mitigation plan.</p> <p>Have a site safety meeting to plan the work according to WorkSafeBC plans.</p>
Cash Handling	<p>Follow the organization's safe work procedure for exposure mitigation.</p> <p>While there will be varying exposure control plans, ensure that your employees are well-trained in your organization's control plans. Where possible, provide online payment options or tap.</p>
Indoor Touch Points	<p>Evaluate, create a list and an exposure control plan for all frequent touch points.</p> <p>Include vending machines, key pads, bank machines, shared computers and other office equipment, POS locations, as well as the common switches, door handles, pay phone or public access phones, elevator buttons, indoor furnishings, etc.</p> <p>Consider propping open doors or installing motion sensor to reduce need to touch door handles, etc., while not contravening existing fire safety rules.</p>

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APPENDIX 4 – SECTION 8

EXPOSURE CONTROL PLANNING

This Appendix supports Section 8 of the Recreation and Parks Sector Guideline for Restarting Operations.

The checklist is was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Physical Distancing of at least 2m	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>	<p>Provided: engineering and administrative controls for physical distancing.</p> <p>Will spectators be allowed?</p> <p>Are there potential congestion areas requiring additional controls?</p> <p>Whose responsibility are those controls?</p>
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.	<p>Provided: Infrastructure to enable hand hygiene, including details on the location of washrooms or stations.</p> <p>Will hand sanitizer be provided in addition to standard infrastructure supplies?</p>
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.	<p>Products and procedures for surface touch points as well as high use areas will follow BCCDC and WorkSafeBC employee safety protocols.</p> <p>Post your cleaning schedule.</p>

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KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.	Confirmation of facility use area(s) and maximum participant count for each space.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.	Have you provided information advising users about personal health and addressing individuals exhibiting signs of illness on site?
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.	When equipment is supplied, provide expectations regarding user and municipal responsibilities for sanitization. Towels and other shared resources will not be provided.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.	Posting of policies and procedures for safety control measures.
Training of Employees/Volunteers	Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc) New coaching/instructor guidelines.	Training policies and procedures for facility employees is available upon request.
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.	Updated facility emergency plans – first aid, PPE, response to fire alarms (mustering), and protocol response to cases or outbreaks of COVID-19 etc.

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APPENDIX 5 – SECTION 9

WorkSafeBC PROTOCOLS FOR PARKS

This Appendix supports Section 9 of the Recreation and Parks Sector Guideline for Restarting Operations.

1. PREPARE YOUR WORKPLACE

- Review and coordinate roles and responsibilities with all contractors, suppliers, and employees. Employers should develop procedures to ensure contractors are aware of your health and safety program requirements, including relevant COVID-19 related protocols and are following protocols of their own.
- For locations where parks employees are working from multi-ministry or regional offices, coordination is required to ensure plans align across locations.
- Review staffing levels and adjust as needed to ensure enhanced cleaning of high-touch areas and enhanced employee presence to manage park visitors.
- Determine the maximum number of people in each area or space to maintain physical distancing requirements. See the [COVID-19 Safety Plan](#) for guidance on establishing occupancy limits.
- In welcoming visitors, send out information through regular marketing channels and social media about limitations, rules, limited facilities, and service to manage expectations during partial openings.
- Provide signage and information regarding rules and process throughout the facility including park, beach, sport court, and general outdoor areas. Consider posting signage in other majority languages or provide pictograms.
- Consider enhanced measure to maintain the physical distancing requirement:
 - Control entry and exit points for visitors and workers.
 - Manage the flow of people by implementing one-way walkways or marking off designated walking areas.
- Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that an employee becomes ill.
- Ensure workers who have been away, or are new to the workplace, are oriented as necessary so that all COVID-19 related procedures are explained and understood.
- Identify situations where personal protective equipment (PPE) will be required. Clarify who will provide PPE and train workers accordingly.
- Identify a process to regularly review and/or update protocols and include workers in your review process.

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2. Shared workspaces

GENERAL WORKER PROTOCOLS

- Establish and [post occupancy limits](#) for office space, lunch rooms, vehicles and other common areas. Ensure physical distancing can be maintained.
- Limit in-person meetings and other gatherings and hold any meetings in larger open spaces.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to [wash or sanitize hands](#) after coming into contact with public items.
- Post cleaning procedures and worker expectations in all common spaces.
- Before entering any shared space such as vehicle or office, wash hands or use hand sanitizer.
- Clarify procedures to wipe down or disinfect shared office equipment before use.
- Maintain at least a 2 metre distance from other workers. If the physical distancing requirement cannot be maintained, hold a meeting to address solutions.
- Consider holding meetings in small groups and maintain physical distancing. Hold meetings in open spaces or outside if possible.

VEHICLES

- Employers should assess the number of workers being transported or sharing vehicles at any given time and employ measures to ensure at least 2 metres of distance between workers is maintained.
- Whenever possible, workers should travel alone in their vehicles. Employers must implement all the necessary safeguards related to working alone or in isolation to ensure the safety of these workers.
- Measures that may be taken to ensure at least 2 metres of distance include the following:
 - Have workers sit one to a seat.
 - Stagger riders to allow for maximum distance.
 - Adjust the number of workers per trip and the overall number of trips needed to transport workers to a worksite.
 - If possible, use larger vehicles or multiple vehicles.
- Track who drives which vehicles and minimize changes in teams or vehicle assignments. Consider creating consistency in crews of workers using vehicles together and performing shifts or work tasks together.
- If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate.
- Employers must also implement a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.

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- Employers should have handwashing facilities or sanitizing stations available to workers as they enter and exit the vehicle.
- Employers must ensure that high contact surfaces within the vehicle are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Incorporate end-of-shift vehicle wipe downs, include a method for tracking end of shift cleaning and provide workers with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.
- Helicopter, ATV, and boat use should be limited to essential use only.

STAFF ACCOMMODATION

- Complete a risk assessment and consider new strategies for shared staff accommodation, including housing people in groups of less than six and defining teams of workers who live and work together in exclusive groups. This will help reduce the risk of transmission to larger groups.
- The BC Centre for Disease Control has issued [Protecting workers at large industrial camps during the COVID-19 pandemic](#) that provides useful information for managing shared worker accommodations.
- Provide single room occupancy or ensure spacing of beds is adequate.
- Manage location of personal gear and care items to minimize exposure.
- In remote scenarios, established guidelines to limit employee interactions with communities whenever possible.
- Clarify and follow cleaning and disinfecting schedules.
- Establish rules for socializing locations to ensure physical distancing is maintained. Events must have fewer than 50 people to align with the public health officer's prohibition on mass gatherings. Hold these events outdoors whenever possible.

3. Public Interface

- Ensure any employees that are expected to manage groups of visitors are trained in protocols.
- Ensure employees have the support and strategies for dealing with visitors who may be unwilling or are unable to understand the approach to managing visitor volumes. This should include reviewing your violence risk assessment, policies and procedures, and training and reporting requirements under the Occupational Health and Safety Regulations for minimizing the risk of violence to workers.
- Provide signage and determine how crowd limits and spacing will be controlled, and who will be responsible. See the [COVID-19 Safety Plan](#) for guidance on establishing occupancy limits.

R-2

- Provide markers or indicators to ensure spacing:
 - Limit parking.
 - Space out or limit bike valet or bike racks.
 - Space out or limit the number of picnic tables, and put signage on table for the maximum number of people per table.
- When working amongst members of the public, set up barriers or tape to delineate the worksite and to discourage the public from entering the area.

PARK ENTRY/RECEPTION

- Do not allow public access into offices.
- Provide physical barriers, such as glass, if the physical distancing requirement cannot be maintained.
- Try to limit the use of cash and limit the handling of credit cards and loyalty cards whenever possible, by allowing customers to scan or tap their cards and handle the card readers themselves. Encourage tap payment over pin pad use. Establish hygiene practices that address the needs of your workplace, and includes the requirement to wash or sanitize hands after handling cash.
- Provide hand sanitizer to the public and workers.
- Wipe down shared machinery between users (such as payment or ticketing machines).

CONCESSION STANDS

- Refer to guidance provided to [Restaurants, cafes, and pubs](#).
- Ensure there are sufficient employees to manage the volume of customers and associated line ups and food pick-up areas.

INTERPRETIVE CENTRES, AMPHITHEATRES, NATURE HOUSES

- Only provide these services when physical distancing measures can be maintained and provide enhanced cleaning.

SPORTS

- Employers should have COVID-19 related protocols for coaches who are workers. These protocols should include interacting with park employees and members of the public, and how to handle suspected cases of COVID-19.
- This should include clear guidance on the use of park spaces and equipment, including cleaning, disinfecting and storage of publically available sporting equipment and facilities.
- Lifeguard and other aquatic employee protocols will be available at a later date.

R-2

4. Facility Cleaning

- Work activities such as cleaning washrooms, change rooms, garbage, and recycling removal (waste management) must have protocols in place to limit risk of COVID-19 transmission. This includes training in and supervising of formal cleaning and disinfecting procedures.
- Identify, provide, and show location of cleaning products and when and how they will be used. Review and update WHMIS training and procedures.
- Provide hand sanitizing stations at all entryways for everyone to use.
- Provide physical distancing signage at washroom and change room entryways.
- Convert washrooms to individual use if possible, or limit number of people inside at any time.
- Provide and follow enhanced cleaning schedule and disinfection protocols for washrooms.

5. Visitor Management

- Develop emergency plans for crowd control and employee support in events such as:
 - Medical emergencies, including providing first aid to the public (consider vulnerable visitors)
 - Sudden over-crowding
- Coordinate emergency plans with local emergency responders and put special consideration to the remote nature of many of these worksites
- Ensure your staffing type and levels are adequate to manage aggressive or disgruntled customers. Develop compliance and enforcement procedures, including reviewing and updating working alone procedures as required.

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APPENDIX 6 – SECTION 9

Return to Safe Operations Due Diligence Template

APPENDIX 65, Return to Safe Operations Due Diligence Template

This Appendix supports Section 9 of the Recreation and Parks Sector Guideline for Restarting Operations.



Insert your logo here

Return to Safe Operations Due Diligence Template

Below is information copied from the following WorkSafeBC webpage with that addition of information completed by (insert your organization here)

Municipalities and COVID-19 safety – from WorkSafeBC website on May 13, 2020

WorkSafeBC is working with workers, employers, and industry associations to ensure municipal worksites remain healthy and safe during the COVID-19 outbreak.

We are providing information to workers and employers through worksite inspections focusing on the controls that the employer can use to limit exposure, including maintaining distance between workers and ensuring adequate hygiene facilities. We are continuing to engage in inspection, consultation, and education activities within the sector to ensure everyone in the workplace is fulfilling their obligations.

For more information from WorkSafeBC, please see:

- [Preventing exposure to COVID-19 in the workplace](#): a guide that employers may use to assess the risks and controls in their workplace.
- [COVID-19 health and safety information](#): general information for all employers and workers about staying safe at work
- [Frequently asked questions](#): answers to questions from British Columbian workers and employers on how to maintain a healthy and safe workplace

RETURNING TO SAFE OPERATION

The B.C. government has announced a [phased approach for reopening B.C. businesses](#). We are partnering in the initiative by developing specific resources for industries as they prepare to reopen. Learn more by viewing our general guide on [COVID-19 and returning to safe operation](#) and answers to [frequently asked questions](#).

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CONTROLLING THE RISK OF COVID-19 EXPOSURE

Employers must take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace.

Employers may consider some of the following advice or best practices to reduce the risk of worker exposure to COVID-19:

Background and general information: (Examples, activation of an EOC, COVID-19 information webpage on E-link, etc).

Who should come into the workplace	
Implement a procedure requiring anyone with symptoms of COVID-19 such as sore throat, fever, sneezing, or coughing to self-isolate at home for 10 days from onset of symptoms, as well as anyone advised by public health to self-isolate.	(Examples, Pandemic COVID 19 Response – Employee Leave, Employee Pandemic Leave, FAQs etc.)
Prioritize the work that needs to occur at the workplace for you to offer your services.	(Example, a list of essential and critical services)

Physical distancing and other preventative measures	
Stagger start times for workers to prevent crowding at locations.	(Examples, staggered start times, how they report to work – either going to the yard or site, etc.)
Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings.	(Examples, conference calling options, in-person meetings taking place in large or open areas with sufficient physical distancing, some employees working from home, etc.)
Modify work processes and practices to encourage physical distancing between them and customers, clients, and other workers.	(Examples, closing all municipal facilities to the public, service by appointment only, etc.).
Provide instructions to workers on methods for maintaining physical distance from customers, clients, and other workers, such as not greeting others by shaking hands, or removing or modifying proof of delivery signature requirements and money collection requirements.	(Examples, safety talks, posters, procedures, etc.)

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Cleaning and hygiene	
Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities.	(Examples, critical supplies identified and inventories created, etc.)
Remind employees of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers.	(Examples, Special Advisory, posters, signage, etc.)
Remove shared items where cross-contamination is possible (e.g., shared tools, coffee and water stations and snack bins).	(Example, using disposable products, etc.)
Enhance cleaning and disinfecting practices in high contact areas like door and cabinet handles, keyboards, light switches, steering wheels, and communications devices.	(Examples, Cleaning risk assessments, cleaning schedules, etc.)
Incorporate end-of-shift wipe downs for all shared spaces.	(Example, establish a system to identify computer workstations that have been cleaned and disinfected, etc.)

Documentation and training	
Train your employees on changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.	(Example, establish corporate system.)
Ensure that workers can raise safety concerns. This may be through your joint health and safety committee.	Examples, ensure that employees have a plan to address COVID-19 concerns, set up a communication link etc.)

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Worker transportation	
<p>Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. If that is the case, employers must implement all of the necessary safeguards related to working alone or in isolation, to ensure the safety of these workers.</p> <p>Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance between them; adjusting the number of workers transported per trip; and increasing the total number of trips needed to transport workers to a worksite. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.</p> <p>If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate.</p>	<p>(Examples, Changes to fleet use establishing one person per vehicle, assessing risk, need and benefits of installing non-rigid impervious barriers, etc.)</p>
<p>Employers must also implement a process that allows for physical distancing when loading and unloading vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.</p>	<p>(Example, social distancing plan for unloading/loading vehicles, etc.)</p>
<p>Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle.</p>	<p>(Example, Alcohol based hand sanitizer be available, etc.)</p>
<p>Employers must ensure that high contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, steering wheels, and hand holds.</p>	<p>(Examples, Risk assessment for cleaning vehicles, etc.)</p>

Resolving concerns about unsafe work
<p>Workers have the right to refuse work if they believe it presents an undue hazard.</p> <p>An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.</p> <p>If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.</p> <p>For more information, see Occupational Health and Safety Guideline G3.12.</p>

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ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made. Grant Writer searching out funding.
	14-03-2019			Councillor Kish contacted Grant Writer about grants. She also spoke to Ruth Bellamy about equipment and removal of non-essential items. Plan to dispose of these items during free tipping day
	16-03-2020		Haida Gwaii Rec	Strength-Building: The Haida Gwaii Weight Room Strategy. Applying to Community Innovation Grant to develop HG weight room strategy
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
	16-04-2019			Draft plan circulated to Council for review.
	03-06-2019			Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	31-07-2019			Requested date for Aug 20/20 - waiting for confirmation
	22-08-2019			Public Meeting held to receive comments on proposed plan and Berry Maze
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A45	18-11-2019	PCHS Request for Support		to bring back after strategic planning and budget approval
A46	18-11-2019	Staff to accumulate information		Staff to Accumulate all information on location of sewer lines where it impacts current land application - may not be completed & brought back until next year
A47	16-03-2020 17-03-2020			Staff to reach out to Northern Health to determine if there is a local action/response for HG on what needs to be done if someone contracts COVID-19 Complete, CAO reached out.
A48	20-04-2020			Staff to bring concern about testing of non-residents/workers coming in to Haida Gwaii to Northern Health & that testing should be done to protect small communities

A-1